

REQUEST FOR SERVICE
No 2020-11-04

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:

Junior expert for graduate tracer survey’s results analyses

1. Background information

The EU4Skills programme is a multidonor programme funded by the EU and its member states: Germany, Finland, Estonia 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 2.11 – Development of Labour Market Intelligence System

Under the activity 2.11. SF PL has launched two major LM surveys: the employer survey (interviews with app. 6000 companies) and the survey among graduates of VET schools. Both conducted in 7 regions of Ukraine. The results of the surveys will be analyzed by the senior LM experts of the project and will be presented in the form of 7 regional LM reports. The junior expert task will be to assist the senior experts in analyses of the tracer survey results and in compilation of the final reports

2. The tasks under planned assignment are as follows:

Indicative duties and responsibilities

The junior expert's task will be to support key experts in the process of analyzing quantitative data from the surveys. This will include:

- Quality control, completeness and consistency of data sets
- Preparation of data sets for statistical analyzes
- Conducting basic statistical analyzes (descriptive statistics)
- Conducting more complex statistical analyzes of data sets (analysis of cause-and-effect relationships)
- Preparation of contributions to final report.

3. Duration of the assignment:

Up to 15 working days

4. Maximum daily rate and information about price:

4.1. The maximum price for the service can be 100 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 UAH depending on the Contractor's place of tax residence and in relation to the current Euro exchange rate of the National Bank of Ukraine.

5. Minimal requirements

- a) Higher education (at least bachelor level or equivalent)
- b) At least two years of experience in analyzing quantitative data
- c) Experience in carrying out research commissioned by public institutions (at least two studies)
- d) fluency in Ukrainian, ability to read & write in English

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

6. Place(s) of Assignment

Ukraine

7. Reporting

The Contractor shall provide to Solidarity Fund PL:

- timesheets
- Invoice
- Analytical products (results of the work)

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

a) the degree of compliance with the requirements set out in point 5 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 30 November 2020 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.