



Amendment of the Call for Experts

UMBRELLA project is looking for independent experts from Denmark, Sweden, Lithuania, Poland and Germany, and other EU countries to engage in a pool of experts to support UMBRELLA's potential beneficiaries

The following points of the Call for Experts have been amended:

2. General tasks for Experts

The pool of experts will be created as an instrument for achieving the goal of the project. An expert could be hired from an external company also as trainer to provide National trainings and coaching sessions.

UMBRELLA will contract an external company that will be in charge of the organization and conduction of 12 trainings for the beneficiaries of the UMBRELLA project: non-governmental organizations, local government units, universities and other interested entities in Denmark, Sweden, Poland and Lithuania, that are part of the INTERREG VA Poland-Denmark-Germany-Lithuania-Sweden program (South Baltic) in the field of project management. Programmes under the 2014-2020 perspective will be presented: Interreg South Baltic, Interreg Baltic Sea Region, Erasmus +, LIFE, Europe for Citizens, PROGRESS, EURES, Creative Europe, the "Rights, Equality and Citizenship" Program, URBACT, financial instruments of the Swedish Institute and the Nordic Council of Ministers and other, such as Norwegian Funds and European Economic Area Funds, CBSS-Project Support Facility. The scope of trainings will include two levels of participants' advancement in the implementation of international projects. Basic level for beneficiaries who have no experience in the implementation of international projects. Advanced level for beneficiaries experienced in the implementation of international projects.

Expert will receive all the necessary support-material in advance once he/she will be contacted for the implementation of a task, to ensure professionalism, besides trainings for trainers provided by the external company operating under Umbrella project. Among the support-material, trainers will be provided with a Handbook for trainers and other documents, most likely through e-learning courses on Umbrella Moodle Platform.

- TRAINERS

The external company that will operate under Umbrella project will hire a minimum of 10 persons - trainers who will conduct 12 trainings for the beneficiaries of the UMBRELLA project based on a





textbook for the beneficiaries of the UMBRELLA project, a manual for trainers and multimedia presentation and will conduct up to 50 coaching sessions.

3.2. Trainers will be people with documented knowledge and skills necessary to carry out trainings, and min. 3-year documented professional experience in the field of European project management.

3.3 The external company shall ensure that the trainers employed have knowledge of English at least equivalent to B2 language proficiency in the Council of Europe scale.

3.4 The external company shall ensure that each trainer responsible for conducting training in a given country will have a language knowledge equivalent to at least C1 proficiency level in the Council of Europe scale or be his / her mother tongue.

3.5 The external company will select trainers and present candidates to the Employer by June 28, 2019.

3.6 The external company shall provide trainers with the necessary tools to conduct training and previously developed training materials for trainers and beneficiaries, which will be delivered to the Contractor by the Employer at least 1 month before the start of the training.

3.7. Coaches must have knowledge of the training program and training materials - textbooks and multimedia presentation.

- TRAINING FOR UMBRELLA PROJECT BENEFICIARIES

The aim of the training is to acquire or improve the level of knowledge, skills and competences of participants in the field of international project management, application and implementation of projects and the use of project tools.

4.1 The external company will organize and conduct 12 one-day trainings for groups of min. 15 to max. 25-people, for recruitment of which the Umbrella project partners are responsible, in the formula of an interactive lecture and workshops with the use of modern training techniques: e.g. case study, training games;

4.2. Date of trainings: September 1 - March 31, 2020.

4.3. Trainings will be conducted between 9:00 and 17:00, including 2 coffee breaks of 20 minutes and one lunch break of 1 hour.

4.4. Trainings will be conducted in the national languages for the beneficiaries of the UMBRELLA project - in Denmark in Danish, Swedish in Swedish, Polish in Polish, Lithuanian in Lithuanian, which is part of the INTERREG VA Poland-Denmark-Germany-Lithuania-Sweden programme (South Baltic).

4.5. The trainings will be divided into two levels of participants in the implementation of international projects, e.g. the basic level for beneficiaries without experience in the implementation of international projects depending on the identified training needs of beneficiaries and the level for beneficiaries with experience in the implementation of international projects depending on identified training needs of beneficiaries;

4.6. The scope of trainings will include project management including:





- (a) requirements and barriers related to the implementation of international projects;
- (b) overview of the concepts and issues related to with the implementation of projects - including goals, results, products, activities, indicators, project promotion, long-term project results;
- (c) overview of the various EU programs and financial instruments, mainly those mentioned in the introduction;
- (d) overview of project tools along with exercises on: building a problem tree, objective tree, logical matrix, creating intervention logic, constructing project budget, creating international partnerships and project teams; discussion of good and bad practices.

- COACHING SESSIONS FOR UMBRELLA PROJECT BENEFICIARIES

The external company will carry out up to 50 coaching sessions which aim is to provide trainers' support to develop specific project ideas with beneficiaries and help in the preparation of project applications.

5.1. Date of implementation of coaching sessions: 1 September 2019 - 31 March 2020.

5.2. Coaching sessions will have the character of 1-1,5 hour individual personal or online consultation meetings with the beneficiaries of the UMBRELLA project, who will notify project partners the need to participate in a session with the trainer.





8. Confirmation

"I agree for my personal data, provided in this application, to be processed by the Association of Polish Communes of Euroregion Baltic, as Umbrella Leader, and shared among Umbrella's partnership and the external company responsible for National trainings for project purpose, according to the EU General Data Protection Regulation (GDPR) (<https://www.eugdpr.org/>).

Place and date	Signature

Further information on the personal data protection

According to the Regulation (EU) 2016/679 of the European Parliament and the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (General Data Protection Regulation, GDPR) (OJ L 119, 4.5.2016, pp.1-88). Personal data are processed (i.e. collected, used and stored) under the following legal basis:

1. processing is necessary for the performance of a contract to which the data subject is a party to take steps at the request of the data subject prior to entering into a contact (art. 6 § 1 point b GDPR),
2. processing is necessary to fulfil the legal obligation of the Administrator- tax regulations, provisions regulating the principles of granting or settlement of co-financing (art. 6 § 1 point c GDPR),
3. processing is necessary to fulfil the legal obligation of the Administrator, especially handling of inquiries or complaints (art. 6 § 1 point f GDPR)

Personal data is processed for the time necessary to achieve the purpose of processing and, as a general rule, for a period of up to 10 years (a period of time depending on the determination, investigation or defense of claims.

The main purpose of the personal data collection is the employment of an expert under Umbrella project

- ✓ The appropriate Administrator of the personal data is: Association of Polish Communes of Euroregion Baltic, ul. Stary Rynek 25, 82-300 Elbląg- Poland
- ✓ The expert included in Umbrella project "Rent-an-expert" facility has the right to cancel his/her consent to the processing of the personal data at any time. In such case administrator will immediately remove the expert's data from the project's database.
- ✓ The expert included in Umbrella project "Rent-an-expert" facility has the right to amend or update his/her personal data.
- ✓ The personal data is provided by the applicant (expert) on voluntary basis.