

Background

In recognition of the scarcity of the skilled teaching workforce as well as the need to improve the quality of learning resources, UNESCO is implementing the EU-funded project: “Strengthening Competency-Based and ICT-Enabled STEM (Science, Technology, Engineering and Mathematics) and VET (Vocational Education and Training) Education and Teacher-Training in Tajikistan”. The project benefits from financial support from the European Union under the Action Document "Quality Education Support Programme II".

To support Tajikistan in making progress in the achievement of SDG 4 and implementing its recently adopted National Strategy for Education Development for the period until 2030, the project aims to revise textbooks, teaching and learning materials for selected STEM subjects¹ based on competency-based curricula at the secondary education and VET level, train teachers as well as equip the teacher training institutes/centres in the areas of ICT and STEM.

This project supports the Ministry of Education and Science (MoES) as well as the Ministry of Labour, Migration and Employment (MoLME) of the Republic of Tajikistan to strengthen the quality of education and competency-based education in STEM fields with the use of ICTs.

UNESCO is hiring IT specialist who will support the project with the identifying list of IT equipment for the teacher training institutes/centres in the areas of ICT and STEM within the Output 1.5: Strengthened capacities of in-service Teachers Training Centers (TTCs) at secondary and TVET level to use STEM and lab facilities and equipment in the teaching process

1. Assignment:

The Contractor shall perform the following work assignments under the overall authority of the Director of the UNESCO Almaty Regional Office, and the direct supervision of Education Programme Specialist and Project coordinator:

1.5.1. Physical assessment of in-service TTCs at secondary and initial vocational education (IVET) levels for upgrading labs and STEM facilities

- Assessment of the facilities and needs for IT equipment, Internet connectivity, cost of data, technology and digital devices aligned to users’ needs, labour market needs, and local market of technical equipment (to ensure reparability and timely maintenance).

Duties and Responsibilities:

Phase 1

- To review the IT equipment needs of the selected RTTI facilities and in consultation with relevant staff of the Republican Teacher Training Institute (RTTI) under MOES and UNESCO provide advice on the best technical solutions to meet the identified needs;
- To draft the technical specifications for the IT equipment to be procured for the RTTIs, considering the needs and technical possibilities;

- To prepare in coordination with other relevant project staff, consultants and beneficiaries and review the lists and technical specifications of IT equipment;
- To coordinate with the civil engineer/civil engineering company ensure that the design and conditions of the premises is accommodative for the planned IT equipment and layouts;
- To contribute to market analysis held by Procurement specialist in order to identify the potential suppliers (the leading producers /distributors) of the needed IT equipment;
- To explore regularly the market and identify high quality and long-term goods to be embedded into the list of IT equipment and subsequently into the bidding documents;
- To contribute to the preparation of the tender documentation by the reviewing and clearing the technical part of the solicitation documents;
- To collaborate closely with procurement specialist to finalize the solicitation documents, ensuring correctness and completeness of the technical specifications; provide final clearance for the technical part of the solicitation documents;

Phase 2

- To assist the Bid Evaluation Committee at bid evaluation by reviewing the bidders proposed IT equipment and their technical characteristics;
- To contribute to the technical evaluation report for the bids received, concluding which bids correspond to UNESCO requirements
- To provide inputs and review the bidder's proposed IT equipment as well as technical parameters; participates and attends the bid evaluation committee and provides clarifications as required;
- In close coordination with the project staff – to conduct inspection missions on the spot and contribute to the inspection report for quantity, and quality of IT equipment, including conducting an inventory of delivered IT equipment and ensure they comply with the quantity and specifications as defined in the schedule of Supply and check for any damage during shipment or delivery and report to project staff
- To check and ensure that IT equipment is provided with operation and maintenance manual;
- To coordinate with civil engineer and civil works supervisor, ensure that premises of RTTIs are ready for the arrival and installation of IT equipment;
- To coordinate with suppliers and beneficiaries for the safety and protection of delivered IT equipment to RTTIs;
- To supervise suppliers for proper installation and commissioning of IT equipment;
- To coordinate with the suppliers for the conduct of trainings for instructors on safety and actual operation of IT equipment;
- To coordinate the routine maintenance of IT equipment, ensure responsibility of suppliers on repair and replacement of parts during the warranty period and support MOES RTTI to plan for asset management and future operations and maintenance after the warranty period;
- To produce a **quality assurance report** after procurement and installation of equipment; including information about reliability, quality, performance and maintenance requirements of the equipment supplied by the selected vendor. *(Note: this deliverable can be achieved in 2025 and can be included into another contract);*
- To perform other tasks that Education programme specialist, project coordinator may assign

Required qualifications:

Education

- Advanced university degree (Master's degree or equivalent) in computer science, engineering, or a related field.

Work experience

- Minimum four years of full-time relevant professional industry experience in IT sector, engineering and other related areas.
- Extensive experience in procurement of IT equipment.

Skills and competencies

- Professionalism: Shows persistence when faced with difficult problems or challenges; remains calm in stressful situations.
- Communication: Speaks and writes clearly and effectively and demonstrates openness in sharing information and keeping people informed.
- Planning & Organizing: Develops clear goals that are consistent with agreed work deliverables for the assignment; identifies priority activities and allocates appropriate amount of time and resources for completing work; uses time efficiently.
- Accountability: Takes ownership of all responsibilities and honors commitments; delivers outputs for which one has responsibility within prescribed time, cost and quality standards; operates in compliance with organizational regulations and rules.
- Excellent written and communication skills
- Must be a computer literate.

Languages

- An excellent knowledge (written and spoken) of Tajik and English. Knowledge of Russian is an asset.

REQUIREMENTS:

Qualified candidates are requested to submit:

CV and Cover Letter can be sent to: **I.pisaridzheva@unesco.org** with subject line “IT specialist” by **10 April 2024**.

Travel costs and DSA will be covered in accordance with UN rules and regulations. No other remunerations apply. As a general principle, the fees payable to a consultant or individual contractor follow the “best value for money” principle, i.e., achieving the desired outcome at the lowest possible cost. Please note that consultants and individual contractors are responsible for assuming costs for obtaining visas and travel insurance.

¹ The procurement plan might include the refurbishment plan of the labs based on the assessment