Contract for Services

Request for Quotation

Reference: Senior Expert – Bridging Innovation and Learning in TVET (BILT) Project

21 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 and Contract for Individual Consultant, depending on the contracting modality (physical person or company) used for these assignments (attachment B);
(c) Background material concerning the work assignment (attachment C)

Your written proposal should comprise:

I. 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);
II. A budgetary proposal based on the deliverables (item 5) outlined in the attached Terms of Reference (Attachment A);
III. The CV of the implementing Senior Expert;
IV. 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 **05:00 PM (CET)** on **31 October 2020**.

The e-mail address is: 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 * Senior Expert * 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 services provided under this contract 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 Senior Expert is expected to closely work with the BILT team; the Lead Experts of the Macro, Meso and Micro levels; Thematic Experts and participating UNEVOC Centres.

2. Purpose of the Assignment

The Contractor, hereafter referred to as the Senior Expert (SE) will be responsible for the overall strategic guidance of the expert groups’ work and their coordination. Over a period of 10 months (November 2020 – August 2021), the SE will be responsible for conceptualizing, steering and finalizing the conceptualization of three practically oriented New Qualifications and Competencies publication.

The duties of the SE will encompass, but are not be limited to:

- the provision of technical support and advice to the expert groups, especially for the writing and revision processes;
- the definition of structure and content for the NQC publications, including proposition and presentation of key questions;
- the alignment of all three publications ensuring that the three volumes are complementary to each other and are not contradictory;
- the confirmation of the final content of the NQC publications.

Additionally, it is expected that the SE takes part in all events related to the NQC publications. Specifically, the SE will be responsible for the content preparation and co-moderation of the Working Meetings in collaboration with the LEs and for the conceptualization of the Validation Meeting, supervision of its implementation, and analysis of its results.
3. Tasks and Expected Outputs

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

1.1 Participate in the Expert Group Kick Start Meeting (November 2020) and in the December Meeting (December 2020, provisional name) to guide the discussion of a draft outline, concept and compatibility of all NQC Publications produced at different levels;

1.2 Guide the development of a draft outline of the publications.

2.1 Guide the development of the concept and agenda for the two Working Meetings (January and March 2021)\(^1\) as well as for the Final Meeting (August 2021);

3.1 Conceptualize and co-moderate two Working Meetings and participate in the Validation and Final Meetings;

3.2 Develop a concept for a validation process of the NQC publication involving UNEVOC Centres, through which information is gathered for the final review;

3.3 Guide the collection, organization and incorporation of inputs from the Working Meetings, from a validation process with UNEVOC Centres, as well as from the Final Meeting.

4.1 Coordinate the development of a draft, a revised and a final version of the NQC Publications.

4 Missions

All the project-related meetings 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**

- Proposition and presentation of a strategic orientation as well as key questions for the publications in the Kick-start meeting;
- Draft proposal for the table of content for the three NQC publications;
- Overall work plan, including timeline, for the final version of the NQC publications.

**Deliverable 2 - by 30th January 2021**

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\(^1\) The exact dates of the Working and Final Meetings remain to be confirmed.
• Final version of the table of content for the three NQC publications;
• Draft version of the Validation Process concept.

**Deliverable 3 - by 15th March 2021**
• Final version of the Validation Process concept

**Deliverable 4- by 31st July 2021**
• Report on the results of the validation process

**Deliverable 5- by 31st August 2021**
• Final version of the NQC publications, incorporating the feedback provided through the validation process.

### 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 Contractor 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.
Contract N°:  
(Please quote this reference in all correspondence and communications)

CONTRACT FOR SERVICES

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

and

Name

(hereinafter called ‘the Contractor’)

Address

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):

<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:

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

Initials:
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 this Contract, upon thirty days notice in writing, to the Contractor, if the Contractor is in default of any of its obligations under this Contract. The termination of this Contract shall not affect any rights of either party which accrued prior to such termination.

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 agree to seek such an amicable settlement, 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...
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
This provision must be included in all sub-contracts or sub-
agreements entered into under this Contract.
Contract N°:
(Please quote this reference in all correspondence and communications)

CONTRACT FOR INDIVIDUAL CONSULTANTS

THE UNITED NATIONS EDUCATIONAL, SCIENTIFIC AND CULTURAL ORGANIZATION and
(hereinafter called “UNESCO”)

BONN / UNEVOC

(hereinafter called “the Individual Specialist”)

Vendor Number:

Germany

Hereby agree as follows:

TERMS OF REFERENCE

1. Under the supervision of the Individual Specialist shall:

DURATION OF CONTRACT

2. If the contract is not signed by the Individual Specialist 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.

3. This contract shall come into effect on , and shall expire on satisfactory completion and delivery of the services described above, but no later than , unless terminated earlier under the terms of this contract.

4. If, by the expiry date of the contract as defined in Article 3 above, the Individual Specialist has performed no part of the work assignment, and no advances have been paid by UNESCO, the contract shall be considered null and void.

5. After the expiration of the contract, the Individual Specialist cannot claim payment for any work not delivered on time, as stipulated in article 6.3 below.

CONDITIONS OF PAYMENTS

6. Payments and Currency

6.1. UNESCO shall make payments to the Individual Specialist on a lump sum basis.

6.2. The contract shall be drawn up and all payments made in United States Dollars, Euros or currencies in which UNESCO holds a bank account. Only one currency can be used in any one contract. Where necessary, the United Nations’ operational rate of exchange on the date a contract is signed should be used to convert amounts into another currency, but no adjustments will be made for exchange rate variations during the contract period, either to the overall amount or a staggered payment.

6.3. UNESCO shall make the following payments to the Individual Specialist for the services to be provided under the terms of this contract:

<table>
<thead>
<tr>
<th>Payment N°</th>
<th>Upon submission to and approval by UNESCO of the following work</th>
<th>Article 1 Reference</th>
<th>Latest date for submission</th>
<th>Amount/Currency</th>
</tr>
</thead>
</table>
6.4. The final payment, or each payment in the case of staggered payments, shall be made only after receipt and approval as satisfactory by UNESCO of any deliverable that the Individual Specialist is required to submit for payment under the terms of this contract.

6.5. All payments (see article 6.3 below) 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 Individual Specialist.

6.6. No payments shall be made to a third party.

7. **Advance Payments**

Except for expenses necessarily incurred by an Individual Specialist in order to prepare for an assignment (e.g. travel or equipment), no advance payment shall be made.

8. **Travel**

If deemed necessary by UNESCO, the Individual Specialist who is required to travel in order to perform the work described in article 1, shall be paid a lump sum of to cover all travel related expenses, including daily subsistence allowance, tickets for the authorized travel and other related expenses (e.g. visas, vaccinations and terminal expenses), in accordance with UNESCO’s usual travel provisions.

9. **Reimbursement**

9.1. If any of the work corresponding to the instalments in article 6.3 is not completed to UNESCO’s full satisfaction, and/or prior to the expiration of the contract, UNESCO shall have the right to the reimbursement of full or partial payments made, including any advanced payment, to the extent that the services already rendered are either unusable or inadequate in relation to the expenses incurred by UNESCO.

9.2. Any reimbursement shall be returned in the same currency as the payment was made.

10. **Banking Instructions**

10.1. The Individual Specialist should confirm below mentioned banking instructions for any payments arising from the present contract:

Name of the Bank:

Address of the Bank:

Name of the Account Holder:

Number of Account:

10.2. Only one banking instruction is allowed in any one contract.

**UNESCO TERMS AND CONDITIONS**

11. This contract is subject to General Terms and Conditions as attached. Each page of these Terms and Conditions should be initialed by the Individual Specialist and UNESCO.

12. The Individual Specialist 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: (i) the present contract and (ii) the General Terms and Conditions attached hereto.

Signed on behalf of the Director-General of UNESCO:
Individual Specialist:
“I acknowledge that I have read and accept the terms and conditions on the following page”.

Name: ___________________________ Date: ___________________________

Title: ___________________________ Signature: ___________________________
GENERAL TERMS AND CONDITIONS

Article I. Legal Status

1. Individual Specialist is neither a staff member under the UNESCO Staff Regulations and Staff Rules nor an official under the Convention on the Privileges and Immunities of the Specialized Agencies (21 November 1947). He/she may, however, be given the status of ‘expert on mission’ within the meaning of Annex IV of the said Convention.

2. Any immunities and privileges that may be accorded the Individual Specialist by a government are conferred in the interests of UNESCO. Any such immunities and privileges shall not be invoked to excuse the Individual Specialist from discharging any private obligations or from observing laws and police regulations. Should a question of immunities and privileges arise, the Individual Specialist shall immediately report to the Director-General of UNESCO, who shall decide whether they shall be waived.

Article II. Obligations

1. The Individual Specialist is subject to the authority of the Director-General of UNESCO and is responsible to the Director-General in the performance of his/her work.

2. The Individual Specialist’s responsibilities are exclusively international. By accepting a contract with UNESCO, the Individual Specialist undertakes to carry out the work given to him/her and to regulate his/her conduct with the interest of the Organization only in view.

3. In providing his/her service, the Individual Specialist shall neither seek, nor accept, any instructions from any government or any authority external to the Organization, except as may be authorized by the Director-General of UNESCO.

4. The Individual Specialist shall conduct him/herself at all times in a manner befitting his international status. He/she shall not engage in any activity that is incompatible with the performance of his/her work for UNESCO. He/she shall avoid any action and in particular any kind of public pronouncement that may adversely reflect on his/her status, or on the integrity, independence and impartiality that is required by that status. While he/she is not expected to give up his/her national sentiments, or his/her political and religious convictions, he/she shall at all times bear in mind the reserve and tact incumbent upon him/her by reason of his/her international status.

5. The Individual Specialist shall exercise the utmost discretion in regard to all matters of official business. He/she shall not communicate to any person unpublished information known to him/her by reason of his/her assignment, except by authorization of the Director-General of UNESCO. These obligations remain binding even after the expiry of the contract.

6. If the Individual Specialist, by malice, culpable negligence or failure to observe any applicable rule, involves UNESCO in unnecessary loss, expense or liability, he/she shall be held responsible and may be required to pay compensation.

Article III. Declaration of Compatibility of the Professional Status

1. Family Ties
   a. The Individual Specialist certifies that he/she is not the father, mother, son, daughter, brother or sister of a staff member of UNESCO, of an employee of the ancillary services or of someone who,
at the same time, holds a supernumerary contract or contract for individual consultants or other specialists or has a fellowship with UNESCO.

b. The Individual Specialist also certifies that, if he/she has a spouse working as a UNESCO staff member, or as an ancillary services employee, the spouse does not work in the same Sector, Bureau or field office in which the Individual Specialist will be working.

2. Multiple Contracts

a. The Individual Specialist certifies and declares that he/she only holds one contract of any type with UNESCO at any one time. Any failure to respect this condition renders this present contract liable for immediate termination, without notice or indemnity.

b. The Individual Specialist certifies and declares that he/she is not a beneficiary of any type of UNESCO Fellowship. Any failure to respect this condition renders this present contract liable for immediate termination, without notice or indemnity.

c. The Individual Specialist certifies and declares that he/she does not have incompatible professional status under UNESCO’s provisions governing the contracts for individual consultants and other specialists.¹

Article IV. Officials not to Benefit

The Individual Specialist confirms that no official of UNESCO has received from or will be offered by the Individual Specialist any direct or indirect benefit arising from this contract or the award thereof. The Individual Specialist accepts that breach of this provision is a breach of an essential term of this contract which renders this present contract liable for immediate termination, without notice or indemnity.

Article V. Taxes

UNESCO will not reimburse any taxes, duties or other contributions for which the Individual Specialist may be liable in respect of any payments made to him/her under the terms of this contract.

Article VI. Use of Name, Emblem or Official Seal of UNESCO

The Individual Specialist shall not in any manner whatsoever advertise, display, appropriate for personal use the name, emblem or official seal of UNESCO, or any abbreviation of the name of UNESCO in connection with his/her business or otherwise.

¹ In order to avoid the perception of lack of independence or conflict of interest, the individual selected for an assignment must not be:

- a fellow or a holder of another contract of any type with UNESCO at the same time as the proposed contract;
- a member of the Executive Board or an Alternate during his/her term of office until at least 18 months have elapsed from the date of cessation of their representational functions;
- a member of any UNESCO Committee, International Programme Governing Body or National Commission;
- the External Auditor and members of his or her staff who have participated in the audit of the Organization during the two financial periods (e.g. two biennia) following completion of their mandate;
- a member of the Oversight Advisory Committee for 5 years following the expiry of his/her term;
- other officials with oversight responsibilities, including members of the Advisory Committee on Administrative and Budgetary Questions (ACABQ), International Civil Service Commission (ICSC), Joint Inspection Unit (JIU) or other similar bodies in the United Nations system, who have had oversight responsibilities over UNESCO, during their service and within 4 years of ceasing that service.
Article VII. Confidential Nature of Documents and Information

Drawings, photographs, plans, reports, recommendations, estimates, documents and all other data compiled by or received by the Individual Specialist 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.

Article VIII. Title Rights

UNESCO shall be entitled to all property rights, including but not limited to patents, copyrights and trademarks with regard to all material which bears a direct relation, to, or is made in consequence of, the services provided to the Organization by the Individual Specialist.

Article IX. Medical Clearance

The Individual Specialist certifies and declares that he/she: a) is in good health b) has no condition that would prevent him/her from carrying out the work as foreseen by this contract and c) has obtained any necessary inoculations or other medical treatment which may be necessary for him/her to travel to and work in the area(s) foreseen under this contract. The Individual Specialist will be held fully responsible for this certification and declaration. If requested, Individual Specialists may be required to undergo a full medical examination, and be medically cleared by UNESCO’s Chief Medical Officer, prior to taking up their duties.

Article X. Insurance

1. The Individual Specialist shall be insured by UNESCO for work-related accidents, injuries, illnesses or death while performing duties on behalf of the Organization.

2. The insurance provides for compensation in the case of: (a) death or permanent total disablement; (b) permanent partial disablement; (c) temporary total disablement. Coverage for temporary, partial disablement is not included. The capital sum insured shall be up to a maximum of 85,000 USD. The scale of compensation payable will be in accordance with the terms and conditions of UNESCO’s policy with its insurer. Medical expenses attributable to work-incurred accidents or illnesses are paid up to a maximum annual amount of 10,000 USD.

3. If any injury, illness or death for which compensation is payable under the above provisions is caused in circumstances which, in the Director-General’s opinion, create a legal liability on the part of a third party to pay damages, the UNESCO Director-General may, as a condition of granting compensation, require the Individual Specialist to whom it is granted to assign to the Organization any rights of action which he/she may have against such a third party. The Individual Specialist shall thereupon furnish to UNESCO any data or evidence which may be available to him/her, and shall render all other assistance which may be required in prosecuting any claim or action against such a third party. He/she shall not settle any such claim or action without the consent of the Organization; UNESCO shall be entitled itself to do so or to require him/her to do so upon such terms as seem reasonable to it.

Other than the provisions set out in Article X, paragraph 2, UNESCO does not provide medical insurance to the Individual Specialist.

Article XI. 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 Individual Specialist. Such equipment, when returned to UNESCO, shall be in the same condition as when delivered to the Individual Specialist, subject to normal wear and tear. The Individual Specialist shall be liable to
compensate UNESCO for equipment determined to be damaged or degraded beyond normal wear and tear.

Article XII. Termination

1. UNESCO or the Individual Specialist may cancel the contract before it has come into effect by giving written notice to the other party. For contracts of less than 2 months the period of notice is 5 days, for longer contracts – 14 days. No compensation shall be payable in such cases. Should UNESCO cancel the contract with shorter notice, the Individual Specialist is entitled to 5% of payment for each month of service provided by the contract, subject to a maximum of 30% of the total amount.

2. Once the contract has come into effect, it may be terminated by either party at any time before the expiry date with 2 weeks written notice for contracts of 6 months or less, or 1 month’s written notice if the contract is for more than 6 months. If UNESCO terminates the contract, the Individual Specialist is entitled to an indemnity of 5% of payment for each remaining aggregated period of service equivalent to one month, subject to a maximum payment of 30% of the total amount. In the event of termination by the Individual Specialist, or of the inability of the Individual Specialist to carry out fully its terms, UNESCO may deduct from any payments due an amount equivalent to any losses caused to the Organization, taking into consideration the extent to which the assignment has been completed.

3. Notwithstanding the provisions of Article XII, paragraphs 1 and 2, in the event of breach of contract, including false declarations, on the part of the Individual Specialist, the contract may be immediately terminated by UNESCO without notice or indemnity.

Article XIII. Arbitration

1. Any controversy or dispute concerning the execution or interpretation of this contract shall be settled by negotiation between the parties. If it is not amicably settled, it shall be submitted, at the initiative of either party, either to the Chairperson of the UNESCO Appeals Board or be the subject of an arbitration under the United Nations Commission on International Trade Law (UNCITRAL) Arbitration Rules in force. The arbitrator shall rule upon the costs of arbitration, which shall be either apportioned between the two parties or paid by one of them only. The arbitral award shall be final and irrevocable.

2. The party initiating the procedure shall decide which of the two procedures shall apply.

Article XIV. Amendments

This contract may be amended specifying all modifications and signed by both UNESCO and the Individual Specialist prior to the expiry date of the present contract. If the Individual Specialist wishes to propose amendments, these proposals should be communicated to UNESCO which, if deemed necessary, will prepare the amendment to present contract for mutual agreement and signature.
The 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.

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).

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).
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.

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

<table>
<thead>
<tr>
<th>Occupation-specific</th>
<th>Competencies relevant for one specific occupation in occupational-based TVET curricula and training regulations</th>
<th>Operating, repairing and maintaining electric vehicles (assembling electrical machines, setting up and maintaining automation systems, etc.)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Additional</td>
<td>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.</td>
<td></td>
</tr>
</tbody>
</table>

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)
- **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.

<table>
<thead>
<tr>
<th>Level</th>
<th>Questions to be addressed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Macro / Governance</td>
<td>How does the macro level drive the identification and implementation of new qualifications and competencies?</td>
</tr>
<tr>
<td></td>
<td>o Which new qualifications and competencies are needed by the labour market?</td>
</tr>
<tr>
<td></td>
<td>o Which demands are presented by social partners concerning new qualifications and competencies?</td>
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<td></td>
<td>o Which mechanisms for the identification of new qualifications and competencies are most useful?</td>
</tr>
<tr>
<td></td>
<td>o Which stakeholders are involved in the process of identifying new qualifications and competencies and how?</td>
</tr>
<tr>
<td></td>
<td>o What does the product of identifying and integrating new qualifications look like?</td>
</tr>
<tr>
<td></td>
<td>o What are the challenges and advantages related to the flexibility or individualisation of curricula and training regulations from a Governance perspective?</td>
</tr>
<tr>
<td>Meso / Development</td>
<td>How are new qualifications and competencies developed on the meso level?</td>
</tr>
<tr>
<td></td>
<td>o What are different national standards concerning curricula and training regulations as well as their development?</td>
</tr>
<tr>
<td></td>
<td>o Which stakeholders are involved in the development of curricula and training regulations and how?</td>
</tr>
<tr>
<td></td>
<td>o How are decisions in the process of creating and updating curricula and training regulations taken?</td>
</tr>
<tr>
<td></td>
<td>o 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?</td>
</tr>
<tr>
<td></td>
<td>o How does the product of integrating new qualifications and competencies in curricula and training regulations look like?</td>
</tr>
</tbody>
</table>
ATTACHMENT C – BACKGROUND MATERIAL

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

<table>
<thead>
<tr>
<th>Micro/Implementation</th>
<th>How are new qualifications and competencies implemented on the micro level?</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>o To which extend and how is the micro level involved in the identification of new qualifications and competencies?</td>
</tr>
<tr>
<td></td>
<td>o Which school concepts for the implementation of new qualifications and competencies exist? Which company concepts exist, from small and medium enterprises to large corporations?</td>
</tr>
<tr>
<td></td>
<td>o What institutional arrangements are conducive to the uptake of new qualifications and competencies?</td>
</tr>
<tr>
<td></td>
<td>o 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?</td>
</tr>
<tr>
<td></td>
<td>o Which teacher and (in-company) trainer training concepts exist to enable teachers and trainers to integrate new qualifications and competencies in teaching/training?</td>
</tr>
<tr>
<td></td>
<td>o Which teaching/training methods and didactical approaches seem successful in view of new qualifications and competencies?</td>
</tr>
</tbody>
</table>

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
- Conceptional 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
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.