**Annex 2. Description of the contract**

A tender for an expert report on the competence requirements for validation practitioners and recommendations on the competence profiles for validation practitioners in Poland (IQS)

1. **Preliminary information, the context of the contract for the expert report**

The Polish Parliament adopted an act introducing the Integration Qualifications System (IQS Act) in December 2015. The IQS is being implemented with the support of the Educational Research Institute, working on behalf of the Ministry of National Education. This work is being conducted by the Educational Research Institute through a project entitled "Support to central government administration, awarding bodies and quality assurance institutions in implementing stage II of the Integrated Qualifications System”, which is co-funded by the European Social Fund of the EU.

One of the goals of this project is to support awarding bodies and quality assurance institutions in implementing mechanisms on the Validation of Prior Learning (VPL/VFNIL). More detailed information about the IQS project can be found on the website [www.kwalifikacje.edu.pl](http://www.kwalifikacje.edu.pl) and on the platform [www.kwalifikacje.gov.pl](http://www.kwalifikacje.gov.pl).

The validation of non-formal education and informal learning is one of the most novel elements of the IQS. Validation should take account of the specificity of the qualification and the needs of the persons undergoing validation. It is recommended that validation should consist of three stages: identification, documentation and assessment of learning outcomes.

The standardized descriptions of qualifications specify the requirements for the validation process. The requirements should specify:

1. The methods used in validation – to assess the learning outcomes and identify and document the learning outcomes (if needed);
2. human resources – the competences, scope of activities and responsibilities of the validation practitioners;
3. the organizational and material conditions necessary to perform the validation process.
4. **Description and purpose of the contract**

The Contractor shall prepare an expert report on the requirements for validation practitioners, in particular: assessors, counsellors in the validation process and other roles, e.g. coordinator of the validation process or a validation process designer.

The method of performing the contract will be consulted with representatives of the Contracting Authority. The Contracting Authority has the right to access and submit comments on the content of the expert report in accordance with the work timetable, which will be agreed to with the Contractor after signing the Contract.

The expert report will include the following elements:

1. **Information about validation practitioners (people involved in the process of validating learning outcomes / the validation of non-formal and informal learning), including:**

* Assessors of the validation of non-formal and informal learning;
* Counsellors working with persons undergoing the validation of non-formal and informal learning;
* Coordinators of the validation process or persons designing validation.

The Contractor should focus on the following issues in the expert report:

* 1. **Description of the requirements for validation practitioners:**
* competence requirements that practitioners of validation should possess, with reference to the validation stages;
* competence profiles for validation practitioners (if the profiles were described);
* the qualification standards as they pertain to validation practitioners (if they have been developed or implemented);
* the scope of activities performed by validation practitioners at various stages of validation and, if possible, access to existing materials, including: descriptions of the requirements of such persons, competence profiles.
  1. **Presentation of the method (methodology) for determining the requirements of validation practitioners:**
* description of the methodology together with the goals and the most important assumptions of the work undertaken by validation practitioners;
* description of the scope of work and responsibility of the persons determining the competence profiles of validation practitioners (who does this, who initiates the work on determining the requirements, what is the process of developing the profiles).
  1. **Description and instructions for preparing validation practitioners to perform the functions and tasks of the validation process:**
* scope of activities to prepare validation practitioners;
* a description of how validation practitioners are prepared for the above described functions, including: goals and justification of the work, human resources necessary to design and conduct the activities to prepare validation practitioners;
* if possible, materials used in the preparation of validation practitioners, including programmes or training scenarios.
  1. **Analysis of experiences in the process of defining and implementing procedures relating to the requirements that validation practitioners are expected to fulfil, including:**
* challenges and good practices in setting requirements and competence profiles for validation practitioners;
* if possible - information on financing the work of specifying the requirements and competence profiles for validation practitioners and their preparation / training for their various functions.

1. **Recommendations for defining and describing the requirements of validation practitioners in the Integrated Qualifications System (IQS) in Poland**, to include:

* proposals of ways to define the competence requirements of validation practitioners;
* proposals of competence profiles for validation practitioners using the language of learning outcomes
* proposals for the preparation (e.g. training) of validation practitioners to perform their functions.

**Each of the above points and every profile of the validation practitioners described in expert report (each described role in the validation process), should include justification of the adopted approach, e.g. based on implemented projects. The justifications of the approach should be a separate part of the expert report.**

Each of the above points and every profile of the person involved in the validation process described in the expert report (each described role in the validation process) should contain justification of the adopted approach, eg based on the implemented projects. These justifications should form a separate part of the expertise.

The Contractor shall provide the sources of knowledge that have been used for the expert report (e.g. publications, links to electronic sources).The Contracting Authority will provide the Contractor with the basic sources of knowledge regarding the validation of learning outcomes within the IQS (Annex 5).

The results of the expert report will contribute to further work on developing the requirements and qualification (standards) descriptions for validation practitioners.

1. **Duration of contract performance**

The final version of the expert report should be prepared by **30 August 2019**.

The Contractor shall present the first version of the expert report by 20 August 2019 at the latest. A designated representative of the Contracting Authority shall read this version of the document and shall submit their remarks by 26 August 2019.

1. **Method of performance**

The Contractor and the Contracting Authority shall agree on a timetable for the work.

The Contractor shall present a final work plan 3 working days after contract signature.

The Contractor shall available and ready for ongoing telephone or e-mail contact between 10:00 and 16:00 on business days.

The Contractor shall inform the representative of the Contracting Authority about any problems which may arise in the performance of the Contract. This information shall be provided immediately.

The Contractor is obliged to maintain the confidentiality of any materials, documents or information relating to and received during implementation of the contract and relating to the subject-matter of the public tender.

1. **Method of settling the contract**

The service shall be deemed completed when the Contractor provides the expert report within the prescribed time, which was consulted and accepted by the representative of the Contracting Authority.

In this situation, the Contractor shall receive payment appropriate to the one declared in the contract. In the case of a delay of the work on the part of the Contractor in sending the final version of the expert report, the Contracting Authority has the right to charge a penalty of 3% of the total contract value for each day of delay.

The Contracting Authority anticipates the possibility of paying an advance of 30% of the total amount of the contract.

After accepting the final version of the expert report, representatives of the Contracting Authority shall prepare a delivery and acceptance protocol. Payment of the contract shall be settled within 21 days from the date of delivery of a correctly issued VAT invoice to the registered office of the Contracting Authority. The basis for issuing the VAT invoice shall be the signed and approved delivery and acceptance protocol.

1. **Communication during the execution of the contract**

The Contractor is obliged to maintain current contact (via e-mail) with the representative of the Contracting Authority.

Unless the Parties agree otherwise, any exchange of information regarding the transfer of individual products of the expert report, Contractor's questions, etc. shall take place via e-mail to the address specified in the Contract.

1. **Rules of visualization**

Visualization principles are an important element of the implementation of projects co-financed from the European Union funds.

Promotional activities covered by the Contract shall be implemented in accordance with the guidelines for labeling projects co-financed by the European Union (European Social Fund) and the visual identification system for projects implemented by the Educational Research Institute.

The Contractor shall be required to place the appropriate logos, which will be transferred along with other elements of visualization on the day of signing the contract.

1. **Technical requirements**

The expert report shall be in the form of a manuscript with an introduction, a main part and a summary.

The expertise should have a minimum of 60 standard pages (1800 characters per page). Graphical elements (charts, diagrams, tables), attachments, exact citations and bibliographies are additional elements of the expert report and are not taken into consideration within the minimum volume of the document. Elements of visualization, which should be included in the text shall be given to the Contractor by the representative of the Contracting Authority on the day of signing the contract.

The Contracting Authority reserves the right to access and submit comments on the content of the expert report in accordance with the timetable for the work, which shall be agreed to with the Contractor after the contract is signed.