

**Call for Expert
No FSM-2021-10-05**

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:

„International expert on LMIS and regional VET strategies”

1. Background information

The EU4Skills programme is a multidonor programme funded by the EU and its member states: Germany, Finland, Poland and Estonia. 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.

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.

Expert engagement under this Terms of Reference will be related to activities 2.11 (labour market information system) and 1.2. (regional strategic action plans for VET).

So far in the framework of the above mentioned activities the following steps were taken under the Polish work package:

A. Overall LMIS methodology was prepared and promoted among policy makers in Ukraine

B. The above mentioned methodology was applied under two policy cycles (2020 and 2021) – through two employer surveys, two graduate surveys and two rounds of analyses of administrative and statistical data

C. 7 regional action plans were prepared and approved by the authorities in 7 regions of Ukraine

Under this ToR the expert will contribute to:

- **Preparation and delivery of the next round of LM surveys and analyses in the regions of Ukraine**
- **Capacity building targeted at LM and labour market institutions of Ukraine aimed at achieving sustainability of the LMIS approaches**

- **Development of specific instruments envisaged by the regional action plans and aimed at reforming VET**

2. The tasks under planned assignment are as follows:

- 2.1. Strategic and methodological supervision of the next round of research and analyses to be conducted by SF PL – including the employer survey 2022
- 2.2. Contributing to preparation of the analytical reports covering the results of surveys in selected (to be defined by SF PL) regions of Ukraine
- 2.3. Contributing to training and advisory services provided to VET and LM authorities of Ukraine aimed at further capacity building
- 2.4. Contributing to conceptual and methodological development of the measures (actions) envisaged by the regional VET action plans of the Ukrainian regions (actual measures will be defined by SF PL)

3. Duration of the assignment:

Ca. November 2021 – January 2023 – up to 130 working days

4. Maximum daily rate and information about price:

- 4.1. The maximum price for the service can be 220 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 130 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), computer equipment, cellular communication and software (word processor / spreadsheet). The price will not include the costs of accommodation in Ukraine, food (per diem), insurance, international travel what will be ordered and paid or reimbursed separately by Contracting Authority.
- 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) High education (at least bachelor level or equivalent)
- b) At least 10 years of experience in working in the area of labour market information systems or analyses of labour market needs;
- c) At least 5 years of experience of working for international (i.e. involving more than 1 country) projects in the area of employment and/or human capital development policy
- d) At least 2 years of experience of working in the area of VET in the Neighbourhood Policy country or countries
- e) Fluency in English (C1);

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

6. **Place(s) of Assignment**

Poland – visits to Ukraine will be also required

7. **Reporting**

The Contractor shall provide to Solidarity Fund PL:

- timesheets
- Invoice (according to template);
- Short monthly report on work progress

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:

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

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 2nd November 2021 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. Mysłowicka 4, 01-612 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

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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.