



# Description for language provider for conducting German language courses levels A1 to B1

Dear Sir or Madam,

'Hand in Hand for International Talents' is a joint pilot project by the Federal Employment Agency and DIHK Service GmbH, which is funded by the Federal Ministry for Economic Affairs and Energy. The current project duration is April 2024 to December 2027. The aim of the project is to develop and test a practical process to attract and place qualified specialists in IHK professions from third countries. For this purpose, skilled professionals are recruited from selected pilot countries and the IHK-AHK network is used in cooperation with the Federal Employment Agency. The Indo-German Chamber of Commerce (IGCC) is the local implementation partner for the HiH project in India and is responsible for identifying and preparing candidates for their employment in Germany.

As part of the placement process, project participants should be qualified in the German language for the purpose of taking up employment in Germany. Therefore, a contract should be awarded to a language service provider who will implement high-quality linguistic qualifications for the project participants up to the German B1 language level.

Further information about the project can be found on the [Make-it-in-Germany portal](#) or the [DIHK Service GmbH](#) website or [IGCCs website](#).

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## Target Audience

The project participants are made up of professionally qualified people from the focus professional groups sought within the project. For India these are initially:

Berufsgattung	Deutsche (Referenz)Berufe
<b>Berufe in der elektrischen Betriebstechnik</b>	<ul style="list-style-type: none"> <li>• <i>Elektroanlagenmonteur/in</i></li> <li>• <i>Elektroniker/in – Betriebstechnik</i></li> <li>• <i>Industrieelektriker/in – Betriebstechnik</i></li> </ul>
<b>Berufe in der Elektrotechnik</b>	<ul style="list-style-type: none"> <li>• <i>Elektroniker/in – Geräte und Systeme</i></li> <li>• <i>Industrieelektriker/in - Geräte und Systeme</i></li> </ul>
<b>Berufe in der Bauelektrik</b>	<ul style="list-style-type: none"> <li>• <i>Elektroniker/in - Gebäude- und Infrastruktursysteme</i></li> </ul>
<b>Berufe in der Mechatronik und Automatisierungstechnik</b>	<ul style="list-style-type: none"> <li>• <i>Mechatroniker/in</i></li> </ul>
<b>Berufe in der Küche</b>	<ul style="list-style-type: none"> <li>• <i>Köche/Köchinnen</i></li> <li>• <i>Fachkraft Küche</i></li> </ul>
<b>Berufe in der Metallbearbeitung</b>	<ul style="list-style-type: none"> <li>• <i>Fachkraft für Metalltechnik</i></li> <li>• <i>Industriemechaniker/in</i></li> <li>• <i>Gießereimechaniker/in</i></li> </ul>

## Scope of services

The contractor is expected to provide the following services:

1. **Placement test and level determination:** Carrying out language competency tests for the project participants and grading according to the Common European Framework of Reference (CEFR) from A1 to B1, taking existing previous knowledge into account.
2. **Implementation of German language courses:** Online German lessons for project participants that are tailored to the required level of the participants and lead to the completion of level B1. Exclusive language courses for project participants should take place in a group size of a maximum of 15 people.
3. **Entry opportunities into regular language courses:** Creation of individual entry opportunities for project participants into regular language courses depending on the level of the project participants and their daily availability. The contractor shall inform the commissioning AHK about the availability of courses at different times of the day. (If the prices for regular language courses per person differ from exclusive group lessons for HiH, this must be stated accordingly in the offer)
4. **Provision of learning materials:** Provision of all necessary teaching and working materials as well as online media for the language course participants.
5. **Individual learning support:** Ensuring individual support and, if necessary, further support for the participants throughout the entire course.
6. **Optional online learning offerings:** Provision of additional online learning offerings such as learning platforms or chat functions to support the learning process, if desired.
7. **Reporting on participant behavior:** Immediate notification to the commissioning AHK about unexcused

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8. absences or behavior by participants that jeopardize the achievement of the course goals. Unexcused absence can lead to the participant being excluded from the project, which is decided by the commissioning AHK together with the project partners.
9. **Communication about schedule changes:** Immediate notification to the commissioning AHK of any changes to the course schedule.
10. **Seamless transition between levels:** Ensuring a seamless transition of participants from one level to the next as well as regularly informing the AHK about the participants' progress and subsequent courses.
11. **Qualifications of teachers:** Teachers should have a recognized qualification in the field of German as a foreign language and have demonstrable experience in teaching German as a foreign language.
12. **Course duration and intensity:** Binding information should be provided about the planned duration of the language courses, including the number of hours per week or per day as well as the total number of teaching hours per level.

### Time Frame and duration of contract

**A1 to B1:** The language courses should take place in the form of intensive courses or super-intensive courses and should not exceed 12 months for the successful completion of the B1 German language certificate.

**Individual levels:** If participants already have previous knowledge, language levels A2 and/or B1 should also be taught in intensive or super-intensive courses. If required in individual cases, participants would join more advanced courses and exams. The time required to achieve each level should not exceed 3 months (excluding possible exam repetitions).

**Expected start of service provision:** July 1, 2026

**Expected end of service provision:** December 31, 2027

The contract will be awarded from the moment the contract is signed until December 31, 2027. In the event of early termination, below mentioned notice period applies. Collaboration for further project years will be the subject of a renewed commission and must be examined on a case-by-case basis.

### Participant numbers

Year	Number of project participants	Number of group courses	Comments
2026	40	2	Since the language course only starts in the middle of the year, it can be assumed that many will not complete the B1 level in 2026.
2027	10	1	<b>Optional services:</b> The aim is to run a course in 2027, but there is no guarantee that this course will actually take place.

It is expected that, in addition to people without knowledge of German, some participants will also take part in the project who already speak B1 level German and therefore do not need any language qualifications in India. In addition, not all project participants start a language course immediately, but only after accepting a job offer

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from a German company from the project pool. The stated number of participants therefore serves as a guideline and there is no contractual entitlement to the full participation of 40 participants in 2026 or in subsequent years. As an optional service, a course in 2027 should be budgeted for 10 people. Billing is based on the actual number of language course participants.

## Quality compliance

The AHK is responsible for compliance with quality standards when working with language service providers in the respective countries and will therefore carry out (virtual) classroom visits and satisfaction surveys among the project participants. The AHK reserves the right to demand replacement for teachers who consistently provide inadequate performance.

The AHK will continually evaluate the collaboration, will evaluate the collaboration at regular intervals. After completion of the qualification period for the respective language levels (A1/A2/B1) offered by the language service providers, the AHK will evaluate the services provided and conduct a feedback discussion with the contractor. The AHK also reserves the right to carry out unannounced inspections during ongoing operations.

## Criteria for awarding the contract

- **Technical and methodological competence:** Evidence of the necessary specialist knowledge and effective methods for conducting German language courses.
- **Experience with the target group:** Previous experience and successful work with similar target groups of project participants (professionally qualified specialists).
- **Experience with similar measures:** Evidence of successful implementation of similar language qualification measures for groups of international specialists.
- **Adaptability:** Ability to flexibly adapt the offer to individual needs that may evolve during the project.
- **Fit to Deliverables:** Ensuring that the proposal meets the expected deliverables according to the project specifications.
- Perspective for **continued collaboration** after the pilot project has been completed.
- **Pricing:** Reasonable value for money
- **Frequency** of language courses: Offering a sufficient number of language courses that take place on a regular basis.
- **Time flexibility** of the language courses: Flexibility of the course times to enable participation for project participants with different working time models.
- **Availability of resources:** Sufficient human and material resources to carry out the planned language courses without delays or bottlenecks.
- **Payment option** after the start of the language course: Possibility to pay the language course costs up to two weeks after the invoice has been issued.
- If terms and conditions are attached to the offer, it must be ensured that the rules stated here take precedence over these terms and conditions in the event of a conflict.

## Termination of the contractual relationship

If significant quality deficits are repeatedly identified in the implementation of the language qualification, the AHK, after consultation and consent of DIHK Service GmbH, has the right to terminate the contractual relationship, with a notice period of 3 months. All services to be provided by the contractor are paid for with

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the contractually agreed sum. Charging additional fees from the contractor or the course participants is strictly prohibited and will result in immediate termination of the order.

**Please calculate the offer for 40 participants in 2026 including a comprehensible per person cost breakdown. Please add a course for 10 people as an optional service for 2027.**

**Send your offer by 25.06.2026 EOD to Sapna Bhosle: [sapna.bhosle@indo-german.com](mailto:sapna.bhosle@indo-german.com)**

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## Appendix: Questionnaire

Please answer the following questions and submit them along with your offer.

Language Teaching	
How will you conduct placement tests and determine levels for participants?	
Can you provide evidence of successful past experiences with similar target groups?	
How do you ensure high quality of teaching?	
What qualifications and experience do your teachers possess in teaching German as a foreign language?	
What measures will you take to ensure continuous individual support for participants?	
What is the planned <b>duration</b> of the language courses per level? How long does it take your students to reach a B1 level?	
What is the planned <b>intensity</b> of the language courses per level? For example: how many hours per day on how many days of the week?	
How will you report absences or disruptive behaviors to IGCC?	

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<b>Infrastructure</b>	
How big are the groups of your regular classes?	
How will you provide necessary teaching materials and online resources?	
What additional online learning tools do you offer, such as learning platforms or chat functions?	
Do you have adequate human and material resources to prevent delays?	
<b>Course Management</b>	
How often do course schedule change? Do the courses sometimes extend over their scheduled period?	
How will you ensure seamless transitions between course levels?	
How often do you regular courses start? Please give examples of courses starting in July and August. Do those courses have available seats?	
How much preparation time is needed to set up an additional course?	
How can you accommodate participants with varying working time models?	

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On which weekdays and at what times do your regular classes run?	
<b>Payment options</b>	
What are the payment conditions you offer?	
How much do you charge if a student drops out of a language course?	

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