



**UNITED NATIONS DEVELOPMENT PROGRAMME  
TERMS OF REFERENCE / INDIVIDUAL CONTRACT (IC)**

**ANNEX – I**

**I. JOB INFORMATION**

Job Title:	Curriculum and Training Materials Development Specialist on Plumbing and Heating Systems
Project Title/Department:	Inclusive Growth Cluster/Adapting population skills to the post-pandemic economy in Ferghana Valley
Duration of the assignment:	3 months (72 work days): February 10 - May 15, 2022
Work status (full time / part time):	Part-time
Duty station:	Tashkent
Expected places of travel:	Fergana valley (Namangan, Ferghana, Andijan)
Reports To:	Programme Manager

**II. BACKGROUND**

The “Adapting population skills to the post-pandemic economy in Fergana Valley” project is a joint initiative of the Ministry of Employment and Labor Relations (MELR) of the Republic of Uzbekistan and UNDP. The proposed project will contribute to poverty reduction through increased employment and entrepreneurship opportunities of the population, especially the youth of Fergana Valley by building entrepreneurship and future skills among students and job-seekers.

This project aims at forging a new pathway for the future of work based on continuous skills attainment, digital leapfrogging and a new balance between life and work. The development objective of the project is reskilling and upskilling of the workforce to deliver new business models in the post-pandemic era.

It will target college and university graduates, young women and men in informal employment, returning migrants and other vulnerable groups and help Uzbekistan Government and private sector to craft policies and talent strategy that develop employees’ critical digital and cognitive capabilities, their technical and socio-emotional skills, and their adaptability and resilience.

To implement joint activities, the Project has planned to hire an international consultant to develop short-term courses at the Centers for Professional Development (CPD) and Monocenters "Ishga Marhamat" in the Fergana Valley (Andijan, Fergana and Namangan regions).

The International Consultant is expected to conduct an analysis of the available training materials for compliance with the best international training standards on the plumbing and heating taking into account the specifics of the CPD and Monocenters.

Based on the analysis results, the International Consultant must develop a curriculum and guidelines, as well as conduct trainings on plumbing and heating for vulnerable groups in rural areas of the Fergana Valley at selected monocenters and trainings for trainers (ToTs) for the teaching staff of the CPDs.

### **III. KEY TASKS AND RESPONSIBILITIES::**

Under the direct supervision and guidance of the Project Manager, the International Consultant on plumbing and heating provides operational and thematic training services a) in monocenters and b) in selected CPDs ensuring high quality, accuracy, and consistency of work. The training services will be delivered on a ToT basis and aim at enhancing the skills of the unemployed youth, women and returning labor migrants and their family members.

The International Consultant works in close collaboration with MELR, Institute of Pedagogic Innovative Development under the Ministry of Higher and Secondary Specialized Education and the Project team, to exchange information and ensure consistent service delivery, undertake day-to-day responsibility for operational and thematic support services for the satisfactory achievement of the assigned tasks:

- analysis of available training materials, modules and test programs for the compliance with the latest international practices in the field of plumbing and heating;
- development of short-term training courses/guidelines for the training of plumbing and heating professionals with a focus on the World Skills or other international standards of professional training (use of various tools and equipment, planning and design of systems, their installation and testing on the basis of environment friendly and energy-saving methods, water supply wiring through stainless and copper pipes, latest technological approaches on designing and installation of the heating systems, etc.).
- adapt the course content to the Monocenters and CPDs participants needs (basic and advanced level) in accordance with their needs:

Content for the basic level must cover below indicated general directions/topics (but not limited to):

- design installation systems (basic design of the installation systems within given parameters; estimation of the requirement for equipment and materials; selection of the equipment and materials according to given criteria and based on local building codes and regulations, etc.)
- types of materials and fittings for pipes; types and operating principles of pumps and heating boilers; connection of sewer pipes and laying according to the technical requirements; installation and repair of modern sanitation fixtures/wares, sanitary wares (toilet bowl, sink, etc.); gas and power supply systems.
- installation of pipe work, fixtures, and appliances (handling, cutting, bending, jointing, and forming sub-assemblies; selection of the suitable fixing methods for the available surfaces, appliances, and environment; installation of the gas, water, heating, and effluent pipe work; testing the plumbing and heating components (pressure test and/or other tests) to ensure conformity to specification)
- apply solutions for maintenance, repair, and replacement (identification of the methods of maintaining, repairing, or replacing the appliances; isolation and draining the plumbing and heating components or systems; check for correct functioning of the systems (i.e. flow and pressure, absence of leakage)

Content for the advanced level must cover below indicated general directions in addition to the basic level (but not limited to):

- work organization and management (preparing and maintaining a safe, tidy, and efficient work area, scheduling the work to maximize efficiency and minimize disruption, etc)
- communication and interpersonal skills (communicate in the workshop by oral, written, and electronic means using standard formats with clarity, effectiveness, and efficiency; use a

standard range of communications technology and respond to customers' needs appropriately, etc.)

The content of the courses must be developed primarily based on the level (experience and knowledge) and interest/request of the audience. Above indicated topics serve as a reference for comprehension of the work scope.

- prepare and share with the Project and the MELR the training program, content and presentations in electronic format;
- conduct thematic trainings and practical exercises in Fergana Valley for the vulnerable groups at monocenters and ToTs (training for trainers) for the teaching staff of CPDs;
- design clear and comprehensive skills assessment of trainings' participants to identify the need for the further capacity development;
- prepare and submit the report encompassing evaluation of trainings and the full scope of activities that can be used in the training manual for the further use for vocational trainings;
- other activities related to successful accomplishment of the assignment.

The International Consultant is expected to stay in Tashkent and in selected regions of the Fergana Valley of Uzbekistan (Andijan, Namangan and Ferghana regions) to deliver offline trainings at Monocenters and CPDs (if there are no travel restrictions) during the first 3 months (72 work days) of 2022.

#### **IV. OUTPUTS AND DEADLINES:**

##### **REMUNERATION SCHEME:**

The International Consultant receives a fixed remuneration for the tasks performed based on the submitted progress report, assessed and approved by the project manager and accepted / approved by the Program Specialist.

The consultant will be paid based on the produced outputs as follows:

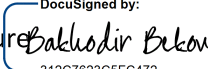
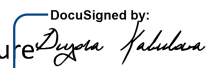
#	Deliverables/Outputs	Dealines	Instalments
1	<b>Output No. 1</b> A short-term course/training programmes manuals and presentations, developed and adapted to the needs of monocenters and CPDs.	March 1, 2022	40%
2	<b>Output No. 2</b> <ol style="list-style-type: none"> <li>1. Thematic training and practical exercises conducted for the students and teaching staff of the monocenters and CPDs in Fergana Valley.</li> </ol> <p>The training should cover at least 30 participants from each of 7 CPDs and 3 Monocenters in Fergana Valley (whereas, at least 50% of participants are women).</p> <ol style="list-style-type: none"> <li>2. Assessment tests of the participants of the training conducted.</li> <li>3. Final report evaluating the overall quality and effectiveness of the training submitted.</li> </ol>	May 10, 2022	60%

**Important: The USD lump sum amount will be transferred through bank payment to the bank account provided by the incumbent.**

#### **V. QUALIFICATIONS REQUIREMENTS**

Education:	Bachelor's degree in the following areas: Engineering, construction and utilities management and amenities, plumbing and heating systems or related fields. Minimum: Specialized secondary education.
Experience:	At least 5 years of sustainable experience in the plumbing, heating systems or engineering industry and related fields. Experience in developing countries in relevant thematic areas would be a valuable asset;
Language Requirements:	Fluency in English is a requirement. Knowledge of Russian is an advantage;
Required skills and competencies:	Keen understanding of international experience in the spheres of public utilities and amenities with the focus on the plumbing and heating systems installation and maintenance;  Extensive and proven experience in conducting trainings and seminars on advanced technologies for the installation and maintenance of water supply, sewage, heating systems, etc. for an international audience;  Work experience in any international development organization is an advantage;
Desired additional skills and competencies:	Strong consultancy and communication skills, client-orientation, ability to work in a team;  Strong training and teaching skills;  Initiative, analytical judgment, ability to work under pressure, ethics and honesty;  Ability to use information and communication technology as a tool and resources.

#### VI. SIGNATURES- POST DESCRIPTION CERTIFICATION

Incumbent (if applicable)	Signature	Date
Supervisor		
Mr. Bakhodir Bekov Programme Manager on Inclusive Employment	Signature  <small>DocuSigned by: Bakhodir Bekov 312C7623C5FC472...</small>	Date 05-январь-2022
Ms. Diyora Kabulova Cluster Leader on Inclusive Growth	Signature  <small>DocuSigned by: Diyora Kabulova C11D9AB53B5E49F...</small>	Date 05-Jan-2022