

Call for Expert No ZO/2020/11

Solidarity Fund PL within the framework of the EU funded „EU4Skills” Programme and in accordance with art.4, point 8 of the law of the Republic of Poland of 29 January 2004 on public procurement invites interested experts to apply for a position/ assignment of:

Expert on career guidance action plan

1. Background information

The EU4Skills programme is a multidonor programme funded by the EU and its member states: Germany, Finland and Poland. The aim of the programme is to assist the reform of TVET sector in Ukraine. Programme’s activities focus on modernization of the content of education and improvement of its quality as well as on the reform of VET governance.

Vocational education has been clearly designated in Ukraine as a regional responsibility, and both Regional Councils (elected bodies) and Regional State Administrations (executive bodies) now have the responsibility for developing strategies, allocating funding and ensuring operational management of regional VET systems. However, regional governments lack the experience, capacity and resources to not simply maintain the status quo but to introduce methods and approaches that would transform VET systems and institutions in line with the national reform principles, regional development priorities and the requirements of dynamically shifting regional economies and labour markets.

Solidarity Fund PL (SF PL) is a Programme’s partner organization and its work package under the EU4Skills Programme primarily focuses on strengthening capacities of the regions to manage their VET provision networks and on helping the regions to conduct evidence-based policies in the VET sector. This work package (referred later as “SF PL Work Package”) contains 5 major activities, namely:

- 2.11 – Development of Labour Market Intelligence System
- 1.2. – Development of 7 regional VET action plans
- 1.6. – Development of VET funding mechanism
- 1.7. - Development of VET budgeting mechanisms
- 2.10. – Support to development of career guidance service provision

Most of the abovementioned activities will be implemented in 7 focus regions of Ukraine. However, the models and solutions developed will also be promoted across the whole country.

Expert engagement under this assignment will be related to activity 2.10 – Support to development of career guidance service provision

The vocational orientation and career counseling system in Ukraine, where it relates to the TVET system, is in its nascent stage. As a result of this, approximately 80% of secondary school graduates go to universities after graduating, and the VET student population has decreased almost twofold over the past several years. Formally, the State Employment Service is responsible for providing career orientation and counseling services (Order # 2 of the Ministry of Social Policy of Ukraine as of January 03, 2013), but its mandate is limited primarily to the unemployed. State Employment Service has developed an on-line career orientation platform that offers general advice and testing

of a person's professional and soft skills. This can be found at <http://profi.dcz.gov.ua/about/>. In addition to this, Ministry of Education and Science, Ministry of Social Policy and State Employment Service have signed a Memorandum of Cooperation career orientation and counseling on June 3, 2019.

However, while the basic understanding of the needs to strengthen this area exists, there are virtually no practical and systemic steps behind this. To rectify this, a thorough analysis of the current legal frameworks is needed as well as facilitation of further stakeholder cooperation to develop viable joint strategies and approaches. At the institutional level, the capacity of VET schools and their respective staff needs to be strengthened to be able to effectively reach a wider audience and potentially direct more students towards the TVET path and related industry careers.

The draft regulation which will allow vocational schools to assign career orientation tasks to teachers and to finance the services was developed in September 2019. Even after its adoption there will be a great need to develop more detailed and precise guidelines concerning the issues such as tasks of counselors, tools used by counselors, requirements concerning competences and training for counselors, etc. Furthermore, the elements of career guidance (or pre-counselling) should also be developed and implemented in pre-vocational (primary) education. The project will address the above mentioned issue (the importance of career guidance at primary education level) since the model and solutions proposed will promote a holistic vision of career counseling. However, more focused approach and more detailed solutions will be developed for orientation and guidance within the TVET sector. The counselors will need to be provided with guidelines, modern methodological tools and training.

2. The tasks under planned assignment are as follows:

- a) To conduct an overall assessment of the state of affairs and the national policy framework in the area of career guidance, specifically as it applies to the VET system;
- b) To conduct a general mapping of key institutions and stakeholders in the area of career guidance - as it relates to the context of VET reform in particular
- c) To provide overall recommendations as to the possible policy solutions that can ensure maximum efficiency in creating a comprehensive system of career guidance spanning across education levels (including indicative proposed action plan for interventions)

3. Duration of the assignment:

Ca. 10 Mar 2020 – 10 April 2020 – up to 15 working days

4. Maximum daily rate and information about price:

4.1. The maximum price for the service can be 150 euros per day.

4.2. The price should be specified in EURO and rounded to two decimal places. The price should be given in total, assuming 15 contract days as part of the project.

4.3. The price should include all costs incurred by the Contracting Authority as part of the service provided by the Contractor (taxes, compulsory social security, health and retirement contributions), as well as the costs of accommodation in Ukraine, food, insurance, local travel (unless travel is ordered

separately by Contracting Authority), computer equipment, cellular communication and software (word processor / spreadsheet).

4.4. Settlements between the Contracting Authority and the Contractor will be conducted in PLN or UAH depending on the Contractor's place of tax residence and in relation to the current Euro exchange rate of the National Bank of the Contractor's place of tax residence.

5. Minimal requirements

- a) Higher education (at least bachelor level or equivalent)
- b) at least 5 years of previous experience in dealing vocational guidance and/or counselling in Ukraine;
- c) at least 5 years of previous experience in co-operation with government and/or self-government stakeholders in the area of education policy
- d) fluency in Ukrainian and Russian (C1), Knowledge of Polish language is an additional asset;

Offers from service providers that do not meet the minimum criteria will be rejected for formal reasons.

6. Place(s) of Assignment

Ukraine, Kyiv

7. Reporting

The Contractor shall provide to Solidarity Fund PL:

- timesheets
- Invoice (according to template);
- The report containing 3 chapters corresponding with the sub-points defined under point 2

8. Criteria for selection of the Applicant (max. 60 points)

a) the degree of compliance with the requirements set out in point 3.2. of the Request - 0-40 points, the degree will be assessed by the Commission appointed by the President of the Solidarity Fund PL. The number of points will be the average of the members' ratings rounded to one decimal place.

b) price - 20 points

Assessment under the criterion „price” will be based on the following formula:

$$P = P_{min} / P_{of} \times 20 \text{ points}$$

where:

P_{min} - the lowest proposed price

P_{of} – price presented in the examined offer

P – the number of points awarded to the examined offer under the price criterion, rounded to the full number.

9. The application must contain Application FORM (templates attached), signed and scanned in PDF format

10. SUBMISSION

Application must be submitted by March 6th 2020 to 10.00 Warsaw time to the address: sekretariat@solidarityfund.pl

Information on the outcome of the procedure will be sent to the e-mail address indicated by the applicant and will be published on Solidarity Fund PL web-site (English version) www.solidarityfund.pl

Please be advised that by submitting an application you agree to share the content of the application with other applicants who could submit an appropriate request to the SF PL (except for personal data, which will be anonymized).

Please be advised that the administrator of personal data contained in the submitted applications is the Solidarity Fund PL with headquarters in Warsaw, ul. Wołodyjowskiego 69a, 02-724 Warsaw. The data will be processed on the basis of art. 6 clause 1 point. c of the law on personal data protection for the purpose related to public procurement procedure. You have the right to access the personal data provided, the right to rectify personal data and the right to request the administrator to limit the processing of personal data, subject to the cases referred to in art. 18 clause 2 of the law. You have the right to lodge a complaint with the President of the Office for Personal Data Protection. Please be advised that Solidarity Fund PL has appointed a personal data protection inspector who can be contacted at: iod@solidarityfund.pl.