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Application call coordinated by
ENGAGEMENT GLOBAL gGmbH
ASA-Programm
Lützowufer 6-9
10785 Berlin

Call for tenders for 2 Co-Facilitators of the GLEN Shake it and Shape it Seminar 2014

Timeframe of the position: 15th September until 2nd November

Terms of Reference

Application deadline: 31st August 2014



Dear all,

GLEN is looking for 2 **Co-Facilitators of the GLEN “Shake it and Shape it” Seminar 2014**. The GLEN “Shake it and Shape it” Seminar will take place from the **22nd to 26th October 2014** in Celje, Slovenia.

We would like to herewith kindly invite you to send your offer, considering following conditions.

GLEN

GLEN (Global Education Network of Young Europeans) is a European network of non-governmental and governmental organisations and committed young people who are involved in global education. It is a joint non-profit, politically independent initiative of 9 organisations from old and new member states of the European Union.

The core activity of GLEN is the annual **Multipliers Training Cycle (MTC)**, consisting of 2 training seminars, followed by a three month project-based internship in Africa, Asia, South-Eastern Europe, Caucasus and Latin America, and awareness raising and global education activities in Europe and finishing by the RENEW Seminar. Every year more than 100 young Europeans aged between 21 and 30 participate in this training cycle.

In 2013, the GLEN Network has reviewed, in a participatory process involving representatives of all stakeholders, its vision for the future. After a six-month-process including online statements, a visionary and networking seminar as well as an online discussion, the GLEN Network launched its new vision in March 2014: <http://glen-europe.org/about-glen/what-is-glen/>.

The Strategy process of GLEN

In 2014 GLEN is turning 10 years old. During the decade of its existence many changes have happened - the involved people and organisations have changed, global issues have been evolving. GLEN wishes to be more reactive to the changing European and global environment as well as to new challenges within development cooperation and Global education. GLEN wishes to adapt its goals and activities in accordance to its growing network. For this reason, GLEN wishes to start striving towards its new vision by developing its strategy for a scale of **5 years**, involving again representatives of all its main stakeholders in the process. In order to initiate the process with all the stakeholders shaping GLEN, the strategy process will provide a space for all the stakeholders to shape the network in a common direction with new inspiration and motivation in a participatory way.

The strategy process of GLEN will go from September 2014 to December 2015 and will be lead by an external coordinator, Dominique Pannke.

These main topics which were addressed during the vision process will be addressed and further developed during the strategy process:

- European and global partnerships and the concept of Global partner network
- Privileges, racism and power structures: how to address them in GLEN at European and global level
- Aim and role of Global Education/ Global learning/ Global citizenship education in GLEN – clarifying the definition and term to be used
- Role of participants: the competences to be transferred to Glennies through GLEN (through the MTC and beyond)
- and more!

**The different phases of the process:**

- 1) **“Shake it and Shape it Seminar”**: from **22nd to 26th October 2014** in Slovenia, aiming at gathering the different stakeholders and starting the discussions on the main GLEN issues towards a new strategy.
- 2) **Consultation and gathering of opinions through online discussions and tools**
- 3) **Organisation of the process in working groups in 2015**: based on the topics/fields defined during the “Shake it” Seminar as well as stated above, the different stakeholders will deepen their knowledge, exchange their expertise and make concrete plans in order to shape the development of the strategy.
- 4) **Annual event** in the autumn 2015: the results of the strategy process will be presented and discussed on this seminar within the whole network, after closing the online discussion tool.

In order to organise the first phase of the strategy process, GLEN is looking for 2 **Co-Facilitators of the GLEN “Shake it and Shape it” Seminar 2014**. The GLEN “Shake it and Shape it” Seminar will take place from the **22nd to 26th October 2014** in Celje, Slovenia.

The GLEN Shake it and Shape it Seminar

The “Shake it and Shape it” Seminar is planned as networking seminar (annual event) in GLEN in 2014, with the focus on identifying and discussing the main issues to be addressed by the strategy process with the different actors and stakeholders of the GLEN Network.

The goals of the GLEN Visionary and Networking Seminar are:

- to identify and discuss the main issues to be worked on in the strategy process
- to identify challenges and ideas, proposals for the future concerning these topics
- to build the working groups and design the next steps of their work
- to give space to all actors and their different perspectives and views in order to include the topics and aspects they find essential for a qualitative result

Content and frame of the Event:

The visionary seminar will be the event where all interested actors will have the opportunity to give their opinion and work commonly on how they want the network to become a quality education programme within a global partner network in the future. For that, the Shake it and Shape it Seminar will be a space for connecting and fostering interaction between people from different perspectives, countries, organisations, backgrounds, aims, etc.

The Shake it and Shape it Seminar will be lead and contentwise coordinated by the coordinator of the Strategy process, and co-organised and co-facilitated together with the 2 co-facilitators.

The frame and further content of the seminar will be further developed and planned by the coordinator together with the co-facilitators, in co-operation with the Steering Committee and the Network Officer.



Who are the target groups: (up to 50 persons)

- GLEN Member Organisations
- Former GLEN participants, all GLEN multipliers
- Team members of GLEN
- Other interested Global Education multipliers
- Other European networks and GE organisations (DARE; DEEEP; Council of Europe, North-South Center of the Council of Europe)
- representatives of the host organisations in the Global South

Content of the position of the Co-Facilitators

The co-facilitators support the coordinator of the strategy process in the organisation and facilitation of the Shake it and Shape it Seminar. The Co-Facilitators prepare, organise, evaluate and summarize together with the coordinator of the strategy process of the Shake it and Shape it Seminar.

The Co-Facilitators are supported in their function by the Steering Committee and the GLEN Member hosting the seminar (Zavod Voluntariat in Slovenia).

Additionally to the content and methodological organisation of seminar sessions together with the coordinator of the strategy, the Co-Facilitators are in charge of organisational aspects of the seminar: invitation of the participants, logistical support of the seminar involving communication with the person responsible for logistics who will be in contact with the house, overview on the material and guest speakers budget.

The co-facilitators' tasks do not only involve work on the seminar but include also involvement in organizational tasks before the seminar.

Detailed tasks of the co-lead facilitators of the Shake it and Shape it Seminar:

- ✓ support the Coordinator of the Strategy Process in the development and implementation of the schedule and content of the GLEN Shake it and Shape it
- ✓ identify and invite, together with the coordinator of the strategy, adequate guest speakers
- ✓ co-facilitate the whole seminar together with the coordinator of the strategy
- ✓ evaluate the seminar and hand in the documentation of the seminar and the evaluation to the Steering Committee in form of a report
- ✓ ensure the follow up of the seminar (by sending the main results of the seminar to the participants and SC, collecting and publishing on the GLENweb the outcomes of the seminar, preparing a short summary for the website of GLEN)



Please note: the function of team member within GLEN is based on the approach of GLEN fostering engagement, personal learning and capacity building. That is why such a function is to be understood as personal involvement and is supported by a financial allowance. This is a different function than being a professional trainer. In this sense, the needed time for this work is higher than the number of days the allowance is calculated on.

Requirements

These are the criteria which will be taken into account while making the selection (with proportion of importance for the selection):

- **Experience in and knowledge of GLEN (25%):** you should know and identify with the aims and content of the GLEN network. It will be an asset if you have been already involved in GLEN at European level or have been involved in activities of one of the GLEN member organisations and familiar with GLEN.
- **Experience in organising and leading seminars (25%):** you should have already some experience in the logistic organisation and leading (with adapted methods) of seminars, either as tutor or lead facilitator in GLEN or as trainer in other organisations.
- **very good facilitation skills (25%):** you should have experience in facilitation of big groups and if possible in the facilitation of participatory processes
- **Language skills (25%):** Excellent English language skills are necessary

Please address these aspects while answering the questions in the attached form for tender.

Furthermore for the position as Co-Facilitator of the GLEN Shake it and Shape it Seminar you should like team work, participatory organization of seminars, be very flexible and open and be willing to overtake organizational tasks.

What does GLEN offer?

- Space for creativity and serious contribution to the development of the GLEN network and programme
- possibility to strengthen your experience in seminar organisation and facilitation
- opportunity to gather further experience in facilitating strategic discussions and processes
- Co-operation with open, active, engaged people
- A European and global learning and working environment
- An allowance of 110 EUR per person per day for 6 days, i.e. 660€ per person in total: (see the note page 5)
 - 1 day of preparation
 - 4 days of seminar
 - 1 day of evaluation and documentation of the seminar



Additionally travel expenses to seminars and meetings will be reimbursed based on the ASA-GLEN guidelines of travel costs reimbursement. If needed, the costs for a babysitter on the seminar will be covered, based on the ASA-GLEN guidelines.

The award of the contract for 2014 is subject to the provision of the projected budget resources. The contractor shall be entitled to remuneration after the delivery of the services. Only actually provided services will be remunerated. In case of an early termination of the contract the performance rendered to date shall be remunerated. Advance payments for services that were not provided by the contractor are to be reimbursed by the contractor. Engagement Global gGmbH does not pay taxes on payments. The contractor is responsible for complying with all tax and insurance laws as well as other legal obligations arising from the contract and payments granted. On request Engagement Global gGmbH is obliged to inform the financial authorities of payments granted.

How to submit your offer?

In order to submit an offer, please fill in and send the tender form attached as well as your CV to Marine Caron, marine.caron@engagement-global.de until **31st August 2014**. The results will be communicated to all applicants the latest by the middle of September.

We welcome applications from all nationalities!

If you have further questions, please contact Marine Caron (marine.caron@engagement-global.de).

You can find further information on GLEN on www.glen-europe.org.