REQUEST FOR PROPOSAL (RFP)
(For Low-Valued Services)

United Nations Development Program
50th Anniversary str, 3 Baku, Azerbaijan

DATE: 30.10.2019
REFERENCE: Inclusive Education monitoring and consultancy services № RFP PIETA 2019/5

Dear Sir / Madam:

We kindly request you to submit a Proposal on providing assistance with monitoring of curriculum/modules application during pilot program to ensure correspondence to the standards of the Ministry of Education/State Agency on Vocational Education and with organization of support services for the Training Center under Icherishcher Centre for Traditional Art (ICTA) within “Promotion of Inclusive Education through Traditional Art” project.

Please be guided by the form attached hereto as Annex 2, in preparing your Proposal.

The proposal must be submitted on or before 18:00 (by local time) on the 12 November 2019 via email to the address below:

To: procurement.aze@undp.org

Subject: Inclusive Education monitoring and consultancy services for PIETA

The Proposer is required to prepare Financial Proposal in a password protected file separate from the Technical Proposal. The passwords to financial document shall not be provided if not officially requested by UNDP.

Your Proposal must be submitted in English and must be valid for a minimum period of 90 days.

In the course of preparing your Proposal, it shall remain your responsibility to ensure that it reaches the above address on or before the deadline. Proposals that are received by UNDP after the deadline indicated above, for whatever reason, shall not be considered for evaluation. If you are submitting your Proposal by email, kindly ensure that they are signed and in the .pdf format, and free from any virus or corrupted files.

Services proposed shall be reviewed and evaluated based on completeness and compliance of the Proposal and responsiveness with the requirements of the RFP and all other annexes providing details of UNDP requirements.

The Proposal that complies with all of the requirements meets all the evaluation criteria and offers the best value for money shall be selected and awarded the contract. Any offer that does not meet the requirements shall be rejected.
Any discrepancy between the unit price and the total price shall be re-computed by UNDP, and the unit price shall prevail and the total price shall be corrected. If the Service Provider does not accept the final price based on UNDP’s re-computation and correction of errors, its Proposal will be rejected.

No price variation due to escalation, inflation, fluctuation in exchange rates, or any other market factors shall be accepted by UNDP after it has received the Proposal. At the time of Award of Contract or Purchase Order, UNDP reserves the right to vary (increase or decrease) the quantity of services and/or goods, by up to a maximum twenty five per cent (25%) of the total offer, without any change in the unit price or other terms and conditions.

Any Contract or Purchase Order that will be issued as a result of this RFP shall be subject to the General Terms and Conditions attached hereto. The mere act of submission of a Proposal implies that the Service Provider accepts without question the General Terms and Conditions of UNDP, herein attached as Annex 3.

Please be advised that UNDP is not bound to accept any Proposal, nor award a contract or Purchase Order, nor be responsible for any costs associated with a Service Providers preparation and submission of a Proposal, regardless of the outcome or the manner of conducting the selection process.

UNDP’s vendor protest procedure is intended to afford an opportunity to appeal for persons or firms not awarded a Purchase Order or Contract in a competitive procurement process. In the event that you believe you have not been fairly treated, you can find detailed information about vendor protest procedures in the following link: http://www.undp.org/procurement/protest.shtml.

UNDP encourages every prospective Service Provider to prevent and avoid conflicts of interest, by disclosing to UNDP if you, or any of your affiliates or personnel, were involved in the preparation of the requirements, design, cost estimates, and other information used in this RFP.

UNDP implements a zero tolerance on fraud and other proscribed practices, and is committed to preventing, identifying and addressing all such acts and practices against UNDP, as well as third parties involved in UNDP activities. UNDP expects its Service Providers to adhere to the UN Supplier Code of Conduct found in this link: http://www.un.org/depts/ptd/pdf/conduct_english.pdf

Thank you and we look forward to receiving your Proposal.

Sincerely yours,
Subhan Ahmad
30.10.2019
### Description of Requirements

<table>
<thead>
<tr>
<th>Context of the Requirement</th>
<th>Background</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>The overall objective of this Action is to increase access to inclusive vocational programs to children and youth with disabilities tailored to their developmental needs. The main target groups of the Action are:</td>
</tr>
<tr>
<td></td>
<td>1. Children, Youth and adults with disabilities with formal education background from special schools;</td>
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<td></td>
<td>2. Youth without disabilities interested to get involved in vocational training on the arts and crafts;</td>
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<td></td>
<td>3. Trainers and special educators involved into the educational process;</td>
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<tr>
<td></td>
<td>4. Staff of the Icherisheher (Old City) Centre for Traditional Art (ICTA) and selected special schools.</td>
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<tr>
<td></td>
<td>The major outcome of the project will result in the creation of a VET Centre accessible for people with disabilities and ensure its responsiveness to the labour market needs.</td>
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<td></td>
<td>Teachers and instructors recruited for this project will be equipped with knowledge and skills to teach the youth with disabilities together with the youth without disabilities.</td>
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<td></td>
<td>Project activities benefiting these target groups will be vocational arts and crafts program adjusted to youth with disabilities that will equip them with competitive and marketable skills. The project will contribute to the promotion of the inclusive vocational education model and the provision of equal opportunities for people with the disabilities.</td>
</tr>
</tbody>
</table>

#### a. Objective of the assignment

Based on the results of labor market needs assessment, the project has worked on 6 curricula in 4 directions which are being piloted within academic year 2019-2020 to testify their appropriateness for inclusive groups consisted of students with and without disabilities studying together. The program was developed by group of diverse specialists whose role in the promotion of inclusion is fundamental. Their task was to make sure that the curriculum guarantees quality training equipping the beneficiaries with competitive and tangible vocational skills suitable for the labor market. In addition, the project requires additional support from a group of experts to enhance the project implementation.
The RFP divided into two lots taking into account the complexity of the assignment.

LOT 1: The current task is to monitor the piloting of the curricula and teaching modules to make sure that they are inclusive and correspond to the standards of the Ministry of Education/State Agency on Vocational Education.

LOT 2: Since the launch of the inclusive vocational program at the Training Center from September 2019, the Project Working Team is looking for professional support from additional group of experts required to implement all the project activities in a timely manner. To speed up the recruitment process and coordination of the provision of quality support services to the Project Working Team the company with local experts will be hired.

The company will work under the overall guidance of the Project Team and will report to UNDP Programme Officer.

The company will closely liaise its activities with the icherisheher Administration.

<table>
<thead>
<tr>
<th>Brief Description of the Required Services</th>
<th>LOT 1:</th>
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<tbody>
<tr>
<td><strong>This will include inter alia:</strong></td>
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<tr>
<td>- For each of the curricula and teaching modules, to monitor meeting educational goals and objectives in teaching process</td>
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<td>- To monitor the distribution of hours in accordance with the curricula</td>
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<td>- To monitor the evaluation system</td>
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<td>- To monitor the inclusiveness of the teaching modules' practice</td>
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<tr>
<td>- To consult to project team on necessary revision and corrections</td>
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<tr>
<td>- To adjust the curricula and teaching modules to the standards of the State Agency on Vocational Education</td>
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<tr>
<td>- Provide photo materials of the consultancy sessions as well as list of participants;</td>
<td></td>
</tr>
<tr>
<td>- Provide final report on work done</td>
<td></td>
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</tbody>
</table>

Expert on curricula will focus on monitoring the meeting the objectives of curricula in practice and correspondence to the standards of the State Agency on Vocational Education

Another curricula expert will monitor the level of inclusiveness of 6 curricula and consult with international expert involved by the project.

LOT 2:
This will include *inter alia*:
- To recruit experts to support the Project Working Team in project implementation;
- To coordinate the process of service provision - identification of the deliverables and working load for each of the expert;
- To monitor the process of service provision – to provide documents confirming the implementation of deliverables specified for each of the expert;
- Provide photo materials of the services provision;
- Provide final report on work done

*Note:* The contracted company is taking the responsibility with the approval of the prepared curriculums and module teaching materials with the relevant government organization/agencies.

<table>
<thead>
<tr>
<th>List and Description of Expected Outputs to be Delivered</th>
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</thead>
<tbody>
<tr>
<td><strong>LOT 1:</strong> It is envisaged that the selected service provider will submit the following deliverables:</td>
</tr>
<tr>
<td>All the reports, draft guidelines, proposal etc. should be sent in electronic form (Microsoft Word and PDF and, if applicable, other relevant formats) in English (reports will be submitted in English, curriculums and module teaching materials in Azerbaijani Language).</td>
</tr>
<tr>
<td>The following deliverables are expected:</td>
</tr>
<tr>
<td>- To develop monitoring forms for six-month and one-year inclusive education program (curricula) in Simple souvenirs on batik and stained glass, Simple souvenirs on beads and polymer clay, Wood working; Pottery and decoration techniques;</td>
</tr>
<tr>
<td>- To monitor pilot of 6 curricula and teaching modules for each of 6 curricula – to fill out the monitoring forms for each of 6 curricula</td>
</tr>
<tr>
<td>- To develop recommendations for any necessary changes to make curricula and teaching modules meeting the requirements of the State Agency on Vocational Education to be officially authorized by the end of the project;</td>
</tr>
<tr>
<td>- To run consultations to arts and crafts teachers based on the monitoring</td>
</tr>
<tr>
<td>- To provide photo materials of the monitoring and consultancy sessions as well as list of participants;</td>
</tr>
<tr>
<td>- To provide timesheets for assigned experts;</td>
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<tr>
<td>- To provide final report on work done</td>
</tr>
<tr>
<td><strong>LOT 2:</strong> To recruit:</td>
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<tr>
<td>No.</td>
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<td>-----</td>
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</tbody>
</table>
| 1   | Psychologist Couch                                  | ToT support to arts and crafts teachers including:  
- Observation of educational dynamics  
- On-job consultancy to arts and crafts teachers on making the educational process more effective and inclusive | Intensive participation during November-December 2019 with continuous periodical support till May 2020 |
| 2   | HSE expert (health, safety, environment)            | - Responsible to prepare HSE regulation training program for students and teachers  
- To run training on first aid, fire warden, electrical safety, equipment usage. | November 2019  
December 2019  
February 2020 |
| 3   | Support Psychologist                                | - Provision of support services to students with disabilities  
- Provision of support services to parents of students with disabilities | Intensive participation during November-December 2019 with continuous periodical support till May 2020 |
| 4   | Expert on additional skills — art therapy/theater practice | - Selection of interested students  
- Work on inclusive theater performances to boost social and teambuilding skills of students | Intensive participation during November-December 2019 with continuous periodical support till May 2020 |
| 5   | Expert on additional skills — art therapy/photography | - Selection of interested students  
- Implementation of joint photography projects to boost social and teambuilding skills of students | Intensive participation during November-December 2019 with continuous periodical support till May 2020 |

Person to Supervise the Work/Performance of the Service Provider: Project Team, Inclusive Education Specialist and Programme Officer

Frequency of Reporting: Based upon deliverables | (Company/institution will submit final products as a last deliverable)

Progress Reporting: Final deliverables/products shall be submitted and approved by the Project Team
<table>
<thead>
<tr>
<th>Requirements</th>
<th>and Programme Officer.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Location of work</td>
<td>Icherisheher, Baku</td>
</tr>
</tbody>
</table>
| Expected duration of work  | November – December, 2019 LOT 1  
                            | November, 2019 – May, 2020 LOT 2  |
| Target start date          | See above             |
| Latest completion date     | See above             |
| Travels Expected           | No travels are expected within the assignments |
| Special Security Requirements | None                |
| Facilities to be Provided by UNDP (i.e., must be excluded from Price Proposal) | Venue for trainings will be provided by UNDP or Icherisheher Administration, all expenses for the trainings will be covered by UNDP |
| Implementation Schedule indicating breakdown and timing of activities/sub-activities | ✓ Required |
| Names and curriculum vitae of individuals who will be involved in completing the services | ✓ Required |
| Currency of Proposal       | ✓ United States Dollars |
| Value Added Tax on Price Proposal | ✓ must be exclusive of VAT and other applicable indirect taxes |
| Validity Period of Proposals (Counting for the last day of submission of quotes) | ✓ 90 days  
  In exceptional circumstances, UNDP may request the Proposer to extend the validity of the Proposal beyond what has been initially indicated in this RFP. The Proposal shall then confirm the extension in writing, without any modification whatsoever on the Proposal. |
| Partial Quotes             | ✓ Permitted (per each lot the contract will be awarded to the company providing highest score based on combined scoring method) |
The payment will be done to the Company after successful completion of deliverable with possibilities for maximum 15% of advance payment.

**LOT 1:**

<table>
<thead>
<tr>
<th>Deliverables</th>
<th>Percentage</th>
<th>Timing</th>
<th>Condition for Payment Release</th>
</tr>
</thead>
<tbody>
<tr>
<td>Advance payment</td>
<td>15%</td>
<td>November 2019</td>
<td>Within fifteen (15) days from the date of meeting the following conditions:</td>
</tr>
<tr>
<td>- To develop monitoring forms for six-month and one-year inclusive education program (curricula) in Simple souvenirs on batik and stained glass, Simple souvenirs on beads and polymer clay, Wood working and Pottery and decoration techniques;</td>
<td>50%</td>
<td>November 2019</td>
<td>a) UNDP’s written acceptance (i.e., not mere receipt) of the quality of the outputs; and b) Receipt of invoice from the Service Provider.</td>
</tr>
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<td>- To monitor pilot of 6 curricula and teaching modules for each of 6 curricula – to fill out the monitoring forms for each of 6 curricula</td>
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<td>.35%</td>
<td>December 2019</td>
<td></td>
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- To run consultations to arts and crafts teachers based on the monitoring;
- Provide photo materials of the monitoring and consultancy sessions as well as list of participants;
- Provide timesheets for assigned experts;
- Provide final report on work done.

LOT 2:

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<tr>
<td>Advance payment</td>
<td>10%</td>
<td>November 2019</td>
<td>Within fifteen (15) days from the date of meeting the following conditions:</td>
</tr>
<tr>
<td>- To recruit 5 experts to support the Project Working Team in project implementation;</td>
<td>70%</td>
<td>December 2019</td>
<td>c) UNDP's written acceptance (i.e., not mere receipt) of the quality of the outputs; and</td>
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<td>- To coordinate the process of service provision - identification of the deliverables and working load for each of the expert;</td>
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<tr>
<th>Person(s) to review/inspect/ approve outputs/completed services and authorize the disbursement of payment</th>
<th>Project Team, Inclusive Education Specialist and Programme Officer.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Type of Contract to be Signed</td>
<td>✓ Contract for Services</td>
</tr>
<tr>
<td>Criteria for Contract Award</td>
<td>✓ Highest Combined Score (based on the 70% technical offer and 30% price weight distribution, for details see ToR attached as an annex 4) ✓ Full acceptance of the UNDP Contract General Terms and Conditions (GTC). This is a mandatory criterion and cannot be deleted regardless of the nature of services required. Non-acceptance of the GTC may be grounds for the rejection of the Proposal.</td>
</tr>
<tr>
<td>Criteria for the Assessment of Proposal</td>
<td>Please see the TOR</td>
</tr>
<tr>
<td>UNDP will award the contract to:</td>
<td>✓ One or more Service Providers, depending on the following factors: Technically and financially responsive offers</td>
</tr>
<tr>
<td>Annexes to this RFP</td>
<td>✓ Form for Submission of Proposal (Annex 2) ✓ General Terms and Conditions / Special Conditions (Annex 3)</td>
</tr>
</tbody>
</table>
| Contact Person for Inquiries (Written inquiries only) | Zarina Aliyeva  
Inclusive Education Specialist  
Platform for correspondence exchange is:  
procurement.aze@undp.org  
Any delay in UNDP’s response shall be not used as a reason for extending the deadline for submission, unless UNDP determines that such an extension is necessary and communicates a new deadline to the Proposers. |
|---|---|
Annex 2

FORM FOR SUBMITTING SERVICE PROVIDER’S PROPOSAL

(This Form must be submitted only using the Service Provider’s Official Letterhead/Stationery)

[Insert: Location].

[Insert: Date]

To: [Insert: Name and Address of UNDP focal point]

Dear Sir/Madam:

We, the undersigned, hereby offer to render the following services to UNDP in conformity with the requirements defined in the RFP dated [specify date], and all of its attachments, as well as the provisions of the UNDP General Contract Terms and Conditions:

A. Qualifications of the Service Provider

The Service Provider must describe and explain how and why they are the best entity that can deliver the requirements of UNDP by indicating the following:

The company/institution should provide:

X Company Profile, which should not exceed fifteen (15) pages, including printed brochures and product catalogues relevant to the goods/services being procured

X Technical proposal, methodological approach to work (Separate methodology should be provided for each lot)

X at least 2 years of experience in providing consultancy services in related field

X Financial proposal, password protected, all open proposals will be disqualified

X Tax Registration/Payment Certificate issued by the Internal Revenue Authority evidencing that the Bidder is updated with its tax payment obligations, or Certificate of Tax exemption, if any such privilege is enjoyed by the Bidder

X Certificate of Registration of the business, including Articles of Incorporation, or equivalent document if Bidder is not a corporation

X Official Letter of Appointment as local representative, if Bidder is submitting a Bio in behalf of an entity located outside the country
X Quality Certificate (e.g., ISO, etc.) and/or other similar certificates, accreditations, awards and citations received by the Bidder, if any
X List of proposed Personnel and their Resumes that show capacity and performance of the minimum requirements;
X Acceptance of General Terms Conditions;
X Written Self-Declaration that the company is not in the UN Security Council 1267/1989 List, UN Procurement Division List or Other UN Ineligibility List
X VAT excluded from the financial offer

B. Proposed Methodology for the Completion of Services

The Service Provider must describe how it will address/deliver the demands of the RFP; providing a detailed description of the essential performance characteristics, reporting conditions and quality assurance mechanisms that will be put in place, while demonstrating that the proposed methodology will be appropriate to the local conditions and context of the work.

C. Qualifications of Key Personnel

If required by the RFP, the Service Provider must provide:

a) Names and qualifications of the key personnel that will perform the services indicating who is Team Leader, who are supporting, etc.;
b) CVs demonstrating qualifications must be submitted if required by the RFP; and

D. Cost Breakdown per Deliverable*

The financial proposal must be password protected and separated from RFP. It and shall not be provided until its requested by the procurement office of UNDP.

The payment will be done to the Company after successful completion of deliverable with possibilities for maximum 15% of advance payment.

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<td>November 2019</td>
<td>e) UNDP’s written acceptance (i.e., not mere receipt) of the quality of the outputs; and</td>
</tr>
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</table>
forms for each of 6 curricula

- To develop recommendations for any necessary changes to make curricula and teaching modules meeting the requirements of the State Agency on Vocational Education to be officially authorized by the end of the project;
- To run consultations to arts and crafts teachers based on the monitoring;
- Provide photo materials of the mentoring and consultancy sessions as well as list of participants;
- Provide timesheets for assigned experts;
- Provide final report on work done.

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<td>h) Receipt of invoice from the Service Provider.</td>
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</tbody>
</table>
| - To recruit 5 experts to support the Project Working Team in project implementation;  
  - To coordinate the process of service provision - Identification of the deliverables and working load for each of the expert;  
  - To monitor the process of service provision - to provide documents confirming the implementation of deliverables specified for each of the expert;  
  - To run consultations to service providers based on the monitoring | 70% | December 2019 |
| - Provide photo materials of the services provision;  
  - Provide timesheets for assigned experts;  
  - Provide final report on work done. | 20% | May, 2020 |

LOT 2:
### E. Cost Breakdown by Cost Component:

#### LOT 1:

<table>
<thead>
<tr>
<th>Description of Activity</th>
<th>Remuneration per Unit of Time</th>
<th>Total Period of Engagement</th>
<th>No. of Personnel</th>
<th>Total Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>I. Personnel Services</td>
<td></td>
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<tr>
<td>First expert on curricula</td>
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<td>45 days</td>
<td>1</td>
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<tr>
<td>Second expert on curricula</td>
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<td>45 days</td>
<td>1</td>
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<tr>
<td>II. Out of Pocket Expenses</td>
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<tr>
<td>1. Travel Costs</td>
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<tr>
<td>2. Daily Allowance</td>
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<td>3. Communications</td>
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<td>4. Reproduction</td>
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<tr>
<td>5. Equipment Lease</td>
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<tr>
<td>6. Translation of documents</td>
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<td>7. Others (please specify)</td>
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<tr>
<td>III. Other Related Costs</td>
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<td>Please specify</td>
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<tr>
<td>Grand Total</td>
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</tbody>
</table>

[Name and Signature of the Service Provider's Authorized Person]

[Designation]

[Date]

#### LOT 2:

<table>
<thead>
<tr>
<th>Description of Activity</th>
<th>Remuneration per Unit of Time</th>
<th>Total Period of Engagement</th>
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</tr>
</thead>
<tbody>
<tr>
<td>I. Personnel Services</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Psychologist Couch</td>
<td></td>
<td>60 days</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>HSE expert</td>
<td></td>
<td>60 days</td>
<td>1</td>
<td></td>
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<tr>
<td>Support Psychologist</td>
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<td>60 days</td>
<td>1</td>
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<tr>
<td>Expert on additional skills – art therapy/theater practice</td>
<td></td>
<td>60 days</td>
<td>1</td>
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<tr>
<td>Expert on additional skills – art therapy/Photography</td>
<td>60 days</td>
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</tr>
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<td>1. Travel Costs</td>
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<td>2. Daily Allowance</td>
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<td>3. Communications</td>
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<td>4. Reproduction</td>
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<td>5. Equipment Lease</td>
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<td>6. Translation of documents</td>
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<td>7. Others (please specify)</td>
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<tr>
<td><strong>III: Other Related Costs</strong></td>
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<td><em>Please specify</em></td>
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<td><em>Grand Total</em></td>
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</table>

[Name and Signature of the Service Provider's Authorized Person]

[Designation]

[Date]
Annex 3

General Terms and Conditions for Services

1.0 LEGAL STATUS:

The Contractor shall be considered as having the legal status of an independent contractor vis-à-vis the United Nations Development Programme (UNDP). The Contractor’s personnel and sub-contractors shall not be considered in any respect as being the employees or agents of UNDP or the United Nations.

2.0 SOURCE OF INSTRUCTIONS:

The Contractor shall neither seek nor accept instructions from any authority external to UNDP in connection with the performance of its services under this Contract. The Contractor shall refrain from any action that may adversely affect UNDP or the United Nations and shall fulfill its commitments with the fullest regard to the interests of UNDP.

3.0 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.

4.0 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 UNDP.

5.0 SUB-CONTRACTING:

In the event the Contractor requires the services of sub-contractors, the Contractor shall obtain the prior written approval and clearance of UNDP for all sub-contractors. The approval of UNDP 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.

6.0 OFFICIALS NOT TO BENEFIT:

The Contractor warrants that no official of UNDP or the United Nations 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.

7.0 INDEMNIFICATION:

The Contractor shall indemnify, hold and save harmless, and defend, at its own expense, UNDP, its officials, agents, servants 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.

8.0 INSURANCE AND LIABILITIES TO THIRD PARTIES:

8.1 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.

8.2 The Contractor shall provide and thereafter maintain all appropriate workmen's compensation insurance, or the equivalent, with respect to its employees to cover claims for personal injury or death in connection with this Contract.

8.3 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.

8.4 Except for the workmen's compensation insurance, the insurance policies under this Article shall:

8.4.1 Name UNDP as additional insured;

8.4.2 Include a waiver of subrogation of the Contractor's rights to the insurance carrier against the UNDP;

8.4.3 Provide that the UNDP shall receive thirty (30) days written notice from the insurers prior to any cancellation or change of coverage.
8.5 The Contractor shall, upon request, provide the UNDP with satisfactory evidence of the insurance required under this Article.

9.0 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 the UNDP against any moneys 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.

10.0 TITLE TO EQUIPMENT:

Title to any equipment and supplies that may be furnished by UNDP shall rest with UNDP and any such equipment shall be returned to UNDP at the conclusion of this Contract or when no longer needed by the Contractor. Such equipment, when returned to UNDP, 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 UNDP for equipment determined to be damaged or degraded beyond normal wear and tear.

11.0 COPYRIGHT, PATENTS AND OTHER PROPRIETARY RIGHTS:

11.1 Except as is otherwise expressly provided in writing in the Contract, the UNDP shall be entitled to all intellectual property and other proprietary rights including, but not limited to, patents, copyrights, and trademarks, with regard to products, processes, inventions, ideas, know-how, or documents and other materials which the Contractor has developed for the UNDP under the Contract and which bear a direct relation to or are produced or prepared or collected in consequence of, or during the course of, the performance of the Contract, and the Contractor acknowledges and agrees that such products, documents and other materials constitute works made for hire for the UNDP.

11.2 To the extent that any such intellectual property or other proprietary rights consist of any intellectual property or other proprietary rights of the Contractor: (i) that pre-existed the performance by the Contractor of its obligations under the Contract, or (ii) that the Contractor may develop or acquire, or may have developed or acquired, independently of the performance of its obligations under the Contract, the UNDP does not and shall not claim any ownership interest thereto, and the Contractor grants to the UNDP a perpetual license to use such intellectual property or other proprietary right solely for the purposes of and in accordance with the requirements of the Contract.

11.3 At the request of the UNDP, the Contractor shall take all necessary steps, execute all necessary documents and generally assist in securing such proprietary rights and
transferring or licensing them to the UNDP in compliance with the requirements of the applicable law and of the Contract.

11.4 Subject to the foregoing provisions, all maps, drawings, photographs, mosaics, plans, reports, estimates, recommendations, documents, and all other data compiled by or received by the Contractor under the Contract shall be the property of the UNDP, shall be made available for use or inspection by the UNDP at reasonable times and in reasonable places, shall be treated as confidential, and shall be delivered only to UNDP authorized officials on completion of work under the Contract.

12.0 USE OF NAME, EMBLEM OR OFFICIAL SEAL OF UNDP OR THE UNITED NATIONS:

The Contractor shall not advertise or otherwise make public the fact that it is a Contractor with UNDP, nor shall the Contractor, in any manner whatsoever use the name, emblem or official seal of UNDP or THE United Nations, or any abbreviation of the name of UNDP or United Nations in connection with its business or otherwise.

13.0 CONFIDENTIAL NATURE OF DOCUMENTS AND INFORMATION:

Information and data that is considered proprietary by either Party and that is delivered or disclosed by one Party ("Discloser") to the other Party ("Recipient") during the course of performance of the Contract, and that is designated as confidential ("Information"), shall be held in confidence by that Party and shall be handled as follows:

13.1 The recipient ("Recipient") of such information shall:

13.1.1 use the same care and discretion to avoid disclosure, publication or dissemination of the Discloser's Information as it uses with its own similar information that it does not wish to disclose, publish or disseminate; and,

13.1.2 use the Discloser's Information solely for the purpose for which it was disclosed.

13.2 Provided that the Recipient has a written agreement with the following persons or entities requiring them to treat the Information confidential in accordance with the Contract and this Article 13, the Recipient may disclose Information to:

13.2.1 any other party with the Discloser's prior written consent; and,

13.2.2 the Recipient's employees, officials, representatives and agents who have a need to know such Information for purposes of performing obligations under the Contract, and employees, officials, representatives and agents of any legal entity that it controls or controls it, or with which it is under common control, who
have a need to know such Information for purposes of performing obligations under the Contract, provided that, for these purposes a controlled legal entity means:

13.2.2.1 a corporate entity in which the Party owns or otherwise controls, whether directly or indirectly, over fifty percent (50%) of voting shares thereof; or,

13.2.2.2 any entity over which the Party exercises effective managerial control;

or,

13.2.2.3 for the UNDP, an affiliated Fund such as UNCDF, UNIFEM and UNV.

13.3 The Contractor may disclose Information to the extent required by law, provided that, subject to and without any waiver of the privileges and immunities of the United Nations, the Contractor will give the UNDP sufficient prior notice of a request for the disclosure of Information in order to allow the UNDP to have a reasonable opportunity to take protective measures or such other action as may be appropriate before any such disclosure is made.

13.4 The UNDP may disclose Information to the extent as required pursuant to the Charter of the UN, resolutions or regulations of the General Assembly, or rules promulgated by the Secretary-General.

13.5 The Recipient shall not be precluded from disclosing Information that is obtained by the Recipient from a third party without restriction, is disclosed by the Discloser to a third party without any obligation of confidentiality, is previously known by the Recipient, or at any time is developed by the Recipient completely independently of any disclosures hereunder.

13.6 These obligations and restrictions of confidentiality shall be effective during the term of the Contract, including any extension thereof, and, unless otherwise provided in the Contract, shall remain effective following any termination of the Contract.

14.0 FORCE MAJEURE; OTHER CHANGES IN CONDITIONS

14.1 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 the UNDP, 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 the UNDP of any other changes in conditions or the occurrence of any event that interferes or threatens to interfere with its performance of this Contract. On receipt of the notice required under this Article, the UNDP 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.

14.2 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, the UNDP 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.

14.3 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.

14.4 The Contractor acknowledges and agrees that, with respect to any obligations under the Contract that the Contractor must perform in or for any areas in which the UNDP is engaged in, preparing to engage in, or disengaging from any peacekeeping, humanitarian or similar operations, any delays or failure to perform such obligations arising from or relating to harsh conditions within such areas or to any incidents of civil unrest occurring in such areas shall not, in and of itself, constitute force majeure under the Contract.

15.0 TERMINATION

15.1 Either party may terminate this Contract for cause, in whole or in part, upon thirty (30) days notice, in writing, to the other party. The initiation of arbitral proceedings in accordance with Article 16.2 ("Arbitration"), below, shall not be deemed a termination of this Contract.

15.2 UNDP reserves the right to terminate without cause this Contract at any time upon 15 days prior written notice to the Contractor, in which case UNDP shall reimburse the Contractor for all reasonable costs incurred by the Contractor prior to receipt of the notice of termination.

15.3 In the event of any termination by UNDP under this Article, no payment shall be due from UNDP to the Contractor except for work and services satisfactorily performed in conformity with the express terms of this Contract.

15.4 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, the UNDP may, without prejudice to any other right or remedy it may have under the terms of these conditions, terminate this Contract forthwith. The Contractor shall immediately inform the UNDP of the occurrence of any of the above events.
16.0 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 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: Any dispute, controversy, or claim between the Parties arising out of the Contract or the breach, termination, or invalidity thereof, unless settled amicably under Article 16.1, above, within sixty (60) days after receipt by one Party of the other Party’s written request for such amicable settlement, shall be referred by either Party to arbitration in accordance with the UNCITRAL Arbitration Rules then obtaining. The decisions of the arbitral tribunal shall be based on general principles of international commercial law. For all evidentiary questions, the arbitral tribunal shall be guided by the Supplementary Rules Governing the Presentation and Reception of Evidence in International Commercial Arbitration of the International Bar Association, 28 May 1983 edition. The arbitral tribunal shall be empowered to order the return or destruction of goods or any property, whether tangible or intangible, or of any confidential information provided under the Contract, order the termination of the Contract, or order that any other protective measures be taken with respect to the goods, services or any other property, whether tangible or intangible, or of any confidential information provided under the Contract, as appropriate, all in accordance with the authority of the arbitral tribunal pursuant to Article 26 (“Interim Measures of Protection”) and Article 32 (“Form and Effect of the Award”) of the UNCITRAL Arbitration Rules. The arbitral tribunal shall have no authority to award punitive damages. In addition, unless otherwise expressly provided in the Contract, the arbitral tribunal shall have no authority to award interest in excess of the London Inter-Bank Offered Rate (“LIBOR”) then prevailing, and any such interest shall be simple interest only. The Parties shall be bound by any arbitration award rendered as a result of such arbitration as the final adjudication of any such dispute; controversy, or claim.

17.0 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 the United Nations, including its subsidiary organs.

18.0 TAX EXEMPTION

18.1 Section 7 of the Convention on the Privileges and Immunities of the United Nations provides, inter-alia that the United Nations, 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 the United Nations exemption from such taxes, duties or charges, the Contractor shall immediately consult with the UNDP to determine a mutually acceptable procedure.

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

19.0 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 UNDP to terminate this Contract immediately upon notice to the Contractor, at no cost to UNDP.

20.0 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 on 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 UNDP to terminate this Contract immediately upon notice to the Contractor, without any liability for termination charges or any other liability of any kind of UNDP.
21.0 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.

22.0 SEXUAL EXPLOITATION:

22.1 The Contractor shall take all appropriate measures to prevent sexual exploitation or abuse of anyone by it or by any of its employees or any other persons who may be engaged by the Contractor to perform any services under the Contract. For these purposes, sexual activity with any person less than eighteen years of age, regardless of any laws relating to consent, shall constitute the sexual exploitation and abuse of such person. In addition, the Contractor shall refrain from, and shall take all appropriate measures to prohibit its employees or other persons engaged by it from, exchanging any money, goods, services, offers of employment or other things of value, for sexual favors or activities, or from engaging in any sexual activities that are exploitive or degrading to any person. The Contractor acknowledges and agrees that the provisions hereof constitute an essential term of the Contract and that any breach of this representation and warranty shall entitle UNDP to terminate the Contract immediately upon notice to the Contractor, without any liability for termination charges or any other liability of any kind.

22.2 The UNDP shall not apply the foregoing standard relating to age in any case in which the Contractor's personnel or any other person who may be engaged by the Contractor to perform any services under the Contract is married to the person less than the age of eighteen years with whom sexual activity has occurred and in which such marriage is recognized as valid under the laws of the country of citizenship of such Contractor's personnel or such other person who may be engaged by the Contractor to perform any services under the Contract.

23.0 AUTHORITY TO MODIFY:

Pursuant to the Financial Regulations and Rules of UNDP, only the UNDP Authorized Official possesses the authority to agree on behalf of UNDP to any modification of or change in this Contract, to a waiver of any of its provisions or to any additional contractual relationship of any kind with the Contractor. Accordingly, no modification or change in this Contract shall be valid and enforceable against UNDP unless provided by an amendment to this Contract signed by the Contractor and jointly by the UNDP Authorized Official.
Annex 4 LOT 1

Terms of Reference

REFERENCE: Selection of the company to assist Monitoring of Inclusive Education curriculum and modules under the “Promotion of Inclusive Education through Traditional Arts Project” EU grant program

No RFP PIETA UNDP EU

Position: Monitoring of Inclusive Education curriculum and modules

Project title: “Promotion of Inclusive Education through Traditional Arts Project”

Expected duration: 2019 November-December

Duty station: Azerbaijan, Baku

Office: UNDP Azerbaijan/ Newly established Inclusive Vocational Training Center under Ichischesheher Centre for Traditional Art (ICTA)

Background:
The overall objective of this Action is to increase access to inclusive vocational programs to children and youth with disabilities tailored to their developmental needs. The main target groups of the Action are:

1. Children, Youth and adults with disabilities with formal education background from special schools;
2. Youth without disabilities interested to get involved in vocational training on the arts and crafts;
3. Trainers and special educators involved into the educational process;
4. Staff of the Ichischesheher (Old City) Centre for Traditional Art (ICTA) and selected special schools.

The major outcome of the project will result in the creation of a VET Centre accessible for people with disabilities and ensure its responsiveness to the labour market needs.

Teachers and instructors recruited for this project will be equipped with knowledge and skills to teach the youth with disabilities together with the youth without disabilities.

Project activities benefitting these target groups will be vocational arts and crafts program adjusted to youth with disabilities that will equip them with competitive and marketable skills. The project will contribute to the promotion of the inclusive vocational education model and the provision of equal opportunities for people with the disabilities.

Objective of the assignment:
Based on the result of labor market needs assessment, the project has worked on 6 curricula in 4
directions which are being piloted within academic year 2019-2020 to testify their appropriateness for inclusive groups of students with and without disabilities studying together. The program was developed by a group of diverse specialists whose role in the promotion of inclusion is fundamental. Their task was to make sure that the curriculum guarantees quality training equipping the beneficiaries with competitive and tangible vocational skills suitable for the labor market. The current task is to monitor the piloting of the curricula and teaching modules to make sure that they are inclusive and correspond to the standards of the Ministry of Education/State Agency on Vocational education.

**Scope of assignment**

Local experts should provide following documents/services within the assignment:

- For each of the curricula and teaching modules, to monitor meeting educational objectives and outcomes in teaching process
- To monitor the distribution of hours in accordance with the curricula
- To monitor the evaluation system
- To monitor the inclusiveness of the teaching modules' practice
- To consult to project team on necessary revision and corrections
- To adjust the curricula and teaching modules to the standards of the State Agency on Vocational Education
- Provide photo materials of the consultancy sessions as well as list of participants;
- Provide final report on work done.

**Deliverables**

*It is envisaged that the selected service provider will submit the following deliverables:*

<table>
<thead>
<tr>
<th>Deliverable stage</th>
<th>Description of the deliverable</th>
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<tr>
<td>Deliverable 1:</td>
<td>To develop monitoring forms for six-month and one-year inclusive education program (curricula) in Simple souvenirs on batik and stained glass, Simple souvenirs on beads and polymer clay, Wood working; Pottery and decoration techniques;</td>
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<tr>
<td>Deliverable 2:</td>
<td>To monitor pilot of 6 curricula and teaching modules for each of 6 curricula – to fill out the monitoring forms for each of 6 curricula</td>
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<td>Deliverable 3:</td>
<td>To develop recommendations for any necessary changes to make curricula and teaching modules meeting the requirements of the State Agency on Vocational Education to be officially authorized by the end of the project;</td>
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<td>Deliverable 4:</td>
<td>To run consultations to arts and crafts teachers based on the monitoring</td>
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<td>Deliverable 5:</td>
<td>Provide photo materials of the monitoring and consultancy</td>
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<tr>
<td>Deliverable 6:</td>
<td>Provide final report on work done</td>
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</table>

sessions as well as list of participants;
Provide timesheets for assigned experts;

All the documents should be sent in electronic form (Microsoft Word and PDF and, if applicable, other relevant formats) in English.

The assignment is planned to start on 01 November 2019 and continue to 30 December 2019. The total number of expected consultancy days is 45 days for 2019.

Supposed place of work is Baku, newly established Inclusive Vocational Training Center under Icherisheher Centre for Traditional Art (ICTA).

**Minimum of 2 experts will be required for the tasks indicated above, comprising:**

1. **Local Consultant on Curriculum Development and Adjustment**, who will be responsible for the monitoring of 6 curricula and teaching modules in practice with focus on meeting the educational objectives and outcomes and correspondence to the standards of the State Agency on Vocational Education.

**Position requirements:**

- At least Bachelor degree in education;
- At least 3 years of working experience in the field of Curriculum development, monitoring and evaluation. Working experience in Azerbaijan is preferable;
- At least 3 years of working experience in the field of inclusive education
- Ability to communicate effectively both orally and verbally, using generally accepted correspondence and report formats;
- Excellent analytical and strategic thinking skills;
- Excellent Azerbaijani written and oral skills
- Good command of English is preferable
- Outstanding time management and organizational skills.

2. **Local Consultant on Curriculum Development and Adjustment**, who will be responsible for the monitoring of 6 curricula on the level of inclusiveness.

**Position requirements:**

- At least Bachelor degree in education;
- At least 3 years of working experience in the field of Curriculum development, monitoring and evaluation. Working experience in Azerbaijan is preferable;
- At least 3 years of working experience in the field of inclusive education
- Ability to communicate effectively both orally and verbally, using generally accepted correspondence and report formats;
- Excellent analytical and strategic thinking skills;
- Excellent Azerbaijani written and oral skills
- Good command of English is preferable
- Outstanding time management and organizational skills.
Annex 4 LOT 2

Terms of Reference

REFERENCE: Selection of the company to assist with Inclusive Education support services under the “Promotion of Inclusive Education through Traditional Arts Project” EU grant program

No RFP PIETA UNDP EU

Position: Inclusive Education support services within the project

Project title: “Promotion of Inclusive Education through Traditional Arts Project”

Expected duration: 2019 November-May 2020

Duty station: Azerbaijan, Baku

Office: UNDP Azerbaijan/ Newly established Inclusive Vocational Training Center under Icherisheher Centre for Traditional Art (ICTA)

Background:

The overall objective of this Action is to increase access to inclusive vocational programs to children and youth with disabilities tailored to their developmental needs. The main target groups of the Action are:

1. Children, Youth and adults with disabilities with formal education background from special schools;
2. Youth without disabilities interested to get involved in vocational training on the arts and crafts;
3. Trainers and special educators involved into the educational process;
4. Staff of the Icherisheher (Old City) Centre for Traditional Art (ICTA) and selected special schools.

The major outcome of the project will result in the creation of a VET Centre accessible for people with disabilities and ensure its responsiveness to the labour market needs.

Teachers and instructors recruited for this project will be equipped with knowledge and skills to teach the youth with disabilities together with the youth without disabilities.

Project activities benefiting these target groups will be vocational arts and crafts program adjusted to youth with disabilities that will equip them with competitive and marketable skills. The project will contribute to the promotion of the inclusive vocational education model and the provision of equal opportunities for people with the disabilities.

Objective of the assignment

Since the launch of the inclusive vocational program at the Training Center from September 2019, the
Project Working Team is looking for professional support from additional group of experts required to implement all the project activities in a timely manner. To speed up the recruitment process and coordination of the provision of quality support services to the Project Working Team the company with local experts will be hired. The group of experts will include:

- two ToT experts (training for trainers) – psychologist – couch and HSE expert
- one support psychologist to work with the youth with disabilities and parents
- two experts on provision of additional skills trainings – art specialist, photography expert

The company consisted of local experts will work under the overall guidance of the Project Team and will report to UNDP Programme Officer.

**Scope of assignment**

*The company consisted of local experts will be in charge of provision of the following experts and coordination of the provision of required services at the newly established Inclusive Vocational Training Center under Icherisheher Centre for Traditional Art (ICTA).*

<table>
<thead>
<tr>
<th>N</th>
<th>Expert</th>
<th>Service</th>
<th>Period</th>
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<tbody>
<tr>
<td>1</td>
<td>Psychologist, Couch</td>
<td>ToT support to arts and crafts teachers including:</td>
<td>Intensive participation during November-December 2019 with continuous periodical support till May 2020</td>
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<td></td>
<td></td>
<td>- observation of educational dynamics</td>
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<td>- on-job consultancy to arts and crafts teachers on making the educational process more effective and inclusive.</td>
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<tr>
<td>2</td>
<td>HSE expert (health, safety, environment)</td>
<td>- Responsible to prepare HSE regulation training program for students and teachers</td>
<td>November 2019, December 2019, February 2020</td>
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<td></td>
<td>- To run training on first aid, fire warden, electrical safety, equipment usage. (45 students with disabilities and 90 students without disabilities)</td>
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<tr>
<td>3</td>
<td>Support Psychologist</td>
<td>- Provision of support services to students with disabilities</td>
<td>Intensive participation during November-December 2019 with continuous periodical support till May 2020</td>
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<tr>
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<td></td>
<td>- Provision of support services to parents of students with disabilities</td>
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<tr>
<td>4</td>
<td>Expert on additional skills – art therapy/theater practice</td>
<td>- Selection of Interested students</td>
<td>Intensive participation during November-December 2019 with continuous periodical support till May 2020</td>
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<td></td>
<td></td>
<td>- Work on inclusive theater performances to boost social and teambuilding skills of students</td>
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<tr>
<td>5</td>
<td>Expert on additional skills – art therapy/theater practice</td>
<td>Selection of Interested students</td>
<td>Intensive participation during November-December 2019 with continuous periodical support till May 2020</td>
</tr>
</tbody>
</table>
art therapy/photography  
- Implementation of joint photography projects to boost social and teambuilding skills of students  
during November-December 2019 with continuous periodical support till May 2020

**Deliverables**

*It is envisaged that the selected service provider will submit the following deliverables:*

<table>
<thead>
<tr>
<th>Deliverable stage</th>
<th>Description of the deliverable</th>
</tr>
</thead>
<tbody>
<tr>
<td>Deliverable 1:</td>
<td>To recruit 5 experts to support the Project Working Team in project implementation</td>
</tr>
<tr>
<td>Deliverable 2:</td>
<td>To coordinate the process of service provision - identification of the deliverables and working load for each of the expert;</td>
</tr>
<tr>
<td>Deliverable 3:</td>
<td>To monitor the process of service provision - to provide documents confirming the implementation of deliverables specified for each of the expert;</td>
</tr>
<tr>
<td>Deliverable 4:</td>
<td>To run consultations to service providers based on the monitoring</td>
</tr>
<tr>
<td>Deliverable 5:</td>
<td>Provide photo materials of service provision; Provide timesheets for assigned experts;</td>
</tr>
<tr>
<td>Deliverable 6:</td>
<td>Provide final report on work done</td>
</tr>
</tbody>
</table>

All the documents should be sent in electronic form (Microsoft Word and PDF and, if applicable, other relevant formats) in English.

The assignment is planned to start on 01 November 2019 and continue to 30 May 2019. The total number of expected consultancy days is 60 days for 2019-2020.

Supposed place of work is Baku, newly established Inclusive Vocational Training Center under Icherisheher Centre for Traditional Art (ICTA).

**Minimum of 5 experts will be required for the tasks indicated above, comprising:**

a) Psychologist Couch

**Position requirements:**

- At least Bachelor degree in psychology;
- At least 3 years’ experience as professional trainer (trainings for trainers);
• At least 3 years’ experience in providing trainings on the requested topics such as innovative teaching methods, presentation skills, teambuilding, communication skills.

• At least 3 years of working experience in the field of inclusive education

• Ability to communicate effectively both orally and verbally, using generally accepted correspondence and report formats;

• Excellent Azerbaijani written and oral skills

• Good command of English is preferable

• Outstanding time management and organizational skills

c) Support Psychologist

Position requirements:

• At least Bachelor degree in psychology;

• At least 3 years’ experience as professional provider of psychological services to the students with disabilities;

• At least 3 years’ experience in providing psychological services to parents of the students with disabilities.

• At least 3 years of working experience in the field of inclusive education

• Ability to communicate effectively both orally and verbally, using generally accepted correspondence and report formats;

• Excellent Azerbaijani written and oral skills

• Good command of English is preferable
- Outstanding time management and organizational skills

d) Expert on additional skills – art therapy/theater practice

Position requirements:
- At least Bachelor degree in Arts;
- At least 3 years’ experience as professional theatre performer;
- At least 3 years’ experience in provision of theatre trainings to children and youth.
- Experience in working with the students with disabilities is preferable
- Ability to communicate effectively both orally and verbally, using generally accepted correspondence and report formats;
- Excellent Azerbaijani written and oral skills
- Good command of English is preferable
- Outstanding time management and organizational skills.

e) Expert on additional skills – art therapy/photography

Position requirements:
- At least Bachelor degree in Arts;
- At least 3 years’ experience as professional photographer;
- At least 3 years’ experience in provision of photography trainings to children and youth.
- Experience in working with the students with disabilities is preferable.
- Ability to communicate effectively both orally and verbally, using generally accepted correspondence and report formats;
- Excellent Azerbaijani written and oral skills
- Good command of English is preferable
- Outstanding time management and organizational skills.

F. Criteria for the Assessment of Proposals for both LOTs
<table>
<thead>
<tr>
<th>Summary of Technical Proposal Evaluation Forms</th>
<th>Score Weight</th>
<th>Points Obtainable</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 - Expertise of Firm / Organization (max 30 points can be given, if the bidder is the company with international experience and served abroad) - Proven track of experiences in related field and cooperation with international organizations</td>
<td>30%</td>
<td>30</td>
</tr>
<tr>
<td>2 - Proposed Methodology, Approach and Implementation Plan</td>
<td>30%</td>
<td>30</td>
</tr>
<tr>
<td>3 - Management Structure and Key Personnel, Suitability of the proposed consultants</td>
<td>40%</td>
<td>40</td>
</tr>
<tr>
<td>Total</td>
<td></td>
<td>100</td>
</tr>
</tbody>
</table>

- Combined score among technically responsive offers will be considered, for details see RFP.

**Note 1:** offers that are rated 70% and above will participate in the next stage of evaluation

**Note 2:** The Contractor will be responsible for all issues connected to the implementation of tasks, including payment of lump sum for local experts.

Offer should include lump sum with taking into consideration all visits of experts to pilot zone (field trips within Baku), professional fees, interviews, etc. UNDP will support with the logistical support, providing of venue, food and bed in case, if it's needed.

**Monitoring:**

The Project Team and Inclusive Education Specialist will monitor all deliverables and the quality of services.