

ALF Hands-on, Anna Lindh Foundation Capacity Enhancement Programme

Open Call for Expression of Interest - deadline: 13 February 2023 (23:59 Central European Time)

During the Covid-19 pandemic, e-learning has proved to be an effective method to reach wider and more diverse profiles, transcending any geographical barriers. The Anna Lindh Foundation is putting into action a Capacity Enhancement Programme, **ALF Hands-On**, to be implemented by and for Intercultural Dialogue operators from the Euro-Mediterranean region by providing their middle-level staff with free of charge online hands-on trainings.

As a first step, the Anna Lindh Foundation is seeking to identify potential expertise within the 41 ALF Civil Society National Networks and beyond, capable of developing and implementing online training modules on the following main domains:

- **Emerging intercultural challenges in the Euro-Mediterranean region**
- **Management of intercultural organisations and projects**
- **Strategic planning, governance and leadership for civil society organisations**

The training proposals must be organised in modules of different durations according to the following schemes:

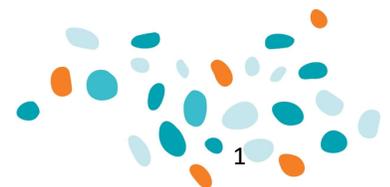
- **3 sessions × 2 hours = 6 hours*** of training to be delivered in a maximum of two weeks
- **6 sessions × 2 hours = 12 hours*** of training to be delivered in a maximum of one month
- **9 sessions × 2 hours = 18 hours*** of training to be delivered in a maximum of two months

(*) Other schedule combinations are also possible as long as the total number of hours is met

Interested organisations can submit their training proposals, which must include peer-to-peer e-learning methodologies, with a clear focus on participatory approaches and hands-on work. The training modules can be carried out in English, Arabic or French with no interpretation, targeting between 15 and 20 beneficiaries (trainees). Based on the relevance of the training proposals, the ALF Secretariat will communicate the successfully screened lead organisations.

The second step of the process consists in successfully screened lead organisations providing the ALF with proposed training sessions schedule, communication supports, training materials and quality assurance/evaluation templates. Based on these aspects, a pre-selection will be made.

As a third step, the ALF Secretariat will launch two outreach campaigns based on the communication supports provided by the pre-selected lead organisations. The aim will be to disseminate across the Euro-Mediterranean region the scheduled training offer in order to select the beneficiaries (trainees) for two rounds of training in different time periods (spring/summer and autumn). Only training proposals that reach at least 80% of the intended beneficiaries (trainees) will be finally organised.



Purpose of the call

The **ALF Hands-On** aims to identify a roster of expertise from the ALF Networks organisations and beyond that can propose online practical training modules to empower Intercultural Dialogue entities in intercultural dialogue fields through peer-to-peer e-learning interactive methodologies with a Euro-Mediterranean regional scope. In the same way, **ALF Hands-On** seeks to boost interaction and strengthen ownership among the ALF Network of Civil Society Networks members in a holistic manner.

Call for expression of interest open until 13 February 2023 (23:59 Central European Time, CET)

Concept training proposals in English, Arabic or French must be submitted by February 13, 23.59 CET via the online application form only. Please note that it is not possible to save the application as a draft or to make any changes after submitting it. At the close of the call, the most recently submitted version of the application will be processed.

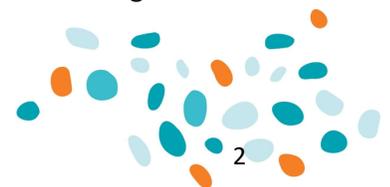
The same organisation can submit up to two training proposals under this call. Trainings can take place between May and July 2023 for the first round of online trainings and between October and December for the second round. Proposals cannot be submitted for activities that are already partly or fully funded by the ALF.

Apply here: <https://4w1uxk1pf0v.typeform.com/to/nfHDq3CE>

Preview of the application form: <https://bit.ly/3CWa8mE>

Indicative timeline

- 22/12/22** Launch of the call for expertise
- 16/01/23** Online information session (details will be published on the ALF website)
- 13/02/23** Deadline to submit training proposals
- 27/02/23** Announcement of the successfully screened lead organisations
- 13/03/23** Deadline to submit proposed training sessions schedule, communication supports, training materials and quality assurance/evaluation templates
- 27/03/23** Announcement of the pre-selected lead organisations
- 03/04/23** Zoom meeting with the pre-selected lead organisations to share methodology approaches
- 04/04/23** Launch of the dissemination campaign targeting the first round of beneficiaries (trainees)
- 24/04/23** Deadline for receiving expressions of interest from beneficiaries of the first round
- 08/05/23** Selection of the beneficiaries (trainees) of the first round by training modules
- 08-15/05/23** Contracts signature for the first round of trainings with the lead organisations implementing training proposals that have reached at least 80% of attendance
- May-July** Implementation of the first round of trainings
- 24/07/23** Zoom meeting with the selected organisations to evaluate the results of the first round
- 04/09/23** Launch of the dissemination campaign targeting the second round of beneficiaries (trainees)
- 25/09/23** Deadline for receiving expressions of interest from beneficiaries of the second round
- 09/10/23** Selection of the beneficiaries (trainees) of the second round by training modules
- 10-17/10/23** Contracts signature for the second round of trainings with the lead organisations



implementing training proposals that have reached at least 80% of attendance

October-December Implementation of the second round of trainings

15/01/24 Zoom meeting with the selected organisations to evaluate the results of the second round

Pre-established lump sum allocations, payment modality and final reporting requirements

The selected lead organisations that implement training modules with 80% threshold of targeted participation reached, will receive a lump sum allocation per training module implemented. This lump sum will contribute to covering all the related expenses regarding the preparation and implementation of each online training module effectively carried out. This lump sum allocation will vary depending on the duration of the proposed training module, as follows:

Modules	Maximum period allocated to deliver the online trainings	Lump-sum per training
3*2=6 hours*	Two weeks	1.500 euro
6*2=12 hours*	One month	2.700 euro
9*2=18 hours*	Two months	3.600 euro

(*) Other schedule combinations are also possible as long as the total number of hours is met

60% of the lump sum amount will be issued upon signature of the contract and reception and approval of the training materials.

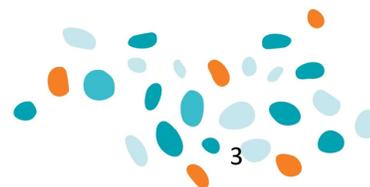
40% will be released after having carried out the training module and upon the delivery of the summary report of the evaluation process.

Final reporting requirements: At the end of the implementation of each training module a triple evaluation must be carried out by the lead organisation, by the trainers and by the trainees, following the online template provided by the ALF Secretariat. The lead organisation must provide a summary report of this triple evaluation highlighting the main findings and figures, along with the training materials and the attendance proofs for each session.

Selection criteria

Selection criteria will be based on the quality of the complete training proposals received. Priority will be given to training proposals led by legally constituted organizations that are members of the Anna Lindh Foundation's 41 National Networks by the date of submission of the proposal. A geographical balance between regions and countries will be observed, as well as diversity of the topics covered by the selected organisations. For the evaluation procedure, the following elements will be considered:

- Added value of the proposed training with regards to the specific main domains of this call
- Background of the lead organisation in the specific field of the proposed training
- Credentials –previous experience- of the proposed trainers
- Consistency of the proposed structure of the contents
- Approach applied to guarantee hands-on training
- Methodology to ensure interaction among trainees and between trainees and trainers
- Quality assurance plan to apprise the effectiveness of the proposed training
- Performance of the proposed online platform for implementing the training



Background

The Anna Lindh Euro-Mediterranean Foundation for the Dialogue between Cultures, ALF, (<https://www.annalindhfoundation.org>), created in 2005 and based in Alexandria is an international intergovernmental organisation and its aim, according to its statutes, is to promote the dialogue between cultures and to contribute to the visibility of the Barcelona Process through intellectual, cultural and civil society exchanges.

To fulfil its objective, the Foundation mainstreams youth, gender equality and networking with a clear determination to lead regional and local intercultural dialogue initiatives that are useful for EuroMed societies and institutions with a very pragmatic approach. Its action grounds on the two main bodies of the Foundation: The Civil Society National Networks with more than 4.500 members and the 41 Members States of its Board of Governors.

Framework and financial allocation

This programme is developed in the framework of the Action Grant NDICI-GEO-NEAR/2022/434-371 in accordance with the Anna Lindh Foundation Multiannual Work Programme 2022-2025. The indicative overall amount allocated to this call is 95.000 euro. The ALF Secretariat reserves the right not to disburse all available funds.

