

Terms of Reference

REFERENCE: Development of curriculums and module teaching materials for Vocational Education Training (VET) schools in GANJA under the “Modernizing Vocational Education and Training (VET) Centers in Azerbaijan” EU grant programme. **№ RFP VET GANJA II 2018/2019**

Position	Preparation of curriculum and module teaching materials for selected VET schools
Project Title:	“Support to the establishment of Regional Industrial VET Competence Centre in Ganja”
Duration of Engagement:	September 2018- March 2019, 120 consultancy days
Duty Station:	Ganja and surrounding regions of Azerbaijan
Office:	UNDP Azerbaijan

a. Background

The overall objective of the EU funded “Modernizing Vocational Education and Training (VET) Centres in Azerbaijan” project is to contribute to the modernization of the vocational education and training system in Azerbaijan, enhancing quality, equality, relevance and access in line with European standards and practices. The project outputs are to improve quality of education for establishing labor market oriented VET system in Lankaran Economic Region, and to improve quality of education for increasing attractiveness of VET in Ganja city and neighboring regions, as well as increase employability among the youth.

Support to the establishment of Regional Industrial VET Competence Centre in Ganja

The specific objective of this action is to improve quality of education to increase attractiveness of VET in Ganja city and neighboring regions, as well as to adjust vocational education to the requirements of the industry. This specific objective will be achieved through strengthening the operational capacities of the Ganja State Vocational Education Centre on Industry and Technology to convert it to a modern Regional VET Competence Centre meeting labor needs of the industry.

b. Objective of the assignment

Projects intend to prepare education programmes and teaching materials for industry and manufacture sectors in the VET schools for technicians, agencies and students by incorporating science and local knowledge and reflecting the technical, cultural, political, economic and environmental context of industry and manufacture in particular two pilot schools located in Ganja and Jalilabad regions.

The local company/institution will work under the overall guidance of the Project Manager, Project VET Coordinator and will dual reporting responsibilities to the Project Manager and when necessary the Project Board and UNDP.

The local company/institution will closely liaise its activities with the Ministry of Education and State Agency on Vocational Education (State VE Agency). In addition to the curriculum, the consulting company/organization should propose the list of teaching materials, learning modules, manuals with brief, but exact content/objective and prepare module teachings materials for selected VET schools for the provision of education process.

c. Technical assistance and supervision

The work planned under this TOR will be conducted under the supervision of the Programme Adviser. The planning process has to be performed on the basis of participatory approach.

d. Scope of Assignment

“Support to the establishment of Regional Industrial VET Competence Centre in Ganja”

Three main directions are prioritized based on the labour market survey and close collaboration with the State VET Agency

- 1) Fashion designer curricula development
- 2) Development of teaching modules
- 3) Dissemination seminars¹ and master classes

This will include inter alia:

- To develop one-year education program (curriculum) in accordance with the theoretical and practical teaching researchers in VET schools in Ganja;
- To develop teaching modules on selected occupation in industry (Learning outcomes) including competence units and assessment criteria indicated under the objective of this assignment;
- To develop modular training materials including modules on 8 key and 3 core competencies (sector and specialty modules) on selected occupation
- To prepare of evaluation framework for the prepared modules/ curricula;
- To provide Training of trainers (to providers) under the prepared education programme and module teaching materials
- Conducting of seminars/events (to providers) in order to disseminate information about the developed education programme and modules
- Provide master classes under each developed module training materials

Note 1: Training and workshop will be organized in Baku/Ganja, if necessary in other regions. Several trips to the pilot rayons are considered. The total number of days to be spent in the regions including trainings is not more than 50 days.

¹ Three trainings will be organized for stakeholders and partners. Each training will cover the prioritized directions and continue 3 days, including field trips and practical trainings with at least 15 participants in each. The training content will be agreed with the project, partners and other interested parties after the finalization of the curriculums. All logistical services (training venue, meal and etc.) will be provided by the UNDP projects. The logistical aspects should not be included into the financial proposal.

Note 2: The contracted company is taking the responsibility with the approval of the prepared curriculums and module teaching materials with the relevant government organization/agencies.

e. Deliverables

All the reports, draft guidelines, proposal etc. should be sent in electronic form (Microsoft Word and PDF and, if applicable, other relevant formats) in Azerbaijani and English (reports will be submitted in English, curriculums and module teaching materials in Azerbaijani Language).

The assignment is planned to start on September, 2018 and continue to March, 2019. The total number of expected consultancy days is 120 days in total which at least 50 days of in-country work are expected (travels to the different regions of Azerbaijan).

Supposed place of work is Baku, Azerbaijan, UNDP office, Ganja and surrounding regions (Dashkesen, Mingechaur, and Goy Gol).

The following deliverables are expected:

1. One-year education programs (curriculum) in accordance with the theoretical and practical teaching researchers in VET Center in Ganja for Fashion designer specialist; preparation of evaluation framework for the prepared curriculum/module
2. Teaching modules on selected occupation in industry (Learning outcomes) including competence units and assessment criteria indicated under the objective of this assignment;
3. To provide Training of trainers (to providers) and master class trainings under the prepared curriculum and module teaching materials

<p>Deliverable 1: One-year education programs (curriculums) in accordance with the theoretical and practical teaching researchers in VET Center in Ganja for Fashion designer specialist ; preparation of evaluation framework for the prepared curriculums</p>	<p>Minimum requirements on consultants to be engaged</p>
<ul style="list-style-type: none"> • Curriculum promotes active student engagement and meets diverse learning needs; • Curriculum incorporates research-based best instructional practices and strategies; • Curriculum integrates technological advances; • Curricula aligned with global, national, state, and local standards 	<p>Note: experts will be the same of each deliverable</p> <p>Task Leader for the overall assignment:</p> <ul style="list-style-type: none"> - University degree in related field, preferable education sector or technical sciences; - At least 5 years’ experience in the related field; - Fluent in written and oral communication in Azerbaijani, knowledge of English is compulsory <p>Education specialist:</p>

<p>and requirements;</p>	<ul style="list-style-type: none"> - University degree in Education; - At least 5 years of working experiences in Education sphere, including preparation of curriculums; - Working experiences with educational standards - Fluent in Azerbaijani, knowledge of English is compulsory. <p>Curriculum specialist:</p> <ul style="list-style-type: none"> - University degree in Education; - At least 5 years of working experiences in Education sphere, including preparation of curriculums; - Working experiences with educational standards - Fluent in Azerbaijani, knowledge of English is compulsory. <p>Fashion Designer:</p> <ul style="list-style-type: none"> - Technical school in fashion design, textile, graphic design, sewing or other related; - At least 5 years of working experience in the field of fashion, textile and design industry; - Fluent in Azerbaijani, knowledge in English will be an asset;
<p>1. Deliverable 2: Teaching modules on selected occupation in industry (Learning outcomes) including competence units and assessment criteria indicated under the objective of this assignment;</p>	<p>Minimum requirements on consultants to be engaged</p>
<ul style="list-style-type: none"> • Development process initiated for teaching modules • Trainings organized for VET schools in the regions and Baku • Teaching modules prepared and submitted 	<p>Note: experts will be the same of each deliverable</p> <p>Task Leader for the overall assignment:</p> <ul style="list-style-type: none"> - University degree in related field, preferable education sector or technical sciences; - At least 5 years' experience in the related field; - Fluent in written and oral communication in Azerbaijani, knowledge of English is compulsory <p>Education specialist:</p> <ul style="list-style-type: none"> - University degree in Education;

	<ul style="list-style-type: none"> - At least 5 years of working experiences in Education sphere, including preparation of curriculums; - Working experiences with educational standards - Fluent in Azerbaijani, knowledge of English is compulsory. <p>Curriculum specialist:</p> <ul style="list-style-type: none"> - University degree in Education; - At least 5 years of working experiences in Education sphere, including preparation of curriculums; - Working experiences with educational standards - Fluent in Azerbaijani, knowledge of English is compulsory. <p>Fashion Designer:</p> <ul style="list-style-type: none"> - Technical school in fashion design, textile, graphic design, sewing or other related; - At least 5 years of working experience in the field of fashion, textile and design industry; - Fluent in Azerbaijani, knowledge in English will be an asset;
--	--

<p>Deliverable 3: To provide Training of trainers (to providers) and master class trainings under the prepared curriculum and module teaching materials</p>	<p>Minimum requirements on consultants to be engaged</p>
<ul style="list-style-type: none"> • To provide Training of trainers (to providers) and master class trainings under the prepared curriculum and module teaching materials • Conducting of seminars/events (to providers) in order to disseminate information about the developed education programme 	<p>Note: experts will be the same of each deliverable</p> <p>Task Leader for the overall assignment:</p> <ul style="list-style-type: none"> - University degree in related field, preferable environmental sector or social sciences; - At least 5 years' experience in the related field; - Fluent in written and oral communication in Azerbaijani, knowledge of English is compulsory <p>Curriculum specialist:</p> <ul style="list-style-type: none"> - University degree in Education; - At least 5 years of working experiences in Education

	<p>sphere, including preparation of curriculums;</p> <ul style="list-style-type: none"> - Working experiences with educational standards - Fluent in Azerbaijani, knowledge of English is compulsory. <p><i>Fashion Designer:</i></p> <ul style="list-style-type: none"> - Technical school in fashion design, textile, graphic design, sewing or other related; - At least 5 years of working experience in the field of fashion, textile and design industry; - Fluent in Azerbaijani, knowledge in English will be an asset;
--	---

f. Detailed provision of monitoring and progress controls, including reporting requirements, frequency, format and deadlines;

Monitoring and progress control will be conducted by the Project Manager in consultation with the UNDP Programme Officer and the Project Director.

Reporting, its frequency, format and deadlines will be done in accordance with the phases and deliverables shown in the respective section below.

g. Deliverables, timing and proposed payment terms

The selected company is responsible for contribution to the following deliverables:

Stage no	Description of the deliverable	Timing	Payment term (in % of total contract value)
1	Advance payment	October, 2018	15%
2	One-year education programs (curriculum) in accordance with the theoretical and practical teaching researchers in VET Center in Ganja for Fashion designer specialist; preparation of evaluation framework for the prepared curriculum/module	November 20, 2018	35 %
3	Teaching modules on selected occupation in industry (Learning outcomes) including competence units and assessment criteria indicated under the objective of this assignment;	December 20, 2018	35 %

4	To provide Training of trainers (to providers) and master class trainings under the prepared curriculum and module teaching materials	March 20, 2019	15%
---	---	----------------	-----

The proposed payment percentages can be changed by the Expert according to his/her approach to the task.

h. Approval Process

The authorization for each respective payment will be made by UNDP Programme Officer after the acceptance of each deliverable by the Project Manager.

The proposed payment percentages can be changed by the Expert according to his/her approach to the task.

i. General qualification Requirements

The company should provide:

X Company Profile, which should not exceed fifteen (15) pages, including printed brochures and product catalogues relevant to the goods/services being procured

X Technical proposal, methodological approach to work

X Financial proposal, password protected

X Tax Registration/Payment Certificate issued by the Internal Revenue Authority evidencing that the Bidder is updated with its tax payment obligations, or Certificate of Tax exemption, if any such privilege is enjoyed by the Bidder

X Certificate of Registration of the business, including Articles of Incorporation, or equivalent document if Bidder is not a corporation

X Official Letter of Appointment as local representative, if Bidder is submitting a Bid in behalf of an entity located outside the country

X Quality Certificate (e.g., ISO, etc.) and/or other similar certificates, accreditations, awards and citations received by the Bidder, if any

X Statement of Satisfactory Performance at least from the Top two Clients in terms of Contract Value the past 2013-2017.

X List of proposed Personnel and their Resumes that show capacity and performance of the minimum requirements;

X List of Bank References (Name of Bank, Location, Contact Person and Contact Details)

X All information regarding any past and current litigation during the last five (5) years, in which the bidder is involved, indicating the parties concerned, the subject of the litigation, the amounts involved, and the final resolution if already concluded.

X Acceptance of General Terms Conditions;

X Written Self-Declaration that the company is not in the UN Security Council 1267/1989 List, UN Procurement Division List or Other UN Ineligibility List

X VAT excluded from the financial offer

j. Criteria for the Assessment of Proposal

Summary of Technical Proposal Evaluation Forms		Score Weight	Points Obtainable
1.	<ul style="list-style-type: none"> - Expertise of Firm / Organization - Proven track of experiences in related field and cooperation with international organizations 	30%	30
2.	Proposed Methodology, Approach and Implementation Plan	40%	40
3.	Management Structure and Key Personnel, Suitability of the proposed consultants	30%	30
Total			100

Combined scoring method, the formula for the rating of the Proposals will be as follows:

<p><u>Rating the Technical Proposal (TP):</u></p> <p>TP Rating = (Total Score Obtained by the Offer / Max. Obtainable Score for TP) x 100</p> <p><u>Rating the Financial Proposal (FP):</u></p> <p>FP Rating = (Lowest Priced Offer / Price of the Offer Being Reviewed) x 100</p> <p><u>Total Combined Score:</u></p> <p>(TP Rating) x (Weight of TP, e.g. 70%) + (FP Rating) x (Weight of FP, e.g., 30%) _____</p> <p>Total Combined and Final Rating of the Proposal</p>

Note 1: offers that are rated 70% and above will participate in the next stage of evaluation

Note 2: The Contractor will be responsible for all issues connected to the implementation of tasks, including payment of lump sum for local field workers.

Offer should include lump sum with taking into consideration all visits of experts to pilot zone (field trips/works, professional fees, interviews, transportation, hotel fees, accommodation and all other related etc.) excluding expenses for training participants which will be covered by the project separately.