



Call for Expression of Interest (CEI) for setting up a list of trainers for the Educational Projects at the Historical Archives of the European Union (European University Institute)

Ref: CEI/EUI/HAEU/2019/001

Description of the object covered by the call for expressions of interest:

The [Historical Archives of the European Union \(European University Institute\)](#) is looking for external trainers to support the implementation of educational projects on the history of the European Union and its institutions for young people enrolled in primary and secondary schools (*Scuole elementari, scuole secondarie di primo e secondo grado*) in Florence and the larger Florence area.

The projects are part of educational programmes promoted by the *Municipality of Florence* (*“Le Chiavi della Città”*) and by *Città Metropolitana*.

In particular, the HAEU will implement two kinds of activities:

- Lessons at schools based on material provided by the HAEU education team, focusing on the history and institutions of the European Union, including guidance of the students in the work with archival documents;
- Lessons at Villa Salviati, the seat of the HAEU, based on material provided by the HAEU education team, focusing on various topics around the concepts of free movement, including interactive teaching.

Detailed descriptions of the school projects (in Italian) are available on the HAEU website at:

<https://www.eui.eu/Research/HistoricalArchivesOfEU/Education/For-Schools>

The collaboration comprises the following tasks:

- Giving lessons on the history and basic concepts of the European Union at schools;
- Monitoring and moderating group works, class discussions, educational games;
- Regular participation in meetings of the educational team;
- Support the educational team with organisational work upon requirement, including the evaluation of ongoing educational activities;
- Collaborate in special educational events of the HAEU;
- Review and suggest improvements to the contents and approaches of the projects.

Essential Requirements

- Professional and/or academic background in European studies, social and political sciences, international relations, contemporary history;

- Basic knowledge of the European Union history, politics and policies;
- Excellent knowledge of Italian (the largest part of teaching is made in Italian) and good knowledge of English (min. B1 level);
- Interest in innovative educational methods and activities, readiness to acquire and improve didactical skills;
- Ability to work in a responsible way as part of a team;
- Readiness and ability to move around the Florence area for the lessons at the schools.

Desirable Requirements

- Good knowledge of the Microsoft Office software package (especially Word, Excel and PowerPoint).

Application procedure

The objective of this call for expressions of interest is to set up a list of pre-selected candidates to be invited for an interview to the Historical Archives of the European Union at Villa Salviati.

Expressions of interest should be submitted in one of the official languages of the European Union by e-mail at the address HAEU.education@eui.eu. The applications must include a CV and a motivation letter (max. 300 words).

The Call for Expression of Interest, as well as the list resulting from it, are valid for 3 years from dispatch of this notice. However, the HAEU reserves the right to dismiss the resulting list and to launch a new Call for Expression of Interest before the expiration of the above mentioned 3 years duration.

The list of selected candidates will be integrated every 3 months with new selected applicants. Interested parties may submit an application within 12:00 on 04/08/2022.

Inclusion in the list entails no obligation on the part of the contracting authority concerning the conclusion of contracts.

Use of the list resulting from this notice

The list resulting from this notice will be used exclusively for awarding contracts of external collaboration, the total value of which is estimated in a maximum of EUR 5.000 (five thousand/00 euro) for about 350 total work hours per year.

The minimum duration of such contracts will be of three months with possibility of renewal up to a maximum of 12 months per year. The duration will vary according to the needs of the Historical Archives of the European Union.

Place of delivery

Places of execution of the contractual services will be:

- The Historical Archives of the European Union, based at Villa Salviati in via Bolognese 156 in Florence
- Schools located in Florence and in its surrounding areas (provincia di Firenze)

EUI Data Protection Policy:

[Decision of the President No. 10 of 18 February 2019 \(EUI Data Protection Policy\)](#)

The **internal regulation of the European University Institute (EUI) regarding Data Protection** is drafted in accordance with the principles contained in the Convention establishing the EUI, signed on 19 April 1972, and with the Protocol on Privileges and Immunities annexed to it.

It also takes inspiration from the European Convention on Human Rights, the Charter of the Fundamental Rights of the European Union and the relevant European Union legislation (particularly, Regulation (EU) 2016/679, GDPR, and Regulation (EU) 2018/1725).

Acceptance of the provisions of the CEI

By submitting their applications, the candidates accept all the provisions set up in the present Call for Expression of Interest.

Date of dispatch of notice

05/08/2019