



United Nations  
Educational, Scientific and  
Cultural Organization

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

## **Contract for Services**

### **Request for Quotation**

**Reference:** Lead Expert – \* Macro Level \* Bridging Innovation and Learning in TVET (BILT) Project

**14 October 2020**

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

UNESCO is inviting written proposals from Contractors 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 Services, the contracting modality used for these assignments (attachment B);
- (c) Background material concerning the work assignment (attachment C)

Your written proposal should comprise:

- (a) A description of the approach and methodology that will be applied to fulfil the tasks as outlined in the attached Terms of Reference (Attachment A);
- (b) A budgetary proposal based on the deliverables (item 5) outlined in the attached Terms of Reference (Attachment A);
- (c) The CV of the implementing Lead Expert;
- (d) The amount to be charged for the assignment, which should be quoted in US dollars 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 **17:00** (CET) on **24 October 2020**.

The e-mail address is: [w.lima-junior@unesco.org](mailto:w.lima-junior@unesco.org)

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

## Terms of Reference \* Lead Expert – Macro Level \* Bridging Innovation and Learning in TVET (BILT) Project

### 1. Background

The BILT project provides TVET stakeholders with a platform for exchange and supports them to address current challenges in TVET systems that arise due to technological, social, environmental, and workplace changes. Within BILT, the overarching thematic area is New Qualifications and Competencies in TVET, which is supported by four work streams:

- a. Digitalization and TVET,
- b. Greening TVET,
- c. Entrepreneurship in TVET, and
- d. Migration and TVET.

This project encompasses the above-mentioned thematic areas and the consultancy will address BILT's main line of work on New Qualifications and Competencies in TVET. For more information, please refer to [BILT Concept Note concerning New Qualifications and Competencies in TVET](#).

In order to achieve the expected deliverables, the Lead Expert - Macro Level, is expected to closely work with the BILT team, the Senior Expert and the Lead Experts of the Meso and Micro levels.

### 2. Purpose of the Assignment

The Lead Expert - Macro Level, shall lead an Experts Group consisting of selected participants from the TVET community that will address the needs and interests of TVET schools, companies, and other TVET stakeholders in regard to New Qualifications and Competencies.

Over a period of 10 months (November 2020 – August 2021), the task of the Lead Expert – Macro Level will be to conceptualize, develop, refine and produce a 16-page, implementation-oriented publication on New Qualifications and Competencies for stakeholders at the Macro Level (NQC Publication). With the support of an Expert Group, the Lead Expert – Macro Level will address indicative questions as those exemplified below, which will serve as a basis for a concept and structure of the publication to be developed.

How does the macro level drive the identification and implementation of new qualifications and competencies?

- Which new qualifications and competencies are needed by the labour market?
- Which demands are presented by social partners concerning new qualifications and competencies?
- Which mechanisms for the identification of new qualifications and competencies are most useful?
- Which stakeholders are involved in the process of identifying new qualifications and competencies and how?

- What does the product of identifying and integrating new qualifications look like?
- What are the challenges and advantages related to the flexibility or individualisation of curricula and training regulations from a Governance perspective?

### 3. Tasks and Expected Outputs

Under this contract, the Lead Expert - Macro Level, will be required to work in collaboration with the BILT team, the Senior Expert and the Lead Experts of the Micro and Meso levels to undertake the following tasks:

- 1.1 Participate in the **Expert Group Kick Start Meeting (November 2020)** to discuss a draft outline and concept and to ensure compatibility with the other NQC Publications produced at different levels;
- 1.2 **Produce a draft outline of the publication.**
- 2.1 Develop concept and agenda for the **two Macro Level Expert Group Meetings (January and March 2021)**<sup>1</sup> as well as for the **Final Meeting (August 2021)**;
- 3.1 Organize (invite, follow –up and confirm participation), implement (set up platform) and moderate **two Macro Level Expert Group Meetings** and participate in the **Validation and Final Meetings**;
- 3.2 Collect, organize and incorporate inputs from the **two Macro Level Expert Group Meetings, from a validation process with UNEVOC Centres**, as well as from the **Final Meeting**.
- 4.1 Produce a **draft**, a **revised** and a **final** version of the NQC Publication.

### 4 Missions

All the project-related meeting are currently expected to take place online. However, depending on how the COVID-19 situation evolves, there might be the possibility of organizing physical meetings in the course of 2021. In case this situation is confirmed, an amendment to this contract shall be made in order to reflect travel-related costs.

### 5 Timeline and expected deliverables

The Consultant shall deliver the following outputs:

#### Deliverable 1 - by 30th November 2020

- Table of contents for the NQC Publication – Macro Level.
- Concept for the two Macro Level Expert Group –Meetings, comprising agenda, format, participation and expected outputs.
- Work plan, including timeline, for the final version of the NQC Publication.

#### Deliverable 2 - by 15th February 2021

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<sup>1</sup> The exact dates of the Working and Final Meetings remain to be confirmed.

- Summary of the feedback collected during the first Macro Level Expert Group Meetings.
- **Draft version** of the NQC Publication.

#### **Deliverable 3 - by 15th April 2021**

- Summary of the feedback collected during the second Macro Level Expert Group Meetings.
- **Revised version** of the NQC Publication.

#### **Deliverable 4- by 31st August 2021**

- **Final version** of the NQC Publication, incorporating the feedback provided from a validation process with UNEVOC Centres.

## 6 Remuneration

The Contractor shall be remunerated based on the proposal submitted and the amount negotiated with UNESCO-UNEVOC.

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

Should the final invoice amount exceed the amount under Article I.6, an amendment will be prepared prior to payment of the invoice.

## 7 Other Specifications

The Consultant shall respect the time and technical specifications of the deliverables and shall ensure that the level of English in all deliverables is of a high standard. All rights related to the services provided by the Consultant under this contract, including rights of ownership and copyright, are vested in UNESCO, which alone holds all rights of use.

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<sup>2</sup> <https://treasury.un.org/operationalrates/OperationalRates.php#E>

Contract N°:

(Please quote this reference in all correspondence and communications)

## CONTRACT FOR SERVICES



United Nations  
Educational, Scientific and  
Cultural Organization

THE UNITED NATIONS and Name  
EDUCATIONAL, SCIENTIFIC AND  
CULTURAL ORGANIZATION (hereinafter called 'the Contractor')  
(hereinafter called 'UNESCO')  
the headquarters of which are Address  
situated in Paris  
*BONN / UNEVOC*  
*Germany* 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):

Payment N°	Upon submission to and approval by UNESCO of the following work	Article I Reference	Latest date for submission	Amount/Currency

### 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:

	Detailed Description	Amount/Currency
(i)		

### 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 initialled 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: .....



# GENERAL TERMS AND CONDITIONS FOR SERVICES

## 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

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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 UNCITRAL 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 by either Party to arbitration in accordance with the UNCITRAL 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

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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.

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## BILT Experts Group: New Qualifications and Competencies in TVET

### The BILT theme “New Qualifications and Competencies”

Globally, technical and vocational education and training (TVET) systems are facing unprecedented challenges that emerge from society and economy – such as digitalization, sustainable development, and globalization.

#### About BILT

The Bridging Innovation and Learning in TVET (BILT) project provides TVET stakeholders with a platform for exchange and supports them to address current challenges in TVET systems, which arise due to technological, social, environmental, and workplace changes. Within BILT, the overarching thematic area is New Qualifications and Competencies in TVET, which is supported by four work streams:

- Digitalization and TVET,
- Greening TVET,
- Entrepreneurship in TVET, and
- Migration and TVET.

Through regular knowledge exchange, thematic project activities, and expert working groups, BILT offers opportunities for collaboration between UNEVOC Centres and TVET stakeholders in Europe. BILT is also a platform for bridging of innovation and learning between European UNEVOC Centers and TVET stakeholders in the Asia-Pacific and Africa regions. The results of ongoing activities are accessible on BILT’s web page and will be disseminated during a BILT Learning Forum.

The BILT project is carried out in collaboration with UNEVOC Network members, coordinated by UNESCO-UNEVOC with support of the German Federal Institute for Vocational Education and Training (BIBB), and sponsored by the German Federal Ministry of Education and Research (BMBF).

Against this backdrop, the ever-present need to identify future-oriented qualifications and competencies for TVET systems worldwide becomes even more prominent. It is a multi-stakeholder endeavour of great importance as it ensures the continued relevance of TVET for the world of work and contributes to the attractiveness of TVET for learners. Such new qualifications and competencies must serve market needs and lead to promising career paths for youths.

Besides the identification of new qualifications and competencies, an additional major challenge is their efficient integration into occupational profiles, curricula, and training regulations. To ensure TVET’s responsiveness to emerging trends and industry demands, TVET systems seek new ways to integrate new qualifications and competencies into national frameworks.

A third major challenge relates to ensuring the implementation of new qualifications and competencies in practice. Teachers and trainers need access to support for their professional development and acquaint themselves with new teaching and learning methods, including through distance learning.

These are key challenges investigated in the framework of the BILT project. Since 2019, the project has brought together TVET stakeholders to discuss how new qualifications and competencies are identified, formalized and implemented at different levels.

The discussions helped to develop an initial theoretical framework to map these new qualifications and competencies – the New Qualifications and Competencies

Ecosystem: (see figure 1. below).

COORDINATED BY



WITH SUPPORT OF



SPONSORED BY THE





Figure 1. - New Qualifications and Competencies Ecosystem

The demand and supply side of the New Qualifications and Competencies ecosystem are closely interlinked and composed of co-dependent actors and processes.

On the demand side, up-to-date curricula and training regulations reflect labour market and industry demands as well as economic and socio-political developments. Emerging trends in the private sector inform the regular update of curricula and training regulations in a quick and proactive manner. The BILT project contributes to the identification of new future-oriented qualifications and competencies for relevant TVET careers, with special attention paid to the thematic fields of digitalization, greening, entrepreneurship, and migration.

On the supply side, BILT explores the subsequent integration of new qualifications and competencies into curricula and training regulations in accordance with the structure and requirements of national TVET systems. BILT project partners identify and discuss different approaches to the integration of new qualifications and competencies - including cross-cutting, sectoral, occupational, and additional approaches.

Approach	Relevance	Example
Cross-Cutting	Transversal competencies relevant to all groups of learners in all curricula and training regulations of a TVET system	Applying sustainability in all work-related activities (recycling, reducing waste, improving energy and resource efficiency, climate literacy, etc.)
Sector-Specific	Competencies relevant for all TVET curricula and training regulations of one economic sector (e.g. construction, logistics, service sector)	Optimizing transportation routes in the logistics sector (considering carbon emissions, energy efficiency, cost reduction, etc.)

Occupation-specific	Competencies relevant for one specific occupation in occupational-based TVET curricula and training regulations	Operating, repairing and maintaining electric vehicles (assembling electrical machines, setting up and maintaining automation systems, etc.)
Additional	Introduction of additional qualification modules by TVET providers covering cross-cutting, sector-specific or occupation-specific competencies. These modules can complement initial and continuing TVET and allow a quicker response to new developments at the local level.	

Finally, efficient delivery of new qualifications and competencies in the classroom requires the adoption of innovative teaching and learning practices, and providing teacher and trainer training, so that learners can benefit accordingly. In the BILT bridging events, BILT partners share and discuss successful examples of implementing new qualifications and competencies in practice. These include pilot projects in different sectors and occupational fields for different target groups.

An initial Trends Mapping Study on new qualifications and competencies, conducted in the first half of 2020 and completed at the end of August, helped to enter the subject. The study consisted of:

- A review of international literature
- Focus groups, shedding light on practical examples related to the topic
- An online survey, creating a picture of current trends and interests in Europe
- A “TVeT Online Forum” Virtual Conference (01.-12.06.2020), presenting and discussing initial results

UNESCO-UNEVOC and its project partner BIBB will publish the final report of the Trends Mapping Study on New Qualifications and Competencies in August 2020. The report’s purpose is to serve as a pre-study for the work of the expert group.

## Objectives of the Expert Group’s work on “New Qualifications and Competencies”

The BILT expert group will create three short, implementation-oriented publications (with up to 16 pages each) on new qualifications and competencies for practical use in TVET. With special attention paid to the Trends Mapping Study, the experts will build their work on previous activities of the BILT project. To address diverging needs and interests of different stakeholders, the expert group will split into three sub-groups and work with the following levels:

- **Macro level / Governance:** addressing needs and interests of ministries and umbrella organisations (meta-organisations encompassing several organisations, including trade unions or employer organisations)

## ATTACHMENT C – BACKGROUND MATERIAL

- **Meso level / Development:** addressing needs and interests of national bodies, associations (including individual trade unions and individual employer organisations), and sectorial chambers.
- **Micro level / Implementation:** addressing needs and interests of TVET schools, companies, and other TVET providers.

The expert group will work over a time span of ten months. Ultimately, the aim is to create three publications, which each address interests and needs of one of the target groups (Macro Meso Micro level as indicated in figure 2. below).

Focusing on the identification, formalisation and implementation of new qualifications and competencies, the experts will address questions as in the table below. These serve as a basis for a concept and structure of the publications that the experts will develop.

Level	Questions to be addressed
<b>Macro / Governance</b>	<p>How does the macro level drive the identification and implementation of new qualifications and competencies?</p> <ul style="list-style-type: none"> <li>○ Which new qualifications and competencies are needed by the labour market?</li> <li>○ Which demands are presented by social partners concerning new qualifications and competencies?</li> <li>○ Which mechanisms for the identification of new qualifications and competencies are most useful?</li> <li>○ Which stakeholders are involved in the process of identifying new qualifications and competencies and how?</li> <li>○ What does the product of identifying and integrating new qualifications look like?</li> <li>○ What are the challenges and advantages related to the flexibility or individualisation of curricula and training regulations from a Governance perspective?</li> </ul>
<b>Meso / Development</b>	<p>How are new qualifications and competencies developed on the meso level?</p> <ul style="list-style-type: none"> <li>○ What are different national standards concerning curricula and training regulations as well as their development?</li> <li>○ Which stakeholders are involved in the development of curricula and training regulations and how?</li> <li>○ How are decisions in the process of creating and updating curricula and training regulations taken?</li> <li>○ What approaches to integrating new qualifications and competencies into curricula and training regulations exist, with special attention paid to the four approaches presented by the BILT project?</li> <li>○ How does the product of integrating new qualifications and competencies in curricula and training regulations look like?</li> </ul>

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- How can the meso level support the implementation of new qualifications and competencies on the micro level?

Micro / Implementation	How are new qualifications and competencies implemented on the micro level?
	<ul style="list-style-type: none"> <li>○ To which extent and how is the micro level involved in the identification of new qualifications and competencies?</li> <li>○ Which school concepts for the implementation of new qualifications and competencies exist? Which company concepts exist, from small and medium enterprises to large corporations?</li> <li>○ What institutional arrangements are conducive to the uptake of new qualifications and competencies?</li> <li>○ How are different approaches to the integration of new qualifications and competencies applied, with special attention paid to the four approaches presented by the BILT project?</li> <li>○ Which teacher and (in-company) trainer training concepts exist to enable teachers and trainers to integrate new qualifications and competencies in teaching/training?</li> <li>○ Which teaching/training methods and didactical approaches seem successful in view of new qualifications and competencies?</li> </ul>

Figure 2. - Macro Meso Micro Questions

To assure the practical applicability of the publications and to gather feedback from the target groups, interested UNEVOC Centres will ‘validate’ the draft publications and provide feedback to the experts group. This will help the experts to revise and finalize the publications.

UNESCO-UNEVOC, its project partner BIBB and the expert groups will present the final versions of the publications to a global audience during the BILT Learning Summit in December 2021.

## Roles and Responsibilities

### Senior Expert

The Lead Consultant will be responsible for the strategic guidance of the expert group’s work and the overall coordination. (S)he will contribute to the conceptualization of three practically oriented, complementary publications, steering their development and ensuring their timely completion. The SE will collaborate closely with the BILT team, the Lead Experts, Thematic Experts and participating UNEVOC Centres. Specific tasks include:

- Technical support and advice to the expert groups, especially for the writing and revision processes; Advising the lead experts on additional international, innovative examples in the field of new qualifications and competencies
- Alignment of all three publications to create a common structure and style, ensuring that the three volumes are complementary to each other and are not contradictory





## ATTACHMENT C – BACKGROUND MATERIAL

- Proposition and presentation of a strategic orientation as well as key questions for the publications during the Kick-Off; Definition of a structure and content for the three publications in close collaboration with the BILT team and the respective expert groups before the writing process starts
- Conceptual development of the validation process with UNEVOC Centres, supervision of its implementation, and analysis of its results
- Participation in all virtual events;
- Content preparation and co-moderation, if required; Participation in supplementary virtual working group meetings, if needed

### Lead Experts

Each Lead Expert (LE) will be leading one level of the expert group (Macro Meso Micro). (S)he will be responsible for writing a practically oriented publication (with up to 16 pages), ensuring its timely completion. The Lead Experts will work in close collaboration with the BILT team, the SE and the experts of the respective level (Macro Meso or Micro). Specific tasks include:

- Writing, revision and finalisation of a draft publication with up to 16 pages related to the Macro or Meso or Micro level, in collaboration with Thematic Experts; Content steering of the working process of the respective expert group; Close collaboration with Senior Expert and the BILT team to assure the alignment of all three publications, ensuring that the three volumes are complementary to each other and are not contradictory Contribution to the creation of the structure and content of the respective publication in close collaboration with the SE, the BILT team and the Thematic Experts before the writing process starts
- Organization of virtual working meetings and of supplementary virtual working meetings, as needed;
- Participation in virtual events
- Content preparation and co-moderation, if required

### Thematic Experts

The Thematic Experts (EX) will contribute their technical expertise to the writing process of the publications, based on their theoretical and practical experience on either Macro, Meso or Micro level. They will work in close collaboration with the BILT team, the SE and the respective Lead Expert. Specific tasks include:

- Content and outline development jointly with the respective Lead Expert and the Senior Expert before the writing process starts
- Support of writing, revision and finalisation process of the respective publication, as needed Contribution of practical examples and case studies related to new qualifications and competencies
- Participation in virtual events

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### UNEVOC Centres in validation process

Interested UNEVOC Centres will ‘validate’ the publications. They will internally discuss and test the draft publication, which applies to their institutional level (Macro Meso Micro) and subsequently provide feedback to the SE and expert groups. This includes:

- Participation in Validation process: verification of applicability of content of the respective publication; Providing feedback on draft publications during ‘validation meeting’

### BILT

The BILT team is composed of staff from UNESCO-UNEVOC, the International Centre for TVET in Bonn, and from the project partner German Federal Institute for Vocational Education and Training (BIBB), also located in Bonn.

UNESCO-UNEVOC’s Project Officer (PO) and BIBB’s Technical Advisor (TA) will support the work of the expert group from a project’s point of view. Their tasks include:

- Preparation and moderation of events
- Technical support of the general working process and of writing/revision/formalisation process of the publications

The BILT team will:

- Organise the Kick-Off event and other events (and physical working meetings, if needed), prepare agendas, host the events
- Coordinate the validation phase
- Steer other consultants as needed (e.g. for layout and proofreading of the publications)

UNESCO-UNEVOC’s Senior Programme Expert and BIBB’s Senior Expert oversee general supervision of the work of the expert group and the final approval of all outcomes.

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