ANNEX I: TERMS OF REFERENCE

DEVELOPING THE CONTENT AND CONDUCTING TRAINING COURSES TO PREPARE SPECIALISTS FOR PILOT CERTIFICATION, AND CONDUCTING EXAMS FOR PILOT CERTIFICATION.

ToR № 1

1 BACKGROUND INFORMATION

Partner country .....
Customer .....
Country background .....
Current situation in the sector .....
Related programs and other donor activities .....

2 PURPOSE, PURPOSE AND EXPECTED RESULTS

Common goal .....
Goal .....
The results to be achieved by the Bidder .....

3 ASSUMPTIONS AND RISKS

Assumptions underlying the project .....
Risks..... .....

4 SCOPE OF WORK

Common .....
Geographical coverage .....
Target audience .....
Project management .....

5 LOGISTICS AND DEADLINES

Place… .....
Start date and task completion period .....

6 REQUIREMENTS

Key experts .....
Local experts .....
Equipment .....

7 RESULTS

Requirements for results .....
Presentation and approval of results .....

8 MONITORING AND EVALUATION

Definition of indicators .....

BACKGROUND INFORMATION

The strategy "The European Union and Central Asia: A New Partnership in Action" is aimed at strengthening relations and cooperation between the EU and the Central Asian States in the following areas: education, trade, rule of law, environment, transport, strengthening dialogue on human rights.

The EU Regional program "Central Asia Invest" supports the development of the private sector, and within the framework of the "Central Asia Invest V" subprogram "Improving the competitiveness of small businesses", special attention is paid to encouraging the growth and expansion of micro, small and medium-sized enterprises. (MSME) in Central Asia.

The project "Capacity Building of Industry Associations serving Engineering Companies of Kazakhstan and Uzbekistan" (hereinafter referred to as ENGINE), contract No.ASA/2019/412-712 is being implemented with co-financing from the European Union within the framework of a trilateral consortium:

- **CLEANTECH LATVIA Association (CL) (Lead Partner)**
- **Association of Water Supply and Sanitation Enterprises of the Republic of Kazakhstan "Kazakhstan Su" Arnasy" (KSA)**
- **Association of Consulting Engineers of Uzbekistan (UzACE).**

Project objectives:

- strengthen the role and competence of Central Asian professional associations in their ability to support and offer their services to MSMEs, influence policy in their interests, in order to increase the competitiveness of MSMEs in domestic and international markets, to help build the professional potential of entrepreneurs in order to stimulate job creation and development of MSMEs;
- to support and develop the competencies and structure of Associations to provide training and professional development of their members;
- Improve the managerial, business and technical skills of MSMEs and individual engineers through capacity building programs.

The Customer country within the framework of the competitive selection

Republic of Uzbekistan

The customer within the framework of competitive selection

Association of Consulting Engineers of Uzbekistan (UzACE)

Address: Republic of Uzbekistan, Tashkent city, Mustakillik Ave. - 66

E-mail: info_engine@uzace.uz

History of the country

Despite political challenges and other obstacles, Uzbekistan's growing economy is the most attractive country in Central Asia for investment. The presence of international financial institutions in the region is increasing every year, and the country is facing a shortage of highly qualified and experienced civil engineers in the development, implementation and subsequent operation of investment projects in both the public and private sectors.

The growing investment interest and the need for well-thought-out investment projects open up huge opportunities for growth and diversification for Uzbek MSMEs. In the current conditions of the development of the water sector and the intensification of activities to achieve the Sustainable Development Goals of the countries of the Central Asian region, it is necessary to continue to actively

attract investment potential into it, including stimulating and expanding MSMEs within the framework of successful development.

In these conditions, an important aspect is the introduction of the certification process of specialists in various industries. The country has a direct interest in the development of an engineering certification system in at least two aspects. Firstly, professional certification is a kind of quality guarantee of compliance of specialists' competencies with the established requirements. Secondly, the presence of certified engineers gives a number of advantages: stimulating systematic professional development of engineering personnel; improving the reliability of work; increasing competitiveness; the possibility of participating in international tenders and loyal conditions for concluding international contracts with partners from countries where the certification of professional engineers is recognized.

According to generally accepted standards, the formation of professional standards and the implementation of the certification process are carried out by non–governmental structures - professional Associations that unite representatives of professional communities in different industries. The introduction and development of a certification system for professional engineers in Uzbekistan will allow creating an open system of a perfect new level of assessment of the quality of specialists for the country, transparent and understandable, both from the point of view of the implementation procedure and from the point of view of the semantic meaning of nominal certificates for their holder.

Therefore, the certification of specialists in the water sector and the implementation of their certification process will increase the professional potential and professional competence of engineers, which will ensure the acquisition of professional knowledge and skills in certain areas (technical, technological, financial, economic, environmental, regulatory and other aspects) of water management development, which will further contribute to the development of MSME, as an important factor in stimulating investment and development of the private sector of the economy.

Current situation in the industry

Traditionally, the design of infrastructure facilities in Uzbekistan was carried out by state-owned enterprises and institutions, which had their own requirements for the qualification of engineers, which in recent years has gradually led to stagnation. The standardization of many civil engineering practices around the world (especially in the EU countries) has led to uniform requirements for the professional qualifications of engineers. At the same time, these processes have been missed by institutions in the Central Asian region, and now state-owned companies are lagging behind competitors from abroad, and the private construction services market is just emerging.

Since large water management development projects retain a strong position as an investment attractive for the region (especially Uzbekistan), it is necessary to develop best practices for training water engineers, as well as the creation of a certification system according to international standards in order to be a priority segment for the introduction of sustainable development models in the region. Over the past 2 years, a large amount of financial resources has been allocated for the development of water infrastructure, including with the support of major international investment projects with the strategic goal of achieving 90% provision of drinking water to the population.

Among the obstacles to the development of private engineering services in Central Asia is the relatively weak institutional capacity of business associations of engineering MSMEs representing the interests of small market players (MNIS). While the technical expertise of such associations (inherited from the Soviet/post-Soviet system of technical education) remains quite strong, the pain points of Central Asian Associations are the lack of expertise and experience in business practices, sustainable development practices, strategic planning and the development of network partnerships. As for Uzbekistan, the Association of Consulting Engineers of Uzbekistan (UzACE) was established in 2018. UzACE has been a member of FIDIC (International Federation of Consulting Engineers) since 2019. The non-governmental and non-profit organization (NGO) UzACE voluntarily unites legal entities and individuals professionally engaged in the implementation of design, engineering works, as well as consulting services in the field of construction in the Republic of Uzbekistan and provides assistance

by coordinating cooperation and professional development of its members in the implementation of design, engineering works, provision of consulting services in Uzbekistan. The tasks of UzACE also include solving issues of comprehensive support of design, engineering and consulting organizations of the republic, technical universities, their integration with leading international organizations and associations of consulting engineers in order to introduce the latest achievements and innovative approaches in design, construction and project management, training and advanced training of designers, consulting engineers, experts and employees project implementation groups. UzACE is a bridge connecting and strengthening international cooperation with representatives of the global engineering industry, therefore, the main goal pursued by UzACE is to increase the status of Uzbek engineers and consultants in the international market by introducing a system of international certification of consulting engineers and designers, builders, specialists of author and technical supervision.

One of the main goals of the ENGINE project is the exchange of European knowledge with the engineering associations UZACE and KSA and the promotion of the institutional potential of these associations to create a network of local and international connections for further growth.

Related programs and other donor activities

The promotion of the most innovative engineering practices, the sustainable use of natural resources and the involvement of MSMEs in engineering services complies with the following national and international programs and documents:

- United Nations Environment Programme;
- Greening of the economy in the eastern regions of the program;
- United Nations General Assembly resolution 70/1, the 2030 Agenda;
- Decree of the Government of the Republic of Uzbekistan "On approval of the Procedure for mandatory certification of specialists in the field of civil engineering and construction" (2018);
- Decree of the President of the Republic of Uzbekistan "On additional measures to improve state regulation in the field of construction" (2018);
- The concept of transition to a "green" economy until 2050

PURPOSE AND EXPECTED RESULTS

Common goal

The general purpose of the tender is to strengthen the institutional capacity of UZACE and MSME, to provide multilateral and competitive services to engineering companies by creating working groups of experts/organizations (Lot No. 1, Lot No. 2) for the development and implementation of voluntary certification of supervision specialists and design specialists engaged in their activities in the field of water supply and sewerage**.**

Goals

LOT №1.

1) To develop a system for certification of specialists in the field of supervision and designers of water supply and sewerage, according to the ISO-17024 standard.

2) To develop and implement a system in which UZACE will be able to qualify design engineers with the determination of the level of theoretical and practical training and acquired skills, with the issuance of personal certificates.

3) Prepare a complete package of documents for submission to the Accreditation Center, consisting of:

- Forms of the title page;
- The order of storage and management of documentation;
- Accreditation application forms;
- Examination procedures;
- Forms of the scope of accreditation;
- Internal audit procedures;
- Requirements for examiners;
- Corrective actions;
- The procedure for filing complaints and appeals;
- Charter of the Certification Council;
- Certification schemes and knowledge assessment;
- Impartiality policies;
- Quality Guidelines;
- Professional Ethics policies.

4) Develop a mechanism that allows you to keep a register of certified design engineers, taking into account information on discipline, experience, completed projects or project sections, qualification level, reviews of work performed, etc..

LOT № 2.

1) Develop blocks of questions and tasks to determine the level of knowledge and skills of certified design engineers, as well as methods of knowledge verification.

2) Create a group consisting of highly qualified and recognized specialists, ready to evaluate the knowledge and skill level of certified engineers;

3) To conduct a pilot certification of a group of specialists of author supervision and designers of the water supply and sewerage sector;

4) Analyze and identify shortcomings based on the results of the pilot certification;

5) Finalize and adapt the program taking into account the identified shortcomings;

6) Develop a monitoring mechanism to evaluate the work and effectiveness of the certification system.

The main tasks are:

LOT №1.

1) Conduct a competitive selection of experts/specialized organizations for:

1.1. Development of a system for certification of specialists of author supervision and designers of water supply and sewerage, according to ISO-17024.

1.2. Development and implementation of a system in which UZACE will be able to qualify design engineers with determination of the level of theoretical and practical training and acquired skills, with the issuance of personal certificates.

1.3. Preparation of a complete package of documents to be submitted to the Accreditation Center, consisting of:

- Forms of the title page;
- The order of storage and management of documentation;
- Accreditation application forms;
- Examination procedures;
- Forms of the scope of accreditation;
- Internal audit procedures;
- Requirements for examiners;
- Corrective actions;
- The procedure for filing complaints and appeals;
- Charter of the Certification Council;
- Certification schemes and knowledge assessment;
- Impartiality policies;
- Quality Guidelines;
- Professional Ethics policies.

1.4. Development of a mechanism that allows to keep a register of certified design engineers, taking into account information on discipline, experience, completed projects or project sections, qualification level, reviews of work performed, etc..

LOT №2.

1. Conduct a competitive selection of experts/specialized organizations for:
   - 1.1. Development of a pilot curriculum for 2 groups of exam preparation specialists who wish to undergo voluntary certification in 2 specialties (design in the field of water supply and sewerage, supervision in the field of water supply and sewerage).
   - 1.2. To compare norms and construction standards in accordance with the legislation of the Republic of Uzbekistan.
   - 1.3. Conducting an online / offline pilot training course for 2 groups of exam preparation specialists wishing to undergo voluntary certification in 2 specialties (design in the field of water supply and sewerage, supervision in the field of water supply and sewerage) lasting 8 hours for each of the above groups.
   - 1.4. Collecting feedback from participants of the pilot course for 2 groups of exam preparation specialists who want to undergo voluntary certification of training and evaluation of results.

2. Conduct a competitive selection of experts for:
   - 2.1. Conducting pilot certification.
   - 2.2. Development of a list of examination questions and answers for voluntary certification in 2 specialties (design in the field of water supply and sewerage, author's supervision in the field of water supply and sewerage) with the involvement of experts selected on a competitive basis.
   - 2.3. Development of a methodology for assessing knowledge based on exam results and a methodology for evaluating project documentation developed by engineers based on the quality manual with the involvement of experts selected on a competitive basis.
3. Conduct a competitive selection of experts for:

3.1. Formation and work as part of the qualification commission for certification, by passing an interview with an international expert to determine the qualification level of a specialist applying for the position of an expert in the examination commission.

3.2. Carrying out the procedure for evaluating successfully completed projects, design specialists by compiling criteria for evaluating projects to determine the level of competence of a certified design specialist.

Results to be achieved by the bidder

LOT №1.

1. A system has been developed for certification of specialists in the field of supervision and designers of water supply and sewerage, according to the ISO-17024 standard. Until September 18, 2023
2. A system has been developed and implemented in which UZACE will be able to qualify design engineers with the determination of the level of theoretical and practical training and acquired skills, with the issuance of personal certificates. Until September 18, 2023
3. A complete package of documents has been prepared for submission to the Accreditation Center, consisting of:
    - Forms of the title page;
    - The order of storage and management of documentation;
    - Accreditation application forms;
    - Examination procedures;
    - Forms of the scope of accreditation;
    - Internal audit procedures;
    - Requirements for examiners;
    - Corrective actions;
    - The procedure for filing complaints and appeals;
    - Charter of the Certification Council;
    - Certification schemes and knowledge assessment;
    - Impartiality policies;
    - Quality Guidelines;
    - Professional Ethics policies.
4. Development of a mechanism that allows to keep a register of certified design engineers, taking into account information on discipline, experience, completed projects or project sections, qualification level, reviews of work performed, etc. Until September 28, 2023

LOT №2.

1. The program and content (topics) of the pilot training course for 2 (two) groups, lasting (8 hours each), as well as their successful implementation, developed in Russian for specialists in the field of design in the field of water supply and sewerage and for specialists in the field of author's supervision in the field of water supply and sewerage, wishing to pass voluntary certification, developed and approved by the Board.
2. Training materials have been prepared in PPT format for 2 (two) courses developed in Russian for specialists in the field of design in the field of water supply and sewerage and

for specialists in the field of supervision in the field of water supply and sewerage who wish to undergo voluntary certification.

3. 2 groups of specialists in the field of design in the field of water supply and sewerage and specialists in the field of supervision in the field of water supply and sewerage have been trained online/offline, at least 20 specialists in each, at least 12 of them represent MSMEs. Until September 23, 2023
4. Feedback from all participants of the 2 (courses) courses in Russian and a summary of the feedback received in English were received.
5. A list of examination questions has been developed (125 questions on 8 mandatory topics), criteria for evaluating the results and methodology for assessing the qualifications of specialists for voluntary certification in 2 specialties (design in the field of water supply and sewerage, supervision in the field of water supply and sewerage), should be developed and approved by the Board of UZACE. (Adj. №1)
6. A quality manual has been developed for applicants on the minimum requirements for the design documentation developed by engineers (applies to design specialists), the criteria for evaluating the results and the methodology for evaluating the qualifications of specialists should be developed and approved by the UZACE Board.
7. The framework of questions for the protection of the project has been developed (topics, level of complexity, how to choose which of them is important to ask to whom) by design specialists, approved by the Board of UZACE.
8. Project defenses and exams were conducted in pilot mode (until September 29, 2023.) At least 20 specialists, half of whom represent MSMEs, must successfully complete the entire qualification assessment process. (3 hours for the written part of the exam).

The exam will consist of the 1st part for certified by author supervision and 2 parts for design specialists:

- Specialists in author's supervision in the field of water supply and sewerage.

1 - written exam. It should consist of 8 tasks to which it is necessary to give a detailed answer.

- Design specialists in the field of water supply and sewerage.

1 – Evaluation by an expert of the project implemented by the certified. Preliminary information about the project is collected according to the requirements of the expert and a presentation is prepared with the mention of information about the participation in the project with a step-by-step receipt of their responsibilities and performance of work. After the presentation, the expert asks at least 2 questions on the subject of the project, to which the certified person needs to give a detailed answer.

2 - written exam. It should consist of 16 tasks to which it is necessary to give a detailed answer.

Project protection for design specialists is about 20 minutes for the presentation of the project and answers to the examiner's questions.

- A certified specialist collects a package of information on the project submitted for protection in advance.
- The expert classifies the project by distribution: suitable for consideration/ not suitable for consideration.

9. The certification process was completed by at least 20 specialists, half of whom represent MSME
10. A survey of participants was conducted upon completion of the pilot certification by filling out questionnaires.

11. 11. The process of certification of specialists of author supervision and design in the field of water supply and sanitation has been evaluated and adapted for further work on the implementation of the certification system in the Republic of Uzbekistan.

ASSUMPTIONS AND RISKS

Assumptions underlying the project

CL developed internal procedures and during the first year of ENGINE implementation worked hard to improve the understanding of Partners and ensure that the project complies with the Project provisions. For UZACE ENGINE is the first EU-funded project that they implement as co-beneficiaries, so it increases the risk of non-compliance or non-compliance with the rules, so partners are regularly monitored.

The aim of the project is to increase the technical and managerial potential of the staff of the project partners and beneficiaries by developing and implementing voluntary certification of supervision specialists and design specialists who carry out their activities in the field of water supply and sewerage.

Since there are risks that may lead to the complete or partial suspension of activities within the framework of the project in the Customer's country, we assume the following scenarios for the implementation of the Contract:

Scenario A

Scenario A means conducting a training course (online/offline) and the certification of specialists in full-time format. Pilot certification is considered successful if at least 20 specialists pass certification.

Scenario B

Scenario B means conducting a training course only. The pilot certification training course is conducted on the ZOOM platform, which describes Latvia's experience in the certification of specialists and the advantages of the certification process itself. Potential suppliers should be prepared for Scenario A as priority #1. According to the strategic decision of the partners, Scenario A can be partially implemented and scenario B comes into force.

Risks

1) The effectiveness of the certification process may be negatively affected by the different level of basic knowledge of the participants, which together may affect the result achieved by the minimum number of certified specialists.

In order to minimize this risk, this factor will be given special attention during the pilot certification training course.

SCOPE OF WORK

General

Lot No. 1.

1. Development of a system for certification of supervision specialists and designers of water supply and sewerage, according to ISO-17024.

2. Development and implementation of a system in which UZACE will be able to qualify design engineers with the determination of the level of theoretical and practical training and acquired skills, with the issuance of personal certificates.

3. Preparation of a complete package of documents for submission to the Accreditation Center, consisting of:

• Forms of the title page;

• The order of storage and management of documentation;

• Accreditation application forms;

• Examination procedures;

• Forms of the scope of accreditation;

• Internal audit procedures;

• Requirements for examiners;

• Corrective actions;

• The procedure for filing complaints and appeals;

• Charter of the Certification Council;

• Certification schemes and knowledge assessment;

• Impartiality policies;

• Quality Guidelines;

• Professional ethics policies.

4. Development of a mechanism for maintaining a register of certified design engineers, taking into account information on discipline, experience, completed projects or project sections, qualification level

Lot No.2.

1. Development of the content and materials of the training course for 2 groups of duration (8 hours each) for specialists in the field of design in the field of water supply and sewerage and for specialists in the field of supervision in the field of water supply and sewerage who wish to undergo voluntary certification;

2. Conducting and evaluating a pilot certification training course.

3. Development of 125 questions on 8 mandatory topics), criteria for evaluating the results and methodology for assessing the qualifications of specialists for voluntary certification in 2 specialties (design in the field of water supply and sewerage, author's supervision in the field of water supply and sewerage).

4. Conducting pilot certification.

5. Summing up the results of the pilot certification and adapting the certification process for further work.

Description of work

Lot No.1.

1) Prepare and develop the following:

№	Methodology/ actions/ results to be expected
1.1.	To create a working group consisting of the Hiring Body and the involved expert/experts/organization for the development of a system for the certification of supervision specialists and designers in the field of water supply and sewerage, according to the ISO-17024 standard.
1.1.1.	Preparation of a complete package of documents for submission to the Accreditation Center, consisting of: • Forms of the title page; • The order of storage and management of documentation; • Accreditation application forms; • Examination procedures; • Forms of the scope of accreditation; • Internal audit procedures; • Requirements for examiners; • Corrective actions; • The procedure for filing complaints and appeals; • Charter of the Certification Council; • Certification schemes and knowledge assessment; • Impartiality policies; • Quality Guidelines; • Professional ethics policies.

1) Prepare and develop the following:

№	Methodology/ actions/ results to be expected
1.1.	To create a working group consisting of the Hiring Body and the involved expert/experts/organization to develop and implement a system in which UZACE will be able to qualify design engineers with the determination of the level of theoretical and practical training and acquired skills, with the issuance of personal certificates.
1.1.1.	Develop a mechanism that allows you to keep a register of certified design engineers, taking into account information on discipline, experience, completed projects or project sections, qualification level, reviews of work performed, etc.

Lot No.2.

2) Prepare and develop the following:

№	Methodology/ actions/ results to be expected
1.1.	Create a working group consisting of the Hiring Body and the involved expert/experts/organization to conduct a pilot training course for at least 8 hours for each group of specialists, certification and selection to the qualification commission.

1.1.1.	**Develop the content of the training course and conduct the training course:** Duration – at least 8 hours for each group of specialists. Development of introductory training programs for a preliminary hearing before the certification process for: 1) Specialists who carry out design in the field of water supply and sewerage on the topic "Design of water supply and sewerage systems" (at least 8 hours); 2) Specialists of author's supervision, carrying out their activities in the field of water supply and sewerage "Author's supervision in water supply and sewerage systems" (at least 8 hours). The program should include preliminary information for familiarization with the blocks of examination questions, as well as the rules of the assessment system and the procedure for conducting the exam.
1.1.2.	**The content of the above topics should include, but not be limited to, the following topics:**
	Compare Latvian construction standards with the standards of Uzbekistan.
	The training program must include all the topics specified in Topic Classifier.
	To conduct training of specialists of author's supervision in the field of water supply and sewerage for 8 hours.
	To train specialists who carry out design in the field of water supply and sewerage for 8 hours.

1) Evaluate the results of the pilot course and make final adjustments to the training programs

№.	**Methodology/ actions/ results to be expected**
2.1.	Develop a questionnaire for the participants of the pilot groups to assess the quality, relevance and organization of the pilot training course.
2.2.	Conduct a survey and evaluate the quality, relevance and organization of each pilot training course.
2.3.	Prepare summaries of the results of each training course and submit them to the working group.
2.4.	Make final adjustments to the training program in accordance with local needs in Uzbekistan and prepare the final training programs for commercialization.

2) <u>Prepare and submit exam questions for the course (at least 125 questions in total)</u>

№.	**Methodology/ actions/ results to be expected**
3.1.	Preparation of closed questions with approximate characteristics of the answers (minimum and maximum information to be provided to the examinees) in all of the above sections, with an explanation of the answers for the examinees.
3.2.	Information on the classifier of topics required for the preparation of examination questions is in Appendix No. 1.

3) <u>Develop a methodology (specialists in the design of water supply and sewerage systems)</u>

№.	**Methodology/ actions/ results to be expected**
4.1.	Development of a methodology for evaluating completed projects submitted by specialists engaged in the design of the water supply and sewerage industry.

4) <u>Conduct pilot certification</u>

№	Methodology/ actions/ results to be expected
5.1.	Pilot certification involves conducting examination tests for certified: 1) A written exam of 5 closed questions for specialists of author's supervision in the field of water supply and sanitation 2) Project protection for specialists who are certified as design specialists in the field of water supply and sanitation. As well as a written exam of 5 closed questions for the same specialists, respectively. • The certified specialist collects a package of information on the project submitted for protection in advance and transmits it to the authorized expert at least 7 working days before the start of the pilot course on exam preparation. • The expert classifies the project by distribution: meets the condition /does not meet the conditions. If the project meets all the requirements, then the evaluation of the project submitted for protection and admission to the examination tests is carried out.
5.2.	The preliminary program for certification activities are in Annex No. 3 to this TOR.
5.3.	Information on the certification scheme is in Annex No. 2 to this TOR.
5.4.	The task of the expert is to monitor the entire process of pilot certification in full-time format.
5.5.	Evaluation of participants' answers to exam questions.
5.6.	Summing up, finalizing and adapting the pilot certification program taking into account the identified shortcomings.

Geographical area to be covered

The participants of the pilot certification training course and the pilot certification cover the beneficiaries of the project in Uzbekistan.

Target audience

5) **at least 20 participants, including:**
   a. 50% of the participants are specialists in the field of design in the field of water supply and sewerage;
   b. 50% of the participants are specialists in the field of author's supervision in the field of water supply and sewerage.

6) **Visual identification requirements and templates provided by the Bidder must be observed within the framework of the ENGINE project (with the mandatory EU logo and the Central Asia Invest logo).**

Project management

Responsible authority:

Association of Consulting Engineers of Uzbekistan (UzACE)

Address: Republic of Uzbekistan, Tashkent city, Mustakillik Ave. - 66

tel. + 998 78 113-02-80 (601); +998 90 174 94 45; +998 95 120 44 40

Email: info_engine@uzace.uz

Head: Khadicha Tasheva

Management structure

The partners of the ENGINE project in Uzbekistan - UZACE will be responsible for coordinating the time and date of the pilot training and ensuring the participation of the target audience. UZACE will indicate in the agreement the contact person who will be responsible for communicating with the Lead Partner- CL.

The activities specified in the Terms of Reference will be coordinated by the ENGINE partner in Uzbekistan — UZACE, which will control all processes within the framework of this TOR.

Employees of the contracting authority - UZACE will communicate with the Lead Partner, report all problems to the Partners' contact persons and coordinate the provision of the necessary additional documents and required information. The contact person is obliged to answer all questions within 1 day.

Premises to be provided by the customer

UZACE will provide a room equipped with a video projector, a screen, a flipchart, tables and chairs (or chairs equipped with a desk) suitable for all-day training. To conduct the pilot course in an online format, the contracting authority will provide high-quality video recording of the ZOOM call. All participants must be sure in advance of a stable Internet and access to the ZOOM application.

LOGISTICS AND DEADLINES

Location

Tashkent, Uzbekistan or on the ZOOM platform.

The exact locations for Scenario A and B will be provided before the contract is

signed. **Start date and task completion period: 25.08.2023 – 29.09.2023**

Estimated terms of implementation:

Lot No.1.

Task	**Deadlines for implementation**
To create a working group consisting of the Hiring Body and the involved expert/experts/organization for the development of a system for the certification of supervision specialists and designers in the field of water supply and sewerage, according to the ISO-17024 standard.	**Until September 11, 2023**
Preparation of a complete package of documents for submission to the Accreditation Center, consisting of: • Forms of the title page; • The order of storage and management of documentation; • Accreditation application forms; • Examination procedures; • Forms of the scope of accreditation;	**Until September 18, 2023**

• Internal audit procedures; • Requirements for examiners; • Corrective actions; • The procedure for filing complaints and appeals; • Charter of the Certification Council; • Certification schemes and knowledge assessment; • Impartiality policies; • Quality Guidelines; • Professional ethics policies.	
To create a working group consisting of the Hiring Body and the involved expert/experts/organization to develop and implement a system in which UZACE will be able to qualify design engineers with the determination of the level of theoretical and practical training and acquired skills, with the issuance of personal certificates.	**Until September 28, 2023.**
Develop a mechanism that allows you to keep a register of certified design engineers, taking into account information on discipline, experience, completed projects or project sections, qualification level, reviews of work performed, etc.	**Until September 28, 2023.**

Lot No.2.

Task	**Deadlines for implementation**
Development of the content and materials of the training course for 2 groups of duration (8 hours each) for specialists in the field of design in the field of water supply and sewerage and for specialists in the field of supervision in the field of water supply and sewerage who wish to undergo voluntary certification Training materials have been prepared in PPT format for 2 (two) courses developed in Russian	**Until September 15, 2023.**
A framework of questions has been developed to protect the project (topics, level of complexity, how to choose which ones are important to ask to whom) to design specialists	**Until September 19, 2023.**
	Until September 21-22, 2023.

Training courses on pilot certification are conducted	
A list of examination questions (125 questions on 8 mandatory topics), criteria for evaluating the results and a methodology for assessing the qualifications of specialists for voluntary certification in 2 specialties has been developed.	**Until September 22, 2023**
Conducting pilot certification. Project defenses and exams were conducted in pilot mode. At least 20 specialists, half of whom represent MSMEs, must successfully complete the entire qualification assessment process.	**Until September 27, 2023.**
Summing up the results of the pilot certification and adapting the certification process for further work.	**Until September 28, 2023.**

The expected date of certification is September 26, 2023, and the deadline for the competition is August 22, 2023.

Conducting a pilot course to prepare for the exams for certification of engineers in 2 specialties:

1) Specialists engaged in designing in the field of water supply and sewerage – 8 hours;

2) Specialists of the author's supervision, carrying out their activities in the field of water supply and sewerage – 8 hours.

- Development of a pilot training course (program and content) – Until September 15, 2023.
- Approval of curricula and content – Until September 19, 2023.
- Piloting training – Until September 22, 2023
- Evaluation of training results and final adjustments of the program – Until September 28, 2023.
- Developed a list of exam questions – Until September 22, 2023
- Developed a framework of issues for the protection of the project – Until September 19, 2023
- Pilot certification – Until September 27, 2023..

In case of a delay in signing the contract, the implementation period is accordingly extended by the number of days of delay. In case of unforeseen circumstances, the term of the contract cannot be extended.

PAYMENT TERMS AND DEADLINES

THE CURRENCY OF THE COMPETITIVE SELECTION.

Uzbek sum, Euro.

After the tender is completed, the winners are announced, with whom contracts are subsequently concluded. The cost of the contract is determined by calculating the total contract hours with experts. Payment is made by transferring funds to the bank account of the organization, or to the bank card of the hired expert according to the GPH.

The maximum cost of the subject of the competition.

Lot No. 1.

Name of works/services	**The cost is in euros.**
To create a working group consisting of the Hiring Body and the involved expert/experts/organization for the development of a system for the certification of supervision specialists and designers in the field of water supply and sewerage, according to the ISO-17024 standard.	**5 000**
Preparation of a complete package of documents for submission to the Accreditation Center, consisting of: • Forms of the title page; • The order of storage and management of documentation; • Accreditation application forms; • Examination procedures; • Forms of the scope of accreditation; • Internal audit procedures; • Requirements for examiners; • Corrective actions; • The procedure for filing complaints and appeals; • Charter of the Certification Council; • Certification schemes and knowledge assessment; • Impartiality policies; • Quality Guidelines; • Professional ethics policies.	**9 000**
To create a working group consisting of the Hiring Body and the involved expert/experts/organization to develop and implement a system in which UZACE will be able to qualify design engineers with the determination of the level of theoretical and practical training and acquired skills, with the issuance of personal certificates.	**3 000**

Develop a mechanism that allows you to keep a register of certified design engineers, taking into account information on discipline, experience, completed projects or project sections, qualification level, reviews of work performed, etc.	**3 000**

Lot No. 2.

Name of works/services	**The cost is in euros.**
Development of the content and materials of the training course for 2 groups of duration (8 hours each) for specialists in the field of design in the field of water supply and sewerage and for specialists in the field of supervision in the field of water supply and sewerage who wish to undergo voluntary certification Preparation of training materials in PPT format for 2 (two) courses developed in Russian	**4 000**
Development of a framework of questions to protect the project (topics, level of complexity, how to choose which ones are important to ask to whom) to design specialists.	**1 000**
Conducting training courses on pilot certification	**2 500**
Development of a list of examination questions (125 questions on 8 mandatory topics), criteria for evaluating the results and methodology for assessing the qualifications of specialists for voluntary certification in 2 specialties.	**11 000**
Conducting pilot certification. Project defenses and exams were conducted in pilot mode. At least 20 specialists, half of whom represent MSMEs, must successfully complete the entire qualification assessment process.	**3 000**
Summing up the results of the pilot certification and adapting the certification process for further work.	**2 000**

The cost includes all taxes and deductions provided for payment at the source of payment according to the Legislation of the Republic of Uzbekistan.

1.1 Payment terms.

On the basis of a civil contract. Within no later than 30 calendar days from the date of signing the act of completed works. Taking into account taxes and mandatory deductions, according to the Legislation of the Republic of Uzbekistan.

REQUIREMENTS

Please note that experts in the partner country or experts from international/regional organizations based in the country can be approved to work as experts only if there are good reasons. The justification must be submitted together with the tender application and must include information about the added value that the expert will bring, as well as proof that the expert is seconded or is on personal leave.

The legal entity or individual who has won the tender, in accordance with the contract conclusion regulations, is authorized to conduct the necessary set of experts on the following requirements.

Key experts

The experts who play a crucial role in the execution of the contract are called key experts.

The tender involves the provision of at least 1 key expert for Lot №1 and at least 4 key experts for Lot №2. Key experts from each Company that won the Tender (Lot No.1 or Lot No.2) must submit signed statements of exclusivity and accessibility after signing of contract.

Profile of key experts on this contract:

Key experts must meet at least the following conditions:

Lot No.1.

Post	Qualification requirements
Authorized Certification Expert	Authorized Certification Expert - higher specialized education - work experience in the field of certification – at least 10 years Full possession of information on the following items: -legislation on certification of products, works and services; -the procedure for establishing the nature of certification (mandatory, voluntary) of products, works, services; -certification systems; - conditions and procedure for certification; -requirements for registration of documents required for obtaining certificates, registration of declarations; - terms and stages of certification procedures by certification bodies -ethics of business communication -methods of information processing using modern technical means of communication and communication, computers. Local experts: - knowledge of Uzbek, Russian and English (to explain the program and communicate with international experts); Foreign experts: - knowledge of Russian and English.

Lot No.2.

As part of the working group that won Lot No. 2 as a legal entity or as individuals, it is necessary to have experts in the following requirements:

Field of activity	Qualification requirements
Design	- higher specialized education - experience in the design of water supply and sewerage systems for at least 10 years. - knowledge of the legislation of the sphere - have special (professional) knowledge (diploma) corresponding to the subject of the program; - to have deep theoretical and practical knowledge in the field of disciplines; to understand modern scientific and practical problems of the disciplines taught; to know and take into account progressive trends emerging in the process of teaching disciplines; - an academic degree will be an advantage - advanced training after basic education; - practice in production (water management) for at least 5 years; - have a high culture of thinking; professionally possess the skills of public speaking; be optimistic; be restrained and friendly; - availability of free time to work in the project.
Author's supervision	- higher specialized education - work experience in the field of author's supervision in the water sector for at least 10 years. - knowledge of the legislation of the sphere - have special (professional) knowledge (diploma) corresponding to the subject of the program; - to have deep theoretical and practical knowledge in the field of disciplines; to understand modern scientific and practical problems of the disciplines taught; to know and take into account progressive trends emerging in the process of teaching disciplines; - an academic degree will be an advantage - advanced training after basic education; - practice in production (water management) for at least 5 years; - have a high culture of thinking; professionally possess the skills of public speaking; be optimistic; be restrained and friendly; - availability of free time to work in the project. Also language requirements: Local experts: - knowledge of Uzbek, Russian and English (to explain the program and communicate with international experts); Foreign experts: - knowledge of Russian and English.
Training program specialist	- higher specialized education - work experience in the field of designing water supply and sewerage systems for at least 10 years, as well as - work experience in the field of supervision in the water sector for at least 10 years. - knowledge of the legislation of the sphere - have special (professional) knowledge (diploma) corresponding to the subject of the program;

Field of activity	Qualification requirements
	- to have deep theoretical and practical knowledge in the field of disciplines; to understand modern scientific and practical problems of the disciplines taught; to know and take into account progressive trends emerging in the process of teaching disciplines; - an academic degree will be an advantage - advanced training after basic education; - practice in production (water management) for at least 5 years; - have a high culture of thinking; professionally possess the skills of public speaking; be optimistic; be restrained and friendly; - availability of free time to work in the project.

General qualifications and skills:

1 - Key specialists have excellent knowledge and skills on the subject of training (confirmed by diploma, certificates or recommendations, work experience;

2 - Key specialists have practical work experience and knowledge of industry standards of Uzbekistan;

3 - Key specialists have a professional Master's degree in technical sciences (preferably in the field of water supply and sanitation technologies);

Office space

UZACE has an appropriate training hall for 60 people and working conditions that contribute to the successful completion of the provision of services within the framework of the announced competition.

Address: 66 Mustakillik Ave., Tashkent

Equipment

UZACE has the appropriate equipment that contribute to the successful completion of the provision of services within the framework of the announced subject of the competition.

Address: 66 Mustakillik Ave., Tashkent

No equipment should be purchased on behalf of the Hiring Authority.

PRACTICAL RESULTS

Requirements for results

According to the tasks described in the TOR, the Bidders submit to the Customer:

Lot No.1.

1) A complete package of documents has been prepared for submission to the Accreditation Center, consisting of:

- Forms of the title page;
- The order of storage and management of documentation;
- Accreditation application forms;
- Examination procedures;
- Forms of the scope of accreditation;

- Internal audit procedures;
- Requirements for examiners;
- Corrective actions;
- The procedure for filing complaints and appeals;
- Charter of the Certification Council;
- Certification schemes and knowledge assessment;
- Impartiality policies;
- Quality Guidelines;
- Professional ethics policies.

2) A mechanism has been developed to keep a register of certified design engineers, taking into account information on discipline, experience, completed projects or project sections, qualification level, reviews of work performed, etc.

Lot No.2.

1) Pilot training program and materials in PPT format;

2) A pilot certification training course has been conducted, which is confirmed by the lists of participants.

3) Summarizing the results of the pilot certification training course.

4) Experts have been selected for the composition of the qualification commission.

It should be noted that on the certificate of a member of the examination committee there will be a note that the certification is pilot and is voluntary.

5) Adjusted training program for commercialization of Uzbekistan and Kazakhstan.

6) Questionnaire parameters of certified persons have been compiled according to which certification participants are selected.

7) A list of exam questions is provided.

8) Pilot certification was carried out.

It should be noted that on the certificate of a member of the examination committee there will be a note that the certification is pilot and is voluntary.

Presentation and approval of results

The results mentioned above should be submitted to the Contracting Authority. The hiring authority is responsible for approving the results.

Intellectual property rights

All intellectual property rights to the materials developed and delivered under the contract become the intellectual property of the Customer and the ENGINE project partners.

The bidder must not use the materials within the framework of this tender without the written consent of the Hiring Organization for the next 3 years after the completion of the contract.

MONITORING AND EVALUATION

Definition of indicators

The work will be monitored and evaluated in accordance with EU standard procedures. Monitoring and evaluation of the study will be based on a periodic assessment of progress in the implementation of certain activities and the achievement of expected results, specified, in particular, in this Terms of Reference.

OTHER CONDITIONS

Participants who have expressed a desire to participate in the competition have the right to contact the Customer for clarification regarding the ongoing competition.

The participant of the tender has the right to send to the Customer a request for clarification of the provisions of the tender documentation in the form specified in the announcement of the tender. Within two working days from the date of receipt of the specified request, the Customer is obliged to send explanations of the provisions of the tender documentation in the prescribed form, if the specified request was received by the customer no later than two days before the deadline for submitting proposals. Clarifications of the provisions of the tender documentation should not change its essence;

The competition may be declared invalid by the competition commission:

- if one participant took part in the competition or no one took part;

- if, based on the results of the consideration of proposals, the tender commission rejected all proposals due to non-compliance with the requirements of the tender documentation.

SIGNING OF THE CONTRACT

According to the results of the tender, the contract is concluded on the terms specified in the tender documentation and the proposal submitted by the participant of the tender with whom the contract of a civil nature is concluded.