Guidelines for Evaluation and Selection of Service Providers

Engagement of Trainers for Delivery of a Two-Day Training Program

For the purposes of the project **"Digital Voices Lab: From Media Literacy to Civic Impact"**, an **Open Call for Procurement of Services** is conducted for the **engagement of two trainers for the preparation and delivery of a two-day training program within the Youth Digital Civic Lab**.

The selection procedure shall be carried out in accordance with the Grant Agreement and based on the principles of transparency, equal treatment, non-discrimination, and cost-effectiveness in the procurement of services.

It has been determined that the most advantageous applicant will be selected according to the following criteria:

- **Quality** ..... **70 points**
- **Price** ..... **30 points**

Interested applicants are required to submit a signed application electronically to: community.mediadev@gmail.com no later than **22.06.2026 (Monday) at 17:00 hrs**, containing the following mandatory documentation:

Required Documentation for Applicants

- **Short Curriculum Vitae (CV)**;
- **Short motivational letter**;
- **Financial Offer** (gross amount in MK).

Based on the submitted documentation, applications will be evaluated according to the following criteria:

Evaluation Criteria	***Maximum Points***
CV and professional background of the applicant(s)	35
Relevant experience in similar assignments	35

Financial offer	30
Total points for qualitative and financial evaluation	**100**

Evaluation Methodology

1. CV and Professional Background (35 points)

Evaluation will consider:

- Educational background and qualifications;
- Professional experience relevant to the assignment;
- Expertise in media literacy, digital literacy, civic participation, online safety, youth engagement, or related thematic areas.

2. Relevant Experience (35 points)

Evaluation will consider:

- Previous experience in preparing and delivering interactive trainings, particularly for young people;
- Relevant assignments in civic participation, media literacy, digital engagement, digital storytelling, online safety, or youth empowerment.

3. Financial Offer (30 points)

The financial proposal will be evaluated according to the principle of **best value for money**, while ensuring compliance with the project budget.

The applicant receiving the **highest total score** based on the qualitative and financial evaluation will be selected.

Center for Community Media Development
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