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**INDIVIDUAL CONSULTANT PROCUREMENT NOTICE  
DIRECT CONTRACTING MODALITY**

Date: 21/11/2019

**Country: KYRGYZSTAN**

**Description of the assignment:** ref. SEG IC 19/13: International Consultant on drafting the digital skills Development Strategy and Professional Qualification Educational Standards with curriculums and Road Map and Action Plan Road Map 2019-2023

**Project name:** Digital Skills and Opportunities for Youth Employment Towards Digital Economy in the Kyrgyz Republic, # **00114503**

**Period of assignment/services:** 45 effective person days (December 2019 – July 2020)

<b>Proposal Submission Address</b>	Email: <a href="mailto:tender.kgz@undp.org">tender.kgz@undp.org</a> Subject: SEG IC 19/13: International Consultant on drafting the Professional Qualification Educational Standards  <b>Incomplete proposals will be rejected at the moment of evaluation!</b>
<b>Deadline of Submission</b>	Date and Time: <b>5 December 2019, 10:00 am (+6 GMT, Bishkek time)</b>
<b>Allowable Manner of Submitting Proposals</b>	<input checked="" type="checkbox"/> Electronic submission of Bid , please refer to <b>Conditions and Procedures for electronic submission and opening.</b>
<b>Conditions and Procedures for electronic submission and opening</b>	<input checked="" type="checkbox"/> Official Address for e-submission: <a href="mailto:tender.kgz@undp.org">tender.kgz@undp.org</a> <input checked="" type="checkbox"/> Free from virus and corrupted files <input checked="" type="checkbox"/> Format: PDF files only. <input checked="" type="checkbox"/> Max. File Size per transmission: 10 MB; <input checked="" type="checkbox"/> Max. No. of transmission: 5  <input checked="" type="checkbox"/> Virus Scanning Software to be Used prior to transmission;  <input checked="" type="checkbox"/> Time Zone to be Recognized: Kyrgyzstan (GMT+6); <b><u>Instruction for Electronic Submission</u></b> Having prepared the Proposal in paper format the entire Proposal should be scanned into .pdf (Adobe Acrobat) format file and attached to one or more e-mail(s).
<b>Date, time and venue for opening of Proposals</b>	Date and Time: 5 December 2019, 10:30 pm (+6 GMT, Bishkek time) Venue : United Nations Development House, 160, Chuy Avenue, Bishkek, Kyrgyz Republic

Any request for clarification must be sent in writing, or by standard electronic communication to the address or e-mail indicated above [procurement.seg.kg@undp.org](mailto:procurement.seg.kg@undp.org). UNDP will respond in writing or by standard electronic mail and will send written copies of the response, including an explanation of the query without identifying the source of inquiry, to all consultants.

**BACKGROUND**

Kyrgyzstan has rather young population (median age is 24 years, and people of working age constitute 60% of total population), which attributes to a high demand for jobs in the country. Women and young people have higher chances to be unemployed than middle age men. 1/5-th of the population, with young men in the majority, must seek job opportunities abroad. They mostly occupy relatively low-paid jobs in services and construction in Russia and other countries. Experts' surveys show that the number of Kyrgyzstan's citizens working abroad is over 800,000 people (with 30% of women migrants). Other problems that Kyrgyzstan youth faces include gender gap, and skills mismatch.

In 2017 the Government of Kyrgyzstan announced a launch of nation-wide program of digital transformation "Sanarip Kyrgyzstan" that aims to build an open and transparent state, the knowledge-based economy, raise life standard of Kyrgyz citizens, as well as improve business environment. Sanarip Kyrgyzstan is a key component of the long-term National Sustainable Development Plan 2018-2040 which inspires enhancing human capital and innovations in harmony with the environment. Concept was further elaborated and developed in five-year digital transformation plan "Digital Kyrgyzstan 2019-2023". The Goal of the Project is to help the Government of Kyrgyzstan strengthen the enabling environment and eco-systems that would advance opportunities for youth and especially young women in digital economy, support a better integration into global development community and create sustainable jobs.

The Project seeks to attain the following goals: to enhance the capacity of formal education system and to apply new educational standards for digital skills and deliver the demand-driven curriculum to better prepare youth for digital economy via equipping youth with job-ready and transferrable digital skills, including basic, intermedia, advanced digital entrepreneurial and soft skills, as well as enhance digital competencies of teachers to better integrate digital skills development in education. Under this component the Project will work with the Government of Kyrgyzstan on the formulation of the National Digital Skills Development Strategy and Action Plan.

The Project will pay due consideration to addressing gender inequality in the labor market that will stimulate the economic growth and increase the aggregate income. The Project will be implemented by UNDP-Kyrgyzstan in close collaboration with Government's Office, Ministry of Education, State Committee of Information Technology and Communications, the Ministry of Economy, private sector and academia.

## **1. MAIN OBJECTIVES OF THE PROPOSED ANALYTICAL WORK**

The international consultant on Digital Skills and Opportunities for Youth Employment Towards Digital Economy in the Kyrgyz Republic will focus on preparing the draft of Development Strategy and Qualification Educational Standards with curriculums and Action Plan 2019-2023.

## **2. SCOPE OF WORK, RESPONSIBILITIES AND DESCRIPTION OF THE PROPOSED WORK**

Consultant will carry out his work under the direct supervision of the Policy Analyst/ Team Leader of Sustainable Economic Growth Programme and « Digital Skills and Opportunities for Youth Employment Towards Digital Economy in the Kyrgyz Republic » Project Coordinator.

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1. Assess the current digital skills Development Strategy and Qualification Educational Standards with curriculums in terms of all international educational standards based on local consultants' assessment report;
2. Consult the Local Consultants on preparing IT digital skills education methodologies based on the best international education systems practices and successful institutions on improving the IT skills education in Ministry of Education;
3. Prepare the Digital Skills Development Strategy, International New Qualification Educational Standards with curriculum and develop materials for the trainings for Kyrgyz State Technical University and Osh Technical University;
4. Develop report on framework concept of IT skills in digital economy, new educational standards for digital skills and methodological base.

### 3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

- Master's degree in education / training / pedagogy /social science. PhD is an asset.
- At least 2 years of professional working experience in developing strategies/educational standards / analytical reports;
- Experience in developing curriculums for educational institutes / universities (developed papers to be reflected in P11/CV. UNDP has a right to request evidence of information provided)
- Excellent knowledge of English. Knowledge of Russian is an asset.

### 4. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS

Interested individual consultants must submit the following documents/information to demonstrate their qualifications:

- a) Completed Letter of Confirmation of Interest and Availability using the template provided by UNDP;
- b) P11 Personal History form or CV, indicating all past experience from similar projects, as well as the contact details (email and telephone number) of the Candidate;
- c) Copy of ID/ Passport. In case address is not indicated in ID/passport, additional information on address should be provided;
- d) Copy of diploma/certificate on higher education;
- e) Bank details – inquiry from bank indicating main office/branch address, SWIFT, account number, full name of account holder;
- f) Financial Proposal that indicates the all-inclusive fixed total contract price, supported by a breakdown of costs, as per template provided. If an applicant is employed by an organization/company/institution, and he/she expects his/her employer to charge a management fee in the process of releasing him/her to UNDP under Reimbursable Loan Agreement (RLA), the applicant must indicate at this point, and ensure that all such costs are duly incorporated in the financial proposal submitted to UNDP. See Letter of Confirmation of Interest template for financial proposal template.

### 5. FINANCIAL PROPOSAL

#### **Lump sum contracts:**

The financial proposal shall specify a total lump sum amount, and payment terms around specific and measurable (qualitative and quantitative) deliverables (i.e. whether payments fall in installments or upon completion of the entire contract). Payments are based upon output, i.e. upon delivery of the services specified in the TOR. In order to assist the requesting unit in the comparison of financial proposals, the financial proposal will include a breakdown of this lump sum amount (including travel, per diems, and number of anticipated working days).

**Preferred currency of proposal:** USD

#### **Travel:**

All envisaged travel costs must be included in the financial proposal. This includes all travel to join duty station/repatriation travel. In general, UNDP should not accept travel costs exceeding those of an economy class ticket and daily allowance exceeding UNDP rates. Should the IC wish to travel on a higher class he/she should do so using his/her own resources.

***The Individual Contractor under the terms of this Contract includes his/her travel:***

Within the framework of this Terms of Reference, there is one visit envisaged to Bishkek, Kyrgyz Republic – 20 working days (20 overnights).

**Please include all travel-related costs while preparing your financial proposal.**

### 1. EVALUATION

Individual consultant will be evaluated based on the methodology of cumulative analysis.

The award of the contract of individual consultant should be made to the person whose offer has been evaluated and determined as:

- a) Responsive/compliant/acceptable, and
- b) Having received the highest score out of a pre-determined set of weighted technical and financial criteria specific to the solicitation.

Total score=Technical Score + Financial Score

Technical Criteria weight - 70%, 700 scores maximum

Financial Criteria weight - 30%. 300 scores maximum

Only candidates obtaining a minimum of 490 from 700 point in the Technical part of evaluation would be considered for the Financial Evaluation.

The lowest technically qualified proposal receives 300 points and all the other technically qualified proposals receive points in inverse proportion according to the formula:

$$P=Y*(L/Z), \text{ where}$$

P=points for the financial proposal being evaluated

Y=maximum number of points for the financial proposal

L= price of the lowest price proposal

Z=price of the proposal being evaluated

The selection of candidates will be done in 3 stages:

**1st stage:** Prior to detailed evaluation, all applications will be thoroughly screened against eligibility criteria (minimum qualification requirements) as set in the present TOR in order to determine whether they are compliant/non-compliant:

<b>Eligibility Criteria</b>	
1	Master's degree in education / training / pedagogy / social science
2	Minimum 2 years of professional working experience in developing strategies/ educational standards / analytical reports

**2nd stage:** Technical Evaluation

Short-listed candidates will be evaluated based on the following criteria:

<b>Criteria</b>	<b>Weight</b>	<b>Max. Point</b>
Technical:	70%	700
<b>Education:</b>		<b>Maximum 40 points</b>
PhD in education / training / pedagogy / social science is an asset		40
<b>Experience, including:</b>		<b>Maximum 600 points, including:</b>
Minimum 2 years of professional working experience in developing strategies/ educational standards / analytical reports		400
100 points per every extra year of experience above 2 years		
Experience in developing curriculums for educational institutes / universities		200
100 points per every paper listed in P11/CV		
<b>Skills/competencies, including:</b>		<b>Maximum 60 points, including:</b>
Excellent knowledge of English 20 points - fluent 0 points– not fluent		20

Russian language is an asset 40 points - fluent 0 points– not fluent		40
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**3rd stage:** Financial evaluation (according to the method described above):

<b><i>Only candidates obtaining a minimum of 490 points from 700 points at the Technical Evaluation/Interview would be considered for the Financial Evaluation.</i></b>		
Financial	30%	300

The candidate achieving the highest cumulative score for both Technical and Financial evaluations will be recommended by the Evaluation Committee for contracting.

#### ANNEXES

ANNEX 1 - INDIVIDUAL CONSULTANT TERMS OF REFERENCES

ANNEX 2 – CONFIRMATION OF INTEREST AND SUBMISSION OF FINANCIAL PROPOSAL

ANNEX 3 – SAMPLE CONTRACT FOR THE SERVICES OF AN INDIVIDUAL CONTRACTOR

ANNEX 4 – INDIVIDUAL CONSULTANT GENERAL TERMS AND CONDITIONS