

TERMS OF REFERENCE

CATCH-UP TEACHER IN THE CENTER FOR DIGITAL EDUCATION

1. PROJECT TITLE:

EduTech Labs Learning Solutions: Supporting Refugee Children's Inclusion

2. ABOUT A 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

To conduct catch-up lessons for children enrolled in EduTech Labs

5. SERVICE CONTRACT DURATION:

5,5 months, from November 2025 till April 2026

6. WORKPLACE:

Liceul Teoretic „Alexandr Puskin” or. Anenii Noi (one Romanian teacher and one English or alternatively Math teacher), Liceul Teoretic „Dimitrie Cantemir” mun. Cahul (one English or alternatively Math teacher), Congaz, Liceul Teoretic „Zanet” (one English or alternatively Math teacher), Cimișlia, Gimnaziul Alexandr Pușkin (one English or alternatively Math teacher), Otaci, Mihai Eminescu Theoretical Lyceum

(one Romanian teacher and one English or alternatively Math teacher), Balti, Mihai Eminescu Theoretical Lyceum (one Romanian teacher and one English or alternatively Math teacher), Chisinau, Anton Chekhov Lyceum (one Romanian teacher), Criuleni, Boris Dunga Lyceum (one English or alternatively Math teacher), Hincesti, Mihail Lomonosov Lyceum (one Romanian teacher).

7. FIELD OF ACTIVITY:

Organization of the catch-up lessons for children enrolled in EduTech Labs for the group of children in the digital center.

8. TASKS AND RESPONSIBILITIES:

- Deliver subject-specific catch-up lessons (Romanian language, English or Mathematics) in the EduTech Lab, according to the schedule agreed with the PIN team.
- Prepare focused, level-appropriate lesson materials to address gaps in children's learning and support academic progress.
- Use teaching materials, lesson plans, or curricula provided by the organization where available, and adapt them as needed to meet the specific needs of the learners.
- Provide targeted support to children, using methods adapted to their age, language level, and individual learning needs.
- Create a positive and inclusive classroom environment where all children feel respected, safe, and encouraged to participate.
- Collaborate closely with the ETL Facilitator to align on the daily plan and ensure smooth coordination of space, time, and materials.
- Inform the ETL Facilitator about the number of children present after each session; the facilitator is responsible for compiling daily attendance and reporting to PIN.
- Adapt lesson content and teaching approach based on ongoing observation and informal feedback from learners and the facilitator.
- Refer any concerns about a child's behavior, learning, or wellbeing to the ETL Facilitator or directly to the PIN Coordinator as appropriate.
- Comply with the operational rules of EduTech Labs and follow PIN's Code of Conduct, Child Protection Policy, and other safeguarding procedures.
- Complete mandatory PSEA (Protection from Sexual Exploitation and Abuse) training — online or offline — within one month from the date of signing the service contract.

9. QUALIFICATION CRITERIA:

Bidders must possess the following mandatory minimum qualifications, which will be evaluated based on the Pass/Fail criteria:

- University (college) degree in the relevant field or higher;
- Minimum 1 school year of experience in the field of;
- Fluency in Russian.

10. EVALUATION AND CONTRACT AWARD:

The evaluation committee will evaluate and award the contract on the basis of the following evaluation weight criteria:

- Quality (70%)
- Price (30%)

The proposal with the highest combined score will be deemed the most suitable for award.

11. TECHNICAL EVALUATION (Quality):

Scoring table method will be used for evaluation the bidders against pre-identified criteria:

Criteria	Scoring	Maximum Points Obtainable
Technical evaluation		
University (college) degree	University (college) degree - 10 pts University Master degree – 20 pts	20
Min. 1 school year of professional experience in the education sector or previous experience working with children	1 year - 10 pts., More than 2 year - 20 pts., More than 3 years - 30 pts. More than 5 years - 50 pts.	50
Previous experience with PIN	No - 0 pts., Yes – 10 pts.	10
Fluency in Russian, Ukrainian	10 pts for Russian 20 pts for Russian and Ukrainian	20
Maximum Total Technical Scoring		100

The evaluation result of this criterion equals the following formula:

- $\text{Points B} / \text{Points A} * \text{criteria weight}$
 Points A = highest points score from all submitted offers;
 Points B = actual points score received from committee.

Scores will be calculated separately for locations.

12. FINANCIAL EVALUATION (Price):

The financial scores will be calculated using the following formula:

- $\text{Price A} / \text{Price B} * \text{criteria weight.}$
Price A = lowest price from all submitted offers;
Price B = actual price offered by the bidder

Price = cost per hour provided in financial offer (cost per hour, all taxes included)

Scores will be calculated separately for locations.

13. FEES AND TERMS OF PAYMENT:

- In order to carry out the mentioned tasks, PIN has allocated a budget for covering services of each catch-up teacher, based on the price per hour indicated in financial offer (all taxes included). However, the total payment shall not be more than **3,100 MDL** per month (all taxes included).
- The payment of the monthly fee will be made based on the monthly Act of Acceptance provided by teachers-

14. APPLICATION PROCEDURE:

The interested bidders should send their Offers to the following email address: tender.moldova@peopleinneed.net, with the e-mail subject line **"Catch-up Teacher in EduTech labs"**, until **25.11.2025**.

15. The Offer must include:

- Full CV
- Financial offer (cost per hour, all taxes included).