

ATTACHMENT A

Request for Quotation

UNESCO-UNEVOC is seeking to engage up to 5 Contractors (Formal TVET Institution/Universities or Training provider for the formal and non-formal sectors). Each contractor will be responsible for designing and delivering one short-term skill training programme between 15 February – 30 May 2021.

Requirements:

The Contractor shall have relevant experience in the design and delivery of short-term TVET programmes intended to upskill, reskill or strengthen existing competencies and qualifications of skilled or semi-skilled personnel whose jobs or job prospects have been affected by the COVID-19 pandemic. The Contractor shall be responsible for identifying the target group and their respective skill needs, designing compatible skills training intervention and delivering quality training within the project time frame.

At the end of the assignment, the Contractor is expected to provide a report of the immediate outcome/s of training and share its experience to promote learning.

Project Duration:

15 February – 30 May 2021

Terms of Reference

A. Background

The COVID-19 pandemic has substantially brought challenges to the world economy. 1.2 billion workers are already affected by job losses, displacement, and reduced working hours. In addition to economic and health concerns, the pandemic has also significantly impacted the education and training sector.

To manage the impact of the ongoing global disruptions, many countries have adopted strategies to develop and maintain resilience of TVET systems. However, the magnitude of the ongoing challenges demand an urgent package of support measures for TVET systems to strengthen their capacity to respond¹.

With adequate support, TVET institutions – comprised of schools, colleges, institutes, technical universities and centres delivering TVET programmes – as well as vocational training providers that work exclusively to support the training needs of the vulnerable groups, are well-placed to contribute in the post-COVID-19 era. First, they can help manage skill gaps and shortages by providing short-term training to meet the urgent demand for skilled workers in essential job and other sectors highly impacted by the

¹ <http://www.oecd.org/coronavirus/policy-responses/vet-in-a-time-of-crisis-building-foundations-for-resilient-vocational-education-and-training-systems-efff194c/>

pandemic. Second, they can assess the impact of the pandemic on labour market skills demands and make the necessary intervention to re-skill, retrain and upskill especially those working in sectors that have been directly hit by the pandemic, or the vulnerable groups whose prospect for employment have declined due to business closures. Third, they can take the opportunity to strengthen their own preparedness for future crises and disruptions.

Through the project 'Strengthening the responsiveness, agility and resilience of TVET institutions in the post-COVID-19 era', UNESCO-UNEVOC seeks to contribute to alleviate the immediate, mid- and long-term effects of the global crisis by providing support to TVET institutions and training providers with capacity to address immediate and emergency skill needs in the areas including, but not limited to, public health and safety, community health management (including medical or non-medical services), local production and supply chains (agricultural and food supply, medical equipment and protective gear supply, retail, logistics, transport, etc.), hospitality and tourism and other services.

Activity 1 responds to one of the project's objectives which seeks to mitigate the impact of the COVID-19 pandemic on local economy by providing short-term training. Within this context, UNESCO-UNEVOC will engage and support up to five institutions/training providers that can develop an intervention to support any of the following:

- (a) up-skilling existing workforce/learners in highly-impacted skill trade areas;
- (b) re-skilling furloughed or displaced skilled workforce to enable them to access new job or economic activity;
- (c) developing entrepreneurship skills

The Contractor is expected to deliver one short-term training that could last for a minimum of two weeks or up to a maximum of two months, depending on the intensity of training, mode of training and skill sets or competencies designed to be acquired by the trainees at the end of the intervention.

B. Scope of Work

The Contractor shall perform the followings tasks/provide the following services:

1. Identify the target group(s) for training and their skill needs (formal, informal/non-formal). To do this, the Contractor can either refer to any relevant recent local baseline studies or skill needs analysis conducted by a third party, or conduct its own skill needs analysis as time may permit.
2. Engage relevant stakeholders in validating the collected information from the analysis of context and needs, as may be necessary.
3. Plan, design/adapt and implement a vocational skill training module², a competency-based vocational skill training³, a micro-training⁴, or any other skill-based intervention targeted to 30-40 trainees. The intervention shall be organized in such a way that observes the following criteria:

² <https://unevoc.unesco.org/home/TVETipedia+Glossary/lang=en/filt=all/id=327>

³ <https://unevoc.unesco.org/home/TVETipedia+Glossary/lang=en/filt=all/id=103>

⁴ <https://en.wikipedia.org/wiki/Microtraining>

- 3.1 Design a module/ training that is relevant to address the urgent needs of up to 40 trainees/workforce to help increase their job prospect or employment in essential trades and sector in the post-COVID era
 - 3.2 Deliver a training within the timeframe of the project (e.g., two weeks or more)
 - 3.3 Use appropriate digital tools and/or other blended learning services ensuring safety and protection of trainees and trainers from any health risk during implementation
 - 3.4 Monitor the quality and document the process of the training
 - 3.5 Assess the competencies gained by the learners leading to certifying the outcomes of training
 - 3.6 Where appropriate, share with local training authorities the outcome of the intervention
4. Document the activities using digital tools as supporting evidence of the project implementation (e.g., quality raw video footage of training, recording of interview of trainees, trainers or stakeholders etc.)
 5. Provide short written (i) Interim and (ii) Outcome reports to UNESCO-UNEVOC which shall include:
 - (Interim report)
 - 5.1 Summary of findings from the literature review of local studies or skill needs analyses or own skill needs analysis and the target group identified for training
 - 5.2 Summary of the training content and training objectives relevant to mitigate the impact of COVID-19 and the resulting implementation modality
 - (Final report)
 - 5.3 Summary of the final outcome, a list of participants and trainers involved
 6. As may be requested, share the experience in project implementation using UNESCO-UNEVOC's discussion platform
 7. Ensure the visual identity of the project by using communication and project branding materials provided by UNESCO-UNEVOC to the Contractor in all project materials to be used (digital or printed materials).

C. Roles and Responsibilities

The Contractor will work under the supervision of the UNEVOC Programme Officer who is designated to monitor the project at different phases of preparation by the Contractor and provide input to materials and reports provided by the Contractor.

D. Provisional timeline and expected deliverables

1. Overall work-plan (by 20 February 2021)
2. Interim report (by 20 March 2021)
3. Final Report on the outcome of training (by 20 May 2021)

E. Instalments & Remuneration

The instalments are linked to the timeline and deliverables above.

Remuneration is based on the quote provided by the contractor and agreed upon with UNESCO-UNEVOC and shall be made upon submission of itemized invoices and satisfactory results as per the agreed timeline.

Should the final invoice amount exceed the amount agreed upon, an amendment will be prepared prior to payment of the invoice.

For inquiries about this call, please contact:

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This request for quotation has been published on the website of UNESCO-UNEVOC:

<https://unevoc.unesco.org/home/Working+with+UNESCO-UNEVOC>