



REQUEST FOR PROPOSAL – RFP Services

Ref: RFP CM-FU-TAS-2020-000288

(Please quote this UNESCO reference in all correspondence)

Date 13 January 2020

Dear Sir/Madam,

You are invited to submit an offer for undertaking review and analysis of school textbooks' content from the gender-sensitivity perspective for grades 1-11 and development of detailed gender-sensitivity recommendations on selected textbooks for grades 1, 2, 3, 4, 5 and 9 that are due to be published for school year cycles 2020-2022 within the UNESCO's Project funded by the UK Government "Strengthening gender equality through the public education system in Uzbekistan".

The Request for Proposal (RFP) consists of this cover page and the following Annexes:

- Annex I [Instructions to Offerors](#)
- Annex II [General Conditions of Contract](#)
- Annex III [Terms of Reference \(TOR\)](#)
- Annex IV [Proposal Submission Form](#)
- Annex V [Price Schedule Form](#)
- Annex VI [Vendor Information Form](#)

Your offer comprising of technical proposal and financial proposal, in separate sealed envelopes **or two separate files and emails if proposal submitted electronically**, should reach the following address **no later than 4 February 2020, 17:00 Tashkent time:**

UNESCO - Office in Tashkent

9, Kichik Khalqa Yoli
Tashkent, Uzbekistan
100084

Tel: + 998 78 120 71 16

SEALED PROPOSAL - DO NOT OPEN

OR

By email to: Tashkent.procurement@unesco.org

Without any copy to any other e-mail addresses, with the following subject line : "RFP Gendered textbook review". Offers sent to any other e-mail accounts will be disqualified. Please note that all files together should not exceed 10Mo.

Ref: CM-FU-TAS-2020-000288– GENDERED TEXTBOOK REVIEW Closing Date and Time: 4 February 2020, 17:00 Tashkent time.

This letter is not to be construed in any way as an offer to contract with your firm/institution. Your proposal could, however, form the basis for a contract between your company and UNESCO.

You are requested to acknowledge the receipt of this letter and to indicate whether or not you will be submitting a proposal. For this purpose, and for any requests for clarification, please contact to UNESCO Tashkent via tel: +998781207116 or via email: b.namazov@unesco.org

For and on behalf of UNESCO

Mr. Jan Hladík
Head of UNESCO Tashkent office

ANNEX I – Instructions to Offerors

These instructions contain general guidelines and instructions on the preparation, clarification, and submission of Proposals.

A. INTRODUCTION

1. General

The purpose of this Request for Proposal (RFP) is to invite Sealed Proposals for professional services to be provided to the United Nations Educational, Scientific and Cultural Organization - UNESCO.

2. Eligible bidders

Bidders should not be associated, or have been associated in the past, directly or indirectly, with a firm or any of its affiliates which have been engaged by UNESCO to provide consulting services for the preparation of the Terms of Reference, and other documents to be used for the procurement of services to be purchased under this Request for Proposal.

This bid is open to all national and international suppliers who are legally constituted, can provide the requested services.

Bidders are ineligible if at the time of submission of the offer:

- (a) The bidder is on the exclusion list published on the global portal for suppliers of the United Nations Organization, (<http://www.ungm.org>) due to fraudulent activities.
- (b) The name of the bidder appears on the Consolidated United Nations Security Council Sanctions List which includes all individuals and entities subject to sanctions measures imposed by the Security Council.
- (c) The bidder is excluded by the World Bank Group.

3. Fraud and corruption

UNESCO requires that bidders, contractors and their subcontractors adhere to the highest standard of moral and ethical conduct during the procurement and execution of UNESCO contracts and do not engage in corrupt, fraudulent, collusive, coercive or obstructive practices.

For the purpose of this provision such practices are collectively referred to as “fraud and corruption”:

- “Corrupt practice” is the offering, giving, receiving or soliciting, directly or indirectly, an undue advantage, in order that the person receiving the advantage, or a third person, act or refrain from acting in the exercise of their official duties, or abuse their real or supposed influence;
- “Fraudulent practice” is a knowing misrepresentation of the truth or concealment of a material fact aiming at misleading another party in view of obtaining a financial or other benefit or avoiding an obligation, or in view of having another party act to their detriment ;
- “Collusive practice” means an arrangement between two or more parties designed to achieve an improper purpose, including influencing improperly the actions of another party ;
- “Coercive practice” means impairing or harming, or threatening to impair or harm, directly or indirectly, any party or the property of the party to influence improperly the actions of a party.
- “Obstructive practice” means acts intended to materially impede the exercise of UNESCO’s contractual rights of audit, investigation and access to information, including destruction,

falsification, alteration or concealment of evidence material to a UNESCO investigation into allegations of fraud and corruption.

- “Unethical practice” means conduct or behaviour that is contrary to Staff or Supplier codes of conduct, such as those relating to conflict of interest, gifts, hospitality, postemployment provisions, abuse of authority and harassment.

UNESCO expects that all suppliers who wish to do business with UNESCO will embrace the [United Nations Supplier Code of Conduct](#)

UN Agencies have adopted a zero tolerance policy on gifts and therefore, it is of overriding importance that UNESCO staff should not be placed in a position where their actions may constitute or could be reasonably perceived as reflecting favourable treatment of an individual or entity by accepting offers of gifts, hospitality or other similar favours. Vendors are therefore requested not to send or offer gifts or hospitality to UNESCO personnel.

UNESCO will:

- Reject a proposal to award a contract if it determines that a vendor recommended for award has engaged in fraud and corruption in competing for the contract in question.
- Cancel or terminate a contract if it determines that a vendor has engaged in fraud and corruption in competing for or in executing a UNESCO contract.
- Declare a vendor ineligible, either indefinitely or for a stated period of time, to become a UN registered vendor if it at any time determines that the vendor has engaged in fraud and corruption in competing for or in executing a UNESCO contract.

Any concern or evidence that corruption or fraud may have occurred or is occurring related to a UNESCO contract shall be forwarded to the Office of Internal Oversight. Please refer to [how-to-report-fraud-corruption-or-abuse](#).

4. Cost of Proposal

The Offeror shall bear all costs associated with the preparation and submission of the Proposal and UNESCO will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the solicitation.

B. SOLICITATION DOCUMENTS

5. Contents of Solicitation Documents

Proposals must offer services for the total requirement. Proposals offering only part of the requirement will be rejected. The Offeror is expected to examine all corresponding instructions, forms, terms and specifications contained in the Solicitation Documents. Failure to comply with these documents will be at the Offeror's risk and may affect the evaluation of the Proposal.

6. Clarification of Solicitation Documents

A prospective Offeror requiring any clarification of the Solicitation Documents may notify UNESCO in writing at the organisation's mailing address or fax or email number indicated in the RFP. UNESCO will respond in writing to any request for clarification of the Solicitation Documents that it receives earlier than two weeks prior to the deadline for the submission of Proposals. Written copies of the organisation's response (including an explanation of the query but without identifying the source of inquiry) may be sent to all prospective Offerors that have received the Solicitation Documents.

7. Amendments of Solicitation Documents

At any time prior to the deadline for submission of Proposals, UNESCO may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective Offeror, modify the Solicitation Documents by amendment.

All prospective Offerors that have received the Solicitation Documents will be notified in writing of all amendments to the Solicitation Documents.

In order to afford prospective Offerors reasonable time in which to take the amendments into account in preparing their offers, UNESCO may, at its discretion, extend the deadline for the submission of Proposals.

C. PREPARATION OF PROPOSALS

The offers received must include information in sufficient scope and detail to allow UNESCO to consider whether the company has the necessary capability, experience, expertise, financial strength and the required capacity to perform the services satisfactorily.

8. Language of the Proposal

The Proposals prepared by the Offeror and all correspondence and documents relating to the Proposal exchanged by the Offeror and UNESCO shall be written in English. Any printed literature furnished by the Offeror may be written in another language so long as accompanied by a translation of its pertinent passages in which case, for purposes of interpretation of the Proposal, the language as stated in the Solicitation Documents applies.

9. Documents Comprising the Proposal

The Proposal shall comprise the following components:

- a) Proposal submission form;
- b) Operational and technical part of the Proposal, including documentation to demonstrate that the Offeror meets all requirements;
- c) Price schedule, completed in accordance with clauses 10 & 11;

10. Proposal Form - Presentation of the technical proposal

The Offeror shall structure the technical part of its Proposal as follows:

10.1. Description of the firm/institution and its qualifications

(a) Management Structure

This Section should provide corporate orientation to include company's profile (year and country of incorporation – copy of certificate of incorporation), a brief description of present activities focusing on services related to the Proposal as well as an outline of recent experience on similar projects, including experience in the country.

The firm/institution should describe the organizational unit(s) that will become responsible for the contract, and the general management approach towards a project of this kind. The Offeror should identify the person(s) representing the Offeror in any future dealing with UNESCO.

Offeror to provide supporting information as to firm's technical reliability, financial and managerial capacity to perform the services.

(b) Resource Plan

This Section should fully explain the Offeror's resources in terms of personnel and facilities necessary for the performance of the requirements, and any plans for their expansion. It should describe Offeror's current capabilities/facilities and any plans for their expansion.

10.2. Proposed Approach, Methodology, Timing and Outputs

This section should demonstrate the Offeror's responsiveness to the TOR and include detailed description of the manner in which the firm/institution would respond to the TOR, addressing the requirements, as specified, point by point. You should include the number of person-working days in each specialization that you consider necessary to carry out all work required.

For assessment of your understanding of the requirements please include any assumptions as well as comments on the data, support services and facilities to be provided by the beneficiary as indicated in the Statement of Requirements/TOR, or as you may otherwise believe to be necessary.

10.3. Proposed Personnel

In this section, the offeror should reflect the project staffing including the work tasks to be assigned to each staff member as well as their qualifications with reference to practical experience relating to specialization area of the project for each proposed staff. The complete CV's of proposed staff is to be submitted.

If applicable, this staffing proposal should be supported by an organigram illustrating the reporting lines, together with a description of such organization structure.

The technical part of the Proposal should not contain any pricing information whatsoever on the services offered. Pricing information shall be separated and only contained in the appropriate Price Schedule.

It is mandatory that the Offeror's Proposal numbering system corresponds with the numbering system as provided in the TOR. All references to descriptive material and brochures should be included in the respective paragraph, though material/documents themselves may be provided as annexes to the Proposal/response.

11. Price Proposal

The Offeror shall indicate on an appropriate Price Schedule, an example of which is contained in the Price Schedule sheet, the prices of services it proposes to supply under the contract, if selected.

12. Proposal currencies

Your separate price envelop must contain an overall quotation in a single currency. All prices shall be quoted in Uzbek Soums for local companies and in US Dollars for foreign companies.

13. Period of validity of proposals

Proposals shall remain valid for ninety (90) days after the date of Proposal submission prescribed by UNESCO, pursuant to the deadline clause. A Proposal valid for a shorter period may be rejected by UNESCO on the grounds that it is non-responsive.

14. Format and signing of proposals

The Offeror shall prepare two copies of the Proposal, clearly marking each "Original" and "Copy" as appropriate. In the event of any discrepancy between them, the original shall govern. The two copies of the Proposal shall be typed and shall be signed by the Offeror or a person or persons duly authorised. A Proposal shall contain no interlineations, erasures, or overwriting except, as necessary to correct errors made by the Offeror, in which case such corrections shall be initialled by the person or persons signing the Proposal.

15. Payment

In full consideration for the complete and satisfactory performance of the services of the contract, UNESCO shall effect payments to the Contractor within 30 days after receipt and acceptance of the invoices submitted by the contractor for services provided.

D. SUBMISSION OF PROPOSALS

16. Sealing and marking of proposals

The Offeror shall seal the Proposal in one outer and two inner envelopes, as detailed below.

The inner and outer envelopes shall:

(a) Be addressed to UNESCO at the address given in the cover page of these Solicitation documents; and make reference to the "subject" indicated, and a statement: "PROPOSAL FOR SERVICES - DO NOT OPEN", to be completed with the time and the date specified pursuant to clause 17 of Instructions to Bidders.

(b) Both inner envelopes shall indicate the name and address of the Offeror.

The first inner envelope shall be marked **Technical Proposal** and contain the information specified in Clause 10 above, with the copies duly marked "Original" and "Copy".

The second inner envelope shall be marked **Financial Proposal** include the **Price Proposal** duly identified as such.

Note: If the inner envelopes are not sealed and marked as per the instructions in this clause, UNESCO will not assume responsibility for the Proposal's misplacement or premature opening.

17. Deadline for submission of proposals

Proposals must be received on or before the date and time specified on the cover page of these Solicitation Documents.

UNESCO may, at its own discretion extend this deadline for the submission of Proposals by amending the solicitation documents in accordance with clause *Amendments of Solicitation Documents*.

18. Late Proposals

Any Proposal received by UNESCO after the deadline for submission of proposals, pursuant to clause *Deadline for the submission of proposals*, will be rejected.

19. Modification and withdrawal of Proposals

The Offeror may withdraw its Proposal after the Proposal's submission, provided that written notice of the withdrawal is received by UNESCO prior to the deadline specified in the RFP. Proposals may not be modified or withdrawn after that time.

E. OPENING AND EVALUATION OF PROPOSALS

20. Opening of proposals

UNESCO representatives will open all Proposals after the deadline for submissions and in accordance with the rules and regulations of the organization.

21. Clarification of proposals

To assist in the examination, evaluation and comparison of Proposals, UNESCO may at its discretion, ask the Offeror for clarification of its Proposal. The request for clarification and the response shall be in writing and no change in price or substance of the Proposal shall be sought, offered or permitted.

22. Preliminary examination

UNESCO will examine the Proposals to determine whether they are complete, whether any computational errors have been made, whether the documents have been properly signed, and whether the Proposals are generally in order.

Prior to the detailed evaluation, UNESCO will determine the substantial responsiveness of each Proposal to the Request for Proposals (RFP). For purposes of these Clauses, a substantially responsive Proposal is one, which conforms to all the terms and conditions of the RFP without material deviations. The determination of a Proposal's responsiveness is based on the contents of the Proposal itself without recourse to extrinsic evidence.

A Proposal determined as not substantially responsive will be rejected by UNESCO.

23. Evaluation and comparison of proposals

A two-stage procedure will be used in evaluating the proposals, with evaluation of the technical component being completed prior to any price component being opened and compared. The Price Component will be opened only for submissions that passed the minimum score of 70 % of the total points obtainable for the technical evaluation.

The technical proposal is evaluated on the basis of its responsiveness to the Terms of Reference (TOR).

HIGHEST TOTAL SCORE OF WEIGHTED TECHNICAL AND FINANCIAL CRITERIA

The price proposal of all offerors, who have attained minimum 70 % score in the technical evaluation, will be compared. ***The contract will be awarded to the offeror that receives the highest score out of a pre-determined set of weighted technical and financial criteria as specified below.***

Technical Proposal Evaluation Form

Sample: Summary of Technical Proposal Evaluation Forms		Points Obtainable	Name of Firm / Institution		
			A	B	C
1.	Expertise of Firm / Institution submitting Proposal	100			
2.	Proposed Work Plan and Approach	250			
3.	Personnel	350			
Sub-total for Technical Evaluation		700			

Financial Proposal Evaluation Form

Sample: Summary of Financial Proposal		Points Obtainable	Name of Firm / Institution		
			A	B	C
	Financial Proposal	300			
Sub-total for Financial Evaluation		300			

Evaluation of the price proposals (of all Offerors who have attained minimum 70 % score in the technical evaluation) will be based on the weight scoring method as follows:

- Financial proposals are opened and list of prices is prepared, where the lowest price is ranked as the first one (receiving highest amount of points) and the most expensive as the last one (receiving the least amount of points).
- Lowest price is given maximum points (e.g. 300), for other prices the points are assigned based on the following formula: $[\text{Amount of points} = \frac{\text{lowest price}}{\text{other price}} \times \text{total points obtainable for financial proposal}]$

An example:

- Offeror A – lowest price ranked as 1st in the amount of USD 10,000 = a
 - Offeror B – second lowest price ranked as 2nd in the amount of USD 15,000 = b
- Points assigned to A = 300 & Points assigned to B = 200 (following formula: $a/b \times 300$ i.e. $10,000/15,000 \times 300 = 200$ points)

Option 2: Combined Technical and Financial Evaluation Form

Sample: Summary of Financial Proposal Evaluation Forms		Points Obtainable	Name of Firm / Institution			
			A	B	C	D
	Sub-total Technical Proposal	700				
	Sub-total Financial Proposal	300				
Total 1000						

F. AWARD OF CONTRACT

24. Award criteria, award of contract

UNESCO reserves the right to accept or reject any Proposal, and to annul the solicitation process and reject all Proposals at any time prior to award of contract, without thereby incurring any liability to the affected Offeror or any obligation to inform the affected Offeror or Offerors of the grounds for such action.

Prior to expiration of the period of proposal validity, UNESCO will award the contract to the qualified Offeror whose Proposal after being evaluated is considered to be the most responsive to the needs of the organisation and activity concerned.

25. Purchaser's right to vary requirements at time of award and to negotiate

UNESCO reserves the right at the time of award of contract to increase or decrease by up to 20% the quantity of services and goods specified in the RFP without any change in hourly/daily or any other rates or prices proposed by the Bidders or other terms and conditions.

UNESCO reserves the right to undertake further negotiations on the proposed offer.

ANNEX II – General Terms and Conditions for Professional Services

1. LEGAL STATUS

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

2. SOURCE OF INSTRUCTIONS

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

3. 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. 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 UNESCO.

5. SUB-CONTRACTING

In the event the Contractor requires the services of sub-contractors, the Contractor shall obtain the prior written approval and clearance of UNESCO for all sub-contractors. The approval of UNESCO 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 with the provisions of this Contract.

6. OFFICIALS NOT TO BENEFIT

The Contractor warrants that no official of UNESCO 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. INDEMNIFICATION

The Contractor shall indemnify, hold and save harmless, and defend, at its own expense, UNESCO, its officials, agents, 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. INSURANCE AND LIABILITIES TO THIRD PARTIES

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. The Contractor shall provide and thereafter maintain all appropriate workmen's compensation insurance, or its equivalent, with respect to its employees to cover claims for personal injury or death in connection with this Contract. 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. The Contractor shall provide and thereafter maintain all appropriate workmen's compensation insurance, or its equivalent, with respect to its employees to cover claims for personal injury or death in connection with 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. Except for the workmen's compensation insurance, the insurance policies under this Article shall:

8.1 Name UNESCO as additional insured;

8.2 Include a waiver of subrogation of the Contractor's rights to the insurance carrier against UNESCO;

8.3 Provide that UNESCO shall receive thirty (30) days written notice from the insurers prior to any cancellation or change of coverage. 8.4 The Contractor shall, upon request, provide UNESCO with satisfactory evidence of the insurance required under this Article.

9. 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 UNESCO 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. TITLE TO EQUIPMENT

Title to any equipment and supplies that may be furnished by UNESCO shall rest with UNESCO and any such equipment shall be returned to UNESCO at the conclusion of this Contract or when no longer needed by the Contractor. Such equipment, when returned to UNESCO, 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 UNESCO for equipment determined to be damaged or degraded beyond normal wear and tear.

11. COPYRIGHT, PATENTS AND OTHER PROPRIETARY RIGHTS

UNESCO shall be entitled to all intellectual property and other proprietary rights including but not limited to patents, copyrights, and trademarks, with regard to products, or documents and other materials which bear a direct relation to or are produced or prepared or collected in consequence of or in the course of the execution of this Contract. At UNESCO's request, the Contractor shall take all necessary steps, execute all necessary documents and generally assist in securing such proprietary rights and transferring them to UNESCO in compliance with the requirements of the applicable law.

12. USE OF NAME, EMBLEM OR OFFICIAL SEAL OF UNESCO OR THE UN

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

13. CONFIDENTIAL NATURE OF DOCUMENTS AND INFORMATION

Drawings, photographs, plans, reports, recommendations, estimates, documents and all other data compiled by or received by the Contractor under this Contract shall be the property of UNESCO, shall be treated as confidential and shall be delivered only to UNESCO authorized officials on completion of work under this Contract. The Contractor may not communicate at any time to any other person, Government or authority external to UNESCO, any information known to it by reason of its association with UNESCO, which has not been made public except with the authorization of UNESCO; nor shall the Contractor at any time use such information to private advantage. These obligations do not lapse upon termination of this Contract.

14. FORCE MAJEURE; OTHER CHANGES IN CONDITIONS

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, which are beyond the control of the Parties. 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 UNESCO, 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 UNESCO of any other changes in conditions or the occurrence of any event, which interferes or threatens to interfere with its performance of this Contract. The notice shall include steps proposed by the Contractor to be taken including any reasonable alternative means for performance that is not prevented by force majeure. On receipt of the notice required under this Article, UNESCO 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. 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, UNESCO 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.

15. TERMINATION

Either party may terminate this Contract for cause, in whole or in part, upon thirty days notice, in writing, to the other party. The initiation of arbitral proceedings in accordance with Article 16 "Settlement of Disputes" below shall not be deemed a termination of this Contract. UNESCO reserves the right to terminate without cause this Contract at any time upon 15 days prior written notice to the Contractor, in which case UNESCO shall reimburse the Contractor for all reasonable costs incurred by the Contractor prior to receipt of the notice of termination. In the event of any termination by UNESCO under this Article, no payment shall be due from UNESCO to the Contractor except for work and services satisfactorily performed in conformity with the express terms of this Contract. The Contractor shall take immediate steps to terminate the work and services in a prompt and orderly manner and to minimize losses and further expenditures. 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, UNESCO may, without prejudice to any other right or remedy it may have, terminate this Contract forthwith. The Contractor shall immediately inform UNESCO of the occurrence of any of the above events.

16. 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, or relating to 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

Unless, any such dispute, controversy or claim between the Parties arising out of or relating to this Contract or the breach, termination or invalidity thereof is settled amicably under the preceding paragraph of this Article within sixty (60) days after receipt by one Party of the other Party's request for such amicable settlement, such dispute, controversy or claim shall be referred by either Party to arbitration in accordance with the UNCITRAL Arbitration Rules then obtaining, including its provisions on applicable law. The arbitral tribunal shall have no authority to award punitive damages. The Parties shall be bound by any arbitration award rendered as a result of such arbitration as the final adjudication of any such controversy, claim or dispute.

17. 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 UNESCO.

18. TAX EXEMPTION

18.1 Section 7 of the Convention on the Privileges and Immunities of the United Nations provides, *inter-alia*, that UNESCO, 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 UNESCO exemption from such taxes, duties or charges, the Contractor shall immediately consult with UNESCO to determine a mutually acceptable procedure.

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

19. 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 UNESCO to terminate this Contract immediately upon notice to the Contractor, at no cost to UNESCO.

20. 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 UNESCO to terminate this Contract immediately upon notice to the Contractor, without any liability for termination charges or any other liability of any kind of UNESCO.

21. 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. AUTHORITY TO MODIFY

No modification or change in this Contract, no waiver of any of its provisions or any additional contractual relationship of any kind with the Contractor shall be valid and enforceable against UNESCO unless provided by an amendment to this Contract signed by the authorized official of UNESCO.

23. SECURITY

The responsibility for the safety and security of the Contractor and its personnel and property, and of UNESCO property in the Contractor's custody, rests with the Contractor.

The Contractor shall:

- (a) put in place an appropriate security plan and maintain the security plan, taking into account the security situation in the country where the services are being provided;
- (b) assume all risks and liabilities related to the Contractor's security, and the full implementation of the security plan.

UNESCO reserves the right to verify whether such a plan is in place, and to suggest modifications to the plan when necessary. Failure to maintain and implement an appropriate security plan as required hereunder shall be deemed a breach of this contract. Notwithstanding the foregoing, the Contractor shall remain solely responsible for the security of its personnel and for UNESCO property in its custody.

24. ANTI-TERRORISM

The Contractor agrees to undertake all reasonable efforts to ensure that none of the UNESCO funds received under this Contract are used to provide support to individuals or entities subject to sanctions measures imposed by the Security Council and that the recipients of any amounts provided by UNESCO hereunder do not appear on the Consolidated United Nations Security Council Sanctions List, including the UN Security Council Resolution 1267 (1989). The list can be accessed via: <https://www.un.org/sc/suborg/en/sanctions/un-sc-consolidated-list>.

This provision must be included in all sub-contracts or sub-agreements entered into under this Contract.

ANNEX III – Terms of Reference (TOR)

I. Background & Justification

UNESCO Tashkent Office in partnership with the Ministry of Public Education is implementing the project [name of the project] funded by the UK Government. Research conducted by UNESCO in Uzbekistan in 2018 showed that current textbooks mostly represent the experiences of men and boys, which is considered to be the norm based on traditional role attribution perceptions (i.e. sports affiliation, courage and success tend to be attributed to boys rather than girls). However, the experiences, ways of thinking, knowledge and skills that girls poses in reality go beyond these perceived traditional roles and norms. Nonetheless, the challenge lies around the fact that at the moment still very little and limited space is ascribed to women and girls. Eliminating all forms of bias, intolerance and stereotyping in school textbooks, which threaten undermining human rights, and fostering negative attitudes and violent behaviour of schoolchildren shall be an inherent approach of new school textbooks development in Uzbekistan.

The task under this RFP will therefore pursue an objective to evaluate the content of 207 unique school textbooks from grade 1 to 11 in Uzbek language and in all subject areas by scrutinising the text and illustration, exercises and role attributions through a gender-sensitivity lens.

II. Objectives

Review and analysis of school textbooks' content from the gender-sensitivity perspective for grades 1-11 and development of detailed gender-sensitivity recommendations on selected textbooks for grades 1, 2, 3, 4, 5 and 9 that are due to be published for school year cycles 2020-2022 base on the UNESCO's guide.

III. Outputs

By applying the guide on textbook review the school textbooks a report shall be produced on each of the 207 books, and detailed recommendations on how to eliminate gender biases in the textbooks of the grades of 1, 2, 3, 4, 5 and 9, which will be published in school year cycles 2020-2022. The Screening of textbooks shall be conducted vertically (by grades) and horizontally (by all disciplines, such as Math, Biology, Chemistry, Physics etc.), by the experts with the oversight from methodologists of the Republican Education Centre of the Ministry of Public Education of Uzbekistan (REC), which is the mandated entity of the Ministry for developing school textbooks. The REC's engagement and ownership of this screening process is essential to ensure sustainability and ownership. Throughout the process, the contractor shall ensure that the staff of REC will build their capacity on gender-sensitive review of school textbooks.

IV. Activities

The contractor shall refer to the UNESCO's guide on gendered textbook review¹. The methodological guide provides generic approach on gender representation in textbooks including the inventory of characters in the text disaggregated by sex and age, using the following categories:

¹ UNESCO Tashkent gendered textbook analysis is available only in Uzbek language and will be provided to the bidders upon request.

- ungendered or sex unspecified;
- female, age unspecified
- girls - women - male,
- age unspecified
- boys - men

Male and female characters in text and illustrations shall be counted in each textbook as quantitative analysis, while also recording their associated characteristics. For instance, it should be analysed whether male and female characters are presented static or in interaction. In the case of interactions, observations shall also be made with regard to their nature (i.e. family interactions; professional interactions; cooperative interactions; interactions reflecting hierarchical relations)

1. Review of textbooks grade-1:

- 1.1. Alphabet Book
- 1.2. Writing Notebook
- 1.3. Mother Tongue
- 1.4. Reading Book
- 1.5. Mathematics
- 1.6. Mathematics Workbook
- 1.7. World Around Us
- 1.8. Fine Arts
- 1.9. Music
- 1.10. Literature
- 1.11. Handicraft
- 1.12. Speech Development

2. Review of textbooks grade-2:

- 2.1. Mother Tongue
- 2.2. Reading Book
- 2.3. Russian Language (for schools with Uzbek language of learning)
- 2.4. Mathematics
- 2.5. World Around Us
- 2.6. Literature
- 2.7. Fine Arts

- 2.8. Music
- 2.9. Physical Education
- 2.10. Handicraft

3. Review of textbooks grade-3:

- 3.1. Mother Tongue
- 3.2. Reading Book
- 3.3. Russian Language (for schools with Uzbek language of learning)
- 3.4. Mathematics
- 3.5. Natural History
- 3.6. Literature
- 3.7. Fine Arts
- 3.8. Music
- 3.9. Home Economics

4. Review of textbooks grade-4:

- 4.1. Mother Tongue
- 4.2. Reading Book
- 4.3. Russian Language (for Uzbek and related languages)
- 4.4. Mathematics
- 4.5. Natural History
- 4.6. Literature
- 4.7. Music
- 4.8. Home Economics
- 4.9. Fine Arts
- 4.10. Physical Education

5. Review of textbooks grade-5:

- 5.1. Mother Tongue
- 5.2. Literature (in Uzbek language) (1,2- volume)
- 5.3. Russian language (for Uzbek and related languages)

- 5.4. Stories from Past (History)
- 5.5. Mathematics
- 5.6. Botany
- 5.7. Geography (Initial natural geography course)
- 5.8. IT
- 5.9. Sense of Motherland
- 5.10. Music
- 5.11. Home Economics
- 5.12. Fine Arts
- 5.13. Physical Education
- 5.14. Mathematics (for special subjects in general education schools)

6. Review of textbooks grade-6:

- 6.1. Mother Tongue
- 6.2. Literature (in Uzbek language) (1-2 volume)
- 6.3. Russian language (for Uzbek and related languages)
- 6.4. History of the Ancient World
- 6.5. Mathematics
- 6.6. Physics
- 6.7. Biology (Botany)
- 6.8. Computer Science and Information Technology
- 6.9. Geography (Natural geography of continents and oceans)
- 6.10. Sense of Motherland
- 6.11. Music
- 6.12. Home Economics
- 6.13. Fine Arts
- 6.14. Physical Education
- 6.15. Mathematics (for special subjects in general education schools)
- 6.16. Physics (for special subjects in general education schools)

7. Review of textbooks grade-7:

- 7.1. Mother Tongue
- 7.2. Literature (in Uzbek language)
- 7.3. Russian Language (for Uzbek and related languages)
- 7.4. History of Uzbekistan
- 7.5. World History
- 7.6. Algebra
- 7.7. Geometry
- 7.8. Physics
- 7.9. Chemistry
- 7.10. Biology (Zoology)
- 7.11. Geography (Natural geography of Central Asia, Natural geography of Uzbekistan)
- 7.12. Home Economics
- 7.13. Fine Arts
- 7.14. Music
- 7.15. Physical Education
- 7.16. The Idea of National Independence and the Foundations of Spirituality
- 7.17. Computer Science and Information Technology
- 7.18. Algebra (for public secondary schools specializing in exact sciences)
- 7.19. Physics (for public secondary schools specializing in exact sciences)

8. Review of textbooks grade-8:

- 8.1. Mother Tongue
- 8.2. Literature (in Uzbek language)
- 8.3. Russian Language (for Uzbek and related languages)
- 8.4. History of Uzbekistan
- 8.5. World History
- 8.6. The Foundations of the State and the Law of Uzbekistan

- 8.7. Basic Economics
- 8.8. Algebra
- 8.9. Geometry
- 8.10. Physics
- 8.11. Chemistry
- 8.12. Biology (Human and his health)
- 8.13. Geography (Economic and Social Survey of Uzbekistan)
- 8.14. The Idea of National Independence and the Foundations of Spirituality
- 8.15. Fundamentals of Informatics and Computer Science
- 8.16. Drawing (plotting)
- 8.17. Algebra (for public secondary schools specializing in exact sciences)
- 8.18. Home Economics
- 8.19. Physics (for public secondary schools specializing in exact sciences)

9. Review of textbooks grade-9:

- 9.1. Mother Tongue
- 9.2. Literature (in Uzbek language)
- 9.3. Russian Language (for Uzbek and related languages)
- 9.4. History of Uzbekistan
- 9.5. World History
- 9.6. Fundamentals of constitutional law
- 9.7. Basic Economics
- 9.8. Algebra
- 9.9. Geometry
- 9.10. Fundamentals of Informatics and Computer Science
- 9.11. Physics
- 9.12. Chemistry
- 9.13. Biology (cytology and genetics basics)
- 9.14. Geography (Global economic and social geography)

- 9.15. The Idea of National Independence and the Foundations of Spirituality
- 9.16. Drawing (plotting)
- 9.17. Algebra (for public secondary schools specializing in exact sciences)
- 9.18. Home Economics
- 9.19. Physics (for public secondary schools specializing in exact sciences)
- 10. Review of textbooks grade-10:
 - 10.1. Mother Tongue
 - 10.2. Literature (in Uzbek language)
 - 10.3. Russian Language (for Uzbek and related languages)
 - 10.4. History of Uzbekistan
 - 10.5. World History
 - 10.6. History of World Religions
 - 10.7. Fundamentals of the State and Law
 - 10.8. Fundamentals of Spirituality
 - 10.9. Mathematics (the basics of algebra and analysis) 1-2-volume
 - 10.10. Computer Science and Information Technology
 - 10.11. Physics
 - 10.12. Organic Chemistry
 - 10.13. Biology
 - 10.14. Geography (Practical Geography)
 - 10.15. Initial Military Training
- 11. Review of textbooks grade-11:
 - 11.1. Mother Tongue
 - 11.2. Literature (in Uzbek language)
 - 11.3. Russian language (for Uzbek and related languages)
 - 11.4. History of Uzbekistan
 - 11.5. World History
 - 11.6. History of World Religions

- 11.7. Fundamentals of the State and law
 - 11.8. Fundamentals of Spirituality
 - 11.9. Fundamentals of Business
 - 11.10. Mathematics (the basics of algebra and analysis) 1-2-volume
 - 11.11. Computer Science and Information Technology
 - 11.12. Biology
 - 11.13. Astronomy
 - 11.14. Physics
 - 11.15. General Chemistry
 - 11.16. Initial Military Training
12. Develop gendered analytical report for each of the 207 textbooks. This report will include analysis on gender biases and recommendations on ways to eliminate them in the textbooks. Later, the textbooks producers (publishers, authors, proofreaders) will rely on this analysis to eliminate any gender biased content in the books;
13. Develop recommendations for the immediate improvements of the textbooks of the grades of 1, 2, 3, 4, 5 and 9 that are due to be published for school year cycles 2020-2022.

V. Deliverables

1. Gendered textbook review report with analysis for the unique textbooks of grades 1-11 of all subjects; each reviewed textbook shall be provided with the separate review report as per UNESCO Tashkent Gendered Textbook Guidance.
2. Detailed recommendations for improving the gendered representations in the textbooks of grades 1, 2, 3, 4, 5 and 9.

VI. Timing

It is expected that the review of the school textbooks will start upon signature of the contract with UNESCO Tashkent by 17 February 2020, and all tasks will be completed by 6 April 2020.

VII. Eligibility/ Qualifications/ Experience Requirement

The following selection criteria will be applied to proposals under each category:

1. Expertise of the firm/entity

- a. Excellent knowledge and understanding of the local education context. (desirable) with at least two projects;
- b. Capacity to conduct research analysis in Uzbekistan. At least two research projects of prior experience [desirable]

c. Strong local presence for conducting this task is essential [mandatory].

2. Proposed work plan and approach

Based on the above, proposals will be reviewed according to four criteria that will consider aspects related to the following questions:

- a. Is the composition of the team adequate and promising efficient and satisfactory project implementation?
- b. To what extent the contractor understands the task in relation to the objectives?
- c. Is the presentation clear and is the sequence of activities and the planning logical, realistic and promise efficient / on time submission of deliverables?
- d. To what extent does the proposal reflect a feasible methodology for successfully achieving the objectives of the project?

3. Qualification and experience of the personnel

The personnel – One project coordinator:

It is mandatory for the personnel to have:

- at least five years of experience in project management/coordination, preferably relating to education, of gender in education, textbook development and/or curriculum design in Uzbekistan;
- the personnel directly confirmed that, if the proposal is selected, s/he will be available and will join the team in his/her proposed roles.
- Research and analytic capacity and knowledge of Uzbek, Russian and English languages – at least one research/analytics work or project.
- Solid knowledge of Gender in Education- at least two implemented projects or researches on gender in education;

National experts (at least 11 experts) for textbook review:

- Native level knowledge of Uzbek language (mandatory);
- At least 5 years of experience in the area of the textbook reviewed (mandatory);
- At least 1 year of experience in classroom teaching by using the textbooks under analysis is an asset (desirable);
- Excellent knowledge of the school education system of Uzbekistan, including the state standards and curriculum (desirable);
- Prior experience in similar projects is an advantage.

The contractor shall either provide at least 11 textbook review experts with the expertise on related subjects of the 11 school grades or subject experts in the related disciplines taught in schools, such as textbook review expert on Math, Languages, History, and many others. Proposed experts shall not be the authors of those textbooks, which will be reviewed within this call.

VIII. Responsibilities of the different parties involved in the consultancy

Responsibilities of the contractor include but are not limited to:

- treating all documents in a confidential manner, asking for permission before giving any information to third parties;
- providing all logistics for their team such as office space, telecommunication, printing of documentation, etc.;
- managing team members to ensure that the expectations and scope of work are clear to them;
- maintaining positive relationships during all stakeholder interactions;
- ensuring that all activities are grounded in cultural sensitivity;
- ensuring availability of team members to coordinate with MoE, and other stakeholders;
- ensuring quality of the deliverables before they are submitted to UNESCO;
- ensuring all deliverables are submitted by the set deadlines; and
- ensuring that the textbook review strongly followed on the guidance provided by UNESCO Tashkent.

Responsibilities of the Republican Education Center (REC) include but are not limited to:

- coordinating the works of experts on textbook review with allocating relevant methodologists;
- facilitating the review processes to allow for consultative workshops and meetings with review team;
- providing venue as appropriate for consultative workshops and meetings;
- providing overall guidance on textbook review; and
- reflecting the textbook review into the textbooks.

Responsibilities of UNESCO include but are not limited to:

- securing approval by REC on the organization of relevant activities for textbook review such as consultative workshops and meetings;
- liaising between REC and the contractor;
- providing UNESCO Tashkent Gendered Textbook Guide for textbook review;
- arranging necessary logistics for consultative workshops and meetings;
- monitoring the work of the contractor and keeping regular communication with the contractor to receive progress updates; and
- providing feedback on the quality of the deliverables of the contractor and, whenever necessary, requesting the contractor to revise the deliverables to meet the expected level of quality.

IX – Assurance Mechanism:

UNESCO shall have the right, at its own expense, to have the Contractor's books and records pertaining to the project bank account and project execution reviewed (and, if desired, copied) upon prior written notice at any reasonable time agreeable to the Contractor by the UNESCO's, internal/external auditor, auditors as UNESCO may appoint or the Contractor's own auditor.

UNESCO may conduct, or arrange for, a periodic evaluation of the contractor's implementation of the project. To this end, the contractor will upon UNESCO's request, enable representatives or designees of UNESCO to visit the project site(s) and facilities, inspect property and review books and records related to the project

ANNEX IV – Proposal Submission Form

TO: Head of Office, UNESCO Uzbekistan

9, Ergashev str.
Tashkent, Uzbekistan
100084

Tel: + 998 78 120 71 16

Email: Tashkent.procurement@unesco.org

SEALED PROPOSAL - DO NOT OPEN

Ref:

To form an integral part of your technical proposal

Dear Sir / Madam,

Having examined the Solicitation Documents, the receipt of which is hereby duly acknowledged, we, the undersigned, offer to provide Professional Services for the sum as may be ascertained in accordance with the Price Schedule attached herewith and made part of this Proposal.

We undertake, if our Proposal is accepted, to commence and complete delivery of all services specified in the contract within the time frame stipulated.

We agree to abide by this Proposal for a period of 90 days from the Proposal Closing Date as stipulated in the Solicitation Documents, and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

We understand that you are not bound to accept any Proposal you may receive.

Name of Bidder:

Address of Bidder:

Authorised Signature:

Name & title of Authorised
Signature:

Date:

ANNEX V – Price Schedule Form

GENERAL INSTRUCTIONS

1. The Bidder is asked to prepare the Price Schedule as a separate envelope from the rest of the RFP response as indicated in paragraph 16 (b) of the Instructions to Offerors.

2. All prices/rates quoted must be exclusive of all taxes, since the UNESCO is exempt from taxes as detailed in Annex II, Clause 18.

3. The Price Schedule must provide a detailed cost breakdown. Provide separate figures for each functional grouping or category. If the contractor is required to travel in order to perform the work described in the TOR, a lump sum must be included in the total amount or to be listed separately. No travel shall be reimbursed.

4. It is the policy of UNESCO not to grant advance payments except in unusual situations where the potential contractor whether a private firm, NGO or a government or other entity, specifies in the proposal that there are special circumstances warranting an advance payment. UNESCO, at its discretion, may however determine that such payment is not warranted or determine the conditions under which such payment would be made.

Any request for an advance payment is to be justified and documented and must be submitted with the financial proposal. This justification shall explain the need for the advance payment, itemise the amount requested and provide a time-schedule for utilisation of said amount.

Financial Proposal / Price Schedule				
Request for Proposal Ref:				
Total Financial Proposal [currency/amount]:				
Date of Submission:				
Authorized Signature:				
Description of Activity/Item	No of Consultants	Rate per Day [UZS/amount]	No of man-days	Total [UZS/amount]
1. Remuneration				
1.1 Gendered textbook expert 1 - <i>subject or grade</i>				
1.2 Gendered textbook expert 2- <i>subject or grade</i>				
1.3 Gendered textbook expert 3 - <i>subject or grade</i>				
1.4 Gendered textbook expert 4 - <i>subject or grade</i>				
1.5 Gendered textbook expert 5- <i>subject or grade</i>				
1.6 Gendered textbook expert 6 - <i>subject or grade</i>				
1.7 Gendered textbook expert 7- <i>subject or grade</i>				
1.8 Gendered textbook expert 8 - <i>subject or grade</i>				
1.9 Gendered textbook expert 9- <i>subject or grade</i>				
1.10 Please add experts as needed				
Description of Activity/Item	No of Consultants	Rate per Day [UZS/amount]	No of man-days	Total [UZS/amount]
2. Other Expenses				
2.1 Round table discussions				

2.2	Translations				
2.3	Communications				
2.4	Reproduction and Reports				
2.5	Administrative costs				
2.6	Others (please specify)				

Price per key deliverables/ payment schedule *

(Please fill in below against concrete and measurable deliverables to be charged to UNESCO against successful undertaking).

#	Description of key deliverable/ milestone	Payment due by	% from total price	Amount (in USD)
1				
2				
...				
	Total amount			

ANNEX VI – Vendor Information Form**General Information**

Company Name:	
City, Country	
Web Site URL:	
Contact Person:	
Title:	
Phone:	
Email Address:	

ANNEX VII– template EXPERT CURRICULUM VITAE

Curriculum Vitae	Insert photograph. Remove heading if not relevant (see instructions)
Personal information	
First name(s) / Surname(s)	First name(s) Surname(s) (remove if not relevant, see instructions)
Address(es)	House number, street name, postcode, city, country (remove if not relevant, see instructions)
Telephone(s)	(remove if not relevant, see instructions)
Fax(es)	Mobile: (remove if not relevant, see instructions)
E-mail	(remove if not relevant, see instructions)
Nationality	(remove if not relevant, see instructions) (remove if not relevant, see instructions)
Date of birth	(remove if not relevant, see instructions)
Gender	(remove if not relevant, see instructions)
Desired employment / Occupational field	(remove if not relevant, see instructions)
Work experience	(remove if not relevant, see instructions)
Dates	(remove if not relevant, see instructions)
Occupation or position held	(remove if not relevant, see instructions)
Main activities and responsibilities	(remove if not relevant, see instructions)
Name and address of employer	(remove if not relevant, see instructions)
Type of business or sector	(remove if not relevant, see instructions)
Education and training	(remove if not relevant, see instructions)
Dates	(remove if not relevant, see instructions)
Title of qualification awarded	(remove if not relevant, see instructions)
Principal subjects/occupational skills covered	(remove if not relevant, see instructions)
Name and type of organisation providing education and training	(remove if not relevant, see instructions)
Level in national or international classification	(remove if not relevant, see instructions)
Personal skills and competences	(remove if not relevant, see instructions)
Mother tongue(s)	Add separate entries for each relevant post occupied, starting from the most recent. (remove if not relevant, see instructions)
Other language(s)	
Self-assessment	

	<p>Add separate entries for each relevant course you have completed, starting from the most recent. (remove if not relevant, see instructions)</p> <p>(remove if not relevant, see instructions)</p> <p>Specify mother tongue (if relevant add other mother tongue(s), see instructions)</p>																													
	<table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <tr> <td colspan="4">Understanding</td> <td colspan="4">Speaking</td> <td colspan="2">Writing</td> </tr> <tr> <td colspan="2">Listening</td> <td colspan="2">Reading</td> <td colspan="2">Spoken interaction</td> <td colspan="2">Spoken production</td> <td colspan="2"></td> </tr> </table>										Understanding				Speaking				Writing		Listening		Reading		Spoken interaction		Spoken production			
Understanding				Speaking				Writing																						
Listening		Reading		Spoken interaction		Spoken production																								
Language																														
Language																														
	<p>(*) <u>Common European Framework of Reference for Languages</u></p>																													
Social skills and competences	<p>Replace this text by a description of these competences and indicate where they were acquired. (Remove if not relevant, see instructions)</p>																													
Organisational skills and competences	<p>Replace this text by a description of these competences and indicate where they were acquired. (Remove if not relevant, see instructions)</p>																													
Technical skills and competences	<p>Replace this text by a description of these competences and indicate where they were acquired. (Remove if not relevant, see instructions)</p>																													
Computer skills and competences	<p>Replace this text by a description of these competences and indicate where they were acquired. (Remove if not relevant, see instructions)</p>																													
Artistic skills and competences	<p>Replace this text by a description of these competences and indicate where they were acquired. (Remove if not relevant, see instructions)</p>																													
Other skills and competences	<p>Replace this text by a description of these competences and indicate where they were acquired. (Remove if not relevant, see instructions)</p>																													
Additional information	<p>Include here any other information that may be relevant, for example contact persons, references, etc. (Remove heading if not relevant, see instructions)</p>																													
Annexes	<p>List any items attached. (Remove heading if not relevant, see instructions)</p>																													