**Individual Consultant**

**TERMS OF REFERENCES and PROCUREMENT NOTICE**

 Date: 05 June 2020

**Project Title:** "Establishment of Regional VET Centre of Excellence in Lankaran Economic Region"

**Description of Assignment**: Local Consultant to support to develop Business Plan for an impact oriented implementation/expanding/branding of Furniture services

**Duty Station:** Baku-Jalilabad, Azerbaijan

**Duration of Assignment:** June, 2020 – August, 2020. 40 consultancy days(assignment will be a combination of field and home based works)

**Contract Type: IC contract**

**Location**: Baku

**Deadline:** 15 June 2020, 18:00 Baku time

Proposal should be submitted by email no later than 15 June 2020 to Procurement Associate procurement.aze@undp.org Any request for clarification must be sent in writing, or by standard electronic communication to the address or e-mail indicated above. UNDP in Azerbaijan 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 shortlisted consultants.

1. **BACKGROUND/OVERVIEW:**

The **overall objective** of EU funded “Modernizing Vocational Education and Training (VET) Centers in Azerbaijan” project is to contribute to the modernization of the vocational education and training system in Azerbaijan, enhancing quality, equality, relevance and access in line with European standards and practices.

The **specific objective** of this action is to improve quality of education to increase attractiveness of VET in Ganja city and neighboring regions, as well as to adjust vocational education to the requirements of the industry. This specific objective will be achieved through strengthening the operational capacities of the Ganja State Vocational Education Centre on Industry and Technology to convert it to modern “Regional VET Competence Centre on Industry and Technology (RVCCoIT) meeting labor needs of the industry.

Currently, the vocational education and training (VET) system of Azerbaijan has many challenges in terms of management, financial support, staff and content of education, material and technical base and infrastructure. In the last decade, the Government has implemented a wide range of activities, State programs, strategies and concepts. In addition, a VE Agency under the Ministry of Education was established in 2016 for developing the VE sector. The main objective of the Agency is to increase the efficiency and relevance of vocational education and training system in Azerbaijan and to produce qualified workforce for the labor market.

**2. SCOPE OF WORK**

**Duties and Responsibilities**

The consultant will be required to develop a detailed business, costing and marketing plan that is expected to provide overall direction to the VET Centre startup business, making it sustainable, efficient and growth oriented in the long run.

* The Business Plan should be time bound, show clear achievable targets within defined timelines and to have the following sections at the minimum:
* Executive summary
* Analysis of the services offered
* Analysis of the organizational status, skill sets, running cost (broken to each services) and gaps thereof
* Analysis of the market and potential customers
* Comparative advantage
* Business Model and description of operation/s for each services
* Costing for each services
* List of needed basic equipment to support the startup (with indicative budget included)
* Marketing strategy
* Modified organizational management structure & new skill sets
* Projection of business returns over 5 years

**3. REQUIREMENTS AND QUALIFICATIONS**

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| General experience:  **Education:*** At least a Bachelor degree or equivalent in development economics, engineering or related fields;

 **Experience:** * At least 5 years of solid knowledge of the business development and work experience in this sector;
* Well aware about the VE sector and good knowledge of national and regional strategies;
* Work approach, how this assignment will be fulfilled;

 **Competences:*** Ability to communicate effectively both orally and verbally, using generally accepted correspondence and report formats;
* Excellent analytical and strategic thinking skills;
* Excellent Azerbaijani in written and communication skills, with analytic capacity and ability to synthesize relevant collected data and findings for the preparation of quality analysis for the project proposal;
* Sharing knowledge and experience, communicating ideas and managing information flow;
* Good ability in partnering and networking;
* Outstanding time management and organizational skills.
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**4. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS.**

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| Interested individual consultants must submit the following documents/information to demonstrate eligibility of their qualifications: * Offeror’s letter to UNDP conforming interest and availability for the Individual Contractor (IC)

Assignment and Breakdown of Costs (in USD) Supporting the Final All-Inclusive Price; * CV or signed P11 Form;
* Work approach;

If any of the above-mentioned documents is missing UNDP holds the right to reject the respective proposal altogether |

**5. FINANCIAL PROPOSAL**

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| **Contract Payment:** Payment will be done upon completion of deliverables (see the table for details). |

1. **EVALUATION**

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| Individual consultants will be evaluated based on the following methodologies:* *Cumulative evaluation that takes into account both financial offer and the technical expertise of the potential candidates*

A two-stage procedure will be utilized in evaluating the proposals, with evaluation of the technical component being completed prior to any price component being reviewed and compared.  The Price Component will be reviewed only for those individuals whose Technical Component meets the requirements for the assignment.  The total number of points which individual may obtain for both components is 100.The technical component, which has a total possible value of 70 points, will be evaluated using the following criteria:*Education:** At least a Bachelor degree or equivalent in development economics, engineering or related fields (**20 points**);

*Experience:* * At least 5 years of solid knowledge of the business development and work experience in this sector (**30 points**);
* Well aware about the VE sector and good knowledge of national and regional strategies;
* Work approach, how this assignment will be fulfilled (**20 points**);

If the substantive presentation of a technical proposal achieves the minimum of 49 points, the competitiveness of the offered consultancy expenses will be taken into account in the following manner:                The total amount of points for the fees component is 30. The maximum number of points shall be allotted to the lowest fees proposed that is compared among those invited individuals which obtain the threshold points in the evaluation of the technical proposal. All other proposals shall receive points in inverse proportion to the lowest fees; e.g;[30 Points] x [US$ lowest]/[US$ other] = points for other proposer’s fees |

1. **MONITORING**

Monitoring and progress control will be conducted by the Project Manager in consultation with the UNDP Programme Officer.

Reporting, its frequency, format and deadlines will be done in accordance with the deliverables shown in the respective section below.

1. **DELIVERABLES AND TIMETABLE**

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| **Deliverable** | **Percentage** |
| July 05, 2020 | 50 % total Amount |
| August 05, 2020 | 50 % total Amount |

1. **DELIVERABLES:**
* First draft of the business plan
* Final business plan and list of needed equipment

The assignment is planned to start in June, 2020 and continue till August, 2020. The total number of expected consultancy days is 40 days (10 days in the field, the rest is considered for the desk studies, marketing strategy, data analysis and etc.).

1. **REPORTING:**

The authorization for each respective payment will be made by UNDP Programme Officer after the acceptance of each deliverable by the Project Manager/Officer.

Proposal should be submitted at the following e-mail address procurement.aze@undp.org starting from 05 June till 15 June 2020, 18:00 Baku time.

Any request for clarification must be sent in writing, or by standard electronic communication to the address or e-mail indicated above. UNDP will respond in writing or 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 consultants.

**TRAVEL:**

The assignment will be a combination of field and home-based works.

The Expert should travel to the region within assignment. He/She will report to the Project management unit and UNDP CO Azerbaijan. The payment will be a lump-sum payment inclusive of consultancy fee, DSAs for in-country full consultancy days.

The consultant should take into consideration that according UNDP rules DSA rates to the regions in the country is (maximum 96 USD).