

For the needs of the project “[Initiating Adult Learning Programmes on AI](#)”, funded by the European Union through the Erasmus+ Programme, KA220-ADU - Cooperation Partnerships in Adult Education, the Metamorphosis Foundation for Internet and Society announces:

**CALL FOR OFFERS**  
**for development of training curriculum for AI literacy for adult learning providers and trainers**  
**and delivery of Training of Trainers (ToT)**

**1. About the Project**

Metamorphosis Foundation for Internet and Society from Skopje, in partnership with Connect International (Belgium) and Curiosité - Centre de Formation (France), is implementing the project “[Initiating Adult Learning Programmes on AI](#)”, funded by the European Union through the Erasmus+ Programme, KA220-ADU - Cooperation Partnerships in Adult Education.

Artificial Intelligence (AI) is becoming a key factor in the evolution of jobs and professional profiles. In this context, adult learning programmes need to meaningfully integrate AI-related topics in order to support employment adjustment, improve efficiency and productivity, and address ethical and human-rights-related aspects of digital technologies. The project directly contributes to the broader process of digital transformation by fostering digital readiness, resilience and capacity among adult learners, recognizing that AI literacy is at the core of current digitalization and automatization processes.

By equipping adult learners with essential knowledge and practical skills related to AI, the project aims to enhance their ability to use AI tools productively, while also increasing awareness of the risks, challenges and threats that may be amplified through AI use. Through comprehensive andragogic educational tools, the project strengthens participants’ AI literacy, enabling them to better understand AI technologies and apply them responsibly and critically in their professional and everyday lives. Adult education is placed at the center of this process, as it is particularly well positioned to reach individuals most affected by the digital gap.

At the same time, the project focuses on strengthening the competences of adult educators, enabling them to responsibly introduce and discuss AI tools within their educational practice, to innovate and collaborate and to promote respect for human rights in the digital environment. The project directly supports the implementation of key European policy frameworks, including the EU AI Act, the Digital Services Act and the Council of Europe AI Convention, within the adult learning sector.

The project aims to enhance AI literacy among adult learners and within the adult education sector. More specifically, it aims to: enable adult education providers to include AI themes into their regular education programmes and activities; empower adult learners (citizens) in using AI tools through the innovative provision of AI literacy adult education; and provide policy guidance and engage in advocacy to support the introduction of AI literacy content in adult education.

To achieve these objectives, the project is developing a training curriculum on AI literacy for adult learning providers and trainers, in English language, accompanied by a Training of Trainers (ToT) programme to support its practical implementation, in English language. In addition, the AI curriculum will be adapted into a practical toolkit and an e-learning course, designed in an easy-to-use format and promoted to adult learning providers such as technical and computer training centers in all three participating countries, as well as at European level. These outputs aim to ensure greater relevance of adult education in bridging the digital gap and promoting responsible and critical use of AI.

## 2. Subject of the Call

The subject of the call for offers is the engagement of an expert or a team of experts for:

1. **Design of relevant and applicable curriculum on AI education for adult education providers, educators and trainers**, focused on AI application in professional settings and private life;
2. Contribution to the **coordination, consultation and content review of the practical toolkit for educators**; and
3. **Design and delivery of Training of Trainers (ToT) for adult education trainers and educators** on how to use the curriculum in their work.

## 3. Description of Tasks

### 3.1. Curriculum Development

The selected expert(s) will be responsible for the design and development of a relevant and applicable curriculum on AI education for adult education providers, educators and trainers, focused on AI application in professional settings and private life.

The curriculum should include the following components:

1. **Guidelines for ensuring compliance and overview of ethical aspects** as outlined in the AI Act and other European/national AI regulations, adapted for adult education providers;
2. **Curriculum for intensive course** for empowering learners on AI;
3. **Practical adult education activities** for empowering learners in responsibly using AI in their jobs and daily life.

The curriculum should be structured into five (5) sections, of which at least three (3) will include practical examples which can be used in adult learning programmes. The curriculum should not be focused solely on the needs of adult education in North Macedonia, but should have a broader scope and be adaptable for use in different contexts.

### **3.1.1. Methodology and Approach**

The curriculum should be developed using:

- Clearly applied andragogical approach adapted to the needs of adult learners;
- Interactive and practice-oriented methods to facilitate the acquisition of knowledge and skills;
- Clearly defined learning objectives and expected learning outcomes that can serve as guidance for educators;
- Flexibility for adaptation to different profiles of adult learners with varying levels of prior knowledge.

Special consideration will be given to approaches that allow the curriculum to be used by educators without a technical background, while still providing sufficient depth for professional application.

Additionally, Metamorphosis will provide a guidance document for curriculum development, serving as a reference for design, structure, content and approach, in order to ensure maximum applicability and quality of adult education delivery.

### **3.2. Review of the practical toolkit for educators**

As part of the engagement, the selected expert(s) will contribute to the coordination, consultation and content review of the practical toolkit which guides educators on how to build accessible, applicable and relevant AI courses for adult learners and put these in practice in the providers of adult education, which is being developed in parallel within the project and is closely linked to the curriculum and the Training of Trainers (ToT).

### **3.3. Training of Trainers (ToT)**

As part of the engagement, the selected expert(s) will participate in the preparation and delivery of a Training of Trainers (ToT), for trainers and educators in adult education, on how to use this curriculum in their work.

At least 30 participants from North Macedonia, Belgium and France (10 from each country) will take part in the ToT.

The training will be implemented in two phases:

### 3.3.1. Initial Course

To be held in North Macedonia in the period 7–10 July 2026 (TBC), focusing on capacity building for the use of the curriculum and toolkit, practical application of AI-related content in adult education, and preparation of participants for piloting the curriculum in their professional practice.

### 3.3.2. Consolidation Course

To be held in France in the period 8–10 December 2026 (TBC), focusing on reflection on the experiences from the practical application of the curriculum and toolkit, exchange of experiences and good practices, analysis of the feedback received from the practical stage of learning, and improvement of future use of the developed resources.

The selected expert(s) will act as lead trainers, in close cooperation with the partner organizations.

The organization of the trainings and the recruitment of participants are the responsibility of Metamorphosis and the partner organizations.

## 4. Expected Results

- Developed and finalized curriculum on AI education for adult education providers;
- Provided review on the content of the practical toolkit for educators;
- Two ToT trainings delivered, with at least 30 trained adult educators;
- Strengthened capacities of educators to independently use and transfer the curriculum.

Curriculum should be developed in English.

## 5. Timeframe

Activities and tasks to be covered are shown in the table below.

ACTIVITIES AND TASKS	DEADLINES
<b>3.1. Curriculum Development</b> (in English)	Draft version: 31 March 2026 Review and approval: 30 April 2026 Final version: 15 May 2026 Proofreading: 29 May 2026
<b>3.3. Training of Trainers (ToT)</b> <b>3.3.1. Initial course</b> (in North Macedonia)	7–10 July 2026 (TBC)
<b>3.3. Training of Trainers (ToT)</b> <b>3.3.2. Consolidation course</b> (in France)	8–10 December 2026 (TBC)

**Note:** The timeframe is subject to change according to the needs of the project.

The engagement includes follow-up meetings with Metamorphosis team and the partner organizations. Meetings can be conducted online or in person.

## 6. Eligibility Criteria

Eligible bidders are individuals, applying individually or as part of a team, who meet the following criteria:

- Previous experience in curriculum and programme development, adult education, AI, digital technologies, digital ethics or related fields (within the last 5 years);
- High level of proficiency in English (oral and written);
- Knowledge of the area will be considered an advantage;
- Strong work ethic and ability to meet strict deadlines;
- Willingness to participate in project-related meetings and events, online, in-country and abroad (if conditions allow).

## 7. Submission Details and Deadline

Interested bidders must submit:

1. Short professional biography (CV) of the candidate(s), demonstrating compliance with the criteria specified under item 6. Metamorphosis reserves the right to request supporting evidence for any qualifications listed in the short professional biography (CV) of the candidate(s).
2. Proposed methodology that will explain the approach in preparing the curriculum.
3. Financial offer prepared according to the template provided as Annex 1 to this Call.

Offers must be submitted in English, via email to: [nadica@metamorphosis.org.mk](mailto:nadica@metamorphosis.org.mk), **no later than 25 February 2026 at 16:00 CET**, and the subject of the message should be: **Offer for curriculum and ToT**.

Each bidder may submit only one offer.

Incomplete offers or offers submitted after the deadline will not be considered.

## 8. Validity of Offer

The offer must be valid at least 360 days from the specified deadline for submission of offers, during which time it is binding for the bidder in all its elements.

## 9. Clarification of the Tender Documentation

All requests for clarification regarding the tender documentation can be sent via email to: [nadica@metamorphosis.org.mk](mailto:nadica@metamorphosis.org.mk), no later than 23 February 2026.

## 10. Amendments to the Tender Documentation

Metamorphosis reserves the right to amend or supplement the tender documentation, no later than three (3) days before the deadline for submission of offers, either on its own initiative or in response to a request for clarification from bidders, for which it will immediately publish the amendment and will notify potential bidders who have submitted a request for clarification.

In case of amendment of the tender documentation, Metamorphosis may extend the submission deadline upon request if there are justified reasons for doing so and will make an appropriate public announcement.

## 11. Payment Method and Conditions

The payment will be made in three installments, i.e. the first installment upon submission and approval of the final version of the curriculum by the project team, and the second and the third installments upon the delivery of each Training of Trainers (ToT) course respectively, and approval of mission reports by the project team for each of the three phases.

## 12. Evaluation and Selection Criteria

The selection of the most favorable offer will be based on the evaluation of the qualitative and financial offer, as follows:

ELEMENT	MAXIMUM POINTS
<b>1. Quality of the offer</b>	
<ul style="list-style-type: none"><li>• Previous experience in curriculum and programme development, adult education, AI, digital technologies, digital ethics or related fields</li></ul>	25
<ul style="list-style-type: none"><li>• Quality of the proposed methodology that will explain the approach in preparing the curriculum</li></ul>	25
<b>2. Price</b>	50
<b>Total (1+2)</b>	<b>100</b>

The bidder who will receive the most points in total (quality + price) will be selected.

The following aspects will be evaluated:

**- Criteria: Previous experience**

Previous experience in curriculum and programme development, adult education, AI, digital technologies, digital ethics or related fields, demonstrated through the submitted short professional biographies (CV).

**- Criteria: Quality of the proposed methodology that will explain the approach in preparing the curriculum**

The extent to which the proposed methodology is clear, logical, applicable and appropriate to the objectives of the call will be assessed, in particular:

- understanding of the objectives and target group,
- clarity and logic of the methodological steps,
- appropriateness of the approach and methods,
- inclusiveness and participation of relevant stakeholders and
- mechanisms for quality control and assurance.

Metamorphosis reserves the right not to select any bidder if the Evaluation Committee determines that none of the offers meets the criteria set out in this call.

### **13. Notification of Selected Bidders**

The selected bidder(s) will be notified via the e-mail address provided in the offer. Metamorphosis reserves the right to contact only the selected candidates.