

COMPETITION 2-3-1-20-3

INNOVATION AND HUMAN CAPITAL PROGRAM FOR COMPETITIVENESS COMPONENT II: ADVANCED HUMAN CAPITAL FOR COMPETITIVENESS SUBCOMPONENT II.3: PROFESSIONAL QUALIFICATION PROGRAM

COMPETITION RULES FOR THE INTERNATIONAL PROVIDERS REGISTRY

This document has been faithfully translated into English. Only the original Spanish version published on the website of the Ministry of Science, Technology and Telecommunications is binding.

The rules for this competition for participating in a registry of international providers are based on the provisions of Law 9218, "Approval of Loan Agreement No. 2852/OC-CR signed by the Republic of Costa Rica with the Inter-American Development Bank for Financing the Innovation and Human Capital Program for Competitiveness," Amendment No. 1 to the Loan Agreement, and the Operating Manual for the Innovation and Human Capital Program for Competitiveness 2852/OC-CR of November 29, 2019, for Component II, "Advanced Human Capital for Competitiveness", Subcomponent II.3, "Professional Qualification Program."

Background

The Costa Rican government signed loan agreement number 2852/OC-CR with the Inter-American Development Bank (IDB), which was approved by Law 9218 for financing the Innovation and Human Capital Program for Competitiveness (PINN), designating the Ministry of Science, Technology and Telecommunications (MICITT) as its implementing agency. MICITT then signed agreement number MICITT-PINN-CON-636-2019 with the Costa Rican Investment Promotion Agency (CINDE) for support in the specific implementation of Subcomponent II.3 of the PINN through the processing of public calls for the registration of providers and selection of potential beneficiaries.

The PINN's overriding goal is to contribute to productivity by supporting production sector innovation activities and advanced human capital formation in strategic areas defined in the current National Science, Technology and Innovation Plan (henceforth referred to as the PNCTI).

Definitions

The following definitions will be used for the purposes of this competition:

Beneficiary: Any eligible person who is awarded the supplementary, non-repayable grant of Subcomponent II.3 of the PINN.

Cantons with Low Social Development: Cantons located in areas of less relative development, according to the classification cutoff values for areas of greater and less relative development in the MIDEPLAN Social Development Index (IDS) in effect at the time of publication of this invitation to compete. To consult IDS data, go to the following [access](#).

Training: A continuous teaching and learning process, backed by a diploma of achievement, for building the participants' abilities and skills and enabling them to perform better on the job.

Certification: Certificate used primarily to demonstrate mastery of specific techniques and competencies used for improving the quality of processes, products and services.

Incentives Commission: Collegiate body under the MICITT, comprised by representatives from academia, government and industry, that issues recommendations for awarding the grant.

Evaluating Committee: Committee comprised by representatives from academia and industry and tasked with the technical evaluation of applications for registration in the PINN international providers registry.

Diploma of achievement: Diploma that designates the subject matter or task in which the individual has acquired certain abilities and skills, and the action area in which they have been qualified and trained.

High-tech Industry: Enterprises whose main activity is technology or advanced technological services for software, information technology services, science, and research and development (R&D).

Eligible Person: Costa Rican citizen with a permanent address in Costa Rica, or foreigner with a permanent residence in Costa Rica, 18 years of age or older, who has passed at least the fourth cycle of diversified education and meets the requirements for the supplementary non-repayable grant of Subcomponent II.3 of the PINN, and who has not been awarded aid in previous calls issued for this subcomponent.

PNCTI: National Science, Technology and Innovation Plan. Information on the PNCTI can be found at the following [access](#).

Candidate: Eligible person who has completed the application process for the supplementary non-repayable grant of Subcomponent II.3 of the PINN.

Provider: Training and certification developer applying for registration in the International Providers Registry.

Registered Provider: Training and/or certification developer that has been accepted for registration in the International Providers Registry.

Website: MICITT website where official PINN documents will be published, at the following [access](#).

Stages for Implementation of this Subcomponent

The Professional Qualification Program will be implemented in two stages:

Stage 1: Creation, by means of this competition, of a registry of public or private providers or nonprofit organizations, where international proposals will be received for evaluation.

Stage 2: A call for beneficiaries, where international providers will deliver lists of eligible persons whose fulfillment of requirements will be verified by CINDE for their consideration in the MICITT Incentives Commission.

All Stage 1 providers may consult the established requirements as needed. Said consultations will be handled by CINDE in coordination with MICITT. CINDE will invite all providers to a webinar three days after publication of this competition announcement to clarify the details and/or answer any questions they may have. Said webinar will be recorded and made available to all providers while Stage 1 is underway.

Stage 1. Creation of an International Professional Qualification Provider Registry

1. Objective of the Competition

The objective of this competition is to create an International Professional Qualification Provider Registry that can supply training and/or certification services for enhancing the offer of qualified human capital in the high-tech, science and innovation industry according to the National Science, Technology and Innovation Plan's areas of greatest impact.

2. Scope of the Services and Deliverables

2.1. Scope

The services to be rendered by those who will comprise in the International Professional Qualification Provider Registry include: a) opening and publishing requirements for applications for those interested in training and certification; receiving and reviewing compliance with grant requirements in applications that have been received and resulted in successful admission; c) implementing the training and/or applying the tests for the certifications in the established time period, in at least one of the areas indicated in section 3.2.1 in the agreed terms; and d) granting diplomas of achievement and/or certifications.

2.2. Deliverables

- a. **Face-to-face training services, given in Costa Rica**, in one of the areas defined in Section **Error! Reference source not found.** for acquiring the competencies required by people for performing high value-added activities, improving their productivity and enhancing companies' competitiveness.
- b. **Certification services** in one of the areas defined in Section **Error! Reference source not found.** for acquiring the competencies required by people for performing high value-

added activities, improving their productivity and employability and enhancing companies' competitiveness.

To provide any of the aforementioned services, providers shall comply with the following deliverables:

- a. Disseminate on the registered provider's website the training and/or certifications previously approved by MICITT with full details, including start date, end date, maximum amount of in-kind benefit to be granted by MICITT, training and/or certification costs (if applicable), training and/or certification site or modality, language, schedule, admission requirements that must be met by those wishing to participate in the training and/or certification, and the admissibility requirements that must be met by those interested in competing for the benefit, as well as any other required details. This information should be explicitly posted when the competition for beneficiaries is opened.
- b. Define the technical admission requirements for candidates so that all participants can satisfactorily complete the training and/or certification.
- c. By means of a transparent, participatory process and with the broadest possible dissemination, receive applications from those interested in receiving the training and/or certification.
- d. Identify and recruit candidates who fulfill the definition of "eligible person" for the training and/or certifications on offer.
- e. Assess and identify candidates who meet training and/or certification admission requirements, which should be established by the registered provider.
- f. Send CINDE a list of all eligible persons together with the documents showing compliance with the previously established requirements, so that CINDE can perform the corresponding admissibility assessment.
- g. Train the beneficiaries, with top quality training and in the most practical and professional manner possible, in accordance with high-tech industry needs.
- h. Grant the diplomas of achievement and/or certifications.

3. Provider Eligibility Requirements and Documents to be Submitted

Providers must meet all the following requirements. Failure to meet any one of the requirements will lead to rejection of the application.

- a. Must be a legal entity legally established in a foreign country. This will be verified by means of certification of legal status and ownership and type of stock, or its equivalent, issued no earlier than one month prior to the application date.
- b. Must not have any of the disqualifications indicated in Section 5.

- c. Those offering international certification services must be the owner of the certification they offer or be recognized as an authorized center or educational partner of the owner of the certification being offered. If the institution is the certification owner, it must provide corroborating documents. If it is an authorized center or educational partner, this will be verified by means of certificate, contract, agreement or accord signed by the two parties.
- d. Must have at least three years of positive experience providing training and/or certification services in one of the impact areas listed in section 3.2.1
- e. Training and/or certification providers recognized as authorized centers or educational partners of the owner of certification being offered (which should be in the impact areas specified in this competition), or who are owners of the certification, shall be exempt from meeting the experience requirement. Sole providers shall also be exempt from meeting the experience requirement. A certificate must be issued confirming the certification owner's recognition or, in the absence of this, the status of sole provider of the specific training/certification.
- f. Must be legally empowered to provide the required services, that is, not be in bankruptcy, financial insolvency, under receivership or judicial administration, have cautionary measures on their assets, or have ceased their business activity or are in the process of dissolution as a legal entity. This will be verified through a sworn statement.
- g. Registered providers may not subcontract the certification and/or training services.
- h. Registered providers may receive local help in coordinating the logistics for complying with the deliverables in Costa Rica. That is, they may contract a third party in Costa Rica to handle the **logistics** for the physical spaces and other related aspects, to help them conduct the training and/or certification.

3.1. Addition Documents to be Submitted

- a. Sworn statement available in Annex 3 to this document.
- b. Complete in Spanish the entire application form for registration in the providers registry; this form is available at the following [link](#). The legal representative(s) must physically sign and scan the document and attach a copy of the signer's identification document (passport).
- c. The company's incorporation document must be attached to verify that the signer has sufficient power for accepting the conditions.
- d. If the provider indicates in its proposal that it will use teaching materials (books, printouts, presentations, etc.) for the lessons, this material must be provided to the beneficiaries by the provider.
- e. Technical proposal with costs and list of team members who will be providing the training and/or certification services, as described in Section **Error! Reference source not found..**

- f. Any other document requested on the registration application form.

All documents in languages other than Spanish must be accompanied by a translation (not necessarily official) into Spanish. If the provider is accepted, all submitted documents from abroad must be duly apostilled.

All documents must be delivered in the following [link](#).

3.2. Topics, Technical Proposal, Cost Proposal and Members of the Training/Certification Team

3.2.1. Topics

The training and/or certification to be offered must be in line with the following topics:

- a. Data analytics
- b. Digital animation
- c. Big data
- d. Bioengineering
- e. Blockchain
- f. Supply or sourcing chains (logistics, transport and distribution)
- g. Cybersecurity
- h. Data science
- i. Cloud computing
- j. Agile software development, DevOps
- k. Web development
- l. Experiment design and statistics
- m. Operational excellence (Lean Six Sigma)
- n. Technological project management (Scrum methodologies, other agile methodologies, PMP certifications, technological project administration)
- o. Industry 4.0 / smart factory (Internet of Things (IoT), Internet of Everything (IoE), testing, robotics and automatization, and additive manufacturing)
- p. Applied life sciences engineering (process and equipment validation, coatings and adhesives, biomedical regulatory compliance, medical device design, sterilization, imaging, and quality systems)
- q. Applied manufacturing engineering (finite element analysis, coatings, sterilization, metals, polymers, packaging, laser technologies, mechanical design, quality systems, and process and equipment validation)
- r. Technological innovation (technological innovation management, IXL innovation certification, design thinking and technological innovation methodologies)
- s. Artificial intelligence
- t. Machine learning
- u. Enterprise resource planning platforms
- v. Programming (full-stack, front-end, software development, Python, Java, R, SQL, etc.)
- w. Digital transformation
- x. 5G technology

- y. Virtualization
- z. Other topics related to the PNCTI, which will be submitted to MICITT for consideration.

3.2.2. Technical Proposal

Providers should submit a technical proposal indicating the detailed timeline for the activities they plan to carry out to achieve the deliverables and listing the objectives, activities, deliverables, time and resources, keeping in mind that they will have up to a month and a half from when the call is opened for beneficiaries to remit the complete list of candidates to CINDE. Starting at that time, CINDE and MICITT have two calendar months to approve the list of beneficiaries and sign agreements. All trainings and/or certifications must be completed by no later than January 31, 2021.

Providers must present a detailed structure of the training and their lesson plans, specifying the objective for each lesson, contents, activities, resources and testing of the beneficiaries, as well as the list of instructors for the training and/or certification and their curricula vitae.

The systems or criteria for evaluating training beneficiaries should be defined in advance by the provider and included in the curriculum design for the training to be given. As a requirement for passing and obtaining the diploma of achievement, beneficiaries must get the minimum grade established by the provider, depending on the grading scale it uses, and have 90% attendance.

The following beneficiary profiles are defined to help the provider prepare the technical proposal:

- a) Profile 1 (technician): Eligible persons who have completed the fourth cycle of diversified education in a technical high school or who have a technical degree from a university or para-university institution in scientific or technological fields.
- b) Profile 2 (university graduate): Eligible persons who have at least a university bachelor's degree in exact sciences, natural sciences or engineering.
- c) Profile 3 (technical and university graduate): Eligible persons who have completed the fourth cycle of diversified education in a technical high school and who have a technical degree from a university or para-university institution or at least a university bachelor's degree in fields other than exact sciences, natural sciences or engineering, for the purpose of requalifying the human resource or providing them with tools to supplement their knowledge area. It is verified by copying the title.

The provider should submit an offer to train and/or certify at least one of these profiles, specifying which of the three profiles the training is intended for.

3.2.3. Cost Proposal

Providers must submit a cost proposal indicating the cost of each training and/or certification per beneficiary and the maximum and minimum number of beneficiaries in the time period defined for

each training and/or certification. Proposals should state the total cost, which must include all training and/or certification costs, including teaching materials, enrollment and other supplies.

Proposals should include rental of facilities and equipment, if needed (computers, training rooms, video beam, screens, Internet connection and speed, technical equipment and program requirements, etc.). Cost proposals should include a detailed breakdown of each of the items listed.

If the training includes certification, the individual costs of the training and the certification should be specified separately.

The maximum amount per non-repayable grant application per applicant shall be US \$15,000.00 per beneficiary, including certification. Price reasonableness will be reviewed by the Evaluating Committee according to an expert criterion.

3.2.4. Team Members

Providers must have the necessary instructors for full compliance with deliverables. These should be expert professionals with the competencies and skills required for giving training and/or certification, both of which must be related to the areas established in section 3.2.1, with a positive experience in training and/or certification activities and at least a bachelor's degree in a field related to the training topics. (The form in Annex 1 should be completed for each instructor.)

Employer Responsibility: Providers must have their own personnel and must comply with all employer obligations. MICITT and CINDE are therefore completely separate and shall have no employer-worker relationship whatsoever with the providers' employees. Furthermore, MICITT and CINDE are exempt from all liability or worker-employer claim against the providers.

Foreign Staff: It is understood that all registered providers shall be responsible for complying with Costa Rican legal requirements for their foreign staff to work in this country. MICITT reserves the right to require proof that registered providers are in compliance with applicable law.

Professional Services: It is understood that all registered providers shall be responsible for complying with Costa Rican legal requirements for contracting professional services. MICITT reserves the right to require proof that professionals rendering services to registered providers are in compliance with applicable law.

4. Provider Selection Evaluation Criteria

Applications for enrollment in the provider register that meet the requirements of this competition shall be examined by the Evaluating Committee. This committee may reject providers based on the reasonableness of the cost proposal. The remaining applications shall be examined on the basis of the following criteria. Applications obtaining at least 70 points on a scale of 1 to 100 shall be eligible.

4.1. Table 1: Evaluation Criteria for International Providers of Professional Qualification

Evaluation Item	Criterion	Sub-criterion	Point Range	Weight of Sub-criterion	Documentation
Quality	Trainings and/or certifications contents	The concepts included in the capacitation and/or certification are current, meet market demands, and are treated with sufficient depth for adequate job performance by the participant.	Content evaluated according to the expert evaluating committee: 20: Excellent 16: Very good 12: Good 8: Fair 4: Poor 0: Lacking	20 pts.	Section 3.2.2 technical proposal
Teaching Method	Appropriateness of the method, such as theoretical and practical, lecture or participatory, individual or group activities, tasks and associated times, evaluation criteria, and teaching materials used (associated with the training)	Clear, detailed justification of the teaching strategy to be used for building the skills and aptitudes associated with the training topics.	Justification evaluated according to the expert evaluating committee: 15: Excellent 12: Very good 9: Good 6: Fair 3: Poor 0: Lacking	15 pts.	Section 3.2.2 technical proposal
	Effectiveness of the method	Percentage of passing grades (percentage of students who started the previous capacitation and/or certification and completed it)	More than 90%: 10 pts Less than 90% and more than 70%: 7 pts Less than 70% and more than 50%: 4 pts Less than 50%: 0 pts	10 pts.	List of those enrolled and list of those who passed the previous capacitation and/or certification version related to the topic to be given
Experience	Provider's record and experience in providing training and/or certification to private sector individuals or public	Experience in providing training and/or certification in the topics of this competition	Years of experience providing training and/or certification in the topics of this competition: 5 or more years: 10 pts.	10 pts.	Sworn statement. Annex 3 Attach agreement or contract signed between the

	enterprises in the areas of interest in this competition and related topics		<p>Equal to or more than 4 years and less than 5 years: 7 pts. Equal to or more than 3 years but less than 4 years: 2 pts. Less than 1 year: 0 pts.</p> <p>In case of being the only one certification provider, the maximum score of this sub-criterion will be automatically assigned</p>		provider and the authorized center or foreign educational partner; If you are the owner, add a confirming letter. You must attach it in the SurveyMonkey form.
			<p>The references submitted are from: 10 pts: International enterprises/institutions 7 pts: Regional enterprises/institutions (operations in an entire region) 4 pts: Local enterprises/institutions (operations in only one country)</p>	10 pts.	Annex 2
		Suitability of the instructors for the respective training topics/certification	<p>10 pts: > 3 years providing training on the capacitation and/or certification topics 7 pts: > 2 and ≤ 5 years providing training on the capacitation and/or certification topics 4 pts: >1 and ≤ 2 years providing training on the specific competition topics 0 pts: ≤ 1 year providing training on the specific competition topics</p>	10 pts.	Annex 1
			<p>Completed university studies in fields related to the training topic: 10 pts: Master's degree or higher</p>	10 pts.	Annex 1

			8 pts: Specialization 6 pts: Bachelor's or Licentiate degree		
			Instructors' years of work experience in fields related to the capacitation and/or certification topics: 6 or more years: 5 pts. From 4 to 6 years: 3 pts. From 2 to 4 years: 2 pts. Less than 2 years: 0 pts.	10 pts.	Annex 1
Cost	Reasonableness of the proposed price	Proposed price compared to the price of the previous version of the same capacitation and/or certification given by the company. If no previous version exists, this will be evaluated against the price of a similar academic offering.	10 pts: the price of the previous offer is maintained 7 pts: the price of the previous offer is increased by 10% or less 4 pts: the price of the previous offer is increased by 15% or less 0 pts: the price of the previous offer is increased by 16% or more	10 pts.	Breakdown of the last quote submitted for the same capacitation and/or certification as the one being offered.
TOTAL				100 pts.	

4.2. Table 2: Evaluation for Additional Points

Proposals that have scored more than 70 points on the criteria in Table 1 may opt for additional point on the basis of the following criteria.

Evaluation Item	Criterion	Sub-criterion	Proof	Weight of Criterion	Documentation
Accessibility	Possibility of moving the training to areas outside the greater metropolitan area (GMA).	Quality and feasibility of the strategy, taking into consideration the aspects of infrastructure, equipment and dissemination capacity.	Quality and feasibility of the strategy evaluated according to the evaluating committee's expert criterion:	10 pts.	Technical proposal, Section 3.2.2

	To consult geographical distribution, click on the following link .		10: Very good 7: Good 4: Fair 0: Poor		
	Possibility of motivating application by persons from cantons with a low social development index (IDS)	Quality and feasibility of the strategy, taking into consideration the aspects of promotion and communication channels, experience or successful cases of implementation in populations with a low social development index, and strategic partnerships.	Quality and feasibility of the strategy evaluated according to the evaluating committee's expert criterion: 10: Very good 7: Good 4: Fair 0: Poor	10 pts.	Technical proposal, Section 3.2.2
Total				20 pts.	

5. Disqualifications

The following are disqualified for registration in the providers registry:

- Legal entities that have committed a breach of contract concerning the allocation of a benefit by MICITT or the provision of a service to MICITT in the last five years.
- Legal entities whose representatives have been investigated or sentenced for crimes against intellectual property rights, crimes against copyrights and related rights, crimes against rights over layout designs (topographies) of integrated circuits, disclosure of business secrets, information technology crimes, crimes against the public trust, or money laundering.
- Legal entities in bankruptcy, financial insolvency, under receivership or judicial administration, with cautionary measures on their assets, that have ceased their business activity and/or are in the process of dissolution as legal entities.
- Legal entities in which one of the instructors has been judicially or extrajudicially questioned nationally or internationally.
- Legal entities whose shareholders are employees or directors of MICITT, CINDE, IDB or any other entity involved in the benefit awarding process, employees and suppliers of the PINN implementing agency, sitting members of the Incentives Commission, as well as their spouses, partners, or relatives up to the third degree of consanguinity or kinship, pursuant to Article 3 and Article 38 of Law 8422, "Law against Corruption and Illegal Enrichment in Public Office." This disqualification shall remain in effect for up to six months after this cause is extinguished.

- f. Individuals or legal entities to which the regime of prohibitions set forth in Article 22 bis of the Administrative Procurement Law applies.
- g. Individuals or legal entities included on the list of individuals or companies declared temporarily or permanently ineligible by the IDB. If a firm or individual declared temporarily or permanently ineligible by the IDB is selected through a competition as a grant beneficiary, the IDB shall not finance said expenses.

6. Professional Qualification International Providers Registration Procedure

- a. Interested providers must digitally complete the entire registration application form and submit all documents requested in Section 3; this is available at the following [link](#)
- b. CINDE will verify satisfactory fulfillment of application requirements for registration in the providers registry.
- c. The Evaluating Committee will carry out the corresponding technical evaluation.
- d. MICITT will issue an official memorandum announcing the results of the competition.
- e. CINDE will notify the providers of the results of the competition.
- f. Selected providers will have one calendar week, starting on the day following receipt of the notice of registration in the international providers of professional qualification registry, to confirm their participation in the program.
- g. Agreements will be signed between MICITT and the registered providers.
- h. MICITT and CINDE will publish the list of registered providers in the international providers of professional qualification registry who will be considered in the nomination of eligible persons for the PINN benefits.

MICITT and CINDE reserve the authority to compare all documents attached to the registration application e-form against the originals; for this reason, providers should keep the originals of the documents they attach to the registration application e-form until the technical and financial completion of the services rendered.

7. Contract Formalization

Each registered provider shall sign an agreement with MICITT in which it agrees to perform the training and/or certification fully and on time and to follow the rules established in the Operating Manual. The agreement will stipulate at least the effective term, duties, and rights of the parties and the conditions for disbursements. For the purposes of impact assessment, registered training and/or certification providers must deliver any information requested by MICITT and CINDE for completing the PINN measurement, monitoring, audit and evaluation instruments.

Prior to signing the agreement, international providers must provide certification of legal status showing that they are legally established in the country of origin and certification of the power of attorney backing the authority of signer of the agreement and the duly apostilled registration application and sworn statement.

8. Disbursements

- a. MICITT shall pay, through CINDE, the price, in two tracts, of each training and/or certification conducted by the registered provider. The first payment shall be for 50% as advance payment, that is, prior to training and/or certification, and the remaining 50% shall be paid as reimbursement, subject to CINDE's final evaluation to verify 100% compliance with the deliverables of training and/or certifications services rendered and CINDE's approval for settling all items financed for each beneficiary (see point 6 of Stage 2).
- b. The maximum amount per non-repayable grant application per applicant shall be US \$15,000.00 per beneficiary, including certification; price reasonableness shall be reviewed by the Evaluating Committee according to an expert criterion.
- c. Funding shall be provided one time only to each beneficiary.
- d. MICITT reserves the right to limit the number of beneficiaries per provider, per topic, or per company of origin of the beneficiary, should it so deem necessary, in accordance with the principles of market demand, reasonableness and proportionality.
- e. Registered international providers must comply with payment of the taxes determined in the Income Tax Law (tax withholding for companies domiciled abroad), for which they should recognize and accept that CINDE will withhold 25% of the gross income obtained by the registered provider as income from Costa Rican sources paid by virtue of the provision of personal services to MICITT. In its capacity as withholding agent, CINDE shall be responsible for transferring the withheld tax to the tax authorities. Registered providers can obtain information on the probable tax burden at the Ministry of Finance's General Tax Directorate (DGT).

9. Monitoring of Contract Performance

- a. All publications in any media by registered providers with regard to the training and/or certifications shall be reviewed in advance by CINDE and MICITT. Publication details should be sent to the email address proveedorespinn@cinde.org for approval prior to publication.
- b. MICITT and CINDE shall disseminate on their websites and other digital platforms a list of offered training and/or certification, their requirements and their respective registered providers.

- c. All publications should state that the funding comes from the MICITT's Innovation and Human Capital Program for Competitiveness.
- d. CINDE will monitor compliance and quality of the services rendered by the registered providers of the training and/or certification as well as contract compliance by the beneficiaries.
- e. Providers must submit reports on their activities to CINDE, including an update of the number of training classes that have been given through the training and/or certification, the number of participants, academic reports, enrollment reports, and the number of persons who successfully completed the training and/or certification and obtained certification (if applicable), with the frequency stipulated in the agreement, in order to verify compliance with the rules for this competition. These reports should include a detailed description of the activities according to the agreed-upon timeline, a precise description of the current status of the beneficiaries, problems affecting the training sessions, and, if necessary, proposed re-planning and mitigation measures, among other things.
- f. CINDE will carry out mid-term technical evaluations of the registered providers and training and/or certification instructors to determine their level of performance and will alert the PINN of any change in the commitments undertaken with the beneficiaries.
- g. CINDE may apply periodic evaluations to instructors to determine their level of performance.
- h. All registered providers must render a final report to CINDE once all the training and/or certifications activities have been satisfactorily concluded, within seven business days after conclusion of the training. This report shall include the updated status of the beneficiaries, the list of certified persons or persons who satisfactorily completed the training and/or certifications, a copy of each certification issued, and the results of the internal satisfaction evaluation by the beneficiaries of the training and/or certification they received. Whenever it so deems necessary, CINDE is authorized to evaluate the training and/or certification and beneficiaries to ensure the level of the course and how well it was received.
- i. Reports should be prepared in Spanish and must be signed by the registered provider's legal representative or the person authorized for said purpose.
- j. The training and/or certifications registered provider agrees to allow MICITT or CINDE or any of their representatives to supervise their activities at any time in order to verify compliance with the terms of this competition.

The corresponding agreement clauses shall apply if the provider fails to satisfactorily perform the proposed service.

10. Opening of the Competition

The competition will open on February 19th, 2020, and will remain open until March 11th, 2020. The competition may be extended due to a lack of offerors or to reasons of expediency.

11. Contacts

All queries regarding this competition may be e-mailed to proveedorespinn@cinde.org or consulted by phone at 2201-2889, 2201-2801, or 2201-2883.

Dr. Paola Vega Castillo
Vice Minister of Science and Technology
Ministry of Science, Technology and Telecommunications

ANNEX 1

Curriculum Vitae – Itemized for each Proposed Professional

Job Title:	<i>[position on the team]</i>
Name of Professional:	<i>[name]</i>
Date of Birth:	<i>[day/month/year]</i>
Place of Residence:	
Telephone:	
E-mail:	

Education: *[Include relevant information with the name of the educational institution, dates and degree(s) obtained.]*

Relevant Work History: *[Include employment information starting with the current job, including dates, employer name, job title, and brief description of duties. Past jobs of no relevance for this competition need not be included.]*

Dates	Employer and Position	Description of Duties
<i>[dates]</i>	<i>[full name of employer and job title]</i>	<i>[description]</i>

If the instructor is authorized to certify, this should be indicated:

Date on which the instruction obtained certification:

Date of expiration:

Attach copy of diploma.

Suitability for the Job:

Assigned Tasks	Experience providing the training/certification in the topics of this competition
<i>[Include a brief description of the tasks in which the instructor will participate]</i>	<i>[Include a brief description of the specific experience related to the assigned tasks]</i>

Contact Information:

[Include e-mail and telephone number.]

Certification:

I hereby certify to the best of my knowledge that this CV correctly describes me, my qualifications and my experience. I certify that I am available to take on the job if the contract is awarded. I understand that any falsehood or misinterpretation described herein may lead to my disqualification or withdrawal by MICITT.

Option 1:

Signature

[Name of professional]

[Date]

Option 2:

Signature

[Name of authorized representative and consultant (the same one who signed the proposal)]

[Date]

ANNEX 2: TABLE OF EXPERIENCE

Please note that the customers should be private or public sector companies.

Name of Provider	
Customer #1:	
Customer's contact person (name, telephone, e-mail):	
Training or certification period:	
City and country where the services were rendered:	
Description of the training or certification:	
Number of people trained and/or certified:	

Name of Provider	
Customer #2:	
Customer's contact person (name, telephone, e-mail):	
Training or certification period	
City and country where the services were rendered:	
Description of the training or certification:	
Number of people trained and/or certified:	

Name of Provider	
Customer #3:	
Customer's contact person (name, telephone, e-mail):	
Training or certification period:	
City and country where the services were rendered:	
Description of the training or certification:	
Number of people trained and/or certified:	

(Include at least 3 customers)

CINDE and MICITT reserve the right to contact the customers to corroborate the references.

ANNEX 3: SWORN STATEMENT OF YEARS OF EXPERIENCE AND DISQUALIFICATIONS

I, *full name of the person authorized by the provider, nationality*, bearer of identification document number *include social security number, passport or ID*, in my capacity as legal representative of the company *legal name of the company*, with corporate identification number *tax identification number*, fully aware of the penalties for false testimony and perjury in the Criminal Code of the Republic of Costa Rica, hereby declare under oath that my company has *include number of years* years of experience in providing skill-building training and/or certifications for professional qualification in the areas established in Section 3.2.1 of Competition 2-3-1-20-3 “*International Providers of Professional Qualification Registry*”, as well as providing training and / or offering certifications for the public / private sector. Furthermore, I declare under oath that my company has none of the disqualifications mentioned in Section 5 of the aforementioned competition and that all information contained in the grant application, its attached documents and form XXXX are complete and truthful, such that any false or incorrect data shall empower MICITT to annul said application. To this respect, I hereby consent to verification of the data contained in the grant application, its attached documents and the Survey Monkey form and authorize MICITT to request information or references from any individual or legal entity and release anyone providing such information from all liability.

Full Name
Legal Representative
DATE
(Digital Signature)

Stage 2. Opening of the Candidature Process for Persons Interested in Training and/or Certifications

[The provider should publish on its website the following complete text when opening the candidature process.]

COMPETITION 2-3-1-20-4

INNOVATION AND HUMAN CAPITAL PROGRAM FOR COMPETITIVENESS COMPONENT II: ADVANCED HUMAN CAPITAL FOR COMPETITIVENESS SUBCOMPONENT II.3: PROFESSIONAL QUALIFICATION PROGRAM

The rules for this competition are based on the provisions of Law 9218, "Approval of Loan Agreement No. 2852/OC-CR signed by the Republic of Costa Rica with the Inter-American Development Bank for Financing the Innovation and Human Capital Program for Competitiveness," Amendment No. 1 to the Loan Agreement, and the Operating Manual for the Innovation and Human Capital Program for Competitiveness 2852/OC-CR, Version 4, of November 29, 2019, for Component II, "Advanced Human Capital for Competitiveness", Subcomponent II.3, "Professional Qualification Program."

1. Objective

One of the priorities of the Innovation and Human Capital Program for Competitiveness (PINN) is to satisfy the production sector's demand for advanced human capital to drive competitiveness and innovation in the impact areas of the National Science, Technology and Innovation Plan, strengthening the business sector, narrowing the gender gap and benefitting areas with a low social development index, thereby contributing to the country's sustainable and equitable development.

To achieve a more just society with greater probabilities of reaching a high level of development, one of MICITT's strategies in the current National Science, Technology and Innovation Plan (PNCTI) is to promote, incentivize and strengthen human capital formation in science and technology in strong demand in the country through different educational, training and business programs and projects.

This is done by implementing talent promotion programs in science, technology and innovation designed to build human resource capacities and skills for knowledge generation and innovation, creating a corps of specialized personnel trained to meet global market needs.

Specialized human resources in the impact areas defined in the PNCTI have become a tool for attracting investment and building skills, increasing the country's competitiveness. As stated in the

PNCTI, human capital is also at the heart of every national science, technology and innovation system.

Competition 2-3-1-20-3, corresponding to Stage 1 prior to this call for applications, created an *International Providers of Professional Qualification Registry* for the Innovation and Human Capital Program for Competitiveness (PINN); these are the authorized international providers for offering training and/or certification within the framework of this competition.

2. Candidate Profile, Eligibility Requirements and Required Documents

- a. Be of legal age
- b. Be a Costa Rican by birth or naturalization, or a foreigner with permanent residency in Costa Rica. This will be verified by a copy of the identification card.
- c. Be domiciled in the national territory. This will be verified through a sworn statement.
- d. Have the following academic preparation: **(the provider should include here the corresponding description of the profile required for the training and/or certification)**

Profile 1 (technician): Eligible persons who have completed the fourth cycle of diversified education in a technical high school or who have a technical degree from a university or para-university institution in scientific or technological fields.

Profile 2 (university graduate): Eligible persons who have at least a university bachelor's degree in exact sciences, natural sciences or engineering.

Profile 3 (technical and university graduate): Eligible persons who have completed the fourth cycle of diversified education in a technical high school and who have a technical degree from a university or para-university institution or at least a university bachelor's degree in fields other than exact sciences, natural sciences or engineering, for the purpose of requalifying the human resource or providing them with tools to supplement their knowledge area. It is verified by the title copy.

- e. Not be employed in the public sector. This competition is aimed exclusively at persons who do not work in the public sector, since its objective is to improve private sector employability and competitiveness.
- f. Curriculum vitae
- g. Be available for participating full time in the entire training
- h. Render the sworn statement available at the website of **(add the name of the registered provider)**

If the beneficiary does not have a digital signature, the documents may be signed manually; in addition to sending them digitally, the beneficiary must submit them in person at the MICITT offices located in Zapote, 200 meters west of the Presidential Palace, first floor of the MIRA Building. If these documents are not submitted in person, a third party may submit them with

the manual signature of the legal representative; this signature must be authenticated by a lawyer or notary public.

Computer equipment and Internet connections are available at Smart Community Centers (CECIS). The following link gives the locations of CECIS in different points of the country: <http://www.cecigo.cr/zf/Web/Index/mapa>.

- i. Meet all requirements established by the professional qualification provider for the training and/or certification.
- j. **Grant Application E-form:** The applicant must complete online and in **Spanish** the entire grant application form, which is available at the website of (**add the name of the registered provider**)
- k. Any other document required in the grant application form.

All documents requested in the rules for this competition (including forms) should be submitted electronically at this [\(link\)](#)

MICITT and CINDE reserve the right to confront all documents attached to the electronic financing request form with the originals, which is why the applicant must keep the original documents attached to the electronic financing request form until the technical and financial closure of training and / or certification.

The supplementary non-repayable grants will be awarded **preferably** to beneficiaries whose permanent address is located in cantons with the lowest social development index, according to the index prepared to this end by MIDEPLAN (Article 10 of Law 9218). To determine the cantons with the lowest social development index, the cutoff values for the classification of the areas of greater and lesser relative development established in the Social Development Index (IDS 2017) prepared by MIDEPLAN. For access to this document, entitled "*Índice de Desarrollo Social 2017*," click [here](#).

3. Training and/or Certification to be Financed

The supplementary non-repayable grants will go towards financing the beneficiary's participation in the training and/or certification approved by MICITT for acquiring the competencies, qualifications and/or certifications required for their performance in high value-added job activities, improving their productivity and enhancing company competitiveness in the impact areas.

[The registered provider should include here the names of the MICITT-approved trainings and certifications it will be giving, indicating the start and end dates of each training and certification, cost, course curriculum, hours, technical admission requirements, and address where each will be given. The trainings and/or certifications should end in January 2021 at the latest.]

4. Financing Conditions

The supplementary, non-repayable grants **in kind** will be awarded under the following conditions:

- a. The maximum amount per non-repayable grant application per applicant shall be US \$15,000.00, including the training and the certification, if applicable.
- b. One (1) grant will be allocated per applicant.
- c. Supplementary expenses required to ensure completion of the training and/or certification must be paid by the applicant.
- d. All trainings and/or certifications must be completed by January 31, 2021 at the latest.
- e. The beneficiary must comply strictly with training and/or certification attendance and the curriculum established by the training and/or certification provider.
- f. No financing will be available for repeated courses, subjects or exams.
- g. Financing will be subject to budget availability.

Once the grant application has been submitted, no requests for financing new items or increasing the requested amount will be admitted.

5. Items Financed by the PINN

The following items are eligible:

- a. Cost of the training; and
- b. Cost of the training exam and certification, if applicable.

6. Items Not Financed by the PINN

The following will not be financed:

- a. Repeated courses / subjects.
- b. Repetition or replacement of exams
- c. Training and/or certifications not contained in the PNCTI areas and the areas of this competition
- d. Practices required by the provider to complete the training and/or certification
- e. The beneficiary's upkeep and transportation
- f. Any other item not authorized in the program's Operating Manual

7. Counterpart Funding

If the applicant has funds from other financing sources, they must submit the respective documentation, that is, the scholarship agreement, official notification from the scholarship

sponsor, or other official document specifying the total amount of the counterpart and its components.

8. Disqualifications

The following are disqualified from receiving the supplementary non-repayable grants in this competition:

- a. Individuals who, at the time of application or prior to the awarding of the grant with PINN funds, are beneficiaries of other public sector sources of non-repayable financing intended for the same purpose.
- b. Individuals who have committed a breach of contract with regard to the allocation of a benefit by MICITT in the last five years.
- c. Individuals who have been beneficiaries of any PINN subcomponent and whose project is lacking technical and financial completion.
- d. Individuals investigated or sentenced for crimes against intellectual property rights, crimes against copyrights and related rights, crimes against rights over layout designs (topographies) of integrated circuits, disclosure of business secrets, information technology crimes, crimes against the public trust, or money laundering.
- e. Employees of MICITT, CONICIT, PROCOMER, CINDE, IDB or any other entity involved in the benefit awarding process, employees and suppliers of the PINN implementing agency, sitting members of the Incentives Commission, as well as their spouses, partners, or relatives up to the third degree of consanguinity or kinship, pursuant to Article 3 and Article 38 of Law 8422, "Law against Corruption and Illegal Enrichment in Public Office." This disqualification shall remain in effect for up to six months after this cause is extinguished.
- f. Anyone who has been the beneficiary of a supplementary non-repayable grant under Subcomponent II.3 of the PINN.
- g. Individuals or legal entities to which the regime of prohibitions set forth in Article 22 bis of the Administrative Procurement Law applies.
- h. Individuals or legal entities included on the list of individuals or companies declared temporarily or permanently ineligible by the IDB. If a firm or individual declared temporarily or permanently ineligible by the IDB is selected through a competition as a grant beneficiary, the IDB shall not finance said expenses.
- i. Individuals or legal entities to which the regime of prohibitions set forth in Article 22 bis of the Administrative Procurement Law applies.

9. Procedure for the Awarding of Supplementary Non-repayable Grants

- a. Applicants must deliver the respective documents to the provider. [The provider should indicate where, how, and when it will receive this documentation.]
- b. CINDE will verify satisfactory fulfillment of the requirements of all grant applications submitted online by the provider.
- c. The submitted grant applications that meet admissibility requirements will be forwarded to the Incentives Commission, which will issue a recommendation for awarding the grant.
- d. The IDB gives the grant recommendation the green light.
- e. MICITT issues the grant award decision.
- f. The award agreements are signed.
- g. The training and/or certification starts in accordance with the provider's proposed program.
- h. CINDE monitors the trainings and certifications in accordance with the terms established in Stage 1 of the Competition 2-3-1-20-3, "International Providers of Professional Qualification Registry", and Section 12 of Stage 2, "Opening of the Candidature Process for Persons Interested in Trainings and/or Certification".

The average estimated time from receipt of the grant application to awarding of the grant is approximately three and a half months.

10. Contract Formalization

Every beneficiary must sign an agreement with MICITT in which they agree to complete the training and/or certification fully and on time, acknowledge MICITT respectively in any activity, document or publication concerning the grant, and follow the rules established in the Operating Manual. The agreement will stipulate at least the effective term, duties, and rights of the parties and the conditions for disbursements. For the purposes of impact assessment, training and/or certifications beneficiaries must deliver any information requested by MICITT and CINDE for completing the PINN measurement, monitoring, audit and evaluation instruments.

Beneficiaries who breach the agreement must repay MICITT the total cost of the grant.

11. Disbursements

The grant recipient will receive the benefit in kind through the training and/or certification they will receive, so the respective disbursements will be deposited to the respective training and/or certification provider.

12. Monitoring of Contract Performance

The training and/or certification provider will provide CINDE with timely reports for monitoring the training and/or certification beneficiary's compliance (academic reports, enrollment reports, final grades, pass/fail list, list of beneficiaries who obtained certification, etc.).

13. Reception of Grant Applications

Grant applications will be received until ... [\[The provider must indicate the date and time deadline for receiving applications.\]](#)

14. Contacts

For queries concerning this competition, contact... [\[the provider should indicate a phone number and e-mail address for addressing the queries of those interested in applying\]](#)

Information on approval procedures can be found in the PINN Operating Manual, available at the following [link](#).

Regarding the Digital Signature

<http://www.firmadigital.go.cr/>

Dr. Paola Vega Castillo
Vice Minister of Science and Technology
Ministry of Science, Technology and Telecommunications