Contract for Services

Request for Quotation

Reference: Evaluation of the Bridging Innovation and Learning in TVET (BILT) Project Phases 1 and 2

10th August 2021

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

UNESCO is inviting written proposals from Companies 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 attachment A);
(b) UNESCO’s contract template for Contract of Service (for companies) used for these assignments (attachment B);
(c) Background material concerning the work assignment (project description at attachment C)

Your written proposal should comprise:

1. A description of the approach and methodology to be applied to fulfil the tasks as outlined in the attached Terms of Reference (Attachment A)
2. A budgetary proposal based on the deliverables listed under point 3 of the Terms of Reference (Attachment A)
3. Examples of previous projects undertaken that are of a similar nature
4. CV(s) of the team and experts proposed
5. Amount to be charged for the assignment (in US dollars).

Your proposal and any supporting documents must be in English

UNESCO places great emphasis on ensuring the objectives of the work assignment as described in the Terms of Reference are met. Accordingly, in assessing the proposals for the assignment, attention will focus, first and foremost, on the technical elements. From those proposals deemed suitable according to the requirements of the Terms of Reference, UNESCO shall select the proposal that offers best value for money.
Your proposal should be submitted by email no later than 17:00 (CET) on 1st September 2021.

The email address is: w.lima-junior@unesco.org

Thank you for your interest in this UNESCO assignment. We look forward to receiving your proposal.
Terms of Reference: Evaluation of Phases 1 and 2 of the Bridging Innovation and Learning (BILT) Project

1. Project background: description, events and outputs

The Bridging Innovation and Learning (BILT) project is implemented by UNESCO-UNEVOC with support of the German Federal Institute for Vocational Education and Training (BIBB). The BILT project is designed to support TVET institutions in three geographical regions: Europe; Asia and Africa. Support is focused on collecting and disseminating examples of innovative practice through peer learning; a web-based platform and publications. The project enables key TVET stakeholders and partners to discover, discuss and learn how providers are responding to the multiple challenges inherent to:

- Digitalisation and TVET;
- Greening TVET;
- Entrepreneurship in TVET and
- Migration and TVET.

The focus of these themes is to examine their multiple impacts on TVET providers. In Phases 1 and 2, the perspective has been on the identification, integration and implementation (3i’s) of New Qualifications and Competences (NQCs) which is the project’s overarching theme.

Key stakeholders of the project are:

Project implementers: UNESCO-UNEVOC and BIBB

Project participants/beneficiaries: UNESCO-UNEVOC and BIBB TVET networks in Europe, Asia and the Pacific, and Africa.

The project operates in three phases:

- **Phase 1 (2019-2020):** ‘Bridging’ with partners in Europe to agree project design and activities: in this phase, the priority was to discuss and consult with internal and external TVET stakeholders in Europe on key themes. It has included several partner outreach activities and workshops. In phase 1, each chosen theme has been approached through the overarching framework of NQCs.

- **Phase 2 (2020-2021):** ‘Bridging’ from European partners to Asia and African partners to identify different approaches to the identification; integration and implementation of new competencies and qualifications as well as to uncover on-the-ground TVET innovations in the four themes. In this phase, conferences have been held between Europe and Asia and Europe and Africa. Participants have been drawn from UNESCO-UNEVOC and BIBB networks. Three publications on NQCs identification, integration and implementation at Macro, Meso and Micro levels were prepared.
• Phase 3 (2021-2025): further development and implementation of an NQC assessment tool plus publication of reports on NQCs and digitalisation and NQCs and green skills. Outreach conferences and discussion workshops will continue.

This evaluation relates to activities under phases 1 and 2 of the project.

2. Evaluation objectives, purpose and criteria

The objective of this evaluation is to provide summative and formative feedback to UNESCO-UNEVOC on the achievements of the BILT Phases 1 and 2 and how lessons learned can be taken forward to future phases. The evaluation should be structured according to OECD-DAC criteria, as listed in the table below.

| Relevance – is the project doing the right things? |
| Coherence – how well does the project fit? |
| Effectiveness – is the project achieving its objectives? |
| Efficiency – how well are resources being used? |
| Impact – what difference is the project making? |
| Sustainability – will the benefits last? |

The application of these criteria require adjustment to the BILT’s project aims; context and stakeholders. Each phase of the project has a defined work plan and a results-based matrix with performance indicators at output, outcome and impact levels. **These documents will be shared with the contractor at the outset of the evaluation.**

3. Evaluation - tasks

UNESCO-UNEVOC seeks a contractor to undertake the evaluation of both phases 1 and 2 of the BILT project. Under the supervision of the Programme and Project Officers at UNESCO-UNEVOC, the contractor shall perform the following tasks:

(i) **Review project documents; products and activities based upon:**
- Internal documents and workplans
- Progress reports
- Interviews with BILT project staff
- Examination of the web pages and publications

(ii) **Design an evaluation approach and undertake an evaluation based on:**
- Evaluation questions to be examined from different stakeholder perspectives (including the UNEVOC network members who participate in BILT)
- A use of mixed methods to gather, analyse and present data
- A participatory approach considering the views of all stakeholders
- A balance of views (e.g. of gender and geographical representation)

(iii) **Prepare an evaluation report with the following components:**
- Executive summary (indicating key conclusions, lessons learnt and recommendations)
Overview of the project (describing the logic model underpinning the project, stakeholders involved and targeted by the project)

Purpose and scope of the evaluation (summative and formative) and rationale for methods used to collect and analyse data (and their limits)

Findings of the evaluation (according to the evaluation criteria)

Conclusions, lessons learnt and recommendations (linked to the evidence and findings)

(iv) Lead a webinar where the main results are presented (conclusions, lessons learnt and recommendations)

(v) Finalise the report in accordance with UNESCO-UNEVOC procedures and expectations.

The evaluator will have to make some choices in designing their evaluation method in terms of data collection and analysis. The BILT project is comprised of many activities (workshops; publications and web-based outreach and information related to the TVET themes) across three geographical areas. The structure of the evaluation approach must reflect these dimensions.

Many planned activities have been adjusted due to the impact of COVID-19. Additional information to give an idea of the size and scope of the project are annexed to these TOR.

Annex I: Summary of BILT phases 1 and 2: milestones, activities and outputs
Annex II: Detailed description of Phases 1 & 2

4. Timeline and deliverables

The evaluation must be undertaken between September to December 2021 and finalised by 15th January 2022 (with an agreed final report and a completed webinar presenting the results). The expected deliverables and deadlines are presented in the table below.

<table>
<thead>
<tr>
<th>Deliverables</th>
<th>Timing</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. An evaluation plan with criteria, questions and method proposed.</td>
<td>2 weeks after contract signed</td>
</tr>
<tr>
<td>The plan must be clear about the evaluation limits.</td>
<td></td>
</tr>
<tr>
<td>2. Presentation of evaluation plan to (and discussion with) the team</td>
<td>By 15th December</td>
</tr>
<tr>
<td>3. Draft report (maximum 30-40 pages excluding appendices)</td>
<td></td>
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<td>4. Discussion of the draft report with the team</td>
<td></td>
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<tr>
<td>5. Final report agreed with the project team</td>
<td>By 15th January 2022</td>
</tr>
<tr>
<td>6. Webinar presenting conclusions (findings, recommendations)</td>
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</tbody>
</table>

5. Remuneration

The Contractor shall be remunerated based on the proposal submitted and the amount negotiated with UNESCO-UNEVOC.
Payments will be based on the structure of deliverables suggested above and provided by the contractor.

Remuneration will be made in instalments after the submission of the deliverables specified under Article B above and upon submission of a detailed invoice/payment claim and satisfactory results of the deliverable.

Actual remuneration will be based on the invoice/payment claim provided by the Contractor and verified by UNESCO-UNEVOC, and may thus be less than indicated above. Should the final invoice amount exceed the amount specified in the contract, an amendment will need to be agreed upon and be prepared prior to payment of the invoice.

6. Travel and remote arrangements

This assignment does not require missions or travel by the contractor. All tasks to prepare the deliverables are expected to be conducted remotely from the duty station of the contractor. The contractor is responsible for organising their own technical and other arrangements to participate in virtual planning meetings with the project team and to organise interviews with key informants of the project in different places and time zones.

7. Other Specifications

**Report length and language:** all deliverables and meetings will take place in English. The final report should not exceed 30-40 pages (excluding appendices). Appendices should include a list of documents/websites referenced; an overview of methods used (and numbers participating); and the list of stakeholders interviewed. Terms of reference and evaluation grid should also be annexed. As far as is feasible data visualisations should be used to provide evidence (where appropriate).

**Quality of language and presentation standards:** the English used in all deliverables should be of a high standard and should take into account UNESCO’s style manual requirements. It should be understandable, avoiding jargon and technical language. UNESCO’s Style Manual for English can be found at: [https://unesdoc.unesco.org/ark:/48223/pf0000141812_eng](https://unesdoc.unesco.org/ark:/48223/pf0000141812_eng)

**Confidentiality and ownership:** all rights related to the services provided by the Contractor under this contract, including rights of ownership are vested in UNESCO, which alone holds all right of use.

**Data protection:** the Contractor agrees that any personal information (name, telephone, email address, address, etc.) shared by UNESCO-UNEVOC shall only be used for the work covered under this contract. It shall not be used or disseminated after the contract period or for any other purpose. All records of personal information shared must be deleted after the contract period.

8. List of Annexes

Annex I: Summary of BILT phases 1 and 2: milestones, activities and outputs

Annex II: Project background for **BILT Phases 1 and 2**
Eligibility criteria

UNESCO-UNEVOC is seeking a company proposing a team of 2-3 people to undertake this evaluation (one of which must be designated as the team leader). The team will need to cover a diverse set of stakeholders and employ different research and evaluation methods. The team should include the following qualifications and skills:

1. A university-level degree or post-graduate degree in the fields of education, social sciences, public or business administration and management and related fields.
2. At least 5 years of continuous experience in monitoring and evaluation.
3. Experience in mixed methods of data collection and analysis (including the use of appropriate technology to facilitate remote data collection)
4. Excellent communication skills in English (both written and oral)
5. Knowledge of the TVET context and policy trends (as related to the BILT project themes)
Contract N°:
(Please quote this reference in all correspondence and communications)

CONTRACT FOR SERVICES

THE UNITED NATIONS EDUCATIONAL, SCIENTIFIC AND CULTURAL ORGANIZATION
(thereinafter called ‘UNESCO’)

and

Name

(thereinafter called ‘the Contractor’)

the headquarters of which are situated in Paris

BONN / UNEVOC

Germany

Address

Vendor number

Article I. Work assignment
Contract entered into between UNESCO and the Contractor in order to perform the following:

Article II. Duration of contract
2.1 If the contract is not signed by the Contractor and returned to UNESCO by  at the latest, it will be considered null and void. This date is subject to modification upon agreement of both parties.

2.2 The effective date of the contract is the date of signature by the Contractor and its expiry date is the date of approval by UNESCO of the work submitted by the Contractor or otherwise, at the latest, the deadline for submission of the work corresponding to the final payment indicated in Article III.3.2 below.

2.3 If, by the expiry date of the contract as defined in Article II.2.2 above, the Contractor has performed no part of the work assignment, and no advances have been paid by UNESCO, the contract shall be considered null and void unless an amendment extending the period of the contract has been signed by both parties in accordance with Article IV below.

Article III. Conditions of payments
3.1 Total Fee, Currency and Payment
3.1.1 UNESCO shall pay the Contractor the sum of . All payments shall be made in the currency of the contract. UNESCO shall not make any payments which are due under this contract to anyone other than the contracting party hereto. Installments expressed in US$ and payable in another currency than US$ should be converted at the official UNESCO rate of exchange in force on the date of payment.

3.1.2 The price of this Contract is not subject to any adjustment or revision because of prices or currency fluctuations or the actual costs incurred by the Contractor in the performance of the Contract.

3.1.3 The Contractor shall not perform any other services, which may result in any costs in excess of the amount specified above without the prior written agreement of UNESCO’s signatory to this contract.

3.1.4 All payments shall be effected by bank transfer. UNESCO shall be responsible for its own banking fees but any possible intermediary banking fees, as well as the beneficiary’s own banking fees, shall be the responsibility of the Contractor.
3.1.5 The Contractor should confirm below mentioned banking instructions for any payment arising from the present contract (only one banking instruction is allowed in any one contract):

Name of the Bank:
Address of the Bank:
Name of the Account Holder:
Number of Account:

3.2 Instalments
The fee is payable in the following instalments only upon certification by the UNESCO Officer responsible for this contract of satisfactory performance by the Contractor of the work corresponding to each payment (except for the eventual advance payment):

<table>
<thead>
<tr>
<th>Payment N°</th>
<th>Upon submission to and approval by UNESCO of the following work</th>
<th>Article I Reference</th>
<th>Latest date for submission</th>
<th>Amount/Currency</th>
</tr>
</thead>
</table>

3.3 Advance Payment
3.3.1 One of the above payments represents an 'advance payment', i.e. a payment of part of the fees in advance of the performance of contractual services:

☐ Yes: Payment N° ☑ No

3.3.2 If yes, the amount of this advance payment shall not exceed the expenses which the Contractor will need to pay before completion of the task(s) referred to in the Contract above and relates to:

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<tr>
<th></th>
<th>Detailed Description</th>
<th>Amount/Currency</th>
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</thead>
<tbody>
<tr>
<td>(i)</td>
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</table>

3.4 Reimbursement
3.4.1 If the work corresponding to any or all of the above instalment payments has not been approved by UNESCO and is not in conformity with the contract specifications or terms of reference, UNESCO shall have the right to reimbursement of full or partial payments made including the advance payment.

3.4.2 Any sums to be reimbursed shall be returned to UNESCO in the currency in which payment was made.

3.5 Travel
If the Contractor is required to travel in order to perform the work described in Article I above, a lump-sum is included in the fee indicated in Article III.3.1.1 to cover daily subsistence allowance and the cost of the tickets for the authorized travel. No additional travel expenses other than the agreed lump sum shall be reimbursed.

Article IV. Amendments
This contract may be amended by a letter of amendment specifying all modifications and signed by both UNESCO and the Contractor. If the Contractor wishes to propose amendments, these proposals should be communicated to UNESCO who, if deemed necessary, will prepare the letter of amendment for mutual agreement and signature.
Article V. UNESCO Terms and Conditions

5.1 This contract is subject to UNESCO Terms and Conditions as attached. Each page of these Terms and Conditions should be initialed by both the Contractor and UNESCO.

5.2 The Contractor and UNESCO also agree to be bound by the provisions contained in the following documents, which form the only legally valid contractual arrangement between the parties and which shall take precedence in case of conflict in the following order:

a) The present contract;
b) The Terms of Reference, attached hereto [if applicable];
c) The General Terms and Conditions attached hereto;
d) The Contractor’s Proposal [if applicable];

Signed on behalf of the Director-General of UNESCO:

Name: ........................................... Date: ...........................................

Title: ........................................... Signature: ...........................................

Contractor [please sign and return to UNESCO one original of the contract and retain the second original for yourself]:

Name: ........................................... Date: ...........................................

Title: ........................................... Signature: ...........................................
1. LEGAL STATUS
The Contractor shall be considered as having the legal status of an independent contractor vis-à-vis UNESCO. The Contractor’s personnel and sub-contractors shall not be considered in any respect as being the employees or agents of UNESCO.

2. SOURCE OF INSTRUCTIONS
The Contractor shall neither seek nor accept instructions from any authority external to UNESCO in connection with the performance of its services under this Contract. The Contractor shall refrain from any action, which may adversely affect UNESCO and shall fulfill its commitments with the fullest regard to the interests of UNESCO.

3. CONTRACTOR’S RESPONSIBILITY FOR EMPLOYEES
The Contractor shall be responsible for the professional and technical competence of its employees and will select, for work under this Contract, reliable individuals who will perform effectively in the implementation of this Contract, respect the local customs, and conform to a high standard of moral and ethical conduct.

4. ASSIGNMENT
The Contractor shall not assign, transfer, pledge or make other disposition of this Contract or any part thereof, or any of the Contractor’s rights, claims or obligations under this Contract except with the prior written consent of UNESCO.

5. SUB-CONTRACTING
In the event the Contractor requires the services of sub-contractors, the Contractor shall obtain the prior written approval and clearance of UNESCO for all sub-contractors. The approval of UNESCO of a sub-contractor shall not relieve the Contractor of any of its obligations under this Contract. The terms of any sub-contract shall be subject to and conform to the provisions of this Contract.

6. OFFICIALS NOT TO BENEFIT
The Contractor warrants that no official of UNESCO has received or will be offered by the Contractor any direct or indirect benefit arising from this Contract or the award thereof. The Contractor agrees that breach of this provision is a breach of an essential term of this Contract.

7. INDEMNIFICATION
The Contractor shall indemnify, hold and save harmless, and defend, at its own expense, UNESCO, its officials, agents, and employees from and against all suits, claims, demands, and liability of any nature or kind, including their costs and expenses, arising out of acts or omissions of the Contractor, or the Contractor’s employees, officers, agents or sub-contractors, in the performance of this Contract. This provision shall extend, inter-alia, to claims and liability in the nature of workmen’s compensation, products liability and liability arising out of the use of patented inventions or devices, copyrighted material or other intellectual property by the Contractor, its employees, officers, agents, servants or sub-contractors. The obligations under this Article do not lapse upon termination of this Contract.

8. INSURANCE AND LIABILITIES TO THIRD PARTIES
The Contractor shall provide and thereafter maintain insurance against all risks in respect of its property and any equipment used for the execution of this Contract. The Contractor shall provide and thereafter maintain all appropriate workmen’s compensation insurance, or its equivalent, with respect to its employees to cover claims for personal injury or death in connection with this Contract. The Contractor shall also provide and thereafter maintain liability insurance in an adequate amount to cover third party claims for death or bodily injury, or loss of or damage to property, arising from or in connection with the provision of services under this Contract or the operation of any vehicles, boats, airplanes or other equipment owned or leased by the Contractor or its agents, servants, employees or sub-contractors performing work or services in connection with this Contract. Except for the workmen’s compensation insurance, the insurance policies under this Article shall:

8.1 Name UNESCO as additional insured;
8.2 Include a waiver of subrogation of the Contractor’s rights to the insurance carrier against UNESCO;
8.3 Provide that UNESCO shall receive thirty (30) days written notice from the insurers prior to any cancellation or change of coverage
8.4 The Contractor shall, upon request, provide UNESCO with satisfactory evidence of the insurance required under this Article.

9. ENCUMBRANCES/LIENS
The Contractor shall not cause or permit any lien, attachment or other encumbrance by any person to be placed on file or to remain on file in any public office or on file with UNESCO against any monies due or to become due for any work done or materials furnished under this Contract, or by reason of any other claim or demand against the Contractor.

10. TITLE TO EQUIPMENT
Title to any equipment and supplies that may be furnished by UNESCO shall rest with UNESCO and any such equipment shall be returned to UNESCO at the conclusion of this Contract or when no longer needed by the Contractor. Such equipment, when returned to UNESCO, shall be in the same condition as when delivered to the Contractor, subject to normal wear and tear. The Contractor shall be liable to compensate UNESCO for equipment determined to be damaged or degraded beyond normal wear and tear.

11. COPYRIGHT, PATENTS AND OTHER PROPRIETARY RIGHTS
UNESCO shall be entitled to all intellectual property and other proprietary rights including but not limited to patents, copyrights, and trademarks, with regard to products, or documents and other materials which bear a direct relation to or are produced or prepared or collected in consequence of or in the course of the execution of this Contract. At UNESCO’s request, the Contractor shall take all necessary steps, execute all necessary documents and generally assist in securing such proprietary rights and transferring them to UNESCO in compliance with the requirements of the applicable law.

12. USE OF NAME, EMBLEM OR OFFICIAL SEAL OF UNESCO
The Contractor shall not advertise or otherwise make public the fact that it is a Contractor with UNESCO, nor shall the Contractor, in any manner whatsoever use the name, emblem or official seal of UNESCO, or any abbreviation of the name of UNESCO in connection with its business or otherwise.

13. CONFIDENTIAL NATURE OF DOCUMENTS AND INFORMATION
Drawings, photographs, plans, reports, recommendations, estimates, documents and all other data compiled by or received by the Contractor under this Contract shall be the property of UNESCO, shall be treated as confidential and shall be delivered only to UNESCO authorized officials on completion of work under this Contract. The Contractor may not communicate at any time to any other person, Government or authority external to UNESCO, any information known to it by reason of its association with UNESCO, which has not been made public except with the authorization of UNESCO; nor shall the Contractor at any time use such information to private
advantage. These obligations do not lapse upon termination of this Contract.

14. FORCE MAJEURE; OTHER CHANGES IN CONDITIONS

Force majeure, as used in this Article, means acts of God, war (whether declared or not), invasion, revolution, insurrection, or other acts of a similar nature or force, which are beyond the control of the Parties. In the event of and as soon as possible after the occurrence of any cause constituting force majeure, the Contractor shall give notice and full particulars in writing to UNESCO, of such occurrence or change if the Contractor is thereby rendered unable, wholly or in part, to perform its obligations and meet its responsibilities under this Contract. The Contractor shall also notify UNESCO of any other changes in conditions or the occurrence of any event, which interferes or threatens to interfere with its performance of this Contract. The notice shall include steps proposed by the Contractor to be taken including any reasonable alternative means for performance that is not prevented by force majeure. On receipt of the notice required under this Article, UNESCO shall take such action as, in its sole discretion, it considers to be appropriate or necessary in the circumstances, including the granting to the Contractor of a reasonable extension of time in which to perform its obligations under this Contract. If the Contractor is rendered permanently unable, wholly, or in part, by reason of force majeure to perform its obligations and meet its responsibilities under this Contract, UNESCO shall have the right to suspend or terminate this Contract on the same terms and conditions as are provided for in Article 15, “Termination”, except that the period of notice shall be seven (7) days instead of thirty (30) days.

15. TERMINATION

Either party may terminate this Contract for cause, in whole or in part, upon thirty days notice, in writing, to the other party. The initiation of arbitral proceedings in accordance with Article 16 “Settlement of Disputes” below shall not be deemed a termination of this Contract. UNESCO reserves the right to terminate without cause this Contract at any time upon 15 days prior written notice to the Contractor, in which case UNESCO shall reimburse the Contractor for all reasonable costs incurred by the Contractor prior to receipt of the notice of termination. In the event of any termination by UNESCO under this Article, no payment shall be due from UNESCO to the Contractor except for work and services satisfactorily performed in conformity with the express terms of this Contract. The Contractor shall take immediate steps to terminate the work and services in a prompt and orderly manner and to minimize losses and further expenditures. Should the Contractor be adjudged bankrupt, or be liquidated or become insolvent, or should the Contractor make an assignment for the benefit of its creditors, or should a Receiver be appointed on account of the insolvency of the Contractor, UNESCO may, without prejudice to any other right or remedy it may have, terminate this Contract forthwith. The Contractor shall immediately inform UNESCO of the occurrence of any of the above events.

16. SETTLEMENT OF DISPUTES

16.1 Amicable Settlement

The Parties shall use their best efforts to settle amicably any dispute, controversy or claim arising out of, or relating to this Contract or the breach, termination or invalidity thereof. Where the Parties wish to seek such an amicable settlement through conciliation, the conciliation shall take place in accordance with the UNCTRAL Conciliation Rules then obtaining, or according to such other procedure as may be agreed between the parties.

16.2 Arbitration

Unless any such dispute, controversy or claim between the Parties arising out of or relating to this Contract or the breach, termination or invalidity thereof is settled amicably under the preceding paragraph of this Article within sixty (60) days after receipt by one Party of the other Party’s request for such amicable settlement, such dispute, controversy or claim shall be referred to either Party to arbitration in accordance with the UNCTRAL Arbitration Rules then obtaining, including its provisions on applicable law. The arbitral tribunal shall have no authority to award punitive damages. The Parties shall be bound by any arbitration award rendered as a result of such arbitration as the final adjudication of any such controversy, claim or dispute.

17. PRIVILEGES AND IMMUNITIES

Nothing in or relating to this Contract shall be deemed a waiver, express or implied, of any of the privileges and immunities of UNESCO.

18. TAX EXEMPTION

18.1 Section 7 of the Convention on the Privileges and Immunities of the Specialized Agencies provides, inter alia that UNESCO, including its subsidiary organs, is exempt from all direct taxes, except charges for public utility services, and is exempt from customs duties and charges of a similar nature in respect of articles imported or exported for its official use. In the event any governmental authority refuses to recognize UNESCO exemption from such taxes, duties or charges, the Contractor shall immediately consult with UNESCO to determine a mutually acceptable procedure.

18.2 Accordingly, the Contractor authorizes UNESCO to deduct from the Contractor’s invoice any amount representing such taxes, duties or charges, unless the Contractor has consulted with UNESCO before the payment thereof and UNESCO has, in each instance, specifically authorized the Contractor to pay such taxes, duties or charges under protest. In that event, the Contractor shall provide UNESCO with written evidence that payment of such taxes, duties or charges has been made and appropriately authorized.

19. CHILD LABOUR

19.1 The Contractor represents and warrants that neither it, nor any of its suppliers is engaged in any practice inconsistent with the rights set forth in the Convention on the Rights of the Child, including Article 32 thereof, which, inter alia, requires that a child shall be protected from performing any work that is likely to be hazardous or to interfere with the child’s education, or to be harmful to the child’s health or physical, mental, spiritual, moral or social development.

19.2 Any breach of this representation and warranty shall entitle UNESCO to terminate this Contract immediately upon notice to the Contractor, at no cost to UNESCO.

20. MINES

20.1 The Contractor represents and warrants that neither it nor any of its suppliers is actively and directly engaged in patent activities, development, assembly, production, trade or manufacture of mines or in such activities in respect of components primarily utilized in the manufacture of Mines. The term “Mines” means those devices defined in Article 2, Paragraphs 1, 4 and 5 of Protocol II annexed to the Convention Prohibitions and Restrictions on the Use of Certain Conventional Weapons Which May Be Deemed to Be Excessively Injurious or to Have Indiscriminate Effects of 1980.

20.2 Any breach of this representation and warranty shall entitle UNESCO to terminate this Contract immediately upon notice to the Contractor, without any liability for termination charges or any other liability of any kind of UNESCO.

21. OBSERVANCE OF THE LAW

The Contractor shall comply with all laws, ordinances, rules, and regulations bearing upon the performance of its obligations under the terms of this Contract.

22. AUTHORITY TO MODIFY

No modification or change in this Contract, no waiver of any of its provisions or any additional contractual relationship of any kind with the Contractor shall be valid and enforceable against UNESCO unless provided by an amendment to this Contract signed by the authorized official of UNESCO.

23. SECURITY

The responsibility for the safety and security of the Contractor and its personnel and property, and of UNESCO property in the
Contractor’s custody, rests with the Contractor.

The Contractor shall:

(a) put in place an appropriate security plan and maintain the security plan, taking into account the security situation in the country where the services are being provided;

(b) assume all risks and liabilities related to the Contractor’s security, and the full implementation of the security plan.

UNESCO reserves the right to verify whether such a plan is in place, and to suggest modifications to the plan when necessary. Failure to maintain and implement an appropriate security plan as required hereunder shall be deemed a breach of this contract. Notwithstanding the foregoing, the Contractor shall remain solely responsible for the security of its personnel and for UNESCO property in its custody as set forth in condition 23 above.

24. ANTI-TERRORISM

The Contractor agrees to undertake all reasonable efforts to ensure that none of the UNESCO funds received under this Contract are used to provide support to individuals or entities associated with terrorism and that the recipients of any amounts provided by UNESCO hereunder do not appear on the list maintained by the Security Council Committee established pursuant to resolution 1267 (1999).

The list can be accessed via http://www.un.org/docs/sc/committees/1267/1267ListEng.htm. This provision must be included in all sub-contracts or sub-agreements entered into under this Contract.
1. Summary of BILT phases 1 and 2: milestones, activities and outputs

To give some indicators of the project size and scale, the table below describes the major components of the project and milestones for each project phase. More detailed descriptions of the project are attached at Annex C for Phases 1 and 2, respectively. The working language of the project is English (some project activities have taken place with French translation).

<table>
<thead>
<tr>
<th>BILT Phase 1</th>
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<tbody>
<tr>
<td><strong>Action line 1: Activation of the UNEVOC European cluster network</strong></td>
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<tr>
<td><strong>Milestone 1: Reactivation of the UNEVOC network in Europe</strong></td>
</tr>
<tr>
<td><strong>Activities and outputs</strong></td>
</tr>
<tr>
<td>- 3 new Members (Cereq, SFIVET and NCTVETD)</td>
</tr>
<tr>
<td>- BILT awareness raising at other events (2 events)</td>
</tr>
<tr>
<td><strong>Action line 2: Implementation of European UNEVOC Network consolidation and development of long-term ‘Bridging’ platform with Africa and Asia</strong></td>
</tr>
<tr>
<td><strong>Milestone 1: Creation and management of a knowledge sharing platform to provide an inter-regional knowledge hub between European, Asian and African network clusters</strong></td>
</tr>
<tr>
<td><strong>Activities and outputs:</strong> BILT website created and available online</td>
</tr>
<tr>
<td><strong>Milestone 2(a): Facilitation of knowledge exchange in the four thematic priorities</strong></td>
</tr>
<tr>
<td><strong>Activities and outputs</strong></td>
</tr>
<tr>
<td>- Five BILT workshops held in Norway, Malta, Spain, Switzerland and UK (October-December 2019) with 101 participants</td>
</tr>
<tr>
<td>- Publication of a discussion paper on migration and TVET</td>
</tr>
<tr>
<td>- Online workshop (July 2020) with Asia and Pacific UNEVOC Centres (36 participants from 12 countries)</td>
</tr>
<tr>
<td>- Online workshop (Sept 2020) with Africa UNEVOC Centres (67 participants from 19 countries)</td>
</tr>
<tr>
<td>- Global bridging conference (December 2020) on New Qualifications and Competencies (NQC) – 163 participants from 49 countries</td>
</tr>
<tr>
<td><strong>Milestone 2(b): Online survey of Africa and Asia cluster networks</strong></td>
</tr>
<tr>
<td><strong>Activities/outputs:</strong> Virtual conference on NQC in TVET</td>
</tr>
<tr>
<td><strong>Milestone 3(i): Organisation of a BILT learning summit on TVET careers, content and recognition</strong></td>
</tr>
<tr>
<td><strong>Activities/outputs:</strong> Kick-off conference and project launch (December 2019). Conclusions of the 5 workshops presented and feedback collected from participants.</td>
</tr>
<tr>
<td><strong>Milestone 3 (revised): Content steering and management of BILT products and implementation</strong></td>
</tr>
</tbody>
</table>
### Activities and outputs
- Trends mapping study (published October 2020)
- Virtual conference on NQC (June 2020)
- 25 Innovation and Learning Practices (ILPs) from Europe (published September 2020)

### Milestone 4: Management and maintenance of the BILT knowledge platform as an inter-regional knowledge centre

#### Activities and outputs
- Maintenance and updating of the knowledge platform (4 sub-areas launched in May 2020)
- BILT network visualization (June 2020)
- Five videos (90 second duration) for each thematic area (December 2020)
- Three videos showcasing three innovative practices from Europe (February 2021)
- Presentations of BILT at 5 webinars

### Milestone 5: Organisation of a BILT learning summit in 2021 on NQC

### Milestone : External evaluation of Phases 1 and 2

Both phases of the project are underpinned by a theory of change, results-based framework (with indicators) and a monitoring and evaluation plan and risk log.

### BILT Phase 2

#### Action line
Implementation of European UNEVOC Network consolidation and development of long-term ‘Bridging’ platform with Africa and Asia

#### Milestone 1: Activation of the European UNEVOC network

#### Activities/outputs: Support the creation of a list of new (potential) UNEVOC centres

#### Milestone 2: Content steering, process monitoring and organization of knowledge exchange within the bridging line

#### Activities/Outputs
- BILT online workshop with Asia and the Pacific (July 2020 - 36 participants from 13 countries)
- BILT online workshop with Africa (September 2020, 67 participants from 19 countries)
- Bridging conference on New Qualifications and Competence in TVET (December 2020, 163 participants from 49 countries)
- Scoping surveys (in Africa and Asia-Pacific) on new qualifications and competencies

#### Milestone 3: Content steering and management of BILT products and implementation

#### Activities/outputs
- Trends mapping study (published October 2020)
- Virtual conference on NQCs (June 2020)
- New Qualifications and Competencies Guides
- Six expert group meetings
- 25 Innovation and Learning Practices (ILPs) from Europe (September 2020)

### Milestone 4: Management and maintenance of the BILT knowledge platform (BILT Open Space) that serves as a practical inter-regional knowledge centre

**Activities/outputs**
- Four thematic spaces created in the BILT website (May 2020)
- Dynamic BILT network visualization (June 2020)
- Five 90 second videos produced for each theme (December 2020)
- Three videos of European ILPs (February 2021)

### Milestone 5: Organisation of a BILT learning summit on NQCs

**Activities/outputs**
To take place December 2021

### Milestone 6: External evaluation

**Additional:** Presentation of BILT at 5 events throughout the 2020-2021
Project Description - BILT Phase 1

Title: Bridging Innovation and Learning in TVET (BILT)

Project monitoring on behalf of BMBF/ Cluster network coordination support
- BIBB

Project management and reporting/ European cluster network management
- UNESCO-UNEVOC

PROJECT GOALS
To remain both relevant for the world of work and attractive to learners and potential employers, modern TVET systems need to adapt to new technologies and structural changes in the labour market. The main challenges of TVET are modern and attractive professions and career paths which attract and integrate youth. The discussion about design, content and recognition of promising and future oriented TVET careers is becoming a key issue for education stakeholders worldwide. There is high demand for capitalizing on the opportunities from digitization trends, contributing to sustainability through green careers, fostering entrepreneurial skills and the effective integration of migrants into the world of work through VET. With ever-faster innovation cycles, the demand for peer learning is also accelerating, both within Europe and internationally.

The BILT project seeks to support VET institutions in addressing the transformation challenges and leverage on the existing UNESCO-UNEVOC-networking mechanism. The project complements national developments to explore and support innovative, market-oriented and attractive TVET-careers/professions and inspires new modes of learning and cooperation in TVET. In part, it will activate the ongoing UNEVOC European Cluster Network as a necessary platform to foster learning and to establish content-oriented, formal and administrative synergies in TVET. It will also act as a springboard for trans-regional action, involving innovative UNEVOC Centres in the Asia-Pacific and African regions.

Fundamentally, four thematic foci are defined to kick-start the learning process for the creation of needed and formally recognized TVET careers:

- Digitalisation and TVET;
- Greening TVET;
- Entrepreneurship in TVET and
- Migration and TVET.

Having national competencies in view, the BILT Project will support collaboration activities that are targeted to enhance national as well as multi-national TVET-capacities, generate new knowledge and share information on TVET systems, e.g. through promising practices and implementation evidence.
COORDINATION/FACILITATION RESPONSIBILITIES OF BIBB
The Federal Institute for Vocational Education and Training (BIBB) will be in charge of the overall coordination and administrative responsibility towards BMBF. BIBB will coordinate closely with UNESCO-UNEVOC, which is responsible for managing the project.

DESCRIPTION OF THE MAJOR COMPONENTS OF THE PROJECT

Action line 1: Activation of the European Cluster (lead by BIBB)

BIBB is responsible for facilitating processes to re-activate the UNEVOC Centres in the European cluster in close coordination with UNESCO-UNEVOC. BIBB will utilize this opportunity to engage with TVET institutions within Europe and effectively draw from the experiences and developments in VET in the cluster to inform BIBB’s own internationalization strategy. The goal of the re-activation process is to stabilize existing engagements, identify and integrate new centres with high potential to contribute, define roles and future engagements for the European cluster network, derive new contents for discussion in the European cluster network, facilitate feedback on German VET and support the principles of quality engagement. Altogether, these activities will provide substantive content on relevant TVET Trends and outcomes of German cooperation with the international TVET community.

The Project will conclude with a global TVET Learning summit, supported by BIBB, to present the outcomes of the project and lessons drawn from the collaboration exercise within the European cluster of the UNEVOC network.

Action line 2: Supporting the implementation of European consolidation work packages for creating long-term ‘Bridging projects’ in Africa and Asia (lead by UNESCO-UNEVOC)

Through the UNEVOC Network, UNESCO provides a unique, global education network where TVET issues are discussed at eye level. UNESCO-UNEVOC will manage and implement collaboration projects in the four thematic foci with UNEVOC Centres in the European cluster network. These projects will be carried out through work packages that are designed to generate new knowledge, collect and package resources and guidelines, identify and facilitate exchange on promising practices in VET and synthesize policies and practices. These work packages will be implemented with a goal to contribute to improving the understanding of the demands for modernizing TVET, reviewing and making recommendations for new, attractive VET careers in the different occupations, competency requirements for potential careers and scenarios for implementation, as the mainframe of all the activities. The Project will contribute to UNEVOC’s global networking agenda by connecting the European Cluster activities to the innovative TVET-developments in the UNEVOC Network, with priorities in Africa and Asia.

Through the Project, a global knowledge “Bridge” will be created to showcase possible collaboration outputs of regional cooperation, based on practices, experiences and lessons learned from the European cluster network.

One comprehensive “BILT” learning summit will be organized by UNESCO-UNEVOC in 2020 with BIBB. The event will be hosted in Bonn at a time when the German Government is about
to take over the Presidency of the European Council in 2020. The summit will serve as a conceptual input not only by showcasing the outcomes of the European cluster networking, but also by elaborating the necessary directions and scenarios for new VET careers and competencies and of modern and competitive TVET systems.

**Milestones**
The Project is envisaged to be based on the re-activation of VET-Centres in the UNEVOC European cluster, attract new TVET institutions to join the Network, enable mechanisms for “bridging” TVET experiences and demonstrating evidences of promising practices in TVET, as well as draw lessons that can be brought to the level of European TVET discourse. Based on a solid **project structure** (including monitoring and coordination; and the installation of a project coordinator, a project board (consisting of BMBF, UNEVOC and BIBB) the following project milestones are envisaged for each of the two action lines:

**Action line 1 – Activation of the UNEVOC European Cluster network**

<table>
<thead>
<tr>
<th>Milestone 1: Re-activation of the UNEVOC Network in Europe. This entails identification of current policy and implementation advances at the European level in the four thematic strands of the project, identification of outstanding European VET providers with high potential to become new members of the UNEVOC Network and contribute promising practices</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Deliverable/output:</strong> Early analysis report containing a European cluster network profile, provisions for the re-activation of the European cluster network; a list of new potential UNEVOC Centres with information on their potential contributions to the Network</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Milestone 2: Facilitation of a focused knowledge exchange in the four thematic priorities.</th>
</tr>
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<tbody>
<tr>
<td><strong>Deliverable/output:</strong> Up to four European Cluster meeting events organized by BIBB in collaboration with UNESCO-UNEVOC</td>
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</table>

<table>
<thead>
<tr>
<th>Milestone 3: Support of a “BILT” learning summit with UNESCO-UNEVOC</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Deliverable/output:</strong> A learning summit/forum Agenda by 2020</td>
</tr>
</tbody>
</table>

**Action line 2- Supporting the implementation of European consolidation work packages for creating long-term ‘Bridging projects’ in Africa and Asia**

<table>
<thead>
<tr>
<th>Milestone 1: Creation and management of a knowledge sharing platform that can serve as a practical inter-regional knowledge hub between European, Asian and the African clusters.</th>
</tr>
</thead>
</table>
**Deliverables/outputs:** A dynamic knowledge platform as repository of project resources; discussion around the opportunities for utilizing the tools and resources produced in other regions and facilitating exchange with European UNEVOC Centres

**Milestone 2: Online Survey in Africa and Asia cluster networks.** Survey of ongoing, innovative TVET activities in the Asia and Africa Cluster Networks to map the potentials and technical contributions to phase 2 of the BILT-Bridges project

*Deliverables/outputs:* Two survey reports

**Milestone 3: Organization of a “BILT” learning summit** with focus on key VET careers/professions, their content and need of recognition. Focus to be confirmed.

*Deliverable/output:* A learning summit/forum Agenda; Participation list

**Milestone 4: External evaluation of the project.** Outcomes of the project are reviewed to provide the basis for developing a BILT phase – 2 project proposal

*Deliverables/Output:* External evaluation report and recommendations; new project proposal (Phase 2)
Project Description - BILT Phase 2

Title: Bridging Innovation and Learning in TVET (BILT)
Duration: 1. May 2020 to 31. December 2021

BILT Project support (facilitation and content steering) and monitoring on behalf of BMBF/
European UNEVOC Network support
- BIBB
BILT Project management (facilitation and content steering) and reporting/ UNEVOC
Network management
- UNESCO-UNEVOC

PROJECT GOALS

The vision of BILT is to be a reference point for innovation in TVET through network
collaboration within Europe, and in a bridging process with African and Asian partners
(“Bridging process”). The project complements national developments to explore and support
innovative, market-oriented and attractive modes of learning and cooperation in TVET. Special
attention is paid to the identification and implementation of new qualifications and
competencies in national TVET systems. In part, it will activate the ongoing European
UNEVOC Cluster as a necessary platform to foster learning and to establish content-oriented
and formal synergies in TVET. It will also act as a springboard for trans-regional action,
Involving innovative UNEVOC Centres in the Asia-Pacific and African regions.

Fundamentally, five thematic foci are defined within the BILT project:
- New Qualifications and Competencies for TVET
- Green and sustainable TVET professions
- TVET professions for digital economies
- TVET opportunities for the integration of skilled migrants and refugees
- TVET as stimulator of a new entrepreneurial culture

In the ongoing project phase from May 2020 onwards, the major focus will be put on the
topic of ‘New Qualifications and Competencies’. Having national qualifications and
competencies in view, the BILT Project will support collaboration activities that are targeted to
better understand the state-of-play and enhance national as well as multi-national TVET-
capacities, generate new knowledge and share information on national TVET practices, e.g.
through innovation and learning examples and implementation examples. Furthermore, a
structured exchange in the respective topic will take place between the European and the
African UNEVOC Network as well as between the European and Asian UNEVOC Network.

Starting in 2021, the BILT Project will be implemented in three lines of work:

1. A “bridging line” that serves as a platform for bridging innovation and learning
   experience within a thematic focus area that is defined annually and is implemented in
line with the product line; it entails organization of one regional event in Europe, Africa and Asia and one global event in 2021.

2. A “product line” to be developed under each thematic focus area, with informative and practically relevant output. It will enable TVET experts from various UNEVOC centers and other excellent TVET stakeholders to elaborate products (e.g. practical guides, short videos, etc.) related to ‘New Qualifications and Competencies’ until 2021, and thereafter in combination with another thematic focus to be defined for each year. The products will also be available to TVET institutions outside of the UNEVOC Network via the BILT knowledge platform.

3. An “implementation-line” is planned to follow the product and bridging lines. It will serve to put the results of each working phase into practice with interested European, African and Asian UNEVOC Centres.

RESPONSIBILITIES OF BIBB

The Federal Institute for Vocational Education and Training (BIBB) will be in charge of the overall coordination and administrative responsibility towards BMBF. BIBB will coordinate closely with UNESCO-UNEVOC, which is responsible for the project management.

DESCRIPTION OF THE ACTION LINES OF THE PROJECT

Action line 1: Activation of the European UNEVOC Network (led by BIBB)

BIBB is responsible for facilitating processes to activate the UNEVOC Centres in the European cluster in close coordination with UNESCO-UNEVOC. BIBB will further utilize this opportunity to engage with TVET institutions within Europe and effectively draw from the experiences and developments in the UNEVOC cluster to inform BIBB’s own internationalization strategy. In addition, it will help increase the number of active Centres in the European cluster, attract new members to the global Network, and activate new forms of engagement from important TVET institutions around the world. The process of bridging the European cluster experience in TVET with African and Asian UNEVOC centers will be kick-started. BILT will be used as a platform to connect the European network with the African and Asian networks and further TVET stakeholders from the different regions. Altogether, these activities will generate and provide substantive content on relevant TVET trends, especially in the field of ‘New Qualifications and Competencies’.

The first and the second phase of the project will conclude with a global TVET Learning Summit in December 2021, supported by BIBB, to present the outcomes of the project and lessons drawn from the collaboration exercise within and beyond the European cluster of the UNEVOC network.

Besides its support for the “Bridging line”, BIBB will collaborate with UNESCO-UNEVOC to develop products and actions for BILT’s “Product line” during this period.
Action line 2: Implementation of European UNEVOC Network consolidation and development of long-term ‘Bridging’ platform with Africa and Asia (led by UNESCO-UNEVOC)

Through the UNEVOC Network, UNESCO provides a unique, global education and collaboration network, where TVET issues are discussed on par among equals. UNESCO-UNEVOC will contribute in steering new contents into the project activities and team discourse as part of its overall management and implementation of the BILT project. It will capitalize on the knowledge and experience of UNESCO-UNEVOC in steering and developing knowledge products and setting in motion activities in all the thematic focus areas of the project in coordination with the UNEVOC Centres.

Besides the focus on UNEVOC Centres in the European cluster, special effort is made to establish a bridging platform for European, African and Asian UNEVOC Centres. In this step, UNESCO-UNEVOC and BIBB will work together to assess their respective networks in the two regions, keeping in view the mutual interests and long-term opportunities for strengthening the engagement with these networks.

The activities in the BILT focus areas are designed to identify current TVET challenges and collect examples of how these challenges are tackled in different institutions, systems or countries. The activities identify and generate new knowledge and facilitate opportunities of exchange on examples of innovation, learning and relevant policies. These activities will be implemented with the goal to contribute to improving the understanding of the demands for ‘New Qualifications and Competencies’ that are required to modernize TVET, such that it is close to the labour market needs and guides UNEVOC Centres in implementing change.

The Project will contribute to UNESCO-UNEVOC’s global networking agenda, and indirectly support the ongoing regional network strategies for Asia and Africa, by connecting the European Cluster activities to the innovative TVET developments in the UNEVOC Network, with priorities in Africa and Asia. Through the Project, a global “knowledge bridge” will be created, providing access to practices, experiences and lessons learned from the European UNEVOC cluster.

UNESCO-UNEVOC will organize a comprehensive “BILT Learning Summit” until the end of phase 2, which will take place in December 2021 in Bonn. The Learning Summit will present the outcomes of the BILT Project, and discuss with European, African and Asian participants directions and scenarios for TVET to respond adequately to ‘new qualifications and competencies’ needed in modern and competitive TVET systems.

**MILESTONES**

The Project is envisaged to be based on the activation of UNEVOC Centres in the European UNEVOC cluster and to attract new TVET institutions to join the Network. It enables mechanisms for “bridging” TVET experiences, demonstrates evidence of innovation and learning examples and draws lessons that can be brought to the European TVET discourse. The second phase seeks to further consolidate the European network and to bridge Europe
with Africa and Asia, to facilitate an exchange on tackling imminent TVET challenges, including a focus on peer support.

Based on a solid **project structure** (including monitoring and coordination, the installation of a project coordinator and project staff and a project board consisting of BMBF, UNESCO-UNEVOC and BIBB) the following project milestones are envisaged for each of the two action lines:

<table>
<thead>
<tr>
<th>Action line 1 – Activation of the European UNEVOC Network (led by BIBB)</th>
</tr>
</thead>
</table>
| **Milestone 1: Activation of the European UNEVOC Network (Cluster Coordination).** This entails the identification of current policy and implementation advances at the European level in the five thematic strands of the project as well as the identification of outstanding European UNEVOC Centres and TVET stakeholders with high potential to become new members of the UNEVOC Network and contribute to the three lines of work (bridging, product, implementation).

**Output:** a list of new (potential) UNEVOC Centres with information on their (potential) contributions to the Network |

| **Milestone 2: Content steering of a focused knowledge exchange within the BILT bridging line, with a focus on ‘New Qualifications and Competencies in TVET’, informed by the four other thematic priorities.** This entails the identification of a BILT focus topic based on the BILT thematic strands in collaboration with UNESCO-UNEVOC and the UNEVOC network as well as, the identification of outstanding African and Asian TVET stakeholders to contribute to the Bridging process.

**Output:** Up to two European Cluster meeting events, as well as up to one Bridging event (physical or digital) per year in Africa with African partners and in Asia with Asian partners, in 2020 and 2021 organized by UNESCO-UNEVOC, supported by BIBB. |

| **Milestone 3: Content steering of the BILT product and implementation lines.** This entails the co-design, development and implementation of products on New Qualifications and Competencies, related to the BILT focus topic, including during up to three annual expert’s meetings.

**Output:** Publication of products developed by experts from the European UNEVOC network, in collaboration with African and Asian partners. The first products will be prepared in 2020 and published and validated in 2021. |

| **Milestone 4: Support in the collection and translation of content for the BILT knowledge platform.** This entails the collection of concrete innovative examples and materials from the different thematic fields.

**Output:** Up to 20 descriptions of concrete innovative examples from UNEVOC Centres documented for the knowledge platform, which were presented at a BILT event, and – if available – accompanying material/products |
**Milestone 5: Support in the planning of a “BILT Learning Summit” in 2021** with a focus on ‘New Qualifications and Competencies’ with UNESCO-UNEVOC. Originally planned for December 2020, the Learning Summit had to be moved to Q4 2021 due to COVID-19. Budget and planned content for the event from Phase 1 will be retained.

**Output:** Facilitation and content steering of a Learning Summit/Forum Agenda in 2021.

**Action line 2 - Implementation of European UNEVOC Network consolidation and development of long-term ‘Bridging’ platform with Africa and Asia (led by UNESCO-UNEVOC)**

**Milestone 1: Activation of the European UNEVOC Network.**
Identification of outstanding European TVET stakeholders with high potential to become new members of the UNEVOC Network and contribute to the three lines of work (bridging, product, implementation).

**Output:** Support the creation of a list of new (potential) UNEVOC Centres with information on their potential contributions to the Network; formal process of admission to the UNEVOC network for newly-identified institutions

**Milestone 2: Content steering, process monitoring and organization of focused knowledge exchange within the bridging line.**
Identification of a topic based on the BILT thematic strands in collaboration with the UNEVOC network. Identification and coordination with outstanding European, African and Asian TVET stakeholders within the UNEVOC Network to contribute to the bridging process.

**Output:** Up to two European Cluster meeting events, as well as up to one Bridging event per year in Africa with African partners and in Asia with Asian partners in 2020 and 2021 (physical or digital); survey of current challenges and ongoing, innovative TVET activities in the Asian and African Clusters of the UNEVOC Network; European, African and Asian UNEVOC Centres benefit from knowledge exchange and peer learning

**Milestone 3: Content steering and management of the BILT product and implementation lines.**
Co-designing, development and implementation of products on New Qualifications and Competencies, related to the BILT focus topic and worked upon, including during up to three expert meetings. It also entails quality assurance of the online and offline publication and products as well as supporting their implementation.

**Output:** Publication of products developed by experts from the European UNEVOC network, in collaboration with African and Asian partners, The first products will be prepared in 2020 and published and validated in 2021.

**Milestone 4: Management and maintenance of the BILT knowledge platform (Website/BILT Open Space) that serves as a practical inter-regional knowledge centre between the members of the BILT project in the Europe, Africa and Asia and collects further content.**
Organization of several products and resources into accessible and dynamic formats and regularly updating of the project platform.
**Output:** A dynamic knowledge platform as repository of project resources accessible for UNEVOC centers and TVET stakeholders in Europe and worldwide; up to 20 innovative learning examples from UNEVOC Centres presented at a BILT event, and – if available – accompanying material/products.

**Milestone 5: Organization of a “BILT Learning Summit”** in 2021 with focus on ‘New Qualifications and Competencies’. Originally planned for December 2020, the Learning Summit had to be moved to Q4 2021 due to COVID-19. Budget and planned content for the event from Phase 1 will be retained.

**Output:** Content steering and organization of a learning summit/forum agenda; Participation list

**Milestone 6: External evaluation of the 2nd project phase until the end of 2021.** Outcomes of the project will be reviewed to create the basis for further BILT activities.

**Output:** Evaluation report and recommendations; proposal for further BILT activities

This English version of the Project Description shall be binding between BIBB and UNESCO-UNEVOC.
BILT 2020/21: Focus NQ&C + phasing in of bridging

<table>
<thead>
<tr>
<th>2020</th>
<th>2021</th>
<th>2022</th>
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<tbody>
<tr>
<td>Q2</td>
<td>Q3</td>
<td>Q4</td>
</tr>
</tbody>
</table>

### Product line
- Trends
- Introduction in curricula and training
- Teacher and trainer training and teacher-learner interface
- NQ&C guidelines development:
  - Expert groups
  - Validation process

Virtual Conference

Kick-start Expert Group meeting:
- Challenges & solutions discussed
- Timelines set
- Leads identified

### Bridging line
- Collecting innovative practices
- Bridging learning
- Start scoping surveys & BILT briefing webinars
- EUR Conference
- EUR-AF Conference

### Implementation line
- Implementing the Thematic Guide:
  - Outcomes and learnings of BILT Phase 1 discussed
  - Consultation on BILT Phase 2 initiated
  - Private sector perspective discussed
  - Report on NQ&C finalized

- Status and challenges in AI/AF identified
- Cases collected
- Exchange w/Eur started
- Private sector perspective discussed

‘Learning Summit’ 2021:
- BILT Alliance (w/ Ministers)
- Forming of next Expert Group
- Next topic decided

Output: collection of pilots from EUR/AP/AF + Up to 5 videos on best pilots

Application of guides in AP, AF and EUR Centres (2 in each region)