

Call for Expert
No FSM_2021-08-01

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 experts to apply for a position/ assignment of:

Junior expert on website content management

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
- 2.11. – 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.

2. The tasks under planned assignment are as follows:

Under supervision and in liaison with senior experts on career orientation:

- a. Development and posting of content materials (articles, info materials, other) - on the website on professional orientation and for the schools that participate in the educational experiment; collecting and reacting on the feedback from the schools
- b. Assistance to the website administration;

- c. Assistance to the website development (during the development phase - communication with the developers; making sure that the proposed website visual features and functions correspond with the website ToR and with the overall project aim);

3. Requirements

Professional requirements:

- At least 2 years of proven experience of preparing communication/informational materials in the education sector/ sphere, preferably in the context of the New Ukrainian School, for various target groups
- At least 2 years of proven experience of working with websites - content creation and posting, administration etc.

Education/technical skills:

- at least a Bachelor's degree
- fluency in Ukrainian is required.

4. Duration of the assignment:

Up to 60 days in 12 months (5 days per month on average), starting of September 1st 2021.

5. Maximum daily rate and information about price:

5.1. The maximum price for the service can be 65 euros per day.

5.2. The price should be specified in EURO and rounded to two decimal places. The price should be given in total, assuming 60 contract days as part of the project.

5.3. 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).

5.4. 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

6. Place(s) of Assignment

Ukraine, Kyiv, 7 focus regions of the EU4Skills Programme

7. Reporting

The Contractor shall provide to Solidarity Fund PL:

- timesheets
- Invoice (according to template);
- Evidence of costs of accommodation and local transport in Ukraine (in case such costs are additionally approved in advance).

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:

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

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 **16 August 2021** by 10.00 Warsaw time to the address: przetargi@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.