



## REQUEST FOR PROPOSAL (RFP)

NAME & ADDRESS OF FIRM	DATE: August 23, 2019
	REFERENCE: UNDP Project - Modernization of Vocational Education and Training (VET) system related to agriculture in Georgia (VET Phase 2) - 00104316

Dear Sir / Madam:

We kindly request you to submit your Proposal for **Drafting regulation package to support VET law implementation in Georgia.**

Please be guided by the form attached hereto as Annex 2, in preparing your Proposal.

Proposals may be submitted in **sealed and stamped envelopes** on or before **Thursday, September 12, 2019, 17:00** via courier mail to the address below:

**United Nations Development Programme**

UN House 9, Eristavi St. Tbilisi, 0179, Georgia

**Konstantine Kobakhidze, Project Manager, Modernization of Vocational Education and Training (VET) system related to agriculture in Georgia (VET Phase 2)**

Your Proposal must be expressed in English, and valid for a minimum period of 90 days

**The Technical Proposal and the Financial Proposal envelopes MUST BE COMPLETELY SEPARATE and each of them must be submitted individually and clearly marked on the outside as either "TECHNICAL PROPOSAL" or "FINANCIAL PROPOSAL", as appropriate. Each envelope SHALL clearly indicate the name of the Bidder. The outer envelopes shall:**

Bear the name and address of the bidder;

Be addressed to UNDP;

Bear a warning that states "Not to be opened before the time and date for proposal opening".

In the course of preparing your Proposal, it shall remain your responsibility to ensure that it reaches the address above on or before the deadline. Proposals that are received by UNDP after the deadline indicated above, for whatever reason, shall not be considered for evaluation.

Services proposed shall be reviewed and evaluated based on completeness and compliance of the Proposal and responsiveness with the requirements of the RFP and all other annexes providing details of UNDP requirements.

The Proposal that complies with all of the requirements, meets all the evaluation criteria and offers the best value for money shall be selected and awarded the contract. Any offer that does not meet the requirements shall be rejected.

Any discrepancy between the unit price and the total price shall be re-computed by UNDP, and the unit price shall prevail and the total price shall be corrected. If the Service Provider does not accept the final price based on UNDP's re-computation and correction of errors, its Proposal will be rejected.

No price variation due to escalation, inflation, fluctuation in exchange rates, or any other market factors shall be accepted by UNDP after it has received the Proposal. At the time of Award of Contract or Purchase Order, UNDP reserves the right to vary (increase or decrease) the quantity of services and/or goods, by up to a maximum twenty five per cent (25%) of the total offer, without any change in the unit price or other terms and conditions.

Any Contract or Purchase Order that will be issued as a result of this RFP shall be subject to the General Terms and Conditions attached hereto. The mere act of submission of a Proposal implies that the Service Provider accepts without question the General Terms and Conditions of UNDP, herein attached as Annex 3.

Please be advised that UNDP is not bound to accept any Proposal, nor award a contract or Purchase Order, nor be responsible for any costs associated with a Service Providers preparation and submission of a Proposal, regardless of the outcome or the manner of conducting the selection process.

UNDP's vendor protest procedure is intended to afford an opportunity to appeal for persons or firms not awarded a Purchase Order or Contract in a competitive procurement process. In the event that you believe you have not been fairly treated, you can find detailed information about vendor protest procedures in the following link:

<http://www.undp.org/content/undp/en/home/operations/procurement/protestandsanctions/>

UNDP encourages every prospective Service Provider to prevent and avoid conflicts of interest, by disclosing to UNDP if you, or any of your affiliates or personnel, were involved in the preparation of the requirements, design, cost estimates, and other information used in this RFP.

UNDP implements a zero tolerance on fraud and other proscribed practices, and is committed to preventing, identifying and addressing all such acts and practices against UNDP, as well as third parties involved in UNDP activities. UNDP expects its Service Providers to adhere to the UN Supplier Code of Conduct found in this link : [http://www.un.org/depts/ptd/pdf/conduct\\_english.pdf](http://www.un.org/depts/ptd/pdf/conduct_english.pdf)

Thank you and we look forward to receiving your Proposal.

Sincerely yours,



**Konstantine Kobakhidze**

Project Manager

05/09/2019



## Annex 1

### Description of Requirements

Context of the Requirement	<p>The UNDP/SDC collaboration on VET and Agricultural Extension (AE) started in 2008. Support was provided for effective policy making, developing capacities of VET service providers, and improving quality of VET and AE services with the aim of increasing (self) employability of VET graduates and effectiveness of self-employed farmers. New phase of the project “Modernization of Agriculture VET and Extension systems in Georgia” has started in 2018 and is focused to support Ministry of Education, Science, Culture and Sport in implementation of the newly approved Law on vocational education and training. The project is soliciting request for proposals for selection of an organization to draft the sub-legal acts, support the ministry and stakeholders in introducing new policies on vocational education and training.</p> <p>BACKGROUND INFORMATION</p> <p>The approval of the new VET-law in September 2018 opened new opportunities for the VET reform in Georgia, there are some areas in the system which are addressed in a new way or introduced by this law which is the framework law and requires further development of the sub-legal act package. UNDP committed to support the system with the development of number of normative acts, regulations and related guidelines.</p> <p>Objective of the Tender is to support the new VET Law implementation by drafting the sub-legal acts and underpinning the Ministry and stakeholders in introducing new policies and system on the provision of integrated vocational programs (national qualification framework NQF level 4).</p>
Implementing Partner of UNDP	The Ministry of Education, Science, Culture and Sports MoESCS
Brief Description of the Required Services	<p>The objective of this assignment is to design the sublegal acts for the system functioning. There are three types of products to be delivered:</p> <ul style="list-style-type: none"> <li>• The contractor is required to develop the <u>concept, policy note</u> based on consultations with key stakeholders and desk analyses of an international best practice and requirements and the local context; The concept is expected to be validated by MoESCS and key stakeholders;</li> <li>• The contractor is expected to <u>draft regulation</u> and receive acceptance from key stakeholders.</li> <li>• There are guidelines, recommendations for the beneficiaries, stakeholders to be developed in a user friendly way to enable smooth implementation of reform and delivery of high</li> </ul>

	quality public services.
List and Description of Expected Outputs to be Delivered	For Detailed Description of expected deliverables required refer to Annex 4 – Terms of Reference (ToR)
Person to Supervise the Work/Performance of the Service Provider	UNDP Project “Modernization of Vocational Education and Training (VET) system related to agriculture in Georgia (VET Phase 2)” Manager
Frequency of Reporting	Final report upon completion of the deliverables, as per Annex 4 - TOR
Progress Reporting Requirements	None
Location of work	<input type="checkbox"/> At Contractor’s Location
Expected duration of work	4 months
Target start date	20 September 2019
Latest completion date	20 January 2020
Travels Expected	N/A
Special Security Requirements	<input checked="" type="checkbox"/> None
Facilities to be Provided by UNDP (i.e., must be excluded from Price Proposal)	<input checked="" type="checkbox"/> Logistical arrangement for the workshop (venue, equipment, translation and catering).
Implementation Schedule indicating breakdown and timing of activities/sub-activities	<input checked="" type="checkbox"/> Required
Names and curriculum vitae of individuals who will be involved in completing the services	<input checked="" type="checkbox"/> Required
Currency of Proposal	<input checked="" type="checkbox"/> United States Dollars <b>Payment will be done in GEL according to UN exchange rate at the date of payment.</b>
Value Added Tax on Price Proposal	<input checked="" type="checkbox"/> must be exclusive of VAT and other applicable indirect taxes
Validity Period of Proposals ( <i>Counting for the last day of submission of quotes</i> )	<input checked="" type="checkbox"/> 90 days In exceptional circumstances, UNDP may request the Proposer to extend the validity of the Proposal beyond what has been initially indicated in this RFP. The Proposal shall then confirm the extension in writing, without any modification whatsoever on the Proposal.
Partial Quotes	<input checked="" type="checkbox"/> Not permitted



Payment Terms	Deliverables	Percentage	Timing	Condition for Payment Release
	Deliverables 1. and 3.	20%	15.10.2019	Within 10 days after delivery
	Deliverables 2. and 4.	50%	15.11.2019	
	Deliverables 5. and 6.	30%	15.12.2019	
Person(s) to review/inspect/ approve outputs/completed services and authorize the disbursement of payment	Project Manager, Modernization of Vocational Education and Training (VET) system related to agriculture in Georgia (VET Phase 2)			
Type of Contract to be Signed	<input checked="" type="checkbox"/> Contract for Professional Services			
Criteria for Contract Award	<input checked="" type="checkbox"/> Highest Combined Score (based on the 70% technical offer and 30% price weight distribution) Detailed breakdown of points obtainable is provided in Technical Proposal Evaluation Form - Annex 5.  <input checked="" type="checkbox"/> Full acceptance of the UNDP Contract General Terms and Conditions (GTC). This is a mandatory criteria and cannot be deleted regardless of the nature of services required. Non acceptance of the GTC may be grounds for the rejection of the Proposal. <b>If the offeror does not meet any of the minimum technical qualification criteria/requirements defined in the forms 1, 2, and 3 of the Technical Proposal Evaluation (Annex 5), it will be given score (0) zero and will be automatically disqualified and there is no more need for further evaluation of disqualified offeror.</b>			
Criteria for the Assessment of Proposal	<b><u>Technical Proposal (70%)</u></b>  <input checked="" type="checkbox"/> Experience and background of the contractor 20%  <input checked="" type="checkbox"/> Proposed Methodology, Approach and Implementation Plan 40%  <input checked="" type="checkbox"/> Key Personnel 40%  <b><u>Financial Proposal (30%)</u></b> To be computed as a ratio of the Proposal's offer to the lowest price among the proposals received by UNDP.			

	<i>If the offeror does not meet any of the minimum technical qualification criteria/requirements defined in the forms 1, 2, and 3 of the Technical Proposal Evaluation (Annex 5), it will be given score (0) zero and will be automatically disqualified and there is no more need for further evaluation of disqualified offeror.</i>
UNDP will award the contract to:	<input checked="" type="checkbox"/> One and only one Service Provider
Annexes to this RFP	<input checked="" type="checkbox"/> Form for Submission of Proposal (Annex 2) <input checked="" type="checkbox"/> General Terms and Conditions / Special Conditions (Annex 3) <input checked="" type="checkbox"/> Detailed TOR (Annex 4) <input checked="" type="checkbox"/> Technical Proposal Evaluation Form (Annex 5)
Contact Person for Inquiries (Written inquiries only)	<p>Konstantine Kobakhidze, Project Manager, Modernization of Vocational Education and Training (VET) system related to agriculture in Georgia (VET Phase 2). E-mail: Konstantine.kobakhidze@undp.org</p> <p>Any delay in UNDP's response shall not be used as a reason for extending the deadline for submission, unless UNDP determines that such an extension is necessary and communicates a new deadline to the Proposers.</p>
Other Information [pls. specify]	N/A



## FORM FOR SUBMITTING SERVICE PROVIDER'S PROPOSAL

*(This Form must be submitted only using the Service Provider's Official Letterhead/Stationery)*

[insert: Location].

[insert: Date]

To: Konstantine Kobakhidze, Project Manager, Modernization of Vocational Education and Training (VET) system related to agriculture in Georgia (VET Phase2)

Dear Sir/Madam:

We, the undersigned, hereby offer to render the following services to UNDP in conformity with the requirements defined in the RFP dated [specify date] , and all of its attachments, as well as the provisions of the UNDP General Contract Terms and Conditions:

### A. Qualifications of the Service Provider

*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:*

- a) *Profile – describing the nature of business, field of expertise.;*
- b) *Business Licenses – Registration Papers, Tax Payment Certification, etc.*
- c) *Latest Audited Financial Statement if any or income statement and balance sheet to indicate Its financial stability, liquidity, credit standing, and market reputation, etc.;*
- d) *Track Record – list of clients for similar services as those required by UNDP, indicating description of contract scope, contract duration, contract value, contact references;*
- e) *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.*

#### **Minimum requirements:**

- *At least 2 years of relevant institutional experience related to the field of education-  
(minimum requirement)*
- *At least 3 projects completed related to education policy development/legal consultancy in education field and/or drafting legal/sub-legal acts - (minimum requirement)*
- *At least 2 international donor-funded projects implemented- (minimum requirement)*
- *Experience in implementing projects related to VET policy development and implementation **would be an asset***
- *At least 1 recommendation letter from the previous contract provider on successfully completed projects of similar nature-(minimum requirement)*

## B. Proposed Methodology for the Completion of Services

*The Service Provider must describe how it will address/deliver the demands of the RFP; providing a detailed description of the essential performance characteristics, reporting conditions and quality assurance mechanisms that will be put in place, while demonstrating that the proposed methodology will be appropriate to the local conditions and context of the work.*

## C. Qualifications of Key Personnel

*The Service Provider must provide:*

- a) CVs demonstrating qualifications must be submitted if required by the RFP; and*
- b) Written confirmation from each personnel that they are available for the entire duration of the contract.*

### **Key requirements (minimum requirements) for the consultants:**

#### **Key expert in Education Law**

- 3 years' working experience in field of Education as a legal expert (minimum requirement)*
- Master's degree in Law (minimum requirement)*
- 1-year VET related working experience or experience in at least 2 projects implemented related to Georgian VET sector (minimum requirement)*
- At least 2 legal/sublegal acts drafted during last 6 years (minimum requirement)*
- Experience in drafting education related legal/sublegal acts will be an asset*

#### **Key expert in VET policy**

- 3 years' experience in VET policy development/implementation field (minimum requirement)*
- Master's degree in social sciences/policy/education/psychology/public administration or related field (minimum requirement)*
- 2 years of experience in cooperation with international/ EU related organizations (minimum requirement)*
- At least 2 projects implemented related to drafting policy/concept papers in the field of VET (minimum requirement)*
- Experience in implementing projects/tasks related to drafting/co-drafting legal/sub-legal acts will be an asset*

#### **Expert in assessment**

- At least 3 years' experience in the field of Learning Outcomes assessment (minimum requirement)*
- Master's degree in education sciences, psychology, pedagogy or related (minimum requirement)*
- At least 2 projects implemented on assessment methods/systems development in education (minimum requirement)*
- Experience in implementing projects related to modular VET program assessment will be an asset*

#### **Business consultant**

- 3 years of working experience in the field of business development/ human resource development in private sector (minimum requirement)*
- Master's in economics, finance, business administration, human resource management or*



related areas **(minimum requirement)**

- Experience in implementing projects related to the Georgian VET sector **will be an asset**
- Experience in developing job descriptions/occupational standards **will be an asset**
- Experience in implementing Work-Based Learning related projects **will be an asset**

**Expert in National Curriculum**

- At least 3 years' experience in development of the national curriculum for General Education **(minimum requirement)**
- Master's degree in social sciences/education/psychology/pedagogy or related **(minimum requirement)**
- 2 years' experience in working on/with International/EU education policy **(minimum requirement)**
- At least 1-year experience in drafting policy/concept papers on education **(minimum requirement)**
- Experience in implementing projects in the field of VET **will be an asset**

**Expert in VET quality assurance/authorization**

- 3 years' experience in the field of VET QA **(minimum requirement)**
- Master's degree in education sciences, psychology, pedagogy or related **(minimum requirement)**
- 2 years' Experience of working on/related to authorization standards **(minimum requirement)**

**D. Cost Breakdown per Deliverable\***

	<b>Deliverables</b> <i>[list them as referred to in the RFP]</i>	<b>Percentage of Total Price</b> <i>(Weight for payment)</i>	<b>Price</b> <i>(Lump Sum, All Inclusive)</i>
1.	Deliverables 1. and 3.	20%	
2.	Deliverables 2. and 4.	50%	
3.	Deliverables 5. and 6.	30%	
	Total	100%	

*\*This shall be the basis of the payment tranches*

**E. Cost Breakdown by Cost Component [This is only an Example]:**

Description of Activity	Remuneration per Unit of Time - <b>Days*</b>	Total Period of Engagement - Days	No. of Personnel	Total Rate
<b>I. Personnel Services</b>				
key expert in Education Law				
Key expert in VET policy				
Expert in assessment				
Business consultant				
Expert in national curriculum				

Expert in Quality Assurance/ authorization				
<b>II. Out of Pocket Expenses</b>				
Communication				
Administration				
<b>III. Other Related Costs**</b>				

Note:

*\*UNDP strongly recommends companies to use **DAYS** where possible as a primary unit of time when providing respective calculations under the Cos Breakdown*

*\*\*Under other related costs companies shall include **DETAILED** list of all costs associated with implementation of the tasks and deliverables, each cost shall be justified and clearly calculated. Other related costs can be subject to UNDP review and if applicable consideration for exclusion similar to the existing note about additional staff.*

*[Name and Signature of the Service Provider's  
Authorized Person]*

*[Designation]*

*[Date]*



## ***General Terms and Conditions for Services***

### **1.0 LEGAL STATUS:**

The Contractor shall be considered as having the legal status of an independent contractor vis-à-vis the United Nations Development Programme (UNDP). The Contractor's personnel and sub-contractors shall not be considered in any respect as being the employees or agents of UNDP or the United Nations.

### **2.0 SOURCE OF INSTRUCTIONS:**

The Contractor shall neither seek nor accept instructions from any authority external to UNDP in connection with the performance of its services under this Contract. The Contractor shall refrain from any action that may adversely affect UNDP or the United Nations and shall fulfill its commitments with the fullest regard to the interests of UNDP.

### **3.0 CONTRACTOR'S RESPONSIBILITY FOR EMPLOYEES:**

The Contractor shall be responsible for the professional and technical competence of its employees and will select, for work under this Contract, reliable individuals who will perform effectively in the implementation of this Contract, respect the local customs, and conform to a high standard of moral and ethical conduct.

### **4.0 ASSIGNMENT:**

The Contractor shall not assign, transfer, pledge or make other disposition of this Contract or any part thereof, or any of the Contractor's rights, claims or obligations under this Contract except with the prior written consent of UNDP.

### **5.0 SUB-CONTRACTING:**

In the event the Contractor requires the services of sub-contractors, the Contractor shall obtain the prior written approval and clearance of UNDP for all sub-contractors. The approval of UNDP of a sub-contractor shall not relieve the Contractor of any of its obligations under this Contract. The terms of any sub-contract shall be subject to and conform to the provisions of this Contract.

### **6.0 OFFICIALS NOT TO BENEFIT:**

The Contractor warrants that no official of UNDP or the United Nations has received or will be offered by the Contractor any direct or indirect benefit arising from this Contract or the award thereof. The Contractor agrees that breach of this provision is a breach of an essential term of this Contract.

### **7.0 INDEMNIFICATION:**

The Contractor shall indemnify, hold and save harmless, and defend, at its own expense, UNDP, its officials, agents, servants and employees from and against all suits, claims, demands, and liability of any nature or kind, including their costs and expenses, arising out of acts or omissions of the Contractor, or the Contractor's employees, officers, agents or sub-contractors, in the performance of this Contract. This provision shall extend, inter alia, to claims and liability in the nature of workmen's

compensation, products liability and liability arising out of the use of patented inventions or devices, copyrighted material or other intellectual property by the Contractor, its employees, officers, agents, servants or sub-contractors. The obligations under this Article do not lapse upon termination of this Contract.

## **8.0 INSURANCE AND LIABILITIES TO THIRD PARTIES:**

- 8.1** The Contractor shall provide and thereafter maintain insurance against all risks in respect of its property and any equipment used for the execution of this Contract.
- 8.2** The Contractor shall provide and thereafter maintain all appropriate workmen's compensation insurance, or the equivalent, with respect to its employees to cover claims for personal injury or death in connection with this Contract.
- 8.3** The Contractor shall also provide and thereafter maintain liability insurance in an adequate amount to cover third party claims for death or bodily injury, or loss of or damage to property, arising from or in connection with the provision of services under this Contract or the operation of any vehicles, boats, airplanes or other equipment owned or leased by the Contractor or its agents, servants, employees or sub-contractors performing work or services in connection with this Contract.
- 8.4** Except for the workmen's compensation insurance, the insurance policies under this Article shall:
  - 8.4.1** Name UNDP as additional insured;
  - 8.4.2** Include a waiver of subrogation of the Contractor's rights to the insurance carrier against the UNDP;
  - 8.4.3** Provide that the UNDP shall receive thirty (30) days written notice from the insurers prior to any cancellation or change of coverage.
- 8.5** The Contractor shall, upon request, provide the UNDP with satisfactory evidence of the insurance required under this Article.

## **9.0 ENCUMBRANCES/LIENS:**

The Contractor shall not cause or permit any lien, attachment or other encumbrance by any person to be placed on file or to remain on file in any public office or on file with the UNDP against any monies due or to become due for any work done or materials furnished under this Contract, or by reason of any other claim or demand against the Contractor.

## **10.0 TITLE TO EQUIPMENT:**

Title to any equipment and supplies that may be furnished by UNDP shall rest with UNDP and any such equipment shall be returned to UNDP at the conclusion of this Contract or when no longer needed by the Contractor. Such equipment, when returned to UNDP, shall be in the same condition as when delivered to the Contractor, subject to normal wear and tear. The Contractor shall be liable to compensate UNDP for equipment determined to be damaged or degraded beyond normal wear and tear.

## **11.0 COPYRIGHT, PATENTS AND OTHER PROPRIETARY RIGHTS:**

- 11.1** Except as is otherwise expressly provided in writing in the Contract, the UNDP shall be entitled to all intellectual property and other proprietary rights including, but not limited to, patents, copyrights, and trademarks, with regard to products, processes, inventions, ideas, know-how, or documents and other materials which the Contractor has developed for the UNDP under the Contract and which bear a direct relation to or are produced or prepared or collected in



consequence of, or during the course of, the performance of the Contract, and the Contractor acknowledges and agrees that such products, documents and other materials constitute works made for hire for the UNDP.

- 11.2** To the extent that any such intellectual property or other proprietary rights consist of any intellectual property or other proprietary rights of the Contractor: (i) that pre-existed the performance by the Contractor of its obligations under the Contract, or (ii) that the Contractor may develop or acquire, or may have developed or acquired, independently of the performance of its obligations under the Contract, the UNDP does not and shall not claim any ownership interest thereto, and the Contractor grants to the UNDP a perpetual license to use such intellectual property or other proprietary right solely for the purposes of and in accordance with the requirements of the Contract.
- 11.3** At the request of the UNDP; the Contractor shall take all necessary steps, execute all necessary documents and generally assist in securing such proprietary rights and transferring or licensing them to the UNDP in compliance with the requirements of the applicable law and of the Contract.
- 11.4** Subject to the foregoing provisions, all maps, drawings, photographs, mosaics, plans, reports, estimates, recommendations, documents, and all other data compiled by or received by the Contractor under the Contract shall be the property of the UNDP, shall be made available for use or inspection by the UNDP at reasonable times and in reasonable places, shall be treated as confidential, and shall be delivered only to UNDP authorized officials on completion of work under the Contract.

## **12.0 USE OF NAME, EMBLEM OR OFFICIAL SEAL OF UNDP OR THE UNITED NATIONS:**

The Contractor shall not advertise or otherwise make public the fact that it is a Contractor with UNDP, nor shall the Contractor, in any manner whatsoever use the name, emblem or official seal of UNDP or THE United Nations, or any abbreviation of the name of UNDP or United Nations in connection with its business or otherwise.

## **13.0 CONFIDENTIAL NATURE OF DOCUMENTS AND INFORMATION:**

Information and data that is considered proprietary by either Party and that is delivered or disclosed by one Party ("Discloser") to the other Party ("Recipient") during the course of performance of the Contract, and that is designated as confidential ("Information"), shall be held in confidence by that Party and shall be handled as follows:

### **13.1 The recipient ("Recipient") of such information shall:**

- 13.1.1** use the same care and discretion to avoid disclosure, publication or dissemination of the Discloser's Information as it uses with its own similar information that it does not wish to disclose, publish or disseminate; and,
- 13.1.2** use the Discloser's Information solely for the purpose for which it was disclosed.

### **13.2 Provided that the Recipient has a written agreement with the following persons or entities requiring them to treat the Information confidential in accordance with the Contract and this Article 13, the Recipient may disclose Information to:**

- 13.2.1** any other party with the Discloser's prior written consent; and,
- 13.2.2** the Recipient's employees, officials, representatives and agents who have a need to know such Information for purposes of performing obligations under the Contract, and employees officials, representatives and agents of any legal entity that it controls controls it, or with which it is under common control, who have a need to know such



Information for purposes of performing obligations under the Contract, provided that, for these purposes a controlled legal entity means:

- 13.2.2.1** a corporate entity in which the Party owns or otherwise controls, whether directly or indirectly, over fifty percent (50%) of voting shares thereof; or,
- 13.2.2.2** any entity over which the Party exercises effective managerial control; or,
- 13.2.2.3** for the UNDP, an affiliated Fund such as UNCDF, UNIFEM and UNV.

- 13.3** The Contractor may disclose Information to the extent required by law, provided that, subject to and without any waiver of the privileges and immunities of the United Nations, the Contractor will give the UNDP sufficient prior notice of a request for the disclosure of Information in order to allow the UNDP to have a reasonable opportunity to take protective measures or such other action as may be appropriate before any such disclosure is made.
- 13.4** The UNDP may disclose Information to the extent as required pursuant to the Charter of the UN, resolutions or regulations of the General Assembly, or rules promulgated by the Secretary-General.
- 13.5** The Recipient shall not be precluded from disclosing Information that is obtained by the Recipient from a third party without restriction, is disclosed by the Discloser to a third party without any obligation of confidentiality, is previously known by the Recipient, or at any time is developed by the Recipient completely independently of any disclosures hereunder.
- 13.6** These obligations and restrictions of confidentiality shall be effective during the term of the Contract, including any extension thereof, and, unless otherwise provided in the Contract, shall remain effective following any termination of the Contract.

#### **14.0 FORCE MAJEURE; OTHER CHANGES IN CONDITIONS**

- 14.1** In the event of and as soon as possible after the occurrence of any cause constituting force majeure, the Contractor shall give notice and full particulars in writing to the UNDP, of such occurrence or change if the Contractor is thereby rendered unable, wholly or in part, to perform its obligations and meet its responsibilities under this Contract. The Contractor shall also notify the UNDP of any other changes in conditions or the occurrence of any event that interferes or threatens to interfere with its performance of this Contract. On receipt of the notice required under this Article, the UNDP shall take such action as, in its sole discretion; it considers to be appropriate or necessary in the circumstances, including the granting to the Contractor of a reasonable extension of time in which to perform its obligations under this Contract.
- 14.2** If the Contractor is rendered permanently unable, wholly, or in part, by reason of force majeure to perform its obligations and meet its responsibilities under this Contract, the UNDP shall have the right to suspend or terminate this Contract on the same terms and conditions as are provided for in Article 15, "Termination", except that the period of notice shall be seven (7) days instead of thirty (30) days.
- 14.3** Force majeure as used in this Article means acts of God, war (whether declared or not), invasion, revolution, insurrection, or other acts of a similar nature or force.
- 14.4** The Contractor acknowledges and agrees that, with respect to any obligations under the Contract that the Contractor must perform in or for any areas in which the UNDP is engaged in, preparing to engage in, or disengaging from any peacekeeping, humanitarian or similar operations, any delays or failure to perform such obligations arising from or relating to harsh conditions within such areas or to any incidents of civil unrest occurring in such areas shall not, in and of itself, constitute force majeure under the Contract..



## **15.0 TERMINATION**

- 15.1** Either party may terminate this Contract for cause, in whole or in part, upon thirty (30) days notice, in writing, to the other party. The initiation of arbitral proceedings in accordance with Article 16.2 ("Arbitration"), below, shall not be deemed a termination of this Contract.
- 15.2** UNDP reserves the right to terminate without cause this Contract at any time upon 15 days prior written notice to the Contractor, in which case UNDP shall reimburse the Contractor for all reasonable costs incurred by the Contractor prior to receipt of the notice of termination.
- 15.3** In the event of any termination by UNDP under this Article, no payment shall be due from UNDP to the Contractor except for work and services satisfactorily performed in conformity with the express terms of this Contract.
- 15.4** Should the Contractor be adjudged bankrupt, or be liquidated or become insolvent, or should the Contractor make an assignment for the benefit of its creditors, or should a Receiver be appointed on account of the insolvency of the Contractor, the UNDP may, without prejudice to any other right or remedy it may have under the terms of these conditions, terminate this Contract forthwith. The Contractor shall immediately inform the UNDP of the occurrence of any of the above events.

## **16.0 SETTLEMENT OF DISPUTES**

- 16.1 Amicable Settlement:** The Parties shall use their best efforts to settle amicably any dispute, controversy or claim arising out of this Contract or the breach, termination or invalidity thereof. Where the parties wish to seek such an amicable settlement through conciliation, the conciliation shall take place in accordance with the UNCITRAL Conciliation Rules then obtaining, or according to such other procedure as may be agreed between the parties.
- 16.2 Arbitration:** Any dispute, controversy, or claim between the Parties arising out of the Contract or the breach, termination, or invalidity thereof, unless settled amicably under Article 16.1, above, within sixty (60) days after receipt by one Party of the other Party's written request for such amicable settlement, shall be referred by either Party to arbitration in accordance with the UNCITRAL Arbitration Rules then obtaining. The decisions of the arbitral tribunal shall be based on general principles of international commercial law. For all evidentiary questions, the arbitral tribunal shall be guided by the Supplementary Rules Governing the Presentation and Reception of Evidence in International Commercial Arbitration of the International Bar Association, 28 May 1983 edition. The arbitral tribunal shall be empowered to order the return or destruction of goods or any property, whether tangible or intangible, or of any confidential information provided under the Contract, order the termination of the Contract, or order that any other protective measures be taken with respect to the goods, services or any other property, whether tangible or intangible, or of any confidential information provided under the Contract, as appropriate, all in accordance with the authority of the arbitral tribunal pursuant to Article 26 ("Interim Measures of Protection") and Article 32 ("Form and Effect of the Award") of the UNCITRAL Arbitration Rules. The arbitral tribunal shall have no authority to award punitive damages. In addition, unless otherwise expressly provided in the Contract, the arbitral tribunal shall have no authority to award interest in excess of the London Inter-Bank Offered Rate ("LIBOR") then prevailing, and any such interest shall be simple interest only. The Parties shall be bound by any arbitration award rendered as a result of such arbitration as the final adjudication of any such dispute, controversy, or claim.

## **17.0 PRIVILEGES AND IMMUNITIES:**



Nothing in or relating to this Contract shall be deemed a waiver, express or implied, of any of the privileges and immunities of the United Nations, including its subsidiary organs.

## **18.0 TAX EXEMPTION**

**18.1** Section 7 of the Convention on the Privileges and Immunities of the United Nations provides, inter-alia that the United Nations, including its subsidiary organs, is exempt from all direct taxes, except charges for public utility services, and is exempt from customs duties and charges of a similar nature in respect of articles imported or exported for its official use. In the event any governmental authority refuses to recognize the United Nations exemption from such taxes, duties or charges, the Contractor shall immediately consult with the UNDP to determine a mutually acceptable procedure.

**18.2** Accordingly, the Contractor authorizes UNDP to deduct from the Contractor's invoice any amount representing such taxes, duties or charges, unless the Contractor has consulted with the UNDP before the payment thereof and the UNDP has, in each instance, specifically authorized the Contractor to pay such taxes, duties or charges under protest. In that event, the Contractor shall provide the UNDP with written evidence that payment of such taxes, duties or charges has been made and appropriately authorized.

## **19.0 CHILD LABOUR**

**19.1** The Contractor represents and warrants that neither it, nor any of its suppliers is engaged in any practice inconsistent with the rights set forth in the Convention on the Rights of the Child, including Article 32 thereof, which, inter alia, requires that a child shall be protected from performing any work that is likely to be hazardous or to interfere with the child's education, or to be harmful to the child's health or physical mental, spiritual, moral or social development.

**19.2** Any breach of this representation and warranty shall entitle UNDP to terminate this Contract immediately upon notice to the Contractor, at no cost to UNDP.

## **20.0 MINES:**

**20.1** The Contractor represents and warrants that neither it nor any of its suppliers is actively and directly engaged in patent activities, development, assembly, production, trade or manufacture of mines or in such activities in respect of components primarily utilized in the manufacture of Mines. The term "Mines" means those devices defined in Article 2, Paragraphs 1, 4 and 5 of Protocol II annexed to the Convention on Prohibitions and Restrictions on the Use of Certain Conventional Weapons Which May Be Deemed to Be Excessively Injurious or to Have Indiscriminate Effects of 1980.

**20.2** Any breach of this representation and warranty shall entitle UNDP to terminate this Contract immediately upon notice to the Contractor, without any liability for termination charges or any other liability of any kind of UNDP.

## **21.0 OBSERVANCE OF THE LAW:**

The Contractor shall comply with all laws, ordinances, rules, and regulations bearing upon the performance of its obligations under the terms of this Contract.

## **22.0 SEXUAL EXPLOITATION:**



**22.1** The Contractor shall take all appropriate measures to prevent sexual exploitation or abuse of anyone by it or by any of its employees or any other persons who may be engaged by the Contractor to perform any services under the Contract. For these purposes, sexual activity with any person less than eighteen years of age, regardless of any laws relating to consent, shall constitute the sexual exploitation and abuse of such person. In addition, the Contractor shall refrain from, and shall take all appropriate measures to prohibit its employees or other persons engaged by it from, exchanging any money, goods, services, offers of employment or other things of value, for sexual favors or activities, or from engaging in any sexual activities that are exploitive or degrading to any person. The Contractor acknowledges and agrees that the provisions hereof constitute an essential term of the Contract and that any breach of this representation and warranty shall entitle UNDP to terminate the Contract immediately upon notice to the Contractor, without any liability for termination charges or any other liability of any kind.

**22.2** The UNDP shall not apply the foregoing standard relating to age in any case in which the Contractor's personnel or any other person who may be engaged by the Contractor to perform any services under the Contract is married to the person less than the age of eighteen years with whom sexual activity has occurred and in which such marriage is recognized as valid under the laws of the country of citizenship of such Contractor's personnel or such other person who may be engaged by the Contractor to perform any services under the Contract.

**23.0 AUTHORITY TO MODIFY:**

Pursuant to the Financial Regulations and Rules of UNDP, only the UNDP Authorized Official possesses the authority to agree on behalf of UNDP to any modification of or change in this Contract, to a waiver of any of its provisions or to any additional contractual relationship of any kind with the Contractor. Accordingly, no modification or change in this Contract shall be valid and enforceable against UNDP unless provided by an amendment to this Contract signed by the Contractor and jointly by the UNDP Authorized Official.

**Drafting regulation package to support VET law implementation in Georgia**
**TERMS OF REFERENCE**

The UNDP/SDC collaboration on VET and Agricultural Extension (AE) started in 2008. Support was provided for effective policy making, developing capacities of VET service providers, and improving quality of VET and AE services with the aim of increasing (self) employability of VET graduates and effectiveness of self-employed farmers. New phase of the project “Modernization of Agriculture VET and Extension systems in Georgia” has started in 2018 and is focused to support Ministry of Education, Science, Culture and Sport in implementation of the newly approved Law on vocational education and training. The project is soliciting request for proposals for selection of an organization or a Coalition of Organizations to draft the sub-legal acts, support the ministry and stakeholders in introducing new policies on vocational education and training.

Objective of the call is to support the new VET Law implementation by drafting the sub-legal acts and underpinning the Ministry and stakeholders in introducing new policies and system components.

**I. BACKGROUND INFORMATION**

The approval of the new VET-law in September 2018 opened new opportunities for the VET reform in Georgia, there are some areas in the system which are addressed in a new way or introduced by this law which is the framework law and requires further development of the sub-legal act package. UNDP committed to support the system with the development of number of normative acts, regulations and related guidelines.

**II. OBJECTIVE**

Objective of the call is to support the new VET Law implementation by drafting the sub-legal acts and underpinning the Ministry and stakeholders in introducing of the new regulatory package.

**III. SCOPE OF WORK**

Following tasks should be undertaken by the service providing organization/organizations until the end of December 2019.

*Activity 1 –Design the concepts on regulatory acts*

All regulatory acts have to be drafted based on concept narratives /explanatory papers. Papers should be developed in consultation and tight cooperation with all relevant stakeholders. Only after the final agreement on the concepts, contracted organization can start the drafting of the sub-legal acts. Following 3 concept papers need to be prepared:

- Concept on the occupational standard development and approval
- Concept paper on the integrated general education learning outcome assessment and acceptance for the 4<sup>th</sup> level integrated VET programs;
- Concept on enrollment in all VET programs including short cycle programs at HEIs.

Following task are envisaged under this activity:

- 1.1 Recruit subject-matter and legal experts
- 1.2 Conduct interviews/consultations/workshops with stakeholders (at least 2 workshops to present and discuss the final concepts with stakeholders)
- 1.3 Present concept drafts in Georgian language and get the feedback and acceptance from MoESCS



and UNDP

1.4 Receive the final approval from key stakeholders on the concept papers.

#### *Activity 2 - Elaboration of the draft sub-legal acts and related instructions/guidelines*

Based on the concepts developed according to activity 1 and approved by stakeholders, 5 draft regulatory acts have to be elaborated.

Regulatory acts:

- Regulation on education management information system development and administration;
- Rules on the occupational standard development and approval.
- Rules on obtaining the right of the work-based learning provider company in-line with WBL regulation;
- Rules and procedures on enrollment in all VET programs including short cycle programs at HEIs;
- Regulation on the integrated general education learning outcome assessment and acceptance.

Task are envisaged under this activity:

- 2.1 Create small teams on each regulation
- 2.2 Draft the first version and share with stakeholders
- 2.3 Receive feedback from key stakeholders on the drafts
- 2.4 Present final drafts in Georgian language and get the acceptance from MoESCS and UNDP

#### *Activity 3 - Elaboration of the instructions/guidelines:*

Contractor is expected to design 4 guidelines, instructions on the new authorization standards and the new procedures and methodology of training/retraining. It is important to provide the clear and user-friendly guides for all stakeholders and beneficiaries :

- Guidebook for stakeholders on obtaining the right to implement vocational training/ retraining programmes;
- Methodological and procedural guidebook on training/retraining programme development for applying organizations to obtain the right to implement training/retraining programs.
- Methodology guidelines for training-retraining program implementation and quality assurance
- Guidebook on new authorization standard;

Following task are envisaged under this activity:

- 3.1. Elaboration of the draft instruction papers in Georgian language;
- 3.2. Discussion of the draft papers with all stakeholders, revising papers based on feedback;
- 3.3. Elaborating user friendly and stakeholder-tailored final instructions/guidelines both for print and electronic use, including visuals with relevant professional design (screenshots, diagrams, schemes, illustrations if necessary and applicable).
- 3.4. Submission of the full regulatory acts package;

*Note: The names of papers/guidelines are tentative and could be changed based on request from, and agreement with MoESCS.*

#### IV. METHODOLOGY

It is expected that all regulatory package will be developed based on steps suggested by ToR. The tight cooperation with MoESCS and its agencies as well as engagement of highly qualified experts is the key to successful implementation.

It is expected that the bidder will provide detailed description of work to be carried out step by step and will describe the methodology and approach to be applied.

#### Table of deliverables:

N	Deliverables	Sub-Activity	Date of delivery
<b>Activity I - 3 Concept papers submitted</b>			
1.	- Concept on the occupational standard development and approval.	1.1.	15.10. 2019
2.	- Concept paper on the integrated general education learning outcome assessment and acceptance for the 4th level integrated VET programs; - Concept on enrollment in all VET programs;	1.2.	15.11.2019
<b>Activity II - 5 draft regulatory acts elaborated</b>			
3.	- Regulation on education management information system development and administration;	2.1.	15.10.2019
4.	- Rules on the occupational standard development and approval. - Rules on obtaining the right of the work-based learning provider company, in-line with regulation on WBL.	2.2.	15.11.2019
5.	- Rules and procedures on enrollment in all VET programs including short cycle programs at HEIs; - Regulation on the integrated general education learning outcome assessment and acceptance.	2.3.	15.12. 2019
<b>Activity III - 4 guidelines/instructions elaborated</b>			
6.	- Guidebook for stakeholders on obtaining the right to implement vocational training/ retraining programmes; - Methodological and procedural guidebook on training/retraining programme development for applying organizations to obtain the right to implement training/retraining programs. - Methodology guidelines for training-retraining program implementation and quality assurance - Guidebook on new authorization standard.	3.1	15.12. 2019

#### Payment Terms:

	Deliverables <i>[list them as referred to in the RFP]</i>	Percentage of Total Price (Weight for payment)
1	Deliverables 1. and 3.	20%
2	Deliverables 2. and 4.	50%
3	Deliverables 5. and 6.	30%
	Total	100%

Duration of Work: 4 months

Expected start date of the project: 20<sup>th</sup> of September.



**Technical Proposal Evaluation Form**

Summary of Technical Proposal Evaluation Forms		Score Weight	Points Obtainable
1.	Experience and background of the contractor	20%	140
2.	Proposed Methodology, Approach and Implementation Plan	40%	280
3.	Key Personnel	40%	280
<b>Total</b>			<b>700</b>

**If the offeror does not meet any of the minimum technical qualification criteria/requirements defined in the forms 1, 2, and 3 of the Technical Proposal Evaluation (presented below), it will be given score (0) zero and will be automatically disqualified and there is no more need for further evaluation of disqualified offeror.**

Technical Proposal Evaluation Form 1		Sub Score	Points Obtainable
<b>1.1 General Organizational Capability which is likely to affect implementation</b>			
1.1.1.	At least 2 years of relevant institutional experience related to the field of education- <b>(minimum requirement)</b>	25	35
	More than 2 years of relevant institutional experience related to the field of education	35	
1.1.2.	At least 3 projects completed related to education policy development/legal consultancy in education field and/or drafting legal/sub-legal acts – <b>(minimum requirement)</b>	35	50
	More than 3 projects completed related to education policy development/legal consultancy in education field and/or drafting legal/sub-legal acts	50	
1.1.3.	At least 2 international donor-funded projects implemented- <b>(minimum requirement)</b>	25	25
1.1.4.	Experience in implementing projects related to VET policy development and implementation would be an asset	15	15
<b>1.2 Reputation of Organization and staff / competence / Reliability References or other prove of quality service by previous contractors to be presented</b>			
1.2.1	Recommendation letters from the previous contract providers on successful implementation of similar kind of project		
	At least 1 recommendation letter from the previous contract providers on successful implementation of similar kind of project – <b>(minimum requirement)</b>	10	15
	More than 1 recommendation letter from the previous contract providers	15	
<b>Total for the form 1</b>			<b>140</b>

<b>Technical Proposal Evaluation Form 2</b>	<b>Sub Score</b>	<b>Points Obtainable</b>
<b>Proposed Methodology, Approach and Implementation Plan</b>		
<b>2.1. To what degree does the Proposer understand the task?</b>		
- Full understanding of the task - <b>(minimum requirement)</b>	<b>45</b>	<b>60</b>
- Exceeds expectation	<b>60</b>	
<b>2.2. Have the important aspects of the task been addressed in sufficient detail?</b>		
- sufficiently addressed <b>(minimum requirement)</b>	<b>40</b>	<b>55</b>
- exceeds expectation	<b>55</b>	
<b>2.3. Is the methodological framework proposed appropriate for the task?</b>		
- Fully adopted <b>(minimum requirement)</b>	<b>30</b>	<b>40</b>
- Exceeds expectations	<b>40</b>	
<b>2.4. Is the scope of task well defined and does it correspond to the TOR?</b>		<b>60</b>
- Clearly defined scope of work and full correspondence to the TOR <b>(minimum requirement)</b>	<b>50</b>	
- Exceeds expectation	<b>60</b>	
<b>2.5. Is the presentation clear and is the sequence of activities and the planning logical, realistic and promise efficient implementation to the project?</b>		<b>65</b>
- Clear presentation with some elements of logical and realistic planning <b>(minimum requirement)</b>	<b>50</b>	
- Exceeds expectation	<b>65</b>	
<b>Total points for the form 2</b>		<b>280</b>



<b>Technical Proposal Evaluation Form 3</b>	<b>Sub Score</b>	<b>Points Obtainable</b>
<b>Qualification key personal</b>		
<b>3.1. Key expert in Education Law</b>		<b>65</b>
3 years' working experience in field of Education as a legal expert <b>(minimum requirement)</b>	<b>10</b>	<b>20</b>
More than 3 years' experience in the field of Education as a legal expert	<b>20</b>	
Master's degree in Law <b>(minimum requirement)</b>	<b>10</b>	<b>10</b>
1 year VET related working experience or at least 2 projects implemented related to Georgian VET sector <b>(minimum requirement)</b>	<b>10</b>	<b>15</b>
More than 1-year VET related working experience, or more than 2 projects implemented related to Georgian VET sector	<b>15</b>	
At least 2 legal/sublegal acts drafted during last 6 years <b>(minimum requirement)</b>	<b>10</b>	<b>10</b>
Experience in drafting education related legal/sublegal acts will be an asset	<b>10</b>	<b>10</b>
<b>3.2. Key expert in VET policy</b>		<b>65</b>
3 years' experience in VET policy development/implementation field <b>(minimum requirement)</b>	<b>10</b>	<b>20</b>
More than 3 years' experience in VET development/implementation field	<b>20</b>	
Master's degree in social sciences/policy/education/psychology/public administration or related field <b>(minimum requirement)</b>	<b>10</b>	<b>10</b>
2 years of experience in cooperation with international/ EU related organizations <b>(minimum requirement)</b>	<b>10</b>	<b>10</b>
At least 2 projects implemented related to drafting policy/concept papers in the field of VET <b>(minimum requirement)</b>	<b>10</b>	<b>15</b>
More than 2 projects implemented related to drafting policy/concept papers in the field of VET	<b>15</b>	
Experience in implementing projects/tasks related to drafting/co-drafting legal/sub-legal acts will be an asset	<b>10</b>	<b>10</b>
<b>3.3. Expert in assessment</b>		<b>40</b>
At least 3 years' experience in the field of Learning Outcomes assessment <b>(minimum requirement)</b>	<b>10</b>	<b>15</b>
More than 3 years' experience in the field of Learning Outcomes assessment will be an asset	<b>15</b>	
Master's degree in education sciences, psychology, pedagogy or related <b>(minimum requirement)</b>	<b>5</b>	<b>5</b>
At least 2 projects implemented on assessment methods/systems development in education <b>(minimum requirement)</b>	<b>10</b>	<b>15</b>



More than 2 projects implemented on assessment methods/systems development in education	15	
Experience in implementing projects related to modular VET program assessment will be an asset	5	5
<b>3.4. Business consultant</b>		<b>40</b>
3 years of working experience in the field of business development/ human resource development in private sector <b>(minimum requirement)</b>	15	15
Master's degree in economics, finance, business administration, human resource management or related areas <b>(minimum requirement)</b>	10	10
Experience in implementing projects related to the Georgian VET sector will be an asset	5	5
Experience in developing job descriptions/occupational standards will be an asset	5	5
Experience in implementing Work-Based Learning related projects will be an asset	5	5
<b>3.5. Expert in National Curriculum</b>		<b>40</b>
At least 3 years' experience in development of the national curriculum for General Education <b>(minimum requirement)</b>	10	15
More than 3 years' experience in development of the national curriculum for General Education	15	
Master's degree in social sciences/education/psychology/pedagogy or related <b>(minimum requirement)</b>	5	5
2 years' experience in working on/with International/EU education policy <b>(minimum requirement)</b>	10	10
At least 1 year experience in drafting policy/concept papers on education <b>(minimum requirement)</b>	5	5
Experience in implementing projects in the field of VET will be an asset	5	5
<b>3.6. Expert in VET quality assurance/authorization</b>		<b>30</b>
3 years' experience in the field of VET QA <b>(minimum requirement)</b>	5	10
More than 3 years' experience in the field of VET QA	10	
Master's degree in education sciences, psychology, pedagogy or related <b>(minimum requirement)</b>	10	10
2 years' Experience of working on/related to authorization standards <b>(minimum requirement)</b>	5	10
More than 2 years' Experience of working on/related to authorization standards will be an asset	10	
<b>Total for the form 3</b>		<b>280</b>