



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

IC 01-09-2019

Date: 25 septembre 2019

Country: Morocco

Description of the assignment: English Language courses

Project name: Management projet

Period of assignment/services (if applicable): 6 months

Proposal should be submitted at the following address 13, Avenue Ahmed Balafrej, Souissi, Rabat or by email to procurement.morocco@undp.org no later than **11 October 2019 at 16h00**

Any request for clarification must be sent in writing, or by standard electronic communication to the address or e-mail indicated above. *The procuring UNDP entity* 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.

1. BACKGROUND

Language and communication skills of the staff are critical for the success of the UNDP in its mandated duties. It is therefore a priority to strengthen the general communication and English language skills of all staff. UNDP is seeking to contract a teacher with extensive and proven experience in teaching English to professionals.

2. SCOPE OF WORK, RESPONSIBILITIES AND DESCRIPTION OF THE PROPOSED ANALYTICAL WORK

The language training will be offered to the current staff. It is envisaged that the staff be divided into two groups based on their current English proficiency level. The first group will benefit from a basic English language course tailored to their level and needs while the second group will attend targeted lessons in professional English with strong emphasis on writing and presentation skills. The expected number of trainees is 5-6 for each group. In the initial phase of this assignment, it is expected that the teacher conduct an individual assessment to determine the level of each staff member and separate the two groups and take full responsibility for:

- Developing a tailored training course for each group;
- Planning and conducting two lessons weekly for the first group through basic English language and communication lessons;
- Planning and conducting two lessons weekly for the second group focusing on professional English, writing and presentation skills;

- Evaluating the progress of individual staff on a quarterly basis to measure progress, identify barriers to learning and recommend action to overcome barriers;
- Identify appropriate learning software for both groups and mentor staff in its use;
- Identify useful online resources and courses for each group and mentor staff in their use;
- Identify and purchase course material and literature;
- Consistently keep a record of participation of individual staff members in the case of repetitive staff absence;
- Ensure that the lessons are planned and delivered in a highly participative and interactive manner and responsive to the request and suggestions of the students;
- Integrate new staff members that are recruited during the Individual Contract;
- Organize English proficiency tests at the beginning and end of the course and verify satisfactory achievement of the trainees;
- Other related tasks based on need and agreement;

D. Expected Outputs

- a) English level assessment of each staff;
- b) Course program for two groups;
- c) Learning software and course literature identified and purchased;
- d) Six lessons delivered per week: three lessons per week for group 1 and three lessons per week for group 2.
- e) Quarterly individual evaluation reports for each trainee with recommendations

E. Institutional Arrangement

- a) The course program is to be developed in close coordination and consultation with the UNDP Administration;
- b) The lessons are to be delivered in UNDP office and per below set schedule. The teacher is expected to be flexible and when needed deliver the lessons on a different day or time to adjust to the operational needs and priorities of UNDP Office.
- c) The teacher is responsible for making all logistical arrangements for delivery of the lessons and in close coordination with UNDP;
- d) The teacher is responsible to purchase all relevant course materials

3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

I. Academic Qualifications:

- Master's degree in English literatures
- studies inimum 5 years of professional experience in teaching English;
- Flexibility and ability to adjust to change circumstances and needs.

II. Years of experience:

- Minimum 5 years of professional experience in teaching English;

III. Competencies:

Analytical skills, communications abilities, teamwork ...

- Excellent written and spoken English language skills a requirement and English as native language a strong asset;

- Strong professional communication and inter-personal skills and able to transfer knowledge to UNDP;
- The eligible candidate is independent, committed and reliable;

4. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS.

Interested candidates are invited to submit their technical and financial proposals for this assignment.

The technical proposal shall include:

- a) The CV of the candidate;
- b) A proposed methodology for how the course program will be developed, how the lessons will be planned and delivered and how software and course material will be purchased and used;
- c) A work plan illustrating all steps that the candidate will take to carry out the course
- d) Certification or documentation indicating applicant's English teaching skills;
- e) Any other information that the Consultant finds relevant.

5. FINANCIAL PROPOSAL

- **Contracts based on Hourly fee**

The financial proposal will specify the hourly fee, travel expenses and per diems quoted in separate line items, and payments are made to the Individual Consultant based on the number of hours worked.

6. EVALUATION

Individual consultants will be evaluated based on the following methodologies:

1. Cumulative analysis

When using this weighted scoring method, the award of the contract should be made to the individual consultant 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.*

** Technical Criteria weight; 70%*

** Financial Criteria weight; 30%*

Only candidates obtaining a minimum of 70 point would be considered for the Financial Evaluation

Criteria	Weight	Max. Point
<u>Technical</u>		
• Criteria A		
• Criteria B		
• Criteria C		
• Criteria [...]		
<u>Financial</u>		

ANNEX

ANNEX 1- INDIVIDUAL CONSULTANT GENERAL TERMS AND CONDITIONS

ANNEX 2- OFFEROR'S LETTER TO UNDP CONFIRMING INTEREST AND AVAILABILITY