Terms of Reference

ROBOTICS LESSONS IN THE EDUTECH LABS CENTERS

1. PROJECT TITLE:

EduTech Labs Learning Solutions: Robotics and Digital Creativity for Children

2. ABOUT THE PROJECT:

The EduTech Labs is a joint initiative of the Ministry of Education and Research of the Republic of Moldova and UNICEF, implemented by People in Need.

Aim of the project is to ensure access to quality education and promote social cohesion by supporting the learning and integration of Ukrainian refugee children alongside their Moldovan peers.

The Labs operate five days a week, from 8:00 to 16:30. Between 8:00 and 13:00, they provide support for online learning, enabling Ukrainian students to follow the formal Ukrainian school curriculum remotely. To promote integration with Moldovan schools, the Labs also organize joint activities such as sports, art classes, presentations, and events after school. This approach facilitates the future transition of refugee children into the Moldovan formal education system, as they experience learning within a formal school setting.

From 13:00 to 16:30, the Labs offer non-formal education activities tailored to children's interests and parental requests, for both Ukrainian and Moldovan children. These include remedial education in key subjects such as Math, Ukrainian, and English, as well as Romanian bridging classes designed to support integration into the Moldovan education system. Recreational and cultural activities further promote social cohesion among participants.

3. OBJECTIVES

Robotics and digital creativity lessons for children enrolled in EduTech Labs, combining theoretical and practical learning approaches.

4. CONTRACT DURATION:

6,5 months, from 15 November 2025 till 31 May 2026

5. WORKPLACE :

Chișinău Municipality (8 locations), Orhei (1 location), Hîncești (1 location), Calarasi (1 location), Carpineni (2 locations), Criuleni (1 location), Glodeni (1 locations), Dondușeni (1 location), Drochia (1 location), Edineț (1 location), Bălți Municipality (3 locations), Ocnita (1 location), Otaci (1 location), Ungheni (1 location), Falesti (1 location), Comrat (1 location), Cahul (2 locations), Vulcănești (1 location), Basarabeasca (1 locations), Ștefan Vodă (2 locations), Ceadîr-Lunga (1 location), Congaz (1 locations), Anenii Noi (1 locations), Cimislia (1 location).

36 locations in total.

NR.	Location
1	Academician Constantin Sibirschi Theoretical Lyceum, Chișinău Municipality,str. Lech Kaczynski 4
2	Mihail Lomonosov Theoretical Lyceum, Orhei,str.Vaile Mahu 148
3	Natalia Gheorghiu Theoretical Lyceum, Chișinău Municipality,str.Florilor,6
4	Mihail Lomonosov Theoretical Lyceum, Hîncești,str.Mihalcea Hincu 126
5	Mihail Sadoveanu Theoretical Lyceum, Călărași,str.31 august 1989,nr13
6	Alecu Russo Theoretical Lyceum, Chișinău Municipality,str.Alecu Russo 10/2
7	Titu Maiorescu Theoretical Lyceum, Chișinău Municipality,str. Shoseau,13
8	Taras Shevcenko Gymnasium, Chișinău Municipality,str.Miron Costin 26
9	Dumitru Crețu Gymnasium, Carpineni,com.Carpineni str.Iuri Gagarin42
10	Ștefan Holban Theoretical Lyceum, Carpineni,com.Carpineni, str.Independentei,28
11	Boris Dunga Theoretical Lyceum, Criuleni,str. Bulervardul Biruinta 2a
12	Petru Movilă Theoretical Lyceum, Chișinău Municipality,str. Botanica Veche 11A
13	Anton Chekhov Theoretical Lyceum, Chișinău Municipality,str. Alba Iulia 200/2
14	Alexandru Pușkin Theoretical Lyceum, Chișinău Municipality,str.Petru Movilă,20.
15	Lev Tolstoy Theoretical Lyceum,str. Decebal, 16, or. Glodeni
16	Alexandru Pușkin Theoretical Lyceum,str. Gagarin 1A, Donduşeni
17	Russian-Romanian Theoretical Lyceum Nr. 3,str. 31 august 1989, 5, Drochia
18	Vasile Suhomlinski Theoretical Lyceum,Str. Vișinarilor 11, Edineţ
19	Ștefan cel Mare Theoretical Lyceum,str. Ostrovski 17, Bălți
20	Mihail Lomonosov Theoretical Lyceum,mun. Bălți, str. Ștefan Cel Mare 81
21	Gimnaziul-Grădiniță Călărășeuca,s. Calarasovca r-l Ocnița
22	Mihai Eminescu Theoretical Lyceum,str. Libertății, 33, Otaci, Raionul Ocnița
23	Mihai Eminescu Theoretical Lyceum,mun. Bălți, bd. Larisa 3
24	Russian-Romanian Alexandru Pușkin Theoretical Lyceum,str. Decebal, nr. 36A, or. Ungheni
25	Teoretical Lyceum Aleksandru Pușkin,str. Ştefan cel Mare 6, or. Fălești
26	Zanet Theoretical Lyceum, Congaz,s. Congaz, str. Gorkii 9
27	Petru Rumeanțev Theoretical Lyceum, Cahul,mun. Cahul, str. 31 August 1989, 7
28	Aksentie Doljenco Theoretical Lyceum, Vulcănești,s. Vulcănești, str. Lenin 77
29	Ivan Bondarev Gymnasium, Basarabeasca,or. Basarabeasca, str. Gării, 116
30	Palanca Gymnasium,s. Palanca, str.Frații Dumutrașcu 1
31	Mihail Ciachir Theoretical Lyceum, Ceadîr-Lunga,Budjacskaia 259, Ceadîr-Lunga
32	Dmitrii Mavrodi Theoretical Lyceum, Comrat,Str. Ostrovschi 2
33	Alexandru Pușkin Theoretical Lyceum, Anenii Noi,or. Anenii Noi, str. Chisinau, 3
34	Dimitrie Cantemir Theoretical Lyceum, Cahul,mun. Cahul, str. Ion Luca Caragiale 33
35	Dimitrie Cantemir Russian Gymnasium, Ștefan Vodă,or. Ştefan Vodă, str. Ştefan cel Mare, 15
36	Alexandr Pushkin Gymnasium, Cimislia,or. Cimişlia, str. Decebal, 1

6. SCOPE OF WORK AND DELIVERABLES

6.1 Services to be Provided

Supplier (legal entity or individual) will be responsible for delivering robotics and digital creativity lessons for children enrolled in EduTech Labs, combining theoretical and practical learning approaches. The services shall include:

1. Conducting 13 robotics and digital creativity lessons for children per each location enrolled in EduTech Labs due to detailed educational plan. 2 lessons per month per each location, duration of each lesson is 60 minutes.

2. Facilitation of safe, inclusive, and interactive learning environments that promote participation and creativity.

6.2 Coordination and Reporting

1. Collaboration with EduTech Lab facilitators for scheduling, materials management, and progress reporting (attendance and results due to educational plan records).

6.3 Compliance and Ethical Standards

1. Referral of any child protection or safeguarding concerns to the EduTech Lab Facilitator or PIN Coordinator.

2. Compliance with PIN's Code of Conduct, Child Protection Policy, and Safeguarding Procedures.

7. QUALIFICATION AND EVALUATION CRITERIA

The selection process will be conducted through a transparent and objective evaluation of all submitted proposals by a designated Evaluation Committee.

7.1. Qualification Criteria

The qualification criteria are non-negotiable and are designed to ensure the minimum technical and administrative capacity of the bidders to deliver the required goods/services at a satisfactory quality level (**"Pass/Fail")**. Bidders must meet all qualification criteria and provide the necessary supporting documentation to receive a 'Pass' mark. Failure to meet any qualification criterion will result in immediate disqualification from the bidding process.

Each bidder must meet and properly prove the following **qualification criteria** with relevant documentation:

- Minimum 3 years of experience in teaching robotics, STEM education, or teaching digital skills to children.
- Submit Extract from the State Register of Legal Entities in the relevant field of activity (for Legal Entities) /Education in the pedagogy, STEM fields, etc. (for Individuals).
- Capability to issue VAT free invoices (for legal entities only).
- Declaration/Self declaration, in a free form, of the availability of appropriate **educational materials** or **tools** in accordance with to the proposed educational program.

7.2. EVALUATION CRITERIA

The evaluation committee will evaluate and award the contract on the basis of the Weighted Scoring method combining cost and quality:

- Technical Criteria Weight (70%)
- Financial Criteria Weight (30%)

8. EVALUATION METHOD

8.1. TECHNICAL CRITERIA

Evaluation committee will assign scores based on the quality and completeness of the submitted Educational Plan, following the detailed scoring provided in the bellow evaluation table. The relative score for each bidder will be calculated using the formula:

- Points B/Points A * criteria weight

  Points A = highest points score from all submitted offers;

  Points B = actual points score received from committee.

The evaluation and scoring will be conducted separately for each location, taking into account only the offers submitted for that specific location.

Criteria	Details	Scoring	Maximum Points Obtainable
Lessons Plan Quality	Clarity, logical structure, measurable learning outcomes in the 13 proposed lessons.	Lessons unclear, poorly structured, not measurable –0–5 pts; Some structure and outcomes, but partly unclear –6–10 pts; Mostly clear and logical lessons with measurable outcomes, but minor gaps –11–15 pts; Very clear, well-structured lessons with measurable outcomes – 16–20 pts.	20
Educational Innovation	Creativity in integrating robotics, coding, 3D modeling, and game-based learning (Roblox/Minecraft or similar).	Limited originality – 0–5 pts; Some creative integration – 6–14 pts; Highly innovative approach integrating robotics, coding, 3D modeling, and game-based learning (Roblox, Minecraft, or similar) – 15–20 pts	20
Age Appropriateness	Lessons adapted to children of different age, balanced between theory and hands-on practice.	Activities not adjusted to children's level – 0–5 pts; Mostly suitable – 6–14 pts; Fully appropriate, with clear differentiation by age and level – 15-20 pts.	20
Overall Coherence and Professional Presentation	Completeness, formatting, clarity, and overall professionalism of the submitted educational proposal.	Incomplete or unclear proposal – 0–5 pts; Well-structured and readable – 6–14 pts;	20

		Fully coherent, professional, visually clear – 15–20 pts.	
Inclusivity and Accessibility	Inclusion of activities that support mixed-language groups (Moldovan & Ukrainian children) and different skill levels.	No adaptation for mixed groups – 0–5 pts; Some inclusive elements – 6–14 pts; Strongly inclusive and adaptable to diverse learners – 15–20 pts.	20
Maximum Total EDUCATIONAL PLAN QUALITY Scoring:			100 pts

8.2. FINANCIAL CRITERIA

The financial scores will be calculated using the following formula:
Price A / Price B * criteria weight.
Price A = lowest price from all submitted offers; Price B = actual price offered by the bidder.

9.CONTRACT AWARD

The Contract Award will be made to the candidate who has accumulated the highest scoring **per each location.** In case two or more offerors have equal number of points, the offeror which covers bigger number of locations will be considered the winner.

10. FEES AND TERMS OF PAYMENT:

PIN has allocated a limited budget to cover the services of each Robotics Lessons service provider, based on the cost of a lesson indicated in the financial offer (all costs included, including transportation, logistics, etc.). Payments will be made monthly based on the Act of Acceptance.

11. APPLICATION PROCEDURE:

Interested bidders should send their Offers to: tender.moldova@peopleinneed.net with the e-mail subject line “Robotics Lessons”, until 14.11.2025 15:00.

The Offer must include:

1. Technical offer:
   - Legal Entity - Extras from the State Register of Legal Entities and CV of organization OR for Individuals - proof of relevant studies (Diploma) and experience (CV).
   - Educational Plan outlining a detailed program of 13 Robotics lessons
2. Financial offer – the prices should include all costs (incl. transportation, logistics, etc.) and be provided separately per each location.
   - For Legal Entity - project is exempted from VAT, therefore, prices must reflect 0% VAT
   - For Individuals –prices must cover all applicable taxes (health tax 9%, income tax 12%, social fund contribution 24%)