



REQUEST FOR PROPOSAL (RFP 128/22)

NAME & ADDRESS OF FIRM	DATE: 26 September, 2022
	REFERENCE: Provision of Services: Training for Career Guidance Specialists of TVETIs with the focus on Kotayk, Gegharquniq, Vayots Dzor and Syunik regions

Dear Sir / Madam:

We kindly request you to submit your Proposal for ***Provision of Services: Training for Career Guidance Specialists of TVETIs with the focus on Kotayk, Gegharquniq, Vayots Dzor and Syunik regions, Armenia*** (the detailed TOR is attached separately as Annex 1a).

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

Proposals may be submitted on or before, **10 October 2022, 4:00 pm local Yerevan time (GMT +4) via email only:**

tenders.armenia@undp.org

Please note that proposals received through any other e-mail address will not be considered. Your Proposal must be expressed in the English, and valid for a minimum period of 60 days calendar days. Please note that your **Financial Proposal must be password protected.**

In the course of preparing your Proposal, it shall remain your responsibility to ensure that it reaches the address above on or before the deadline. Proposals that are received by UNDP after the deadline indicated above, for whatever reason, shall not be considered for evaluation. If you are submitting your Proposal by email, kindly ensure that they are signed and in the .pdf format, and free from any virus or corrupted files.

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

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

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

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

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

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

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

[Procurement protest and vendor sanctions | United Nations Development Programme \(undp.org\)](#)

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

UNDP implements a zero tolerance on fraud and other proscribed practices, and is committed to preventing, identifying and addressing all such acts and practices against UNDP, as well as third parties involved in UNDP activities. UNDP expects its Service Providers to adhere to the UN Supplier Code of Conduct found in this link:

https://www.un.org/Depts/ptd/sites/www.un.org.Depts.ptd/files/files/attachment/page/pdf/unsccl/conduct_english.pdf

Thank you and we look forward to receiving your Proposal.

Sincerely yours,

Procurement Unit
UNDP Armenia

Description of Requirements

Context of the Requirement	Provision of Services: Training for Career Guidance Specialists of TVETIs with the focus on Kotayk, Gegharquniq, Vayots Dzor and Syunik regions, Armenia
Implementing Partner of UNDP	-
Brief Description of the Required Services ¹	Under the 2nd objective the Project intends to enhance knowledge and skills of career guidance specialists of the TVET institutions' (TVETIs) Career Centers and to strengthen their capacities for better employability of the TVETIs graduates.
List and Description of Expected Outputs to be Delivered	– As per Annex 1a – Terms of Reference (TOR)
Person to Supervise the Work/Performance of the Service Provider	Karine Simonyan, Project Coordinator Strengthening Security Stability
Frequency of Reporting	<i>As per TOR (Annex 1a)</i>
Progress Reporting Requirements	<i>As per TOR (Annex 1a)</i>
Location of work	<input type="checkbox"/> Exact Address as provided below <input checked="" type="checkbox"/> At Contractor's Location
Expected duration of work	30 days after contract signing by both parties.
Target start date	October 2022
Latest completion date	November 2022
Travels Expected	As per Annex 1a – Terms of Reference (TOR)
Special Security Requirements	<input type="checkbox"/> Others <input checked="" type="checkbox"/> Not Required
Facilities to be Provided by UNDP (i.e., must be excluded from Price Proposal)	<input type="checkbox"/> Office space and facilities <input type="checkbox"/> Land Transportation <input type="checkbox"/> Others <input checked="" type="checkbox"/> N/A
Implementation Schedule indicating breakdown and timing of activities/sub-activities	<input checked="" type="checkbox"/> Required
Names and curriculum vitae of individuals who will be involved in completing the services	<input checked="" type="checkbox"/> Required <input type="checkbox"/> Not Required
Currency of Proposal	<input checked="" type="checkbox"/> Local Currency (AMD) (will be converted in accordance to UNORE)

¹ A detailed TOR may be attached if the information listed in this Annex is not sufficient to fully describe the nature of the work and other details of the requirements.

Value Added Tax on Price Proposal ²	<input type="checkbox"/> must be inclusive of VAT and other applicable indirect taxes <input checked="" type="checkbox"/> must be exclusive of VAT and other applicable indirect taxes			
Validity Period of Proposals (<i>Counting for the last day of submission of quotes</i>)	<input checked="" type="checkbox"/> 60 days <input type="checkbox"/> 90 days <input type="checkbox"/> 120 days In exceptional circumstances, UNDP may request the Proposer to extend the validity of the Proposal beyond what has been initially indicated in this RFP. The Proposal shall then confirm the extension in writing, without any modification whatsoever on the Proposal.			
Partial Quotes	<input checked="" type="checkbox"/> Not Permitted			
Payment Terms ³	Outputs	Percentage	Timing	Condition for Payment Release
	Output 1. Organizational arrangements for 2 sessions of the training course are accomplished	80	10 days after contract signing	Within thirty (30) days from the date of meeting the following conditions: a) UNDP's written acceptance (i.e., not mere receipt) of the quality of the outputs; and b) Receipt of invoice from the Service Provider.
	Output 2. Training program is delivered for 2 groups		20 days after contract signing	
	Output 3. Training Feedback Questionnaire is filled in by training participants and analyzed by a company	20	25 days after contract signing	
	Output 4. Final Report on the training results is in place		30 days after contract signing	
Person(s) to review/inspect/ approve outputs/completed services and authorize the disbursement of payment	Karine Simonyan, Project Coordinator Strengthening Security Stability;			
Type of Contract to be Signed	<input checked="" type="checkbox"/> Contract for Services			
Criteria for Contract Award	<input type="checkbox"/> Lowest Price Quote among technically responsive offers <input checked="" type="checkbox"/> Highest Combined Score (based on the 70% technical offer and 30% price weight distribution), where the minimum passing score of technical proposal is 70%.			

² VAT exemption status varies from one country to another. Pls. check whatever is applicable to the UNDP CO/BU requiring the service.

³ UNDP preference is not to pay any amount in advance upon signing of contract. If the Service Provider strictly requires payment in advance, it will be limited only up to 20% of the total price quoted. For any higher percentage, or any amount advanced exceeding \$30,000, UNDP shall require the Service Provider to submit a bank guarantee or bank cheque payable to UNDP, in the same amount as the payment advanced by UNDP to the Service Provider.

	<input checked="" type="checkbox"/> Full acceptance of the UNDP Contract General Terms and Conditions (GTC). This is a mandatory criterion and cannot be deleted regardless of the nature of services required. Non acceptance of the GTC may be grounds for the rejection of the Proposal.
Criteria for the Assessment of Proposal	<p>Technical Proposal (70%)</p> <input checked="" type="checkbox"/> Expertise of the Firm (max score: 300), including: <ul style="list-style-type: none"> • An applicant must demonstrate experience in implementation of similar by nature and scope programs for the last 3 years (max score: 100); • An applicant must have a solid record in implementation of tasks focused on career guidance and professional orientation as well as a cohort of well qualified trainers on career guidance and professional orientation (max score: 100); • A successful candidate should be able to communicate issues and facilitate resolutions to them in a timely manner (max score: 100); <input checked="" type="checkbox"/> Methodology, its Appropriateness to the Conditions and Implementation Plan (max score: 300), including: <ul style="list-style-type: none"> • Task implementation approach, including detailed description of implementation methods and milestones to carry out the proposed task; a detailed work plan with timelines for the Deliverables/Outputs (max score: 300) <input checked="" type="checkbox"/> Qualification of Key Personnel (max score: 400), including: <ul style="list-style-type: none"> • Team coordinator (30 working days) with the minimum of 5 years of teaching experience in career guidance and professional orientation. University degree in social sciences, education, public administration or management is required. Excellent knowledge of Armenian and English is required. (max score: 150); • Trainer(s) (4 working days) with the minimum 3 years of training experience on career guidance and professional orientation. Advanced university degree is required. Excellent knowledge of Armenian is required (max score: 150); • Logistics assistant (20 working days) with the minimum of 3 years of experience in organization of trainings and large-scope events. University degree and excellent communication skills are required. Fluency in Armenian is required (max score: 100); <p>Financial Proposal (30%) To be computed as a ratio of the Proposal’s offer to the lowest price among the proposals received by UNDP.</p>
UNDP will award the contract to:	<input checked="" type="checkbox"/> One and only one Service Provider

Annexes to this RFP ⁴	<input checked="" type="checkbox"/> Detailed TOR (Annex 1) <input checked="" type="checkbox"/> Form for Submission of Proposal (Annex 2) <input checked="" type="checkbox"/> General Terms and Conditions / Special Conditions (Annex 3) ⁵ <input type="checkbox"/> Others ⁶
Contact Person for Inquiries (Written inquiries only) ⁷	<i>Procurement Unit, UNDP Armenia procurement.armenia@undp.org</i> Any delay in UNDP's response shall be not used as a reason for extending the deadline for submission, unless UNDP determines that such an extension is necessary and communicates a new deadline to the Proposers.
Other Information [pls. specify]	

⁴ Where the information is available in the web, a URL for the information may simply be provided.

⁵ Service Providers are alerted that non-acceptance of the terms of the General Terms and Conditions (GTC) may be grounds for disqualification from this procurement process.

⁶ A more detailed Terms of Reference in addition to the contents of this RFP may be attached hereto.

⁷ This contact person and address is officially designated by UNDP. If inquiries are sent to other person/s or address/es, even if they are UNDP staff, UNDP shall have no obligation to respond nor can UNDP confirm that the query was received.

TERMS OF REFERENCE

Job Title: Provision of Services: Training for Career Guidance Specialists of TVETIs with the focus on Kotayk, Gegharquniq, Vayots Dzor and Syunik regions
Project Title: Unleashing Employment and Income Generating Opportunities for Youth in the Regions of Armenia
Duration: 4 days, 2022
Starting Date: October 20, 2022
Duty Station: Yerevan, Armenia

Background:

In times of changing labour markets, rapid technological developments, and recovery from COVID-19 career development support is becoming increasingly important for people to manage the frequent and complex transitions within and between learning and work they face. At the same time, career development support services are challenged to provide better access and innovative ways of delivery to both youth and adults in a lifelong learning perspective.

UNDP in Armenia, with the support of the Russian Federation is implementing “Unleashing Employment and Income Generating Opportunities for Youth in the Regions of Armenia” Project. The Project aims at supporting the fulfilment of the youth’s potential and wellbeing in the regions of Armenia through improved education opportunities, facilitated labor market transition, and entrepreneurship. The Project is implemented in partnership with the Ministry of Science, Education, Culture and Sport and in close cooperation with the Ministry of Labour and Social Affairs.

The Project planned interventions in the field of education and youth employment are in tune with the findings of the new report published in July 20, 2022 by the Education Commission and NICEF. The report underlines that nearly three quarters of young people aged 15 to 24 in 92 countries are off-track to acquire the skills needed for employment.

In light of the above-mentioned the Project keeps persuading the following 3 objectives 1) increase the employability of youth by addressing the mismatch of the labor market demand and supply sides; 2) facilitate transition to work for the youth in the target regions; 3) support economic empowerment of young people in the target regions, especially in rural and remote areas.

Objectives:

Under the 2nd objective the Project intends to enhance knowledge and skills of career guidance specialists of the TVET institutions’ (TVETIs) Career Centers and to strengthen their capacities for better employability of the TVETIs graduates.

Career guidance services and activities help people to identify and to seize training and job opportunities in line with their interests and personal goals. However, to be effective, these services must be human-centered and also take into account the evolving needs of the labour market, the capability of the available career centers, and the broader national economic objectives.

Career guidance supports the development of a more adaptive and resilient workforce which can result in competitive gains for local enterprises. Career guidance can also contribute to the transformation of the national economy into a knowledge-based economy characterized by innovation, entrepreneurship, and excellence in education. In order to achieve this, investments must be placed in training and tailored career development support to facilitate the transition into sustainable and attractive employment opportunities.

Young people can be supported in making informed professional choices that take into account

existing and future skills needs in the economy and supported to be autonomous in managing their careers. TVET students can be assisted in developing job-relevant skill-sets and establishing contacts in the labour market.

To contribute to the smooth transition from education to the world of work, the Project plans to outsource a qualified organization in organizing and delivering a two-day (12-hour) training course on Career Guidance and Professional Orientation for 98-100⁸ career guidance specialists of the 98 TVETIs. A short-term training course is supposed to be delivered offline in two separate training sessions for 2 groups (49-50 participants in each group).

In order to ensure a wide accessibility to the learning content for career guidance specialists, UNDP intends to select an organization which will be responsible for the following:

- ❖ Development of a curricula for 2-day (12-hour) training program as per the key areas identified in the TOR
- ❖ Organization of 2 training sessions on Career Guidance and Professional Orientation for 98-100 career guidance specialists of the TVETIs split in 2 groups (49-50 participants in each group).
- ❖ Conduct a training course for career guidance specialists with the supply of relevant education materials and post-training assessment tools
- ❖ Enhancement of offline network and knowledge-sharing platform for career guidance specialists
- ❖ Strengthening capacities of career guidance specialists based on the training's final assessment results.

The Career Centers of the TVETIs are aimed to advise TVET students on job opportunities and career prospects relevant to their professional areas as well as to closely support their professional training to prepare them for the smooth entry into the labor market.

Key tasks assigned to the Career Centers are provision of career information, counselling and guidance; development of career planning competences; identification of TVET students' personal characteristics, capacities and preferences; provision of services related to the transition to the labour market, career planning and management aimed at employability, entrepreneurship and other contemporary skills.

So, within the scope of the Career Centers mandate, career guidance specialists implement functions along the following 4 directions:

1. Information and consulting works
2. Development of career competences
3. Assistance to job placement of TVET graduates
4. Administrative work.

To ensure sustainable career services in vocational education and training institutions, the training program should address the following topics:

1. Objectives and key functions of the Career Centers of the TVETIs
2. Institutional development of Career Centers including financing, leadership, governance
3. Requirements to professional knowledge and competences of a career guidance specialist
4. Educational psychology and ways of working with parents
5. Methodology of individual and group service provision
6. Psychometric tests and their application in career choice
7. Education-business cooperation including work-based learning and Public-private partnerships (PPPs)
8. Digitalization trends and mobilizing innovation
9. Supporting UN Sustainable Goals: going green, social inclusion, equity, etc.
10. Insights and innovative examples around the world on how to make career development support more effective.

⁸ List of participants as well as venue of the training program will be supplied and defined by UNDP.

The content of the training program is aligned with the methodological bases⁹ of Career Centers operations at the level of vocational education and training institutions as well as refers to the international best practices in the field of career guidance training provisions.

The training program is intended to encourage the sharing of ideas, practices, experience and partnerships between career guidance centers of TVETIs at local levels. It is also expected that participants will have the opportunity to discuss with their peers how to enhance and/or develop career development support systems in the context of employment services, education and training institutions.

In particular, trainees will learn:

- How to adapt career development support systems and services to current developments impacting on education and training systems and the labour markets
- How key elements of career development support systems could be achieved from coordination to funding, quality, access, and use of technology
- How career development support is linked to the UN Sustainable Development Goals and can contribute to wider public policy goals in education, lifelong learning, employment, and social inclusion.

From the perspective of the policymakers and service providers the results of the training program will feed national agenda of TVET and youth employment reforms through challenges and opportunities of career guidance to be mapped, further ways of improvement to be identified.




Duties and responsibilities:

Under overall supervision and the overall guidance of the UNDP Project Coordinator the contractor will be responsible for the following:

- Develop a curricula for 2-day (12-hour) training program
- Organise 2 sessions of the training program for 49-50 participants in each session
- Conduct a training program on career guidance and professional orientation
- Acquire trainees' feedback on the training program and trainers
- Prepare a Final Report on the main findings of the trainings conducted underlining recommendations on further improvements and/or new training programs.

Qualifications required:

A successful organization should have the following knowledge and experience:

-  An applicant must demonstrate experience in implementation of similar by nature and scope programs for the last 3 years
-  An applicant must have a solid record in implementation of tasks focused on career guidance and professional orientation as well as a cohort of well qualified trainers on career guidance and professional orientation
-  A successful candidate should be able to communicate issues and facilitate resolutions to them in a timely manner.

Key personnel qualification requirements:

The following key positions should be nominated by an organization to fulfil the whole scope of the assignment:

1. Team coordinator (30 working days) with the minimum of 5 years of teaching experience in

⁹ The package of methodological and institutional bases of career guidance centers in TVETIs includes Exemplary Regulation for the TVET institutions Career Centers; job profile of a career guidance specialist; exemplary questionnaire for monitoring of career guidance centers.

career guidance and professional orientation. University degree in social sciences, education, public administration or management is required. Excellent knowledge of Armenian and English is required.

2. Trainer(s) (4 working days) with the minimum 3 years of training experience on career guidance and professional orientation. Advanced university degree is required. Excellent knowledge of Armenian is required.
3. Logistics assistant (20 working days) with the minimum of 3 years of experience in organization of trainings and large-scope events. University degree and excellent communication skills are required. Fluency in Armenian is required.

Expected deliverables:

Description of deliverables	Delivery time, 2022
Output 1. Organizational arrangements for 2 sessions of the training course are accomplished	10 days after contract's signing
Output 2. Training program is delivered for 2 groups	20 days after contract signing
Output 3. Training Feedback Questionnaire is filled in by training participants and analyzed by a company	25 days after contract signing
Output 4. Final Report on the training results is in place	30 days after contract signing

Payment:

Payment will be made in the following installments upon completion of the tasks under each output and approval of deliverables by the UNDP country office and Project Coordinator:

- Deliverables 1&2 - 80%
- Deliverable 3&4-20%.

**Annex 2 - FORM FOR SUBMITTING SERVICE PROVIDER'S
PROPOSAL¹⁰**

(Attached separately)

¹⁰ *This serves as a guide to the Service Provider in preparing the Proposal.*



Empowered lives.
Resilient nations.

Annex 3- UNDP GENERAL CONDITIONS OF CONTRACT FOR SERVICES

(Attached separately)