

Terms of Reference

REFERENCE: Selection of the company to assist with international consultancy services under the “Modernizing Vocational Education and Training (VET) Centers in Azerbaijan” EU grant programme

№ RFP VET 18/5 UNDP EU

Position:	International company/institution to organize below listed activities within the project
Project title:	<i>“Support to the establishment of Regional Industrial VET Competence Centre in Ganja” and “Establishment of Regional VET Centre of Excellence in Lankaran Economic Region” projects</i>
Expected duration:	2018 and 2019 years (August, 2018 - August, 2019, 150 consultancy days)
Duty station:	Azerbaijan, Baku, Ganja, Jalilabad and surrounding regions
Office:	UNDP Azerbaijan

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.

“Establishment of Regional VET Centre of Excellence in Lankaran Economic Region”

The specific objective of the action is to improve quality of education through the establishment of labour market oriented VET system in Lankaran Economic Region. The specific objective will be achieved through strengthening the operational capacities of the Jalilabad Vocational Lyceum to convert it to a modern Regional VET Centre of Excellence (CoE) for occupations in agriculture and manufacturing sectors.

It should be noted that both the overall and specific objectives of this action conform to recent policy of the Government of Azerbaijan on diversification of economy through the development of non-oil sector, reduction of disparity between regions and Baku, development of human capital. As seen from the overall and specific objectives, this action will completely conform to the development policy of the Government of Azerbaijan and the project will cover some of the highlighted challenges, existing problems and shortages of VET system defined in the policy documents.

Objective of the assignment

The project intends contracting the services of International company or institution under one umbrella to support with the providing of consultancy services to assist the project with the design and planning of workshops in Jalilabad Lyceum for industry and agricultural sectors based on specializations developed within the project, and also expert to support with design of manufacturing classrooms in the Ganja VET schools.

The International company/institution will work under the overall guidance of the Project Manager, Lead VET expert and will dual reporting responsibilities to the Project Manager and when necessary the Project Board and UNDP. The Team of experts will be back up by the local experts recruited by the projects.

The International company/institution will closely liaise its activities with the Ministry of Education and State Agency on Vocational Education (State VET Agency).

SCOPE OF ASSIGNMENT

Four main directions are prioritized within the assignment based on project logframe and work plan for both Competence and Excellence Centers.

Manufacturing and Engineering

Vocational Education for Agriculture

Vocational Education for Industry

Roundtable discussion on lessons learnt, trainings and reporting

DELIVERABLES

It is envisaged that the selected service provider will submit the following deliverables:

Deliverable 1: Manufacturing and Engineering

Outputs:

- a) Detailed report with suggested design of up-to-date workshop and classroom on the bases current Ganja VET Center
- b) To develop the list of equipment, tools and machines, including their specifications and stations (sketch of workshop and classrooms)
- c) Skills development and technical materials (e.g. fact sheets, manuals, brochures) and explanation for each suggested equipment

Deliverable 2: Vocational Education for Agriculture

Outputs:

- a) To assist to establish up-to-date workshop and classroom on the bases or rebuild Jalilabad VET lyceum
- b) Develop the list of equipment, tools and machines, including their specifications and stations (sketch of workshop and classrooms) together with the national expert
- c) Skills development and technical materials (e.g. fact sheets, manuals, brochures) and explanation for each suggested equipment

Deliverable 3: Vocational Education for Industry

Outputs:

- a) Assist mainly to establish up-to-date workshop and classroom on the bases or rebuild Jalilabad VET lyceum
- b) To develop the list of equipment, tools and machines, including their specifications and stations (sketch of workshop and classrooms)
- c) Skills development and technical materials (e.g. fact sheets, manuals, brochures) and explanation for each suggested equipment

Deliverable 4: Roundtable discussion on lessons learnt and reporting

Outputs:

- a) Systematic and repeated observation of works carried out, their management, uses
- b) Review and reporting on status and trends
- c) Workshops and roundtables on lessons learnt (including at least 2 workshops for 20 people, over 2 days in each region)
- d) Final report with all works carried out within the particular RFP

Minimum of 4 experts will be required for the tasks indicated above, comprising:

Team leader (coordination, logistics, liaison)

- University degree in related field (management, education or similar);
- At least 10 years' experience; and
- Working experience in with international organizations, specifically in vocational education sector
- Fluent in written and oral communication in English
- Experienced in project management and reporting

International Manufacturing and Engineering expert (assigned for Ganja VET project, see details above)

- University degree in related field (Manufacturing, Engineering or similar);
- At least 7 years of working experience in the field of manufacturing and engineering;
- Experienced in working with international organizations , specifically in Vocational Education

- Good communication skills (private sector); and
- Fluent in written and oral communication in English

International VET Agriculture expert (assigned for Jalilabad Lyceum)

- University degree in related field (Agriculture or similar);
- At least 7 years of working experience in the related field;
- Experienced in working with international organizations , specifically in vocational education sector
- Good communication skills (private sector); and
- Fluent in written and oral communication in English

International VET Industry expert (assigned for Jalilabad Lyceum)

- University degree in related field (Industry, Engineering, furniture production or similar);
- At least 7 years of working experience in the related field;
- Experienced in working with international organizations specifically in vocational education sector
- Good communication skills (private sector); and
- Fluent in written and oral communication in English

D. GENERAL QUALIFICATION REQUIREMENTS

The company/organization should provide:

The Service Provider must describe and explain how and why they are the best entity that can deliver the requirements of UNDP by indicating the following:

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

X at least 5 years of working experience in related field (consultancy services for the sectors indicated in the RFP)

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

X Track Record, previous contracts for the similar services in the past 3 years;

X List of Bank References (Name of Bank, Location, Contact Person and Contact Details, not official bank reference)

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

E. PAYMENT TERMS

Outputs	Percentage	Timing	Condition for Payment Release
Advance payment upon signature of the contract	15%	Latest by 30 th of August, 2018	Within thirty (30) days from the date of meeting the following conditions: a) UNDP's written acceptance (i.e., not mere receipt) of the quality of the outputs; and b) Receipt of invoice from the Service Provider.
Deliverable 1	25%	Latest by 30 th of September 30, 2018	
Deliverable 2 and 3	30%	Latest by 20 th of December, 2018	
Deliverable 4	30%	Latest by 30 th of August, 2019 ¹	

F. 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 (max 30 points can be given, if the bidder is an international company)- Proven track of experiences in related field	30%	30

¹ If company will deliver earlier than the date indicated in the table, the UNDP will proceed with respective payment upon delivery of the final product.

	and cooperation with international organizations		
2.	Proposed Methodology, Approach and Implementation Plan	40%	40
3.	Management Structure and Key Personnel, Suitability of the proposed consultants	30%	30
	Total		100

Lowest Price Quote among technically responsive offers will be considered

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 experts.

Offer should include lump sum with taking into consideration all visits of experts to pilot zone (field trips, professional fees, interviews, etc. UNDP will support with the logistical support, providing of venue, food and bed in case, if it's needed).

Monitoring:

The project Manager will monitor all deliverables and the quality of services.