

## ANNEX B LRPS-2019-9151501

### TERMS OF REFERENCE

#### Assignment Summary:

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Duration:	August 2019 – December 2019
Location:	Tashkent, Uzbekistan

Anticipated start Date:	August 2019
Supervisor:	Chief of Education

#### Title:

Services of an IT company to develop electronic platform to enhance monitoring of Education system quality assurance.

#### Background:

In Uzbekistan, ongoing reform agenda in education sector focuses on improving quality in education service provision. In 2017 the State Inspection for Supervision of Education Quality (SISEQ) under the Cabinet of Ministers, responsible for developing quality evaluation and assurance mechanisms was created. Implementation of the state policy in the field of supervision of quality of education process, teaching workforce, in-service training and re-training, assignment of qualification categories to teaching staff is one of the main tasks of SISEQ<sup>1</sup>.

Recently, several important steps have been implemented by State Inspection to generate data on education system performance and to reform quality assurance at school level and teacher appraisal. In particular, new procedures of attestation and accreditation of state and non-state education institutions have been approved, that introduce macro level domains and new areas for school self-evaluation and external quality review<sup>2</sup>.

In order to enhance efficiency and efficacy of the process of quality assurance monitoring, UNICEF proposes to support SISEQ to develop a web-based platform. The IT solution is proposed to: (1) reduce the cost of data collection, aggregation, and analysis through automatization of the process; (2) improve the two-way communication between institution management and education authorities for quality assurance; and (3) generate regular and consistent information on quality indicators, which would help the education authorities to monitor the quality indicators to maintain and improve quality, equity and efficiency. This online platform should be able to compile and analyze data provided by schools at different levels and produce reports for decision makers. In this regard, UNICEF is seeking national IT company to develop electronic platform to enhance monitoring system for Education system quality assurance.

#### Objectives:

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<sup>1</sup> Cabinet of Minister's Resolution "On the organization of the activities of the State Inspection for Supervision of Education Quality under the Cabinet of Ministers of the Republic of Uzbekistan", July 18, 2017 No. 515

<sup>2</sup> The Cabinet of Ministers' Decree # 470, from 7 June 2019 "On Development of Procedures for Attestation and State Accreditation of State and Non-State Educational Organizations"

The objective of this consultancy is to provide technical support in development of electronic platform to monitor data reported by educational institutions during self-evaluation and by external evaluators during quality review for quality assurance.

**Timeline & Deliverables:**

	Tasks	Deliverables	Estimated timeframe
<b>I. Development of technical specification and prototype for electronic platform (10% of the payment).</b>			
1.	Review available IT solutions including platforms/websites/applications for identifying the solution for QA monitoring system;	1. Technical specifications and prototype for the electronic platform;	By the end of August 2019
2.	Present different solutions to UNICEF and SISEQ and agree on proposed solution;		
3.	Develop technical specifications and prototype for the platform based on agreed solution;		By the end of September 2019
<b>II. Development of electronic platform to monitor data on quality assurance indicators for education system (50% of the payment):</b>			
4.	Develop electronic platform in accordance with agreed technical specifications and prototype;	2. Electronic platform to monitor data on quality assurance indicators for education system;	October 2019
5.	Integrate available data on education institutions schools of the country to the system;		
6.	Present the electronic platform to SISEQ, UNICEF;		
<b>III. Testing of electronic platform in selected regions and district(s) (15% of the payment):</b>			
7.	Develop guidelines for different levels (schools, districts, center) on how to enter the data and use the electronic platform;	3. Draft guidelines for different levels of users; 4. Report on testing;	October-November 2019
8.	Conduct testing of the electronic platform in selected region, district(s), and educational institutions <sup>3</sup> ;		
9.	Make required changes to the system and to the guidelines in accordance with findings of the testing;		
<b>IV. Training of focal persons at different levels on using the system (15% of the payment):</b>			
10.	Facilitate a series of zonal trainings of trainers from relevant regional/district/school education establishments on how to use electronic platform <sup>4</sup> ;	5. Report on training;	November 2019

<sup>3</sup> Testing is planned to be conducted in 1 region, 2 districts, and up to 5 schools in each district.

<sup>4</sup> Based on needs, up to 5 trainings might be conducted in different regions of the country.

	Tasks	Deliverables	Estimated timeframe
<b>V. Provide 12-month maintenance support to the platform, starting after the launch of the system (10% of the payment):</b>			
11.	Co-administer the electronic platform for 12 months after the launch;	6. Process report on the assignment.	
12.	Identify 'bugs' and other issues, as well as based on reports from end-users and address them accordingly.		

**Management:**

The institutional contractor will report to and work under direct supervision of UNICEF Uzbekistan Chief of Education. UNICEF Education officer will be responsible for daily management of this consultancy.

**Resource requirements and payments:**

The estimated budget for this assignment is USD 15,000.00, including consultancy fee and travel cost to regions for testing (as required). This amount is calculated based on market price for similar tasks. According to UNICEF policy, the final price will be set up based on the "best value for money" principle.

Payment will be paid by deliverable upon successful completion of assignment and acceptance of deliverables by the supervisor. Payments might be partially or fully withheld in case of unsatisfactory performance of duties or failure to provide the deliverables by the agreed deadlines.

All direct payments will be made by bank transfer to the indicated bank account by Contractor.

**Required qualifications, areas of expertise or selection criteria:**

The Company/ Agency/ Organization shall demonstrate the following expertise and present the relevant documents/copies:

- Certificate/license for working in Republic of Uzbekistan.
- Professional experience in the field of IT solutions development/consulting.
- Previous experience in development similar software and applications.
- Sufficient human and other resources with relevant experience and expertise necessary to perform the assignment proved by the list of key staff.

**Procedures and Working Conditions:**

The consultancy will be home-based with visits to UNICEF. If remote region/district/school is selected for testing, that travel might also be required. The training of trainers will be conducted in regions. Contractor will be responsible for arranging the travel of their staff.

Contractor is expected to work independently and respond to feedback from supervisor in a timely and professional manner, to be result driven, and to have the ability to work under pressure and meet required deadlines.

**Selection of contractor:**

Each bidder submitted full set of the documents will go through selection process which will consist of two phases: technical evaluation where applicant will be assessed based on the technical evaluation criteria and financial criteria as listed below. 70/30 evaluation criteria will be applied to evaluate the proposals. The maximum score for the technical evaluation is 70 points, and maximum score for the financial evaluation is 30 points. The technical proposal will be evaluated first based on the set of evaluation criteria. Only proposals meeting the minimum threshold of 49 points out of 70 points for the technical proposal will be considered for further evaluation. The proposal with the best overall value, composed of technical compliance and price, will be recommended for approval. The contract will be awarded to the bidder that obtains the highest combined technical and financial scores, applying the best value for money principle.

**Evaluation Criteria:**

	Technical Evaluation	Criteria	Max. Points
<b>1</b>	<b>Technical Evaluation</b>		
1.1	Experience and company profile	a) How well is the quality of proposed implementation plan described, i.e. how the bidder will undertake each task (10 points), is/are person/s assigned for each task (5 points). Quality assurance measures, including recognition of possible risks/problems during the assignment and ways to prevent and manage them. b) List of similar solutions developed by the company previously (2 points). c) Past performance in providing similar services to other organizations (government organizations and/or commercial entities); (8 points) d) Existence of references from organizations during the period company has been working in the market (5 points)	30
1.2	Proposed team and organizational capacity	e) Detailed list of key staff proposed with their CVs; (5 points) f) Team leader: Relevant experience, qualifications, and time proposed for the assignment (15 points) g) Team members - relevant experience, skills & competencies; role assigned to the team members (10 points)	30
1.3	Overall response	h) Understanding of scope, objectives and completeness of response (5 points); i) Overall concord between UNICEF requirements and the proposal (5 points).	10
	<b>Total of Technical Evaluation</b>		<b>70</b>
	<b>Only proposals which receive a minimum of 49 points (out of 70 points) will be considered for financial evaluation</b>		
<b>2</b>	<b>Financial Evaluation</b>		
2.1	Price	Bid price	30
	<b>Total of Financial Evaluation</b>		<b>30</b>
	<b>Grant Total</b>	<b>100</b>	

The total number of points allocated for the financial evaluation is 30 points. A full score will be given to the bidder quoting for the lowest price in his/her financial proposal that is opened and compared to the other

technically compliant bidders who passed the technical evaluation. All other financial proposals will receive points in reverse proportion to the lowest price submitted; e.g.:

$$\text{Score for price proposal for Bidder X} = \frac{\text{Maximum score for financial proposal (30) * Price of lowest priced proposal}}{\text{Price of proposal X}}$$

### Overview of the Bidding Process

The bidding procedure shall comprise of three stages:

- I. Request for Proposal
- II. Evaluation of the RFPs
- III. Award of Contracts

Proposals must be submitted in a securely sealed envelope containing two sealed envelopes:

Outer Envelope (see below)

- Inner Envelope: Technical Proposal, Name of the Company, and RFP number
- Inner Envelope: Financial Proposal, Name of the Company, and RFP number
- The outer Envelope shall be addressed as follows:

UNICEF Uzbekistan

Attn:

Postal Address: 16 Rashidov street, 100029, Tashkent

RFP Number:

Due: xxx

### Reservations:

UNICEF reserves the right to withhold all or a portion of payment if performance is unsatisfactory, if deliverable(s) incomplete, not finalized or for failure to meet deadlines. UNICEF will reserve copyright of all developed materials and own primary data collected through this assignment. The materials cannot be published or disseminated without prior written permission of UNICEF. UNICEF will be free to adapt and modify them in the future. The contractor must respect the confidentiality of the information handled during the assignment. Documents and information provided must be used only for the tasks related to these terms of reference.

UNICEF undertakes no liability for taxes, duty or other contribution payable by the consultant on payments made under this contract.