

The Centre for Quality in Social Services that operates at Astangu Vocational Rehabilitation Centre is looking for a methodology/instrument and trainer(s) for conducting empowerment training for service recipients.

The training is funded by the Ministry of Social Affairs from the resources assigned for subclause 2.3.3 'Improving the quality of Estonian care services through quality training, consultation and the introduction and implementation of quality management systems' of 'Care services from 2014 to 2020 supporting labour market participation' of the conditions for granting aid of the European Social Fund.

Aim of training: to train the participants to use the tool of methodological empowerment when working with adult clients so that the trainees themselves are capable of empowering their clients using said methodology.

Target group: specialists who work with working-age clients and who have the competence to conduct group or individual training and/or cognitive behavioural therapy.

Detailed information on training:

- number of trainees: 24 (may be in two groups)
- timeframe: 2016
- language of training: Estonian or English
- training materials: in Estonian or English
- location of training: Estonia

Topics:

- what is empowerment and its elements;
- introduction to methodology/instrument of empowerment;
- how to use the methodology/instrument;
- how to 'translate' the results of the methodology/instrument into daily work.

Trainer requirements:

- at least three years of experience in empowering clients;
- at least three years of experience in using the methodology/instrument of empowerment;
- at least three years of experience as a trainer;
- knowledge of English (for trainers from outside of Estonia).

Expectations of trainer(s):

- preparation of training programme (incl. the aim of training, learning outcomes, volume of training (in academic hours) and list of study materials, if any);

- preparation of training materials and distribution thereof to participants;
- making the methodology/ instrument of empowerment available for trainees to use indefinitely and without additional charges;
- conducting training on the basis of the given programme;
- giving feedback to trainees in the course of training;
- giving permission to translate training materials into Estonian (if the materials are in English) and to use them indefinitely without additional charges.

Documents required for submission of tender:

1. short (max 2 A4 pages) presentation of methodology/instrument of empowerment;
2. description of work experience (CV) regarding the abovementioned requirements, incl. an overview of previously trained groups (in the last three years);
3. training programme including topics, volume and possible dates (taking into account that the trainings will be organised in Estonia);
4. budget/total cost (without VAT) – the price must include all costs. Any changes to the costs will not be taken into account.
5. All tenders we receive will be dealt with as official proposals and they should be valid at least 60 calendar days.

Tenders will be assessed on the basis of content and price.

All tenders must be submitted by 12:00 (Estonian time) on 25 November 2015 to keiu.talve@astangu.ee

Feedback on tenders will be provided by 4 December 2015 at the latest.