

REQUEST FOR SERVICE

No 2020/12/01

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 person/company to apply for a service contract

in the public procurement **procedure for the development and implementation of a data integration system regarding areas related to the vocational education and employment in Ukraine, provided by the National Agency of Employment (Державна служба зайнятості) and the Ukrainian Pension Fund (Пенсійний Фонд України)**

§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 and the survey among graduates of VET schools. Both conducted in 7 regions of Ukraine.. In addition to this, Solidarity Fund PL is actively working with the National Qualifications Agency of Ukraine (NQA) in developing data sharing protocols with the State Employment Service and the State Pension Fund with the purpose of developing an online interactive system that would collect, organize and visually present the key labour market indicators. Such a system would be housed within the National Qualifications Agency website and facilitate the Agency’s work related to analysis and forecasting of occupational and qualifications’ need. As it was already stated the data to be stored and analyzed by the NQA comes from two sources: the Pension Fund (primarily the data concerning number of employed by sectors of economy/ by occupations of employees/ by regions/ by size of companies) and the National Employment Service (primarily concerning the unemployed by occupations).

§2.

GENERAL INFORMATION:

2.1. Contracting Authority:

Solidarity Fund PL

02-482 Warszawa

ul. Wołodyjowskiego 69a

Tax Identification NIP: 526-226-42-92

REGON: 012345095

Website: www.solidarityfund.pl

2.2. The public contract award is conducted in a tender procedure established by the Solidarity Fund PL.

2.3. The value of the contract is less than the amounts specified in the provisions issued under Article 8 para. 8 of the Act of 29 January 2004 - Public Procurement Law in relation to the services. (Journal of Laws of 2019, item 1843 and Journal of Laws of 2020, items 288, 1086)

2.4. The following terms and phrases used throughout this Specification of Essential Terms of the Contract (and Appendices thereto) shall have the meanings assigned to them below:

a. "Act" — the Act of 29 January 2004 - Public Procurement Law (Journal of Laws of 2019, item 1843 and Journal of Laws of 2020, items 288, 1086.)

b. "Request" — this Request for Service,

c. "Contract" — the public contract whose subject has been specified in Chapter 3 of this Request,

d. "Procedure" — the public procurement procedure that this Request refers to,

e. "Contracting Authority" — Solidarity Fund PL.

f. "Contractor" — a natural person, legal person or organizational unit not having legal personality, who competes for the award of the public contract, have submitted their tenders or concluded a public procurement contract.

2.5. The Contractor should familiarize thoroughly with this Request and submit a tender according to the requirements specified herein.

2.6. The contract shall be financed by the European Union under "EU4Skills" Programme.

§3.

THE TASKS UNDER PLANNED ASSIGNMENT:

It is expected that the Contractor will develop and implement a system for data analysis for business intelligence purpose. The system should be manageable with already existing analytical tools and solutions. It should integrate data coming from two different sources. The contractor will be working with a team of Ukrainian and Polish experts within the Polish component of international project focused on the reform of Ukrainian vocational education system, the expert's Team Leader and an IT specialist hired in the Ukrainian National Qualification Agency (Національне агентство кваліфікацій).

3.a. The structure of the system

The system should integrate data necessary for Ukrainian labor market analysis, including in particular such variables as:

- regions
- industries
- occupations
- occupational groups

- employment structure with regard to age and sex,
- number of unemployed,
- wages and salaries,
- possibly: companies and entrepreneurs.

All the data grouped according to the mentioned above scheme should be manageable in terms of using of specific filters necessary for the data visualisation. The system should ultimately be updated automatically (e.g. through direct access to external data bases and data sets), and constructed in a way that allows further development.

3.b. Data type and form

Data provided to the Contractor will consist of CSV and/or XMLX and/or XML electronic files with primary figures and statistical information related to professional education and employment in Ukraine, including among others: profession, sex, age, average earnings, type of business. Data will come from the National Agency of Employment (Державна служба зайнятості) and the Ukrainian Pension Fund (Пенсійний Фонд України)

3.c. Data volume

The exact volume of data is difficult to estimate at this stage of the project. Total number of records to be integrated within the system might amount to approximately 6 million.

3.d. Development and implementation of the system

The system will be developed in cooperation with a team of Ukrainian experts on vocational education, vocational education system and vocational education system reform. The Contractor will be provided with information regarding expectations of future users of the system and its practical application on regular basis. The system will be implemented in cooperation with an IT specialist working in the Ukrainian National Qualification Agency (Національне агентство кваліфікацій). Working language will be Ukrainian. The work will be performed according to fundamental rules of Agile methodology.

§4.

TIME AND PLACE OF CONTRACT PERFORMANCE, FINANCIAL ALLOCATION

4.1. The contract shall be performed from the conclusion date of the agreement (not later than on 10 January 2021 r.) to 15 March 2021.

4.2. The contract shall support the Ukrainian National Qualification Agency located in Kyiv.

4.3. The total amount of financial means that Contracting Authority intends to allocate for the performance of contract shall amount to the maximum of EUR 10,000 gross.

§5.

CONDITIONS FOR PARTICIPATION IN THE PROCEDURE

Eligible to compete for the contract shall be the Contractors who:

5.1. are not subject to exclusion,

5.2.meet the conditions for participation in the procedure, which are related to:

5.2.1.competences or authorizations to carry out specific professional activity; the Contracting Authority does not set any specific conditions in the abovementioned extent;

5.2.2.economic or financial standing; the Contracting Authority does not set any specific conditions in the abovementioned extent;

5.2.3.technical or professional capability;

5.2.3.1. The Contracting Authority shall deem the requirements related to technical capability to be met, if the Contractor demonstrates that it has software to manage and create advanced databases with possibilities to storage and process several millions records.

5.2.3.2. The Contracting Authority shall deem the requirements related to experience to be met, if the Contractor demonstrates that it has the at least one person, acting as a database coordinator, who jointly has:

a1 – at least three years of professional experience in the ICT/IT sector

a2 – experience in designing, developing and implementing advanced databases for public entities in Ukraine (at least 2 projects), including professional use of SQL, VBA or other similar solutions and tools used in handling structured data

a3 – professional communication skills

- in English (C1 level according to the Common European Framework of Reference for Languages)
- in Ukrainian (C2 level).

5.3. The Contracting Authority may, at any stage of the procedure, decide that the Contractor does not have required capabilities, if the involvement of the Contractor's technical or professional resources in other business undertakings may negatively influence the performance of the contract.

5.4. To confirm the compliance with the conditions for participation in the procedure, referred to in item 5.2 of Request for Service, the Contractor may, in certain situations and in relation to a specific contract or part thereof, rely on technical or professional abilities or financial or economic standing of other entities, regardless of the legal nature of relationships between the Contractor and these entities.

5.5. The Contracting Authority informs that "a certain situation" referred to in item 5.4 of Request for Service means a case when:

1. The Contractor, who relies on abilities or standing of other entities, demonstrates to the Contracting Authority that it will have necessary resources of these entities at its disposal when performing the contract, in particular, by presenting a written commitment of these entities to share the resources necessary to perform the contract.

2. The Contracting Authority shall evaluate whether the technical or professional abilities made available to the Contractor, or financial or economic standing of such entities allow the Contractor to demonstrate the fulfilment of conditions for the participation in the procedure, and examine whether the grounds for exclusion referred to in Article 24 para. 1 point 12 to 23 of the Act apply to such an entity.

3. In relation to the conditions relating to education, professional qualifications or experience, the Contractors may rely on capabilities of other entities, if those entities are able to carry out services that require such capabilities.

4. The following must indisputably and unambiguously result out of the commitment or other documents confirming the provision of resources by other entities, in particular:

- the scope of other entity's resources available to the Contractor; the manner of using other entity's resources by the Contractor in the contract performance;
- the scope and period of other entity's share in the performance of the public contract;
- whether the entity that the Contractor relies on in relation to the conditions for participation in the procedure regarding education, professional qualifications or experience will provide services that the indicated capabilities relate to.

5.6. The Contractors may compete for the contract jointly. In the event referred to the previous sentence, the Contractors shall appoint an authorized representative to represent them in the procurement procedure or in

the procedure and conclusion of a public procurement contract. A power of attorney in writing (the original or a scanned copy) should be attached to the tender.

5.7. In the case of the Contractors applying jointly for the award of the contract, the conditions set forth in item 5.2.3 must be complied with by at least one Contractor individually or all Contractors jointly.

5.8. The Contracting Authority shall exclude from the contract award procedure the Contractors who:

5.8.1. fail to demonstrate the compliance with the conditions for the participation in the procedure, referred to in items 5.2.3,

5.8.2. fail to demonstrate that there are no grounds for exclusion in relation to them as set out Article 24 para. 1 point 12 to 23 of the Act.

§6.

INFORMATION ABOUT PRICE:

6.1. The maximum price for the service can be 10 000 euros.

6.2. The price should be specified in EURO and rounded to two decimal places. The price should be given in total.

6.3. 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.

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

§7.

REPORTING

The Contractor shall provide to Solidarity Fund PL bi-weekly progress reports, products (results of the work) and invoices.

§8.

DESCRIPTION OF CRITERIA WHICH CONTRACTING AUTHORITY SHALL APPLY IN TENDER SELECTION, THE WEIGHTS OF PARTICULAR CRITERIA AND THE METHOD OF TENDER ASSESSMENT

8.1. The Contracting Authority shall evaluate tenders, which have not been rejected, on the basis of the following assessment criteria:

No.	Name of Criterion	Weight
1	Database coordinator's professional experience in the ICT/IT sector	20
2.	Database coordinator's experience in designing, developing and implementing advanced databases for public entities in Ukraine, including professional use of SQL, VBA or other similar solutions and tools used in handling structured data	40

3.	Database coordinator's experience with Labour Market data analysis	20
4.	The service price	20

8.2. Points shall be awarded on a point scale of total 100 points for all criteria, in accordance with the following:

8.2.1. Criterion: the database coordinator's professional experience in the ICT/IT sector:

The professional experience in the ICT/IT sector means full or at least 50% time employment on a position responsible for ICT/IT solutions and/or products.

The assessment shall be carried out as specified below, i.e. the following points shall be awarded for the compliance with the below requirements:

- a) At least 8 years of professional experience in the ICT/IT sector - 20 points.
- b) At least 6 years of professional experience in the ICT/IT sector - 15 points.
- c) At least 4 years of professional experience in the ICT/IT sector - 5 points.
- d) At least 3 years of professional experience in the ICT/IT sector - 0 points.
- e) Less than 3 years of professional experience in the ICT/IT sector – the rejection of tender for formal reasons.

8.2.2. Criterion: database coordinator's experience in designing, developing and implementing advanced databases for public entities in Ukraine, including professional use of SQL, VBA or other similar solutions and tools used in handling structured data .

The assessment shall be carried out as specified below, i.e. the following points shall be awarded for the compliance with the below requirements:

- a) Experience in designing, developing and implementing at least 10 advanced databases for public entities in Ukraine, including professional use of SQL, VBA or other similar solutions and tools used in handling structured data - 40 points.
- b) Experience in designing, developing and implementing at least 8 advanced databases for public entities in Ukraine, including professional use of SQL, VBA or other similar solutions and tools used in handling structured data - 30 points.
- c) Experience in designing, developing and implementing at least 6 advanced databases for public entities in Ukraine, including professional use of SQL, VBA or other similar solutions and tools used in handling structured data - 20 points.
- d) Experience in designing, developing and implementing at least 4 advanced databases for public entities in Ukraine, including professional use of SQL, VBA or other similar solutions and tools used in handling structured data - 10 points.
- e) Experience in designing, developing and implementing at least 2 advanced databases for public entities in Ukraine, including professional use of SQL, VBA or other similar solutions and tools used in handling structured data - 0 points.
- f) Experience in designing, developing and implementing of less than 2 advanced databases for public entities in Ukraine, including professional use of SQL, VBA or other similar solutions and tools used in handling structured data – the rejection of tender for formal reasons.

8.2.3. Criterion: database coordinator's experience with Labour Market data analysis:

- a) Experience in labour market data analysis - at least 3 projects - 20 points.
- b) Experience in labour market data analysis - at least 2 projects - 10 points.
- c) Experience in labour market data analysis - at least 1 project - 5 points.
- d) Lack of experience in labour market data analysis – 0 points.

8.2.4. Criterion: the service price

- a) Under the "service price" criterion, the tender shall be assessed based on the total contract performance price specified by the Contractor in the tender, calculated in accordance with Paragraph 6 of the Request for Service.
- b) The score based assessment under the "service price" criterion shall be calculated as follows:

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

where:

P_{\min} – the lowest proposed price

P_{of} – the price of assessed tender

P – the number of points awarded to the assessed tender in the price criterion, rounded to the full number.

8.3. The tender with the highest number of points shall be selected as the best (most advantageous).

8.4. The maximum score that the tender may be awarded under the selection criteria is 100 points.

§9.

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

§10.

SUBMISSION

Application must be submitted by 30 December 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.