

## INDIVIDUAL CONSULTANT PROCUREMENT NOTICE



Date: 6<sup>th</sup> of January 2022

---

**REF No.:** IC/001/22

**Country:** Uzbekistan

**Description of the assignment:** Curriculum and Training Materials Development Specialist on Plumbing and Heating Systems

**Project name:** Adapting population skills to the post-pandemic economy in Fergana Valley

**Period of assignment/services (if applicable):** 72 work days within 3 months (February 10 - May 15, 2022) in Uzbekistan

**Application Process:**

Interested candidates need to apply online at [www.jobs.undp.org](http://www.jobs.undp.org) and upload requested documents in Part 4 of Procurement Notice no later than January 20, 2022 (New York time). Please combine all your documents into one (1) single PDF document as the system only allows you to upload a maximum one document. Your on-line application submission will be acknowledged to your email address provided in application. If you do not receive an email acknowledgement within 24 hours of submission, your application may not have been received. In such cases, please resubmit the application, if necessary. Link to application at the UNDP Job Site - [https://jobs.undp.org/cj\\_view\\_job.cfm?cur\\_job\\_id=104038](https://jobs.undp.org/cj_view_job.cfm?cur_job_id=104038) (*cut and paste into browser address bar if the link does not work*).

You can review detailed Procurement Notice, Terms of Reference and download templates from the UNDP Procurement Notices Site following the link: [http://procurementnotices.undp.org/view\\_notice.cfm?notice\\_id=87074](http://procurementnotices.undp.org/view_notice.cfm?notice_id=87074) (*cut and paste into browser address bar if the link does not work*).

Applications submitted via email, incomplete applications or received after the closing date (January 20, 2022) may not be given consideration.

For more detailed information about UNDP Uzbekistan please visit our website at [www.uz.undp.org](http://www.uz.undp.org). UNDP is an equal opportunity employer. Qualified female candidates, people with disabilities, and minorities are highly encouraged to apply. UNDP Balance in Manage Policy promotes achievement of gender balance among its staff at all levels.

Requests for clarification must be sent in writing to [pu.uz@undp.org](mailto:pu.uz@undp.org), ensuring that the reference number above is included in the subject line. UNDP shall endeavor to provide such responses to clarifications in an expeditious manner, but any delay in such response shall not cause an obligation on the part of UNDP to extend the submission date of the Proposals, unless UNDP deems that such an extension is justified and necessary.

## 1. BACKGROUND

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

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

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

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

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

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

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

For detailed information, please refer to Annex 1 – Terms of Reference for International Consultant

## 3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

### I. Academic Qualifications:

- Bachelor's degree in the following areas: Engineering, construction and utilities management and amenities, plumbing and heating systems or related fields. Minimum: Specialized secondary education.

### II. Years of experience:

- At least 5 years of sustainable experience in the plumbing, heating systems or engineering industry and related fields. Experience in developing countries in relevant thematic areas would be a valuable asset

### III. Competencies:

- Strong consultancy and communication skills, client-orientation, ability to work in a team; strong training and teaching skills; initiative, analytical judgment, ability to work under pressure, ethics and honesty; ability to use information and communication technology as a tool and resources.

#### IV. Language requirements:

- Fluency in English is a requirement. Knowledge of Russian is an advantage.

#### 4. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS.

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

##### Proposal:

1. Letter of Confirmation of Interest and Availability using the template provided by UNDP (Annex 3);
2. CV with indication of the e-mail and phone contact or Personal History Form (P11 form), but successful consultants will be requested to submit, fill in and sign a Personal History Form (P11 form) before contract issuance.
3. Provide a detailed Action plan/methodology on how they will approach and conduct the work (max. two pages or 4000 characters with spaces and enters)

2. Financial proposal that indicates the all-inclusive fixed total contract price and all other travel related costs (such as flight ticket, per diem, etc), supported by a breakdown of costs, as per template attached to the Letter of Confirmation of Interest template. If an applicant is employed by an organization/company/institution, and he/she expects his/her employer to charge a management fee in the process of releasing him/her to UNDP under Reimbursable Loan Agreement (RLA), the applicant must indicate at this point, and ensure that all such costs are duly incorporated in the financial proposal submitted to UNDP (Annex 3).

UNDP is an equal opportunity employer. Qualified female candidates, people with disabilities, and minorities are highly encouraged to apply. UNDP Balance in Manage Policy promotes achievement of gender balance among its staff at all levels.

#### 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).

#	Deliverables/Outputs	Timeframe	Payment
1	<b>Output No. 1</b> A short-term course/training programmes manuals and presentations, developed and adapted to the needs of monocenters and CPDs.	March 1st, 2022	40%
2	<b>Output No. 2</b> 1. Thematic training and practical exercises conducted for the students and teaching staff of the monocenters and CPDs in Fergana Valley. The training should cover at least 30 participants from each of 7 CPDs and 3 Monocenters in Fergana Valley (whereas, at least 50% of participants are women). 2. Assessment tests of the participants of the training conducted. 3. Final report evaluating the overall quality and effectiveness of the training submitted.	May 10, 2022	60%

### 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 to 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

### 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 predetermined set of weighted technical (70%) and financial criteria (30%) specific to the solicitation.

\* Technical Criteria weight - 55 points

\* Interview (considered as a part of technical criteria) weight - 15 points

\* Financial Criteria weight - 30 points

Only candidates obtaining a minimum of 49 points (70% of technical score) would be considered for the Financial Evaluation

Criteria Point	Weight.	Max. points
<b>Technical</b>		
<p>At least 5 years of sustainable experience in the plumbing, heating systems or engineering industry and related fields.</p> <p>Work experience in years:</p> <ul style="list-style-type: none"> <li>• More than 8 years – 15</li> <li>• 5 - 7 years - 12</li> <li>• Less than 5 years is not acceptable</li> </ul>	15%	15
<p>Experience in developing countries and at the international development organizations in relevant thematic areas.</p>	10%	10
<p>Experience in conducting training and seminars on advanced technologies for the installation and maintenance of water supply, sewage, heating systems, etc. for an international audience.</p> <ul style="list-style-type: none"> <li>• 6 and more trainings – 20</li> <li>• 3-5 trainings – 12</li> <li>• Less than 3 is not acceptable</li> </ul>	20%	20
<p>Knowledge of language</p> <ul style="list-style-type: none"> <li>• English &amp; Russian – 10</li> <li>• English: 8</li> </ul>	10%	10
<b>Interview</b>		
<ul style="list-style-type: none"> <li>• Very good – 15</li> <li>• Good - 10</li> <li>• Satisfactory - 5</li> <li>• Poor - 0</li> </ul>	15%	15
<b>Financial offer</b>		
Detailed financial offer	30%	30

## **ANNEX**

ANNEX 1- TERMS OF REFERENCES (TOR)

ANNEX 2- INDIVIDUAL CONSULTANT GENERAL TERMS AND CONDITIONS (also available via this link [https://procurement-notices.undp.org/view\\_file.cfm?doc\\_id=275191](https://procurement-notices.undp.org/view_file.cfm?doc_id=275191))

ANNEX 3- [Offeror's letter to UNDP](#) confirming interest and availability for the Individual Contractor (IC) assignment and financial submission form (breakdown of costs supporting the all-inclusive financial proposal)