

Request No.: 2025/489-186

Date: 06.04.2026

Subject: Call for Trainer for Capacity-Building Training for the Project “Support to the Youth Advisory Board of the EU Delegation in North Macedonia”

Capacity Building Training 1: Foundations of the European Union – Institutions, Policies, and Accession

- **Focus:** Theoretical overview of the EU's institutional framework, decision-making processes, enlargement and accession dynamics, and key EU policies relevant to North Macedonia as candidate country.
- **Goal:** Equip YAB members with a strong understanding of EU institutions and policies as a foundation for further practical engagement in youth-related policymaking at the national level.

Dear Sir/Madam,

The National Youth Council of Macedonia (NYCM) invites you to submit a proposal for the engagement of a trainer to deliver a capacity-building training for the project “*Support to the Youth Advisory Board of the EU Delegation in North Macedonia*”.

1) The proposal should include the following information:

- Methodology for the training delivery (document attached, Annex 2);
- Financial offer (document attached, Annex 3);
- Current status of the applicant (if a legal entity), not older than one year;
- Brief CV of the expert, including references;
- Signed statement of exclusivity and availability (document attached, Annex 5);
- Signed statement (if applying as a legal entity) confirming no legal impediments to carrying out the activity (document attached, Annex 4).

All interested legal and natural persons are eligible to apply. Legal entities may apply with a team of two consultants. Further details regarding requirements and the application procedure can be found in the document “*Terms of Reference*”.

EU-funded projects are exempt from all duties, taxes, and fees, including value-added tax (VAT). Therefore, unit prices including VAT will not be accepted.

Proposals should be submitted to the National Youth Council of Macedonia (st. **29th November No. 4v, 1000 Skopje**) or scanned and sent by email to applications@nms.org.mk.

For email submissions, please use the subject line: *"Application for Trainer – YAB – [Name and Surname]"*.

Documents submitted by email must be scanned and include the stamp and signature of the responsible person/applicant (if a natural person).

Documents submitted as copies must be certified by the applicant with a stamp and signature of the responsible person, with the note *"True to the Original"*.

The deadline for submission is **15.04.2026 (Thursday)**.

All applicants who submit proposals meeting the requirements will be reviewed by the Evaluation Committee and appropriately notified.

Sincerely,

National Youth Council of Macedonia