



United Nations
Educational, Scientific and
Cultural Organization

Organisation
des Nations Unies
pour l'éducation,
la science et la culture

Contract for Individual Consultant

Request for written proposal

Reference: Call for proposal- Senior Project Advisor

Date: 20/12/18

Request to submit a written proposal for a work assignment with UNESCO

UNESCO is inviting written proposals from Individual Consultants for the work assignment described in attachment A.

To enable you to prepare a proposal for this assignment, please find attached the following documents:

- (a) Terms of Reference (see Annex A);
- (b) UNESCO's contract for Individual Consultants (Sample) (Annex B);
- (c) Background material concerning the work assignment [if any] (Annex C)

Your written proposal should comprise:

- (a) A **Technical Proposal** consisting of
 - An up to date curriculum vitae, and
 - An approach and methodology for the assignment, a workplan and comments on the Terms of Reference if any (in brief).
- (b) A **Financial proposal** consisting of the amount to be charged for the assignment, which should be quoted in US dollars or in euros only.

Your proposal and any supporting documents must be in English.

UNESCO places great emphasis on ensuring that the objectives of the work assignment, as described in the Terms of Reference, are met. Accordingly, in evaluating the proposals for the assignment, attention will focus first and foremost on the technical elements. From those proposals deemed suitable in terms of the criteria in the Terms of Reference, UNESCO shall select the proposal that offers the Organisation best value for money.

Your proposal should be submitted by e-mail no later than close of business (17:00) on 10 January 2019. E-mail proposals should not exceed 5MB.

The e-mail address is:

unevoc.hr@unesco.org

It is the individual's responsibility to ensure that his/her proposal is received by the deadline.

Thank you for your interest in this UNESCO assignment; and we look forward to receiving your proposal.

Terms of Reference

CALL FOR PROPOSAL – INDIVIDUAL CONSULTANTS Project: UNEVOC Skills for Innovation Hub Project February - December 2019

1. Background

UNESCO is undertaking an initiative that aims to strengthen TVET institutions and raise their potential to play a key role to promote innovation, entrepreneurship and sustainable development, not only within their own organizations, but also more widely in their local communities. This cooperation which is implemented through the UNESCO-UNEVOC International Centre for TVET, has the aim to facilitate institutional development and to build institutional capacities that will help TVET institutions to become learning 'hubs' where all stakeholders - teachers, leaders, students, entrepreneurs, the private sector, local or regional authorities – can be supported in the development of ideas and practices.

As implementing institution of the project, UNESCO-UNEVOC draws on its experiences in advising and managing a global Network of TVET institutions (hereinafter called UNEVOC Centres) which are present in the UNESCO Member States. UNESCO-UNEVOC provides institutional guidance to TVET institutions and leaders in facilitating the effective transformation of TVET. It has designed the **“Skills for Innovation Hubs (i-hubs)”** initiative, a component of the project, “Developing TVET institutions for entrepreneurship, innovation and sustainability”. The initiative will test the notion that making TVET more innovative increases people’s potential to innovate and be prepared for the changes that are happening in the economy and society. Underpinned by the principles of innovation in TVET, the project pays attention to the functions and potential of TVET institutions in the UNEVOC Network which are ideal for acting as skills for innovation hubs. The process to be employed in this initiative reflects a systemic approach through which the TVET institution consolidates its contribution to skills for innovation and the innovation of skills by embedding, actions and communicating institution-wide culture and capacity for innovation; actively/openly orchestrating with stakeholders and assets from its eco-system; developing and delivering innovative learning products and processes to provide future proof employability of graduates and adults in the entrepreneurship, digitalization and greening sectors; stimulating and nurturing innovative ideas and initiatives in the school and eco-system; and actively learning and strengthening its capacity for innovation. The process will be implemented in four phases, which includes Phase 1- planning and preparation (January-March 2019); Phase 2- Gap analysis and capacity development (April – July 2019); Phase 3- Implementation of Innovation Action and Interim project progress meeting/reporting (August – December 2019). The outcomes of the project are intended to be shared across the UNEVOC Network and wider TVET community by 2020.

2. Purpose of the assignment

Within the framework of this project, UNESCO-UNEVOC is seeking professional services of a senior-level International Consultant to act as **Senior Project Advisor** and support the work of UNESCO-UNEVOC. The Consultant is expected to provide project leadership, thematic expertise and overall guidance towards effective implementation of the i-hubs initiative. The goal is to support institutional capacity development of TVET schools to enable them become effective hubs for developing skills for innovation.

3. Duties, tasks and expected results

The assignment will progress ensuring that the three result areas are achieved:

Result area 1:

Launching of the project with clear project methodology and resources, and partnership arrangements with pilot institutions

Objectives:

- To set in motion the initial phase of project implementation and partnership agreements guided by the tools and resources developed for the project

Result area 2:

Effectively guiding pilot institutions in Europe, Asia and Africa to undertake gap analysis, stakeholder analysis, institutional assessment using balanced score-card and capacity development activities

Objectives:

- To pilot-test the tools and resources
- To build capacity towards the formulation and development of innovation actions in the pilot TVET institutions
- To support documentation of progress of institutions

Result area 3:

Development of innovation actions/ products, establishing the development and innovation role of institutions in their local and regional ecosystems

Objectives:

- To enable TVET institutions in driving innovation in their ecosystems
- To disseminate and facilitate sharing of innovation practices

Tasks to be performed

Under the overall authority and supervision of the Head of Office of UNESCO-UNEVOC and his designated programme staff, the Consultant will undertake the following tasks and responsibilities:

- 3.1 Review and provide advice on the overall plan for the Project Launch Meeting planned between the months of February-March 2019 and various resources and tools prepared for the discussion. This includes, but not limited to:
 - (i) Gap analysis framework (to be developed)
 - (ii) Stakeholder analysis framework (draft available)
 - (iii) Balanced scorecard (draft available)
 - (iv) Action plan outline (to be developed)

3.2 Innovation practice concept (to be developed)

- 3.2.1 Provide advice to the Head of Office and Project Team on various policy decisions in relation to the project programme design, and the administrative tools developed to articulate the scope of partnership and engagement of institutional partners including their expected deliverables (i.e., partnership agreement terms of reference, etc.)
- 3.2.2 Participate in the Project Launch Meeting and provide expertise and facilitate essential sessions; participate in strategic consultation meetings with the Project Team
- 3.2.3 Provide leadership and practical guidance during in-country activities. In this capacity, the Consultant shall act as Expert / Facilitator to support institutions in (a) Gap Analysis and stakeholder mapping, and (b) Capacity development activities. This responsibility shall be implemented in at least three pilot institutions / countries. Specifically, the Consultant will be responsible for:
 - (i) Communicating directly with institution's management on implementation phase; development of a working plan with three institutions to operationalize the project agreement. *(Note: UNESCO-UNEVOC will sign specific agreement documents with each pilot institutions)*
 - (ii) Reviewing relevant materials about innovation in the local/regional development context of the institution and analysis of opportunities to enable innovation by the institution
 - (iii) Ensuring that the terms of partnership agreement with TVET institutions as pilot sites of the i-hubs initiative are implemented as planned and monitored
 - (iv) Planning and conducting missions in 3 countries with the aim to facilitate steps 3.4 (a) and (b)
 - (v) Preparing reports on the outcome of Gap Analysis and stakeholder mapping in three pilot institutions; consulting institutional management towards the finalization of the reports
 - (vi) Monitoring and provision for analysis of the overall performance and progress against the balanced scorecard in the three institutions under the Consultant's responsibility; this process shall ensure collection of verification of the hard and soft data as evidences of institution's reports or information
 - (vii) Provision for guiding any need for localizing the tools and resources provided by UNESCO-UNEVOC
 - (viii) Provision for regular updates to the Project Team in Bonn.
 - (ix) Preparation of short briefing notes for use in updating UNESCO field office in the country of pilot site *(Note: Each of the missions to be undertaken by the UNEVOC Consultant shall be informed to UNESCO field office prior to travel, the briefing shall provide basic information on the plans of activity while on mission and ideas on possible participation by field office representative to activities)*
- 3.3 Maintain an effective communication and coordination with the designated focal points of the institutions under the Consultant's responsibility.
- 3.4 Provide advisory, virtual support and guidance to the institutions in terms of the process for development of innovation practice
 - (i) Preparation of documentation of innovation practices of the pilot institutions under the Consultant's responsibility,
 - (ii) Implementation of new innovation action,
 - (iii) Revision and finalization of promising Innovation Practices and other outputs for submission to UNESCO-UNEVOC.

- (iv) Sharing of innovative practices using the UNEVOC TVET forum platform
- 3.5 Provide advisory to the Project Team towards development of a Compendium of Practices and a global virtual knowledge platform for use by the project participants
- 3.6 Provide guidance on other tasks as may be requested
- 3.7 Participate in consolidation of all project documents and outcomes drawn from pilot implementation in all 10 institutions; present them at the Final Project Meeting tentatively set in November 2019.
- 3.8 Contribute expertise to the finalization of the project documents, project evaluation report and reporting on the lessons learned after the final meeting; in this step, the Advisor will also provide UNEVOC with a set of recommendations for the UNEVOC MTS-3 development mainstreaming the project concept to strategy development.

4. Timetable and deliverables

The Consultant is expected to deliver the following major outputs:

Deliverable 1- Progress report by 20 February 2019

Deliverable 2- Progress report by 30 April 2019 with

- Consultant's work-plan for pilot activity implementation
- Briefing notes for UNESCO field office

Deliverable 3- Progress report by 25 June 2019 with

- Gap analysis and stakeholder mapping report; Action plan- approved by institution management (up to 2 institutions)

Deliverable 4- Progress report by 25 August 2019 with

- Gap analysis and stakeholder mapping report; Action plan (remaining 1 institution)
- Outcome of capacity development initiative in 3 institutions including mission reports (containing detailed report of intervention, results and names/contact of the people met)
- Balance score card institutional reports
- Summary of progress of Innovation practices and data collected (as annexes)
- Recommendations on the development of Compendium and Practices and global knowledge platform

Deliverable 5- Progress report by 30 October 2019

- Interim outcome report of i-hubs pilot implementation in 3 institutions
- Draft Project documentation report and lessons learned
- Feedback on final meeting agenda and other reports

Deliverable 6- Final report by 31 December 2019

- Finalized Project documentation with recommendations
- Consultant's Recommendation for the UNEVOC MTS-3 development

5. Qualifications

A Senior International Consultant (Senior Project Advisor) will be recruited to carry out the responsibilities set out in the ToRs of this Call for proposal. The Consultant to be recruited shall possess the following eligibility criteria:

- At least 10-15 years relevant professional experience;
- Relevant work in developing TVET systems or institutions in developing and developed country contexts;
- Ability to formulate and execute ideas and add value from a TVET innovation point of view
- Proven track-record in advising on the design of tools for TVET needs analysis, institutional gap analysis, stakeholder analysis and capacity development of TVET institutions
- Experience in producing TVET resources and guidance tools at the highest level of quality.
- Willingness to work closely with the Project Team based in Bonn, work alongside experts, deliver as a team, each with unique and distinct contributions
- Ability to provide high-quality advisory support on the international level, bringing useful input to a project or programme or assuming senior level responsibilities;
- Ability to analyse complex issues or develop new methods and/or approaches, which require identification and the in-depth examination of technical factors.
- Ability to provide solutions to technical problems or formulate proposal for intervention.
- Ability to work independently and remotely.
- Fit to undertake international travels to the project sites countries.

6. Supervisory arrangements

The project will be supervised by the Head of UNESCO-UNEVOC and his designated focal point. Outputs to be developed by the Consultant will be consulted with and reviewed by UNESCO-UNEVOC based in Bonn, in close coordination with the Chief of Section of Youth, Literacy and Skills based in Paris.

7. Duty station

The duty station for this consultancy is Bonn, but it is possible to submit a significant part of the work from remote.

8. Missions

The Consultant is responsible for organizing one mission to each of the three (project site) countries, to conduct face-to-face consultations and to support and implement the pilot activities of the i-hubs. The specific countries of mission shall be determined with the Consultant's concurrence. Each of the missions to be undertaken by the Consultant shall last for up to five days (excluding travel time).

The travel lump-sum shall be calculated based on UNESCO's rates and regulations.

9. Consultancy duration

This Consultancy shall be completed in **104 days** within an **11-month** period during 2019, inclusive of missions to Bonn and country project sites, missions shall be remunerated through a Travel lump sum, based on UNESCO's practices and rates.

Submission of Proposal

Candidates who meet the required qualifications and number of years of experience are eligible to apply and are invited to submit the Proposal by COB, 10 January 2019 to unevoc.hr@unesco.org

1. A **Technical Proposal** (2 pages) comprised of
 - Latest **Curriculum Vitae** indicating the Consultant's suitability for the assignment
 - the Consultant's approach for driving innovation in TVET institutions in line with the Project methodology document.
 - A proposed **Working timeline** (in a Gantt chart format) indicating how the Consultant will carry out the assignment based on a 75-days engagement.
2. A **Financial Proposal** (1 page) providing the Consultant's consultancy fees quoted in USD or in Euros (lump-sum).