Publication reference: **IPA III-ENEST/2025/184378-3/31-PP1-TD03**
Invitation to Company/Individual CV to submit an offer for:
Engagement of trainers for Let's move communities trainings
Within project: **Act & Impact: Local Action for Civic Initiatives**
Supported by: **European Union**

Dear Sir/Madam,

We are inviting you to submit an offer for SERVICE PROVIDER for SERVICES for the Project *"Act & Impact: Local Action for Civic Initiatives"* supported by the *European Union, represented by the Delegation of the EU to the Republic of Serbia, within Human Rights, Democracy and Civil Society programme for Serbia 2024-2025.*

A detailed description of the Action and of the assignments to be performed within the scope of work is presented in the Terms of Reference enclosed as an integral part of this Invitation.

Your proposal should contain:

(1) Company/Individual offer in English
(2) Budget form (free form)
(3) Filled in application form (enclosed as an integral part of this Invitation) containing:
  (i) Contact information
  (ii) Gross fee for providing services
  (iii) References
(4) Filled in Declaration of Honor (enclosed as an integral part of this Invitation)

Additionally, offer should include proposal of a training program, a list of required materials, and an evaluation sheet for reporting on the commitment and progress of training participants, key staff engaged, timing and duration of the tasks.

Maximum budget for the assignment is EUR 2.400, meaning 1.200 EUR per trainer for delivering 2 trainings.

Please send us your proposal **latest by September 22nd, 2026 at 15:00 CET**, by: e-mail, to the following address: office@proaktiv.org.rs, with following Subject: **PROPOSAL IPA III-ENEST/2025/184378-3/31-PP1-TD03** or by regular mail to: Obrenovićeva 59/IV/44, 18000 Niš, Republic of Serbia.

The evaluation of the proposals shall be done by Proactive's evaluation committee based on the experience of the offerer and offered price of the service, using the best value for money principle. The best value for money is established by weighing technical quality against price on an 80/20 basis.

All candidates shall be notified of results of the tender by September 24th 2026.

Looking forward to receiving your proposal,

Yours sincerely,

Olivera Canić, Director

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