

## **Call for Expert No ZP/2020/15**

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 methodology and tools – incl. sharing the best Polish practices**

#### **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
- 2.11. – Support to development of career guidance service provision

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. During February-April 2020, Solidarity Fund PL carried out an overall analysis of the state of the art within the career guidance domain, which identified a number of potential areas of methodological, curriculum development, and capacity building interventions at various levels and components of the Ukrainian education system that are needed to ensure a holistic approach for **integrating/ embedding career guidance services into schools curricula**. In addition to this, a number of practical tools and for career guidance and professional orientation need to be developed in partnership with relevant Ukrainian stakeholders and included into related institutional practices and standards. The inter-ministerial **Working Group** will be established in May 2020 in order to co-ordinate the work on career guidance system development. The Working Group will constitute major partner and the recipient of the consultancy service provided by the project.

## **2. The tasks under planned assignment are as follows:**

### **Indicative duties and responsibilities**

- a) Development of methodological guidelines for the implementation of career guidance services in the school system of Ukraine and provision of advice and support to beneficiaries (Ministry of Education and Science of Ukraine in particular) in this field.
- b) Participation in the development of career guidance and orientation tools (curricula, tests, etc) and their integration into schools curricula
- c) Participation in the development of relevant normative provisions (legal acts, norms and standards, guidelines, etc.) in the area of career guidance and orientation
- d) Support of the Ministry of Education in building the capacity of teachers, psychologists and other specialists in the field of career guidance. Preparation of materials defining the profile and manner of operation of vocational counselors and the methodology of their education
- e) Conducting and facilitating off-line and online events, strategic sessions, workshops for teachers, students, public organizations, employers, business associations and other interested parties.

As part of the implementation of the above tasks, the service provider will use and promote the best Polish practices and solutions used in other EU countries.

## **3. Duration of the assignment:**

Up to 90 working days

## **4. Maximum daily rate and information about price:**

4.1. The maximum price for the service can be 200 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.

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 in relation to the current Euro exchange rate of the National Bank of Poland.

## 5. Minimal requirements

- a) Higher education (at least bachelor level or equivalent)
- b) at least 5 years of previous experience in dealing with career guidance, especially in terms of developing specific programmes and tools;
- 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 Polish (C1), business knowledge of Ukrainian or Russian (C2), good knowledge of English (B2)

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);
- Drafts of policies, legislation, regulations and other framework documents

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

a) the degree of compliance with the requirements set out in point 3. of the Request - 0-40 points, the degree will be assessed in comparison to all offers 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:

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

where:

$P_{\min}$  - the lowest proposed price

$P_{\text{of}}$  – 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 18 May 2020 by 10.00 Warsaw time to the address: [sekretariat@solidarityfund.pl](mailto: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](http://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](mailto:iod@solidarityfund.pl).