

**Terms of reference (ToR) for the
procurement of services up to the value of
EUR 20,000**



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General information

a. Brief information on the project

The Private Sector Development and Technical Vocational Education and Training programme which has been developed jointly with the Public partners and private sector in the South Caucasus Countries, aims at promoting the private sector development with a high attention to employment impacts and a close integration of vocational education and training.

Due to the small domestic markets with limited purchasing power, the South Caucasus Countries have focused so far on expanding foreign trade to promote economic development. The export-dedicated strategy achieved only limited success in improving the employment situation and living conditions. Employment growth in sectors that afford the greatest potential for pro-poor growth and employment promotion in comparable economies and in South Caucasus, such as tourism and agricultural, cannot be sustained, because businesses lack well-trained skilled labour.

The core challenge consists thus in the difficult framework conditions for sustainable economic development in the sectors relevant for employment. The capacities available are not yet enough to generate the envisaged employment and growth momentum.

Therefore, the programme module objective is: The conditions for sustainable economic development have improved in selected sectors relevant for employment.

The programme will adopt the integrated approach of German development cooperation in employment promotion. It will address both the supply and demand side of the labour market to lay a better foundation for employment. Development assistance will focus primarily on involving the private sector in vocational training.

To do this, the programme will operate in three intervention fields:

Intervention field 1 will aim to strengthen capacities for improving competitiveness in the sectors relevant for employment. In the case of Azerbaijan, it was decided to be the tourism and agriculture sectors.

In intervention field 2 private and public actors will cooperate to improve the labour-market relevance of selected training courses for these sectors.

Intervention field 3 will seek to strengthen the regional and international exchange of experience in sustainable private sector development and dual-oriented vocational training.

Improving the promotion of economic development will contribute to raising demand for labour. At the same time, supporting vocational training and qualification will increase the supply of qualified labour, i.e. trainees that have successfully completed initial and continuing education and training will be better prepared to cope with the requirements and their tasks in enterprises. In the medium and long term, this will contribute to reducing structural unemployment and underemployment and to social and sustainable economic development. The programme is scheduled for a term of 6 years (from April 2017 to April 2023).

b. Context

PSD TVET project in Azerbaijan is focusing on the fields of agriculture, tourism, logistic and transport. These sectors are included in the priority areas of the developed Strategical Road Map for 11 sectors. The Strategic Road Map in both sectors indicates the need for qualified labour force and associated skills and knowledge.

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Dual-like VET (DL VET) aims at increasing the involvement of companies in the planning, organization and delivery of VET. This includes the development of labour market-oriented and up-to date competency standards and curricula through the active participation of trade and industry practitioners, as well as the joint organization and delivery of VET programs by two training providers, the companies and the vocational schools.

Within the framework of “Private sector development and technical vocational education and training in the South Caucasus” programme commissioned by German Federal Ministry for Economic Cooperation and Development (BMZ) and implemented by GIZ (April 2017 - April 2023) modules for vocational occupation “Logistics Specialist for storing and warehousing of agricultural products” has been developed, piloted and presented to the partner. In 2021 the modules on “Logistics Operator” and “Railway Station and Crossing Officer” were developed with involvement of local experts under close guidance and cooperation of international expert. The modules were presented to the SAVE and VET schools and used as a capacity building material for personnel of VET centres.

- c. GIZ shall hire the Contractor for the anticipated contract term from April 20, 2022 to July 30, 2022.
- d. The Contractor shall provide the following work/service:

The objectives of this assignment are: to conduct review of project nine (per curricula fourteen) Modules developed for the Logistics Operator occupation, revise the Part I and Part II books in accordance with the Logistics Operator occupation curriculum and support the teacher and master-staff in the Ganja VET school in developing the technical knowledge in education of Logistics Operator occupation.

The ToR in its nature will be a bi-focused assignment wherein the **1st dimension will include the review and revision** of the Logistics Operator occupation modules and **the 2nd aspect will include the delivery of technical logistics training, consultancy and advisory support** to teacher and master- staff in Ganja VET school on modules of the Logistics Operator occupation.

The I part of assignment will be delivered by a selected logistics specialist who, in close coordination with Ganja VET school teacher staff and the GIZ Program Expert, will review and revise the modules developed for the “Logistics Operator occupation” curriculum.

In doing so, the specialist will consider the feedback of the Ganja Logistics Teachers selected by the programme currently engaged in the education of the Logistics Operator occupation. The objectives of the review and revision are: to assess the content relevance of modules to the subjects; to ensure the conformity of the modules with the curricula’ format; to expand the content with logistics-occupation-related information and details; to ensure its relevance to the teaching process; to correct all the typos and the translation misunderstandings; to rework/ expand the modules’ texts in accordance with the number of hours allotted in each curriculum; to assist in the amendment of the Part I and Part II books’ structure (including both, the table of content page and the entire body text) to reflect the learning outcomes and the assessment criteria as per curriculum of occupation. The task will include obtaining the opinion of logistics experts and concurrence for using the books in VET schools, as well as detailed support in the preparation of the final pre-printing design of the revised versions of Part I and Part II books.

The II part of assignment will include the delivery of technical training, together with offering consultancy and advisory support in education of staff teachers and masters working at the Logistics

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Operator occupation in Ganja region. The Contractor will work in close coordination with the GIZ Program Expert.

The objectives of this part of assignment are: to develop the training, consultancy and advisory program to Ganja VET school teacher-master staff in accordance with the Logistics Operator occupation modules; to develop the training program based on the Logistics Operator occupation modules' subjects (e.g. basics of economics and social work; basics of cargo transportation and international freight; calculation of transportation costs; dangerous goods, protection, and safety and basics of logistics, warehouse management and contract logistics, logistics information systems and basics of business accounting) functional to the effective support of teachers and master in education regarding the understanding of the subject and the teaching methods; to prepare the action plan for delivering of the above specified training and consultancy advisory program; to assist the review and revision of the educational plans (practical trainings and experience); to provide advisory and consultancy support and assistance to the teacher and master-staff in the Ganja VET school; and to develop methods for learning assessment and assist the teachers in the application.

To achieve the above stated objectives belonging to both aspects of the assignment, the following pillars are foreseen to be implemented by the selected local expert:

Tasks:

- Assess the content relevance of the “Logistics Operator occupation” modules to the subjects and ensure their conformity with current curricula format
- Enrich and expand the modules' content with international and local logistics occupation specific data, ensure its relevance, and easier understanding and perceptiveness in teaching process
- Correct the typos and the translation misunderstandings, rework the modules' texts lengths in accordance with the number of hours allotted per curriculum
- Amend the structure of the books Part I and Part II (including table of content page and the entire text body) so that the final output reflects the learning outcomes and assessment criteria indicated in the occupation curricula
- Attentive support in the preparation of the final pre-printing design of the revised versions
- Work in constant close coordination with the programme selected Logistics Teacher/Mentor engaged in logistics education and the GIZ Expert
- Prepare the action plan for delivery of trainings, consultancy and advisory sessions
- Develop the training program based on the “Logistics Operator occupation” modules' subjects (e.g. basics of economics and social work; basics of cargo transportation and International freight, calculation of transportation costs; dangerous goods, protection, and safety and basics of logistics, warehouse management and contract logistics, logistics information systems and basics of business accounting)
- Support teachers and master's in education with subject understanding and teaching methods; assist in review and revision of educational plans (practical trainings and experience)
- Organize the trainings and consultations sessions on Logistics Operator occupation modules
- Support the teachers in the review and revision of the educational plans (practical training program and experience)
- Provide advisory and consultancy support and assistance to teacher and master-staff in Ganja VET school
- Develop methods for the learning assessment and assist teachers in application
- Compile a report which summarizes the outcomes of the assignment measures

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Certain milestones, as laid out in the table below, are to be achieved by certain dates during the contract term at locations.

Milestone	Deadline/place/person responsible
Review and feedback on three entire modules (Basics of economics and social work; Basics of cargo transportation and International freight) of Logistics Operator occupation (5 days)	May 10, 2022/ Azerbaijan
Review and revision of three entire modules (Calculation of transportation costs; Dangerous goods, protection, and safety and Basics of Logistics) of Logistics Operator occupation (5 days)	May 25, 2022/ Azerbaijan
Review and revision of three entire modules (Warehouse management and contract logistics; Logistics information systems and Basics of business accounting) of Logistics Operator occupation (5 days)	June 10, 2022/ Azerbaijan
Summarize and finalize review and revision of all modules of Logistics Operator occupation (7 days)	June 30, 2022/ Azerbaijan
Delivery of assistance in pre-printing design of modules for Logistics Operator occupation (2 days)	May- July 2022/Azerbaijan
Provide all pillars for 2nd aspect of assignment detailed above on Page 4 regarding the training in Ganja on "Logistics Operator occupation" modules subject with follow up advisory and consultancy sessions (12 days)	Through the assignment from April- July 2022/Azerbaijan
Final Report on work and deliverables (1 day)	July 2022/Azerbaijan

Tender requirements

I. Assessment of CV and price

1. Qualifications of proposed staff

1.1 General qualifications

Education: University degree (Master's degree, Diploma or equivalent) in the fields of Education, Logistics and Transport (1.1.1 in Technical assessment grid)

1.2 Experience

Professional experience:

- 5 years' experience in developing training materials and delivering trainings. Sample of expert's own developed training materials to be submitted with application (1.1.1)
- Experience at least in two development projects in the field of logistics and transport in Azerbaijan (1.1.1)

1.3. Experience in the region/knowledge of country: Experience at least in one development project in the field of logistics and transport in Azerbaijan (1.1.2)

1.4 Language skills: fluency in Azerbaijani and English (1.1.3)

II. Assessment of price

2. Specification of inputs

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Fee days	Number of experts	Number of days per expert	Comments
<ul style="list-style-type: none"> Implementation 	1	37	The implementation will include review and revision of Logistics Operator modules and training in Ganja
Travel expenses	Number of experts	Number of days/nights per experts	Comments
<ul style="list-style-type: none"> Per-diem allowance in country of assignment 	1	12	The travel will be to Ganja
<ul style="list-style-type: none"> Overnight allowance in country of assignment 	1	12	
<ul style="list-style-type: none"> Travel costs (private vehicle) 	1	3	
Other costs	Number of experts	Amount per experts	Comments
Organization of trainings in Ganja	1		The training is planned to be delivered in two/three phases. The total number of days for training including travel is 12 days. The participants for the training will be up to 9 people from Ganja. The cost can include (stationery required for training materials and event, water, two-time coffee-break, lunch etc)

3. Remuneration

We would ask you to offer your services at a price, which covers all relevant costs (fees, travel costs, etc.). The assessment of the financial bid is based on the lump sum price tendered. For the purposes of our internal calculations and any subsequent contracts, we would also ask you to state the daily rate used for the tender. Please include in financial offer the costs for your travel, accommodation and per-diem during trainings in Ganja. Additionally, please also include the separate line cost for training organization (stationery required for training materials and event, water, two-time coffee-break, lunch etc) for up to 9 participants. Please consider that it shouldn't include the venue cost as the trainings are planned to be held in VET school in Ganja. A breakdown of the days is not necessary.

Note:

If restrictions are introduced to combat coronavirus/COVID-19 (restrictions on air travel and travel in general, entry restrictions, quarantine measures, etc.), GIZ and the contractor are obliged to make adjustments to their contractual services to reflect the changed circumstances on the basis of good faith; this may involve changes to the service delivery period, the services to be delivered and, if necessary, to the remuneration.