

# CALL FOR TENDERS: Pool of Educators and Trainers

5th May 2026, Brussels

The Green European Foundation is glad to invite multiple economic operators to submit a tender for the procurement of education and training services. Multiple individuals and/or companies will be selected to form a pool.

## About the Green European Foundation

The Green European Foundation (GEF) is a European-level political foundation funded by the European Parliament. GEF is affiliated to, but independent from, the European Green Party and Green movement in Europe.

GEF's mission is to encourage European citizens to participate in European political discussions, in particular when it comes to envisioning what a Green Europe would look like. As a forum for cooperation at the European level, we work closely with our national member foundations and thereby aim to strengthen the broader Green political movement and encourage public engagement with green ideas across Europe.

## Scope of Tender and Technical Specifications

We are looking for trainers and educators to support the Green European Foundation in quality delivery of its education programme and activities, including but not limited to, support in conceptualisation, planning and delivery of training, education and facilitation. These tasks will focus on but are not limited to GEF's flagship political education initiatives: The Greenhouse: Training for Activists and the European Green Academy. More information about GEF's political education work can be found on our [website](#) and in the table below.

Participation in this call is therefore open to any service providers in Europe, both individuals and companies, who can show proof of their qualification, experience, and capacity to perform education and training services within European policy and political settings.

Service providers are invited to indicate for which category(ies) they are applying. Multiple providers will be selected to form a pool.

**1. Senior Trainers and Facilitators:** highly experienced professionals responsible not only for delivering activities but also for support in conceptualising, designing, leading, and evaluating complex learning processes.

They are expected to:

- Support conceptualisation processes for GEF political education activities;
- Design and lead non-formal education programmes, workshops, and learning journeys;
- Facilitate high-level group processes and political training, including diverse and international groups;
- Adapt methodologies to complex contexts and specific target groups;
- Provide mentoring and guidance to other trainers/facilitators when needed;
- Work in synergy with educators to ensure quality delivery of their educational inputs;

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- Contribute to the development of educational strategies and tools;
- Ensure quality control and evaluation of learning activities;
- Prior experience working with young people with activist / politicised backgrounds is considered a strong asset;
- Prior engagement with green movement structures and ideas is considered an asset.

**2. Trainers and Facilitators:** professionals with solid experience in delivering non-formal education activities and supporting learning processes.

They are expected to:

- Deliver workshops, training sessions, and facilitation activities using non-formal methods;
- Support the design and preparation of educational activities;
- Facilitate group processes and ensure participant engagement;
- Adapt content and methods to participants' needs;
- Contribute to evaluation and reporting.
- Prior experience working with young people with activist / politicised backgrounds is considered a strong asset.
- Prior engagement with green movement structures and ideas is considered an asset.

**3. Educators:** professionals who design and support learning activities and contribute to the implementation of training processes, including through specific inputs and specialised expertise in political and policy education and knowledge transmission.

They are expected to:

- Assist in the delivery of workshops and learning activities through specialised inputs;
- Support facilitation processes and group dynamics;
- Prepare political education materials for activities;
- Engage participants and support inclusive learning environments;
- Support participants with mentoring or guidance where relevant;
- Participate in evaluation and reflection processes.

The volume and frequency of work assigned will be negotiated with the provider throughout the duration of the contract. Offers should indicate the providers' capacity for small ad hoc assignments as well as larger projects.

The service delivery will be conducted under a framework agreement between the Green European Foundation and the selected translation service provider(s). The framework contract with the selected provider(s) will be valid for a maximum of 5 years.

The profile of service provider(s) is specified hereafter according to the different categories of service:

#### **Senior trainers and facilitators**

- Extensive experience (e.g. 10+ years) in non-formal education, training, or facilitation;
- Proven track record in leading international or large-scale activities (for more than 7 years) with people under the age of 35;
- Strong methodological expertise and ability to innovate;
- Excellent facilitation, communication, and group management;
- Ability to work with diverse groups;

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- Strong interpersonal and communication skills;
- Operates sustainably and/or has sustainability as an objective in their work;
- Attention to detail;
- Ability to work proficiently in English.

**Trainers and facilitators**

- Demonstrated experience (e.g. +5 years) in training or facilitation;
- Proven track record in leading international or large-scale activities (for more than 2 years) with people under the age of 35;
- Good understanding of non-formal education approaches;
- Ability to work with diverse groups;
- Strong interpersonal and communication skills;
- Operates sustainably and/or has sustainability as an objective in their work;
- Attention to detail;
- Ability to work proficiently in English.

**Educators**

- Demonstrated expertise in the area of political education (e.g., +5 years)
- Good understanding of non-formal education approaches;
- Ability to work with diverse groups;
- Strong interpersonal and communication skills;
- Operates sustainably and/or has sustainability as an objective in their work;
- Attention to detail;
- Ability to work proficiently in English.
- An academic and/or didactic background in political ecology or related fields is considered a strong asset. Experience working with activists and young people with politicised backgrounds is considered a strong asset.

The exact number of working days and the detailed timeline for the delivery of specific tasks may vary depending on GEF’s needs throughout the year. The total volume of services is indicative only and is currently estimated at approximately 40–45 working days per year across the entire pool of selected service providers.

Following is a tentative and non-binding description of the potential training assignments that the different service providers selected might be asked to perform. Kindly note that this table is non exhaustive.

Name of activity	Recurrence	Brief description	Expected tentative effort of the provider(s)
<p><b><u>Kindly note that all estimations are approximate and depend on the exact tasks allocated for</u></b></p>			

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			<b>each specific assignment</b>
<b>Greenhouse Training</b>	Twice per year: 3-5 training days	A flagship activist training programme focused on political education and capacity building, for young leaders, organisers, and changemakers across Europe. It typically includes workshops, peer-learning activities, debates, networking, and community-building activities around key Green political themes.	<p><b>Senior trainers:</b> 15-20 working days including:</p> <ul style="list-style-type: none"> <li>- Conceptualisation</li> <li>- Pedagogical coordination</li> <li>- Preparation of session outlines</li> <li>- Educator briefing</li> <li>- Preparation of educational material</li> <li>- Training delivery</li> <li>- Debriefing</li> <li>- Evaluation report</li> </ul> <p><b>Trainers:</b> 10 working days including:</p> <ul style="list-style-type: none"> <li>- Preparation of session outlines</li> <li>- Preparation of educational material</li> <li>- Training delivery</li> <li>- Evaluation report</li> </ul> <p><b>Educators</b> 10 working days including:</p> <ul style="list-style-type: none"> <li>- Support with political conceptualisation</li> <li>- Preparation of session outlines</li> <li>- Preparation of educational material</li> <li>- Training delivery</li> </ul>
<b>Public debates and Conferences</b>	Ad-hoc – up to 3 times per year Duration: Typically half a day	Events organised or co-organised by GEF to stimulate discussion on European politics, democracy, sustainability, and social justice. These formats bring together policymakers, academics, activists, and engaged citizens to exchange	3-5 working days per event, including:

		<p>ideas and develop policy perspectives.</p> <p>Potential formats might include GEF's European Green Academy, Summer Schools organised in collaboration with partners, Policy events and Launch events.</p>	<p>- Evaluation and debriefing</p>
<p><b>Internal Capacity Building and/or meeting support</b></p>	<p>Ad-hoc Duration: Typically half a day to a full day</p>	<p>Tailored internal learning sessions designed to strengthen organisational skills, strategic knowledge, and collaboration capacities of staff, members, or partner organisations. This may include training on facilitation, governance, advocacy, or project management. Based on GEF's broader training mission.</p> <p>Professional support for internal meetings, retreats, or planning sessions to improve participation, decision-making, and strategic alignment among teams or network members. Based on GEF's emphasis on participatory processes and network development.</p>	<p>3 working days per event, including:</p> <ul style="list-style-type: none"> <li>- Agenda co-design</li> <li>- Coordination with responsible staff members</li> <li>- On site training</li> <li>- Evaluation and debriefing</li> </ul>

Tenderers are invited to submit an offer highlighting the **unit price** (preferably per day) for each of the tasks described in the Technical Specifications. Tenderers are also invited to specify if a minimum billable amount for services applies, and if so, specify the minimum amount.

**Exclusion Criteria**

Please find as follows criteria to fulfil in order to not be excluded by the tendering procedure.

- The tenderer does not incur in any exclusion criteria as per article 136 FR 2018/1046.
- The tenderer does not have existing conflict of interest in connection with this tender. In the event that a potential or actual conflict of interest arises during the tendering process

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or the execution of the contract, the tenderer shall immediately disclose it to GEF in writing.

- Only offers submitted in English via the official application form will be evaluated.
- Minimum requirements that all tenderers shall meet in order to be considered for evaluation include compliance with applicable environmental, social and labour law obligations established by Union law, national law, collective agreements or the applicable international social and environmental conventions listed in Annex X to Directive 2014/24/EU
- The tenderer must not be in a situation of bankruptcy, failure to pay social security contributions or taxes, or any other exclusion grounds as defined in Articles 138 and 143 of the Financial Regulation.

**Selection Criteria:**

Please find as follows criteria to fulfil in order to not be rejected by the tendering procedure. The selection criteria are assessed with comply or fail questions. The tenderers that comply with the criteria are going to be further examined and considered for award. The tenders that do not comply shall be rejected.

The selection criteria for this tender, addressing (a) the suitability to pursue the professional activity;

(b) the economic and financial standing; and (c) the technical and professional ability, are:

<b>Criterion</b>	<b>Senior Trainers &amp; Facilitators</b>	<b>Trainers &amp; Facilitators</b>	<b>Educators</b>
<b>Years of relevant professional experience</b>	Minimum 10 years in non-formal political education, training, or facilitation	Minimum 3 years in training or facilitation in political education settings	Minimum 5 years in political education
<b>Experience in international / large-scale activities</b>	At least 7 years AND minimum 10 documented activities/projects led	At least 3 years AND minimum 5 documented activities/projects led	-
<b>Methodological expertise in non-formal education</b>	Proven experience as lead trainer/facilitator (with at least 10 assignments as lead)	Experience delivering sessions independently (at least 10 assignments)	Experience delivering education and/or teaching activities (min 3+ years)
<b>Work with diverse target groups</b>	Documented experience with international and diverse groups (minimum 10 contexts/projects)	-	Documented experience with international and diverse groups (minimum 5 contexts/projects)
<b>English proficiency</b>	Minimum level C1	Minimum level C1	Minimum level C1

## Contract Award Criteria:

Please find as follows the award criteria which will be evaluated according to the listed weight:

	Evaluation Criterion	Description	Weight (%)
<b>Quality</b>	Experience in international / large-scale activities	Assesses the relevance and extent of the applicant's experience in designing and/or delivering educational activities in international and/or large-scale contexts, including their role, level of responsibility, and exposure to multicultural environments.	<b>20%</b>
	Methodological expertise in non-formal education	Assesses the applicant's ability to design and apply non-formal education methodologies, including the use of participatory and learner-centred approaches adapted to objectives, contexts, and target groups.	<b>20%</b>
	Work with diverse target groups	Assesses the applicant's experience and capacity to work with participants from diverse backgrounds, including their ability to ensure inclusive, accessible, and context-sensitive learning environments.	<b>20%</b>
<b>Price</b>	Financial Offer	Competitive and transparent pricing tailored to the technical specifications of the tender (generic price lists will not be considered). *Please, make sure to express all the prices in euro, VAT excluded, and to mention on the side the VAT rate applicable.	<b>40%</b>

The methodology for ranking the economic operators is best price-quality ratio with weighting of criteria. Quality weights 60/100, while price 40/100.

The formula is as follows: Total score=[(Lowest price / Tenders' price)\*40]+[Tender's total quality / 100\*60].

The tenderer ranking the highest after the evaluation shall be selected for the award.

## Practical Information

All tenders should be submitted **by 26th May 2026, at 09h00 CET (Brussels Time) via the [application form](#)**.

The selection committee reserves the right to schedule short exchanges to clarify unclear information.

Tender(s) selection: 10 working days from the submission deadline.

Start of the service provision agreement: Mid June 2026

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A rolling Q&A document is available at this [link](#). Please, make sure to write anonymous questions and to not write above other questions. Questions received via email will also be posted and answered on the above-mentioned document.

Please submit your application by providing a detailed proposal in English, encompassing the following elements:

- A brief introduction of the company or individual consultant outlining their background, interest, and competences in line with the selection and award criteria. This introduction shall outline the extent to which the consultancy services fulfill the criteria mentioned above. In the event of a company proposing a consultant, please make sure to additionally include a brief introduction of the company. Please make sure to include evidence of the above-mentioned criteria, including list or selected list of activities/projects worked on if applicable.
- The Curriculum Vitae of the consultant applying (in case of an individual).
- A competitive price offer matching the mission scope and purpose, expressed in the form of a daily fee, VAT excluded. Please mention the applicable VAT rate in your application. Only complete offers, that are tailored to the technical specifications of the tender and are not a generic price listing will be evaluated. **Please include a tentative budget based on the outline table in the Technical Specification as well – including an estimation of the effort.**
- Officially declare that you do not incur any exclusion criteria as per art 136 FR 2018/1046, and any kind of conflict of interest, or a copy of ESPD (European Single Procurement Document) that would disqualify a proposal from consideration.

Portfolios and/or references are optional.

*We actively encourage economic operators from diverse backgrounds, including those from underrepresented and marginalised communities, to apply.*

Please ensure that your proposal addresses each of these elements comprehensively. Incomplete submissions affect the evaluation of your proposal.

Thank you for your interest in providing services to The Green European Foundation (GEF).

## Confidentiality

Economic operators accept to not disclose nor communicate in any way and at any time confidential information regarding their relationship and work with GEF. This commitment remains valid after the termination of the service, permanently.

The awarded tenderer will commit to sign a declaration to certify the absence of conflict of interest in relation to the tasks and mission contracted by GEF and will make sure to inform the organisation of any changes in this status.

## Terms and Conditions

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The collection of the tenders, the first screening, selection, and award procedures shall be conducted by distinct members of the GEF team and an appointed selection committee, with the aim of guaranteeing adherence to standards concerning conflicts of interest.

In accordance with the European legislation, GEF retains the right to reject any or all proposals, either wholly or partially, initiate a new call for proposals if deemed necessary, cease the requirement for services, or terminate this call for tender before the written contract is finalised.

GEF is not bound to reply to requests for additional information made less than 6 working days before the deadline for receipt of tenders.

The completion of the tendering process does not oblige GEF to grant the contract.

If the tender encompasses multiple items or lots, GEF maintains the right to award a contract for only a portion of them. GEF will not be held responsible for compensating economic operators whose proposals have not been accepted, nor will it be liable if it chooses not to award the contract.

By submitting an offer, the economic operators authorise GEF to safely and privately archive the offers received for auditing purposes and agree to not advance any claim or cause of action against GEF based on any misunderstanding on the information provided relatively to the tender, or any eventual failure to provide pertinent information as intended by this call for tender.

The tenders will remain confidential until opening and archived accordingly to GDPR.

Submission of a tender implies acceptance of the terms and conditions set out in the procurement documents and that such submission binds the contractor to whom the contract is awarded, if any, during the performance of the contract.

Submission of a tender implies acceptance of receiving notification of the outcome of the procedure by electronic means.

## **Contracting Party**

Green European Foundation (GEF)

Legal and billing address: Avenue des Arts 7-8, 1210 Brussels, Belgium, VAT: BE1029113580.

## **Contacts**

For any questions regarding this call for tender, please refer to [giuseppina.tucci@gef.eu](mailto:giuseppina.tucci@gef.eu)