

Technical Specification

Open call for tender EEA/ADM/03/004

Objective

To enhance overall language skills in the European Environment Agency by offering language courses.

Trainer skills

Qualified trainer(s) with extensive and certified teaching experience is/are required.

Tasks

To conduct language courses in the following 3 languages, as a minimum:

- Danish
- English
- French

With regard to the level, it is desired that for languages other than English, courses should be offered from beginners level onwards. For English, the standard must be advanced level and include environmental terminology.

Other languages may be requested by the European Environment Agency but will not be considered as a necessity for awarding any contract. These languages could be those native to the countries of the European Union or those of the accession countries.

The courses should enable the participants to:

- obtain solid grammar and pronunciation skills;
- train and develop oral communication skills;
- develop listening and reading skills;
- train and develop written communication skills, especially those necessary to write clearly;
- to compose coherent texts of an informal, as well as a more official nature.

On the basis of the above, it is assumed that courses will be both oral and written. EEA is, however, flexible with regard to other learning forms a tenderer may suggest.

For information, 24 nationalities are currently represented in EEA. The number of students to be instructed is expected to be between 50-100 per year divided into 4-10 classes per week. The tenderer is expected to assess the language abilities of the individual students in order thereafter to group them. It is suggested that each group be comprised of 6-8 students.

For further information, the common language of employees of EEA is English and the trainer should bear this in mind when teaching. The trainer might consequently decide to conduct all instruction in English.

Where possible the trainer is to assist students who wish to take internationally recognised language certificates.

It is to be noted that EEA will pay for the tuition but the costs of any teaching materials necessary are to be borne by the students themselves.

It is expected that the trainer will keep a register of attendance and that at the end of the course a certificate of attendance will be issued to each student.

Place of work

The courses should be conducted in the near proximity of the European Environment Agency. In some cases the company may be asked to conduct training on the premises of the European Environment Agency.

Training schedule

To be agreed between the European Environment Agency and the successful contractor. Flexibility in the organization of courses is required in terms of intensity, duration and number of participants.

Term start is suggested twice per year in the months of September and February with commencement September 2003. A term is expected to last 12-20 weeks, depending on the intensity of the course chosen.

Courses are primarily to be conducted in the late afternoon, e.g. from 16h30 onwards and to last 2-3 teaching hours.

Training courses will be initiated only after prior agreement with EEA.

Duration of the contract awarded will be up to 4 years.

The estimate shall specify the following:

- **experience and skills of trainer especially with reference to teaching in multi-national groups;**
- **capacities to accommodate requirements within the three main languages mentioned (e.g. number of simultaneous classes/number of teachers/trainers etc);**
- **outline of proposed teaching forms/methods;**
- **price per teaching hour (45 minutes) outside EEA premises;**
- **price per teaching hour (45 minutes) within EEA premises;**
- **fee, if any, to assess language ability of individual students;**
- **All prices to be quoted in EURO.**

Contact persons

Regarding content Mr. Søren Brostrup Nielsen or Ms. Kathryn Winther.