

Full terms of the call for expressions of interest



for 3 trainers – workshop instructors · Erasmus+ KA122-VET · Athens, November–December 2026

Version 1 — Tuesday 15 September 2026 · English translation for convenience; the Greek text is binding.

EVEC Athens (hereinafter “EVEC”) invites interested persons to express their interest in the selection of three (3) trainers – workshop instructors, one per stream, with whom EVEC will conclude direct written service contracts under the terms set out below.

1. Organisation

Name	ΕΥΡΩΠΑΙΚΟ ΕΘΕΛΟΝΤΙΚΟ ΚΑΙ ΕΚΠΑΙΔΕΥΤΙΚΟ ΚΕΝΤΡΟ (European Voluntary and Educational Center Athens — EVEC Athens), non-profit association (σωματείο)
ΑΦΜ (tax number) · ΔΟΥ (tax office)	997127685 · ΔΟΥ ΙΒ Αθηνών
Registered office · Office	Registered office: Kallistratous 89, 157 71 Zografou · Office: Polifimou 17, 157 71 Zografou
Legal representative	Mirlena Charisi (Μιρλένα Χαρίση), President

2. Subject of the call

2.1 The activity. A learning mobility activity for vocational education and training learners (Erasmus+, Key Action 1, KA122-VET), hosted by EVEC. Twenty-one (21) secondary vocational learners from a partner vocational school abroad take part, most of them under 18, in 3 groups of 7, one per stream. The stay lasts 14 days, within the period from the beginning of November to mid-December 2026; the exact dates are announced to those selected and may fall towards the end of the period, so that the permits in section 5 can be issued in time.

2.2 Streams. One position per stream:

STREAM	LEARNER GROUP	BRIEF
Stream 1 — Automation, sensors and IoT	Electrical/automation	https://evec.org.gr/wp-content/uploads/2026/09/Trainer-Brief-Stream-1-Automation-Sensors-IoT.pdf
Stream 2 — Mechanical design and fabrication	Computer control	https://evec.org.gr/wp-content/uploads/2026/09/Trainer-Brief-Stream-2-Mechanical-Design-Fabrication.pdf
Stream 3 — Transport economics and logistics	Transport and logistics	https://evec.org.gr/wp-content/uploads/2026/09/Trainer-Brief-Stream-3-Transport-Economics-Logistics.pdf

2.3 Shared project. The three groups together build one instrumented hydroponic microgreens growing rack that reports its status live through an app, and work out how its produce can reach a customer; the results are published as open-source code and open content. Details are given in the stream briefs (in English).

2.4 Subject of the contract. Each trainer proposes and delivers a 10-day programme for their group: 6–7 activity days at the venue (weekday afternoons, after 14:00) and 3–4 days of educational visits to companies or laboratories connected with the project. The visits are learning hours, not cultural outings; the trainer proposes them, EVEC assists with the arrangements, and their times, which may be in the morning, are agreed with the companies or laboratories. The total is 40 teaching hours, all delivered in person by the trainer. Some sessions are held with all 21 learners; most run in parallel in the three groups. **Preparation is not included in the 40 hours and is not paid.**

2.5 Language, venue, supervision, equipment. The working language is English. The venue is the Museum of Experiments of Agios Dimitrios (Μουσείο Πειραμάτων Αγίου Δημητρίου), Thalias 3, 173 43 Agios Dimitrios (map: maps.app.goo.gl/iA7dvZkcYgEW2J7e9). Three accompanying teachers from the sending school are present at every

session and are responsible for supervising the learners. The equipment is purchased by EVEC and remains its property; the proposal specifies it (type, quantity, supplier, estimated cost).

2.6 Applications for more than one stream. Applications for more than one stream are allowed: the form is submitted separately for each stream, with a separate proposal for each. Each applicant is selected for one stream only. If the same applicant ranks first in more than one stream, EVEC offers them the position in the stream where it has the greater need, taking into account the other applicants in each stream; the position in each of the other streams where they rank first is offered to the next applicant in that stream's ranking.

3. Conditions of participation

Each condition is checked as “met” or “not met”. Conditions 1–3 must be met when the application is submitted; conditions 4–6 are proven only by those selected, before the contract is signed.

CONDITION	PROOF	WHEN
1. A university degree relevant to the stream or documented professional experience in its field.	CV and evidence of experience (9.1); the degree is declared in the form and a copy of it is submitted only at contract stage (section 11).	With the application
2. English at level B2 or higher.	The level is stated in the CV (in English); no certificate is required. It is confirmed at the interview, which is held in English (10.2).	With the application
3. Availability for the whole activity (2.1): weekday afternoons after 14:00 at the venue and the days of the educational visits.	Declaration in the form.	With the application
4. Ability to issue a Τιμολόγιο Παροχής Υπηρεσιών (Greek invoice for services) to EVEC: an active έναρξη εργασιών (business registration) with ΑΑΔΕ (the Greek tax authority) under a training ΚΑΔ (activity code) (4.4).	A printout from myAADE (Εκτύπωση Στοιχείων Μητρώου or βεβαίωση έναρξης) showing an active activity with a training ΚΑΔ.	Before the contract
5. Public sector: the άδεια άσκησης ιδιωτικού έργου με αμοιβή (permit for paid private work) (article 31 v. 3528/2007). Private sector: a υπεύθυνη δήλωση (solemn declaration under Greek law) (section 5).	The permit or the υπεύθυνη δήλωση.	Before the contract
6. Criminal record check for work with minors (section 8).	Αντίγραφο ποινικού μητρώου γενικής χρήσης (criminal record certificate for general use) and a υπεύθυνη δήλωση.	Before the contract

4. Fee, taxes and payment

4.1 Fee and tax withholding. The fee is **€880 per trainer for the 40 hours (€22 per hour)** and is EVEC's total cost, including any VAT. EVEC is not subject to VAT (δεν υπόκειται σε ΦΠΑ) and pays no amount beyond this. It withholds 20% income tax on the amount before VAT (article 64 ΚΦΕ, the Income Tax Code). Examples:

ITEM	INVOICE WITHOUT VAT	INVOICE WITH 24% VAT
Value of the service before VAT	€880.00	€709.68
VAT	—	€170.32 (paid over by the trainer)
Invoice total	€880.00	€880.00
20% tax withheld	€176.00	€141.94
The trainer receives	€704.00	€738.06

4.2 Special case under article 39 §9 v. 4387/2016. If, in the month of the invoice, the trainer's invoiced income comes only from EVEC and at most one other client, the law requires EVEC to pay ΕΦΚΑ (the national social security body) a contribution corresponding to an employer's contribution. EVEC's total cost remains €880, so the contract fee is:

CASE	CONTRACT FEE	EVEC CONTRIBUTION	INSURED PERSON'S CONTRIBUTION	EVEC COST
Normal case	€880.00	—	—	€880.00
Article 39 §9: most trainers	€749.70	€130.30	8.72%	€880.00
Article 39 §9: persons insured under the former ETAA fund (e.g. engineers)	€731.02	€148.98	15.72%	€880.00

In this case EVEC also withholds the insured person's contribution and the income tax; these contributions count towards the trainer's own obligations to ΕΦΚΑ. The case is decided **before the contract is signed**, on the basis of a υπεύθυνη δήλωση by the trainer on: (a) whether they are salaried or not; (b) the number of clients they invoice in the month of the invoice; (c) the insurance fund they belonged to before ΕΦΚΑ. If the declaration proves untrue, the trainer repays EVEC's additional cost.

4.3 VAT. The education exemption (article 27 v. 5144/2024) generally covers public schools and recognised bodies, not self-employed professionals. The small-business exemption (article 44α, annual turnover up to €10,000) applies only if the trainer chooses it themselves.

4.4 Invoice and business registration. Issuing a Τιμολόγιο Παροχής Υπηρεσιών requires an active έναρξη εργασιών with ΑΑΔΕ under a training ΚΑΔ (ΚΑΔ 2025, in force since 1 March 2026), for example 85.59.09.02 «Υπηρεσίες διδασκαλίας (εισηγήσεων) σε επιμορφωτικά σεμινάρια» (teaching (lecturing) services in continuing-education seminars), 85.59.09.05 «Υπηρεσίες εκπαίδευσης μέσω επιμορφωτικών σεμιναρίων» (education services through continuing-education seminars) or 85.59.09.07 «Υπηρεσίες καθηγητή» (teacher services). The registration is made free of charge and online through myAADE, and may be made after selection, provided that it is active before the contract is signed; it creates non-salaried insurance with ΕΦΚΑ for every calendar month the activity stays open. One (1) Τιμολόγιο Παροχής Υπηρεσιών is issued for the whole engagement, after the teaching has been delivered, to the details in section 1.

4.5 Payment and tax position. The fee is paid by bank transfer to an account in the trainer's name within fifteen (15) days from the end of the activity and receipt of the invoice, whichever is later. The trainer's tax, VAT position, ΕΦΚΑ contributions and insurance are their own responsibility; consulting an accountant is recommended. EVEC does not give individual tax advice.

◆ 5. Teachers and other public-sector employees

5.1 Permit. Teachers and other public-sector employees need an **άδεια άσκησης ιδιωτικού έργου με αμοιβή** (article 31 v. 3528/2007) for this specific engagement, granted **before the contract is signed**. For teachers it is granted by the Director of Education (Διευθυντής/τρια Εκπαίδευσης) of the Directorate to which they belong, after the opinion of the ΠΥΣΠΕ/ΠΥΣΔΕ (regional service council for primary/secondary education); other employees apply to their own service. The permit is never granted retroactively and takes about 1–2 months to be issued. The exemptions for ΕΣΠΑ/ΙΕΠ (EU-funded programmes / Institute of Educational Policy) and ΑΕΙ/ΚΕΔΙΒΙΜ (universities / university lifelong learning centres) do not apply. Substitute (αναπληρωτές/τριες) and hourly-paid (ωρομίσθιοι/ες) teachers check with their Directorate whether they need it.

5.2 Βεβαίωση φορέα and reserve list. To public-school teachers who are provisionally selected, EVEC sends the βεβαίωση φορέα (certificate from the engaging organisation, for the permit application) within three (3) working days of provisional selection. If the permit is not granted in time, the position is offered to the next applicant on the reserve list.

5.3 Private sector. Private-school teachers and private-sector employees do not need a public-sector permit; they submit a υπεύθυνη δήλωση that the work takes place outside their working hours and that their contract allows it.

◆ 6. Obligations after selection

The selected trainer:

- (a) finalises the programme with EVEC and the sending school;
- (b) keeps a daily attendance sheet for each session, signed by the trainer and countersigned by one of the accompanying teachers;

- (c) carries out an assessment at the end of the stream: a practical demonstration against a short rubric agreed in advance;
- (d) hands EVEC, within five (5) working days after the activity ends, the signed attendance sheets and a record of each learner's learning outcomes, in simple English; this obligation is not an additional condition for payment (4.5);
- (e) accepts that the teaching materials, templates, code and the project guides are published under an open licence (CC BY 4.0 for documents; an OSI-approved licence for code); keeps authorship and declares their pre-existing material as background;
- (f) signs EVEC's **code of conduct**: no one-to-one unsupervised contact with a learner; no contact with learners through private messaging or social media; rules on photographs; reporting of every incident to EVEC;
- (g) signs the **safety annex**: risk assessment for each workshop; safety briefing with a sign-in sheet; protective glasses; gloves, except when working at drills or other rotating tools; ventilation for the 3D printers; no mains-powered equipment near water without a residual-current device (πέλε διαφυγής); incident reports.

◆ 7. Insurance and safety

- The fee does not include any insurance cover.
- The learners and the accompanying teachers travel with full travel insurance, arranged by the sending school.
- EVEC intends to take out organiser's third-party liability insurance for the activity; the details are set out in the contract.
- The trainer arranges their own social security (ΕΦΚΑ), health cover and accident insurance. A personal liability insurance policy is an advantage, but neither a condition nor a scoring criterion.
- The accompanying teachers are responsible for supervising the learners (2.5). The trainer is responsible for safe instruction and the safe use of equipment in their sessions and follows EVEC's safety protocol and the instructions given in the venue's safety induction.

◆ 8. Protection of minors

Under article 1 §1 of v. 3727/2008, anyone who has been prosecuted or convicted for sexual offences against children is excluded from any work involving contact with children. Those selected, and only they, submit before the contract: (a) an αντίγραφο ποινικού μητρώου γενικής χρήσης issued no more than three (3) months before the start of the training (issued free of charge through gov.gr with TAXISnet credentials, in about 2–3 working days); (b) a υπεύθυνη δήλωση on any pending prosecutions. EVEC records that the check was carried out and does not keep a copy longer than necessary.

◆ 9. Application

9.1 A single step. Applications are submitted through the online form <https://docs.google.com/forms/d/e/1FAIpQLSdtnNBQUq1QLfAyFEGJfMVof17N5J6cW9DAVDfDorRLWvOGQg/viewform>, which requires signing in with a Google account (free of charge) because it includes file uploads. In the same form the applicant answers the questions, makes the declarations and uploads:

- (a) the proposal for the 10-day programme, in English, on the proposal template <https://evec.org.gr/wp-content/uploads/2026/09/Proposal-Template-10-day-programme.docx> (Word or PDF), of no more than six (6) A4 pages, a separate one for each stream;
- (b) a CV in English, stating the applicant's level of English;
- (c) evidence of experience in the field of the stream (contracts, employer letters, portfolio or links), in one or more files.

9.2 Deadline. Tuesday 29 September 2026, 23:59 (Athens time).

9.3 Confirmation and alternative route. EVEC confirms receipt within two (2) working days by an email that includes the application reference number (format TR26-001, TR26-002 and so on). Each form submitted receives its own number, so an applicant for two streams receives two numbers. Applicants who cannot use a Google account write to vet@evec.org.gr by Thursday 24 September 2026 (three working days before the deadline) and then send the same answers and the same documents (a)–(c) listed in 9.1 by email to the same address, by the same deadline, that is, by Tuesday 29 September 2026, 23:59 (Athens time).

◆ 10. Evaluation and selection

10.1 Scoring. Applications are evaluated by EVEC. Conditions 1–3 are checked first; applications that meet them are scored out of 120:

CRITERION	WHAT IS ASSESSED	POINTS
Proposed 10-day programme	Quality, learning outcomes, realistic visits to named companies or laboratories, link with the shared project.	40
Professional experience in the stream	Relevance and duration of the documented experience in the field of the stream.	30
Teaching experience	Teaching teenagers or vocational education learners.	20
English	Level of English as the working language, as stated in and shown by the CV.	10
Subtotal: application documents		100
Interview	Discussion of the proposed programme and of how the applicant would teach it (10.2).	20
Total		120

10.2 Interview and other provisions. All applicants who meet conditions 1–3 are invited by email to a short online interview, held indicatively from Thursday 1 to Monday 5 October 2026. The interview is held in English and confirms condition 2; if the applicant's English at the interview is clearly below level B2, condition 2 is not met. The interview discusses the proposed programme and how the applicant would teach it; it is scored out of 20 (10.1). An applicant who attends none of the interview slots offered to them receives zero (0) points for the interview criterion. As the fee is fixed, selection is based on quality criteria only. A reserve list is drawn up for each stream. Applicants declare in the form any family or business relationship with members of EVEC's Board of Directors or staff.

10.3 Results and objections. Provisional results are posted on the call page (<https://evec.org.gr/el/prosklisi-ekpaideftes-ergastiriou-2026/>; English version: <https://evec.org.gr/call-workshop-trainers-athens-2026/>) per stream, by application reference number (format TR26-001, 9.3) and not by name, and are emailed to all applicants. Objections are submitted by email to vet@evec.org.gr within three (3) working days from the day after posting; they may concern only the scoring of documents already submitted, and new documents are not accepted. Final results follow.

◆ 11. Documents at contract stage

Those selected submit before signing: (a) proof of identity; (b) the permit under article 31 v. 3528/2007 or the private-sector υπεύθυνη δήλωση (section 5); (c) the criminal record copy and the υπεύθυνη δήλωση in section 8; (d) the myAADE printout for condition 4; (e) the IBAN of an account in their own name; (f) the code of conduct and the safety annex, signed; (g) the υπεύθυνη δήλωση on article 39 §9 v. 4387/2016 (section 4.2); (h) a copy of the degree, for those relying on a degree for condition 1.

◆ 12. Timeline

DATE	STAGE
Tuesday 15 September 2026	Publication of the call.
Tuesday 29 September 2026, 23:59 (Athens time)	Applications close.
Thursday 1 to Monday 5 October 2026 (indicative)	Online interviews with all applicants who meet conditions 1–3 (10.2).
By Tuesday 6 October 2026 (indicative)	Provisional results; objections until Friday 9 October 2026 (indicative; in any case within three (3) working days from the day after posting).
By Tuesday 13 October 2026 (indicative)	Final results; followed by the permits, the contracts and the finalisation of the programmes.
November to mid-December 2026	The 14-day activity; the exact dates are announced to those selected.

◆ 13. Personal data protection

13.1 Controller, purpose, legal basis. The controller is ΕΥΡΩΠΑΙΚΟ ΕΘΕΛΟΝΤΙΚΟ ΚΑΙ ΕΚΠΑΙΔΕΥΤΙΚΟ ΚΕΝΤΡΟ (EVEC Athens), ΑΦΜ 997127685, Kallistratous 89, 157 71 Zografou, Athens, vet@evec.org.gr. The purpose is the assessment of applications and, for those selected, the conclusion and performance of the contract. The legal basis is article 6(1) (b) GDPR (steps taken at the request of the data subject before entering into a contract, and performance of the contract) and, subsequently, point (c) (legal obligations, such as tax and social security obligations).

13.2 Data and recipients. Google Forms is used to collect applications and files; applications submitted by the alternative route in 9.3 are received by email at vet@evec.org.gr. Criminal record data are requested only from those selected and only to confirm that work with minors is permitted; the fact that the check was carried out is recorded and no copy is kept longer than necessary. For those selected, limited details (full name, stream, hours delivered) may be shared with the sending school for Erasmus+ reporting, with the safeguards required by the GDPR.

13.3 Retention and rights. Applications that are not selected are deleted six (6) months after the final results, and later only if an objection or dispute is pending; the records of those selected are kept for as long as tax law and the grant conditions require. The rights of access, rectification, erasure, restriction, portability and objection are exercised at vet@evec.org.gr. Complaints may be lodged with the Hellenic Data Protection Authority (ΑΠΔΠΧ), Kifisias Avenue 1-3, 115 23 Athens, www.dpa.gr. Full notice: <https://evec.org.gr/privacy/>

◆ 14. Other terms

14.1 Binding text. The binding text is the Greek Full terms (Πλήρης Πρόσκληση, <https://evec.org.gr/wp-content/uploads/2026/09/Plires-Prosklisi-Ekpaideftes-Ergastiriou-2026-EL.pdf>); the call web page summarises it. This English translation and the English web page (<https://evec.org.gr/call-workshop-trainers-athens-2026/>) are provided for convenience; if they differ from the Greek Full terms, the Greek Full terms prevail. The stream briefs describe the content of the work; for the conditions of participation, the fee and the procedure, the Full terms apply.

14.2 Corrections and contract. Corrections after publication are issued as a dated corrected version (ορθή επανάληψη) and announced on the call page. Submitting an application and being selected do not constitute the conclusion of a contract; the engagement begins when the contract is signed.

◆ 15. Contact

Questions are sent by email to **vet@evec.org.gr**; EVEC replies within two (2) working days.

Athens, 15 September 2026 — For EVEC Athens, the President, Mirlena Charisi



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