Guidelines for Evaluation and Selection of Service Providers

Engagement of Mentors for the Youth Digital Civic Lab

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 mentors** who will provide mentoring support to participants following the completion of the Youth Digital Civic Lab training.

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.

Employees, members, or associates of the Center for Community Media Development MEDIUM are eligible to apply under this Open Call, provided that they meet all eligibility requirements specified in the Call. Their applications shall be evaluated under the same conditions, procedures, and selection criteria as all other applicants, ensuring equal treatment and full transparency throughout the evaluation process.

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 **15.07.2026 (Wednesday) 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 civic participation, youth engagement, media literacy, digital literacy, digital activism, advocacy, or related thematic areas.

2. Relevant Experience (35 points)

Evaluation will consider:

- Previous experience in mentoring, coaching, or supporting young people;
- Experience facilitating participatory learning processes and teamwork;
- Experience supporting civic initiatives, digital campaigns, youth participation, or community engagement;
- Experience working on donor-funded or youth empowerment projects will be considered an advantage.

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.