

INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: 17.08.2022

Country: Republic of Moldova

Description of the assignment: National consultancy: Mentor on Microsoft for Education that will work with the 25 beneficiary schools of the Digital School initiative

Project name: Accelerating Digital Transformation in the Public Sector of the Republic of Moldova

Period of assignment/ services: September 2022 - June 2023, 83 working days

Proposals should be submitted online, by pressing the "Apply Online" button, no later than [31.08.2022, 16:00 GMT+3 Moldova time](#).

Requests for clarification only must be sent by standard electronic communication to the following e-mail: serghei.botezatu@undp.org

UNDP will respond by standard electronic mail and will send written copies of the response, including an explanation of the query without identifying the source of inquiry, to all applicants.

1. BACKGROUND

With Accelerating Digital Transformation in Public Sector Project (Digital Transformation Project or Project), UNDP Moldova aims to improve access to and quality of public services and business conditions through accelerated digital transformation of government processes and business model(s) and promote innovation, as well as collaborative experimentation within the Government, in the private sector, internally in UNDP Moldova, and in collaboration with external partners.

UNDP Moldova, through this Project is strategically positioned as an integrator of programmatic solutions with innovative mindset, including bringing forward digital components in supporting accelerated delivery of the SDGs.

The Project has the following objectives:

- Support transformative changes in the organizational and innovation culture in the public and private sectors and align all participants for the accelerated achievement of the Sustainable Development Agenda and national targets;
- Contribute towards streamlining innovation through engaging with the ongoing and prospective projects and seeking ways to maximize and to measure their social impact;
- Support the Digitalization of Moldova that will contribute to improved governance by increasing the efficiency and effectiveness of government processes, increasing transparency and public access to governmental information – and therefore promoting accountability and public participation, and improving an innovative delivery of public services, as well as impact evaluation and strategic support to scaling-up of the successful solutions.

The COVID-19 pandemic has succeeded in amplifying advancements in technology innovations across all fields including education. Over the past two years we've witnessed substantial progress in the endowment of schools with digital equipment, in the establishment of hybrid and online education, as well as national digital literacy training of teachers among others. Despite the evolution made in the Moldovan education system, a holistic approach is needed to unify existing initiatives and projects into a complex digital transformation strategy for schools which would allow for effective change to continue.

The "Digital Schools" initiative comes to support 25 schools in Moldova to adopt the digital transformation path in a systemic approach. Selected schools will benefit from a complex digital transformation training program which will result in the development of a customized strategy and action plan. Following the training phase schools will be able to receive support from a team of qualified specialists throughout the first year of the implementation process.

Ultimately, the initiative aims for each of the 25-beneficiary schools to become a role-model in promoting digital transformation in education for another 60 new schools that are to be mentored by the initial pilot schools in the academic year 2023-2024.

Target Group/Beneficiaries:

- 25 schools in Moldova
- 100 school principals and school administration members
- 900 teachers benefiting from the initiative
- 15,000 students being impacted by the initiative

2. SCOPE OF WORK, RESPONSIBILITIES AND DESCRIPTION OF THE PROPOSED ANALYTICAL WORK

The objective of the assignment is to provide support, as part of the team of experts, in digital tools and inclusion to the 25-beneficiary schools of the Digital School initiative.

The Mentor on Microsoft for Education, as part of the team of experts, will be responsible to:

- Deliver training sessions in collaboration with the team of schools' champion teachers and instruct schools on the program in charge;
- Develop in collaboration with the team of school champion teachers their school individual implementation plan of the program in charge;
- Conduct monthly follow-up calls aiming to monitor the progress of the implementation of the programs, discuss and address challenges as well as highlight achievements. The monthly calls can be conducted either in groups of multiple schools as well as individual school calls;
- Support schools champion teachers in identifying low-performing teachers and create a special training session or support plan for them to progress;
- Support school' champion teachers in identifying best-performing teachers and suggest them as best-case practices;
- Participate at local events as a speaker;
- Write two individual progress report per each mentored school (mid-year progress review and final progress review);
- Conduct visits and provide other needed support to beneficiary schools.

More details of the assignment are presented in the TOR.

3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

Education:

- Bachelor's degree in the field of education, pedagogy, IT or another field. A Master's degree in these fields will be considered as an advantage.
- Knowledge of Microsoft for education Projects, experience of integrating VR/AR into teaching and learning, OECD Learning Compass, etc. Certifications in any of these subjects will be considered as an advantage.

Experience:

- Minimum 10 years of pedagogical and/or professional experience in ICT integration into education, pedagogy, Microsoft for education, or another related field;
- Previous experience in professional development, coaching and training in similar professional development programs;
- Advanced research and analytical skills and capability of producing road maps using quantitative and qualitative data;
- Proven experience in convening partners, organizing, and leading strategic meetings;
- Previous experience in development assistance or related work for a donor organization, governmental institutions, NGO or private sector / consulting firm;
- Experience in managing educational programmes and activities.

Language Requirements:

Fluency in oral and written English, Romanian and Russian.

The UNDP Moldova is committed to workforce diversity. Women, persons with disabilities, Roma and other ethnic or religious minorities, persons living with HIV, as well as refugees and other non-citizens legally entitled to work in the Republic of Moldova, are particularly encouraged to apply. Please mention in CV if you belong to the group(s) under-represented in the UN Moldova and/or the area of assignment.

4. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS

Interested individual consultants must submit the following documents/ information to demonstrate their qualifications:

- CV, including information about past experience in similar assignments and contact details for at least 3 referees;
- Brief description of why the individual considers him/herself as the most suitable for the assignment;
- Offeror's Letter confirming Interest and Availability with financial proposal (in USD, specifying the total lump sum amount). Financial proposal template prepared in compliance with the template in Annex 2.

Important notice: The applicants who have the statute of Government Official / Public Servant prior to appointment will be asked to submit the following documentation:

- a no-objection letter in respect of the applicant received from the Government, and;
- the applicant is certified in writing by the Government to be on official leave without pay for the entire duration of the Individual Contract.

5. FINANCIAL PROPOSAL

The financial proposal shall specify a total lump sum amount, and payment terms around specific and measurable (qualitative and quantitative) deliverables (i.e. whether payments fall in installments or upon completion of the entire contract). Payments are based upon output, i.e. upon delivery of the services specified in the TOR.

In order to assist the requesting unit in the comparison of financial proposals, the financial proposal will include a breakdown of this lump sum amount (including fees, taxes, travel costs, accommodation costs, communication, and number of anticipated working days).

6. EVALUATION

Initially, individual consultants will be short-listed based on the following minimum qualification criteria:

- Bachelor's degree in the field of education, pedagogy, IT or another field. A Master's degree in these fields will be considered as an advantage.
- Minimum 10 years of pedagogical and/or professional experience in ICT integration into education, pedagogy, Microsoft for education, or other related fields.

The short-listed individual consultants will be further evaluated based on the following methodology:

Cumulative analysis

The award of the contract shall be made to the individual consultant whose offer has been evaluated and determined as:

- a) responsive/ compliant/ acceptable, and
- b) having received the highest score out of a pre-determined set of weighted technical and financial criteria specific to the solicitation.

* Technical Criteria weight - 60% (300 pts);

* Financial Criteria weight - 40% (200 pts).

Only candidates obtaining a minimum of 210 points for the total technical scoring would be considered for the Financial Evaluation.

Criteria	Scoring	Maximum Points Obtainable
<u>Technical</u>		
· Bachelor's degree in the field of education, pedagogy, IT or another field.	<i>Bachelor's degree – 10 pts.; Master's degree – 15 pts.</i>	15
· Minimum 10 years of pedagogical and/or professional experience in ICT integration into education, pedagogy, Microsoft for education, or other related fields	<i>Ten (10) years – 30 pts., each additional year of experience – 5 pts., up to a maximum of 45 pts.</i>	45
· Previous experience in professional development, coaching and training in similar professional development programs/assignments	<i>Three (3) assignments – 20 pts., each additional assignment – 5 pts., up to a maximum of 35 pts. No assignments – 0 pts.</i>	35
· Experience in managing educational programmes and activities	<i>Yes – up to 25 pts.; To some extent – up to 15 pts.;</i>	25

	<i>No experience – 0 pts.</i>	
Interview: Please note that only the top 5 ranked (that accumulated the highest technical score) applicants shall be invited for the interview		
<u>Interview</u>	<ul style="list-style-type: none"> • Advanced research and analytical skills and capability of producing road maps/ strategies/ action plans using quantitative and qualitative data: <i>extensive – 30 pts., satisfactory – 20 pts., limited – 10 pts., no– 0 pts.;</i> • Good knowledge of Microsoft for education Projects, experience of integrating VR/AR into teaching and learning, OECD Learning Compass, etc.: <i>extensive – 40 pts., satisfactory – 30 pts., limited – 20 pts., no – 0 pts.</i> • Proven experience in convening partners, organizing, and leading coaching meetings: <i>extensive – 30 pts., satisfactory – 20 pts., limited – 10 pts., no experience – 0 pts.;</i> • Previous experience in development assistance or related work for a donor organization, governmental institution, NGO, or private sector: <i>extensive – 20 pts., satisfactory – 10 pts., limited – 5 pts., no experience – 0 pts.;</i> • Certifications in Microsoft for educations programmes or similar relevant fields: <i>each certification 5 pts., up to a total of 20 pts.;</i> • Strong leadership and team management skills: <i>excellent – 20 pts., satisfactory – 10 pts., limited – 0 pts.;</i> • Knowledge of English, Romanian and Russian – <i>5 pts each. (15 pts. total).</i> 	175
Belonging to the group(s) under-represented in the UN Moldova and/or the area of assignment ¹	• <i>No – 0 pts., to one group – 1,5 pts., to two or more groups – 5 pts.</i>	5
Maximum Total Technical Scoring		300

<u>Financial</u>	
<p>Evaluation of submitted financial offers will be done based on the following formula: $S = F_{min} / F * 200$ S - score received on financial evaluation; F_{min} – the lowest financial offer out of all the submitted offers qualified over the technical evaluation round; F - financial offer under consideration</p>	200

Winning candidate

The winning candidate will be the candidate, who has accumulated the highest aggregated score (technical scoring + financial scoring).

¹ Under-represented group in the area of assignment are (men/women). Under-represented groups in UN Moldova are persons with disabilities, LGBTI, ethnic and linguistic minorities, especially ethnic Gagauzians, Bulgarians, Roma, Jews, people of African descent, people living with HIV, religious minorities, especially Muslim women, refugees and other non-citizens.

ANNEXES:

ANNEX 1 - TERMS OF REFERENCES (ToR)

ANNEX 2 - OFFEROR'S LETTER TO UNDP CONFIRMING INTEREST AND AVAILABILITY FOR THE INDIVIDUAL CONTRACTOR (IC) ASSIGNMENT

ANNEX 3 - INDIVIDUAL CONSULTANT GENERAL TERMS AND CONDITIONS