



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: 18th June 2021
Ref: UNDP-IC-2021-214
JTN # 15203

Country: Pakistan

Description of the assignment: Individual Consultant Green Skills Curricula Development and Training of Trainers to Support Green Skills Industry Trainings and Jobs

Project name: Youth Empowerment Programme/ Crisis Prevention and Recovery Unit (CPRU)

Period of assignment/services (if applicable): 60 working days until December 2021

Location: Karachi, Pakistan

Please submit your Technical and Financial proposals through email only at; bids.pk@undp.org no later than **2nd July 2021 at 12:30 PM PST**

Kindly write the following in email subject line.

“UNDP-IC-2021-214 Individual Consultant Green Skills Curricula Development and Training of Trainers to Support Green Skills Industry Trainings and Jobs”.

Important note for email submissions: Please put “UNDP-IC-2021-214” in the subject line. Further, our system will not accept emails those are more than 30 MB size. If required, segregate your emails to accommodate email data restrictions. For segregated emails please use sequence of emails like Email 1, Email 2 in the subject line. For attachment purposes please only use MS Word, Excel, Power Point or PDF formats.

If you request additional information, please write to pakistan.procurement.info@undp.org. The team will provide necessary information within due date. However, any delay in providing such information will not be considered a reason for extending the submission date of your proposal. All/any query regarding the submission of the proposal may be sent prior to the deadline at the e-mail/address mentioned above.

1. BACKGROUND

COVID-19 has accelerated the urgency to address the climate emergency due to unsustainable economic practices. Pakistan has an opportunity to transform this crisis into an opportunity to invest in accelerating its transition to a cleaner and equitable future, leaving no one behind. It is proposed that investments should be made in green jobs as it is the future and key to transitioning to a green economy.

Before COVID-19, Pakistan's economy was suffering already: the estimated unemployment rate was 4.20% in 2018; the youth unemployment rate was significantly higher at 7.95% in 2018 and around 9.1% for women. With the environment and climate change, Pakistan is considered 8th most vulnerable to the impacts of climate change according to GermanWatch Climate Risk Index report. However, in recent years, Pakistan has launched multiple plans and projects to build country's resilience and in 2020 Pakistan was among few countries to have achieved SDG 13. Building on this momentum, the Prime Minister is committed to creating green jobs as part of his priority to create 1 million new jobs. COVID-19 Green Stimulus package by the Ministry of Climate Change was launched to respond to the economic recession caused by the pandemic lockdowns, which focused on green job creation and restoration of natural ecosystems. UNDP has already supported several climate change efforts in plastics and waste management, water management and natural resource management, as have many development partners. Now, UNDP is interested in taking the agenda of green jobs forward along with the government.

At the national level interest and momentum exists, but efforts are disjointed and sometimes short-lived: there is no National guiding roadmap or coordination platform for partners seeking to promote green jobs. A lack of policy and institutional capacity among key government departments and a lack of awareness and technical, legal and financial means and expertise in the private sector (beyond large Multi-National Companies) all continue to limit the creation of green jobs en masse. If green jobs are indeed to become a priority National Agenda, then a systemic boost is required to transition into a Green Economy which promotes green jobs and significant investments by government, private sector and enterprises, thus contributing to the government's goal to create 1 million new jobs.

UNDP's Youth Empowerment Programme (YEP) is aimed at reducing young people's vulnerability to involvement in anti-social behavior through a range of interventions aimed at creating opportunities for knowledge, skills and leadership development; active citizen and policy engagement; and economic empowerment as means and ends to sustaining peace in Pakistan. Under the recent funds allocated by the regional office, YEP aims to create an enabling environment for green job creation, develop a gender-responsive National Roadmap for Future Green jobs with the government of Pakistan, National Commission for the Status of Women and the provincial women departments, private sector and local entrepreneurs. It will explore green job opportunities in both traditional (textile/agriculture) and non-traditional (research & design/energy/wider manufacturing/construction) sector for women while pushing the boundaries of inclusion by including training/awareness and technical assistance to employers to work towards increasingly safe, accessible, respectful and inclusive workplaces, especially for women, which will, in turn, increase the willingness of women (and families to allow/encourage their wives, mothers, sisters and daughters) to join these workplaces. A portfolio of experiments will be developed to assess green jobs' impact on the economy and environment, particularly for women and excluded groups.

Under the guidance of Programme Manager YEP, IC for green skills curricula development and trainings in industry and TVET institutes will work in close collaboration with the YEP team and carry out an in-depth analysis and review of the select industry/sectors and TVET curricula and relevant technical skills training programmes to include green components.

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

UNDP's Youth Empowerment Programme (YEP) is aimed at reducing young people's vulnerability to involvement in anti-social behavior through a range of interventions aimed at creating opportunities for knowledge, skills and leadership development; active citizen and policy engagement; and economic empowerment as means and ends to sustaining peace in Pakistan. Under the recent funds allocated by the regional office, YEP aims to create an enabling environment for green job creation. It will leverage over 200 private sector partners to facilitate 10,000 green jobs and build a public-private platform to catalyze national green jobs efforts and ultimately reduce unemployment and improve Pakistan's resilience to climate change.

Against this background, the consultant will carry out an in-depth analysis and review of the select industry/sectors and TVET curricula and relevant technical skills training programmes to include green components and environmental concerns. The consultant will provide tentative course outlines for the development of new green curricula and review existing (select) industry and TVET training curricula including the entrepreneurship training courses offered by relevant professional training /educational institutes - public and private sector. The select industries are (1) Apparel/Textiles, (2) Automotive, (3) Construction, (4) Renewable Energy (5) Agriculture/Livestock/Fisheries, (6) Tourism and Hospitality. TVET sector trades/sub-trades will be related to these industries and sectors.

The consultant will work to develop the following deliverables during the specified time:

- Assess the extent to which the current (selected) technical skills training programmes at UNDP partner institutes within the industry and TVET institutes and the respective curricula incorporate skills required for green training and green jobs while keeping climate change perspective in mind.
- Lead consultative process involving private sector/industries, academia, relevant green/environment agenda focused organizations (both private and not-profits), government and TVET sector.
- Review and develop of at least eight existing and new curricula – all vocational, technical and industry skills training related.
- Identify gaps that currently exist in the identified courses, and skills training programmes against the expected green skills training, jobs demand and opportunities in the green economy; suggest appropriate recommendations for improvement of the curricula which will be used to design appropriate curricula and training programmes, in collaboration with sectoral experts, industry experts, STEVTA and NAVTTC as well as other relevant TVET bodies and organizations
- Provide content outlines for the development of new or revised curricula and training material that are specifically designed to meet industry needs, considering the following old and new emerging areas under green economy
- Carry out research to establish two or three innovative courses, including short term courses that respond to the detected needs from industry/private sector and skills for green jobs demand
- Work out mechanism and strategy/action-plan to ensure integration, incorporation and adoption of green component/environmental concerns into existing and new curricula by the relevant TVET bodies including NAVTTC, TEVTAs
- Review the entrepreneurship development curriculum of number of institutions (public and private) and organizations and suggest new content areas to be added in order to

enable students to develop economically viable business (green) solutions sensitive to environmental challenges and thus transforming enterprises into green enterprises.

- Design and deliver at least four ToT (Training of Trainer) workshop for selected industry-sector category. Each ToT workshop will have at least 20 participants representing concerned industry/sector as Master Trainer & Training Professionals.

Develop an action plan and road-map in consultation with selected industries/sectors (sector experts, MTs, training professionals) that would ensure replication of technical training programmes integrated with green skills curricula and training material at respective industries, organizations and TVET institutes with the help of these trained human resource “Master Trainers”

Key Deliverables:

1. Submission and approval of inception report covering details the following:
1- Methodology, 2- Data and information collection tools 3- Work plan
2. Submission and approval of Submission of progress report covering details of the following:
1- Preliminary findings of data collected from the in-depth assessment of different skills training curricula and trainings programme including the gaps, deficiencies in context with “green skills/curricula” and recommendations
2- Revised and new curricula
3- Share mechanism/strategy for wider adoption of green curricula/training programmes for selected trades/sub-trades by relevant TVET bodies (NAVTTCS, provincial TEVTAs, industries).
3. Submission and approval of third report covering details of the following:
1-Design and delivery of Training of Trainers (Master Trainers/Training Professionals) workshops including reports of the workshops
2- Action Plan developed through workshop outcome
For detailed information, please refer to Annex 1
4. Submission of final report covering following:

All reviewed and modified curricula, new curricula. Update on progress on “Plan of Action” for seeking formal approval and endorsement on the revised and new curricula from the concerned TVET body such as provincial technical education board, NAVTTC/TEVTAs.

3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

I. Academic Qualifications:

Master’s degree in education, skills development, environmental studies/environmental engineering, business administration, economics, development studies or other closely related field.

II. Years of experience:

Seven (07) years of relevant local or/and international experience in the TVET and skills development, green jobs, green economy, skills development, industry skills training and employment promotion related projects.

III. Other:

- a) Evidence of 7 years of relevant local or/and international experience in the TVET and skills

development, green jobs, green economy, skills development, industry skills training and employment promotion related projects.

- b) Evidence of 3 years' experience in undertaking institutional capacity assessments, training programmes and curriculum reviews, green jobs studies and proposing specific policy scenarios and recommendations proposal of action plans.

4. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS.

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

1. Proposal:
 - (i) Explaining why they are the most suitable for the work
 - (ii) Provide a brief methodology on how they will approach and conduct the work (if applicable)
2. Financial proposal
3. Personal CV including past experience in similar projects and at least 3 references

5. FINANCIAL PROPOSAL

- **Lump sum contracts**

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

- **Contracts based on daily fee**

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

Travel:

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

In the case of unforeseeable travel, payment of travel costs including tickets, lodging and terminal expenses should be agreed upon, between the respective business unit and Individual Consultant, prior to travel and will be reimbursed

6. EVALUATION

Individual consultants will be evaluated based on the following methodologies:

1. Lowest price and technically compliant offer

When using this method, the award of a contract should be made to the individual consultant whose offer has been evaluated and determined as both:

- a) responsive/compliant/acceptable, and
b) offering the lowest price/cost
“responsive/compliant/acceptable” can be defined as fully meeting the TOR provided.

2. 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 **49** point would be considered for the Financial Evaluation

Criteria	Weight	Max. Point
<u>Technical</u>	70%	
At least 7 years of relevant local or/and international experience in the TVET and skills development, green jobs, green economy, skills development, industry skills training and employment promotion related projects, at least 5 years of relevant or associated management experience in areas of similar green jobs and green skills development-related.	21%	15
Consultant's suitability for the assignment will be gauged from previous demonstrated experience of programming support and at least 5 years of experience in conducting TVET curricula review and industrial skills training programmes reviews, training needs assessments, including techniques in participatory research, data collection and analysis and effective reporting.	21%	15
Expertise in green issues with emphasis on TVET and professional skills development, green industry / green jobs trainings, employment creation including a proven track record in this type of work.	8%	5
At least 3 years' experience in undertaking institutional capacity assessments, training programmes and curriculum reviews, green jobs studies and proposing specific policy scenarios and recommendations proposal of action plans	14%	10
Technical Proposal: Proposed methodology, approach and implementation plan	36%	25
<u>Financial</u>	30%	30

ANNEX

ANNEX 1- TERMS OF REFERENCES (TOR)

ANNEX 2- INDIVIDUAL CONSULTANT GENERAL TERMS AND CONDITIONS

**ANNEX 3- OFFEROR'S LETTER TO UNDP CONFIRMING INTEREST AND AVAILABILITY AND OTHER
RETURNABLE FORMS**