Call for Proposal

Organization/Firm

Online Course Development and Training Delivery
(Hearing Impairment)

Organizational unit: UNESCO Yangon Project Office
Duty Station: Yangon, Myanmar
Type of Contract: Contract for Services - Authors (Organizations or legal entities) (Form AM7-6)
Duration of the contract: March 2024 - December 2024
Deadline of application: 12th March 2024 at 17:00 Hours (Yangon Time)

Date Issued: 27 February 2024

I. Background:

UNESCO is the United Nations’ specialized agency for education and education is UNESCO’s top priority because it is a basic human right and the foundation on which to build peace and drive sustainable development. Education Sector provides global and regional leadership in education, strengthens education systems and responds to contemporary global challenges through education.

UNESCO Yangon Project Office committed to enhancing the quality of education delivery by strengthening of teachers’ capacities. To this end, UNESCO Yangon project office has launched the Myanmar Teacher Platform and currently online courses on Education for Peace and Sustainable Development (EPSD), Comprehensive Sexuality Education (CSE), Curriculum and Pedagogy, Information and Communication Technology (ICT), Media and Information Literacy (MIL), Psychosocial support (PSS) and Inclusive Education (IE) are available for the teachers/educators to take the self-study online/offline courses regardless of their location and available time. In addition to this, teachers are provided the virtual trainings and webinars on relevant topics. UNESCO also emphasizes the right to quality education for all including disable students and online modules on disability inclusion, physical impairment and intellectual impairment are developed and trained the teachers in this regard. Moreover, teachers’ knowledge on the use of learning-friendly practices that help children with hearing impairment also becomes prerequisites. Online course on how to successfully teach children with hearing impairment without compromising quality can offer teachers the holistic, practical means to make schools and classrooms more inclusive, learner friendly and gender sensitive.

Therefore, UNESCO Yangon Project Office is now seeking for the organization to develop the course content and the training delivery on teaching children with hearing impairment.
II. Work Assignment:

The Contractor shall perform the tasks under the overall authority of the Director of UNESCO Regional Office in Bangkok, the direct supervision of the Head of UNESCO Project Office in Yangon, in close collaboration with UNESCO Myanmar Education unit. The responsibilities include the following:

- **Develop online course content on teaching the children with hearing impairment for teachers/educators.**
  - Conduct the desk review on teacher training materials and resources, particularly for hearing impairment.
  - Study the functions and structures of the Myanmar Teachers Platform (MTP) to develop the online course outline and content.
  - Develop the outline and content for three-hours online course which includes course description, narration scripts for the video lessons, reading materials, quiz, pre-test/post test and assessment.
  - Modify and finalize the online course content, in consultation with UNESCO.
  - Collaborate with the online course creators/service providers/consultants to create the digital contents (video lessons and infographic) in line with Myanmar Teacher Platform (MTP).
  - Provide technical review and suggestions to the online course creators/service providers/consultants to ensure the high quality of online modules.
  - Conduct pilot testing with at least 30 participants to ensure the quality, functionality and relevance of the online modules.
  - Modify the online courses with the collaboration with online course creator based on the feedback from the course takers and UNESCO colleagues.

- **Technical considerations for online content production**

  - Make sure that all the details of Style Manual (2004 version available at [https://unesdoc.unesco.org/ark:/48223/pf0000141812](https://unesdoc.unesco.org/ark:/48223/pf0000141812)) have been adhered such as terminology, abbreviations, acronyms and format of footnotes, etc.;
  - In line with UNESCO’s overall gender mainstreaming strategy, ensure the Guidelines on Gender-Neutral Language is applied throughout the publication ([https://unesdoc.unesco.org/ark:/48223/pf0000377299](https://unesdoc.unesco.org/ark:/48223/pf0000377299)).
  - When referring to the region, ensure to avoid using ‘in the Asia-Pacific’ and ‘in Asia Pacific’. Instead, use one of the following terms interchangeably: in the Asia-Pacific region, in Asia and the Pacific, and in Asia-Pacific.
  - Use the proper names and place names that correspond to UNESCO official usage and comply the official names of these following countries (where applicable): UNESCO member states to be double checked at [https://en.unesco.org/countries](https://en.unesco.org/countries);
  - Compile a list of tables, figures (including diagram, chart, illustration), photos (including images, cartoons, icons) and other graphic elements from the third party-materials by **using a template provided by UNESCO.**
• Secure the intellectual property rights by using the “permission consent form” (provided by UNESCO) to obtain a written authorization from the original source of work when include the third-party materials and inform them regarding UNESCO Open Access Policy.
• Ensure that no plagiarized or self-plagiarized material is published without appropriate acknowledgement of the source.
• Provide a proper credit or citation to the original work of the third-party materials. For any materials (see item e) created by author, the “Source: author” should be placed underneath aforementioned materials.
• Avoid including maps (global, regional, country) that could be politically sensitive or that could affect the legal status of any country, territory, city, area, or its authorities, or the delimitation of its frontiers or boundaries. If the map must be used, seeking DPI/PAX clearance is required (refer to a memo).
• Ensure greater coherence among Education publications, the structure should be following this order; cover, legal page, short summary, blank page, inside title page, foreword, acknowledgements, table of contents and list of figures and tables, executive summary and the content (refer to (1) How to Structure and (2) Foreword/Preface guideline).
• Ensure that the publication is in full compliance with the international copyrights policy to avoid any illegal consequences as outline in the ‘General Terms and Conditions’ which annexed in this contract.
• Submit a draft manuscript in MS Word file including those permission form (if any) to UNESCO.
• Improve and incorporate suggested changes (if required) and finalize the manuscript until it is considered as satisfactory.
• Collaborate with UNESCO to modify and finalize the course content, ensuring alignment with project activities.
• Produce engaging digital content and interactive video lessons that align with the Myanmar Teachers Platform (MTP).
• Conduct a pilot test with a small group of 50 educators to identify any content, technology, or user experience issues.
• Make necessary improvements based on feedback from the pilot test.

• **Provide the capacity building initiatives on inclusive education.**
  ✓ Identify the relevant target groups of at least 50 teachers/educators for the delivery of inclusive education for hearing impairment online courses, with the collaboration with UNESCO colleagues.
  ✓ Design the virtual trainings on hearing impairment, particularly sign language to increase teachers’ knowledge on using sign language for hearing impairment students.
  ✓ Provide the virtual training to the targeted 50 teachers/educators in the consultation and collaboration with UNESCO. And participate in the workshops and/ or webinars if necessary.
✓ Prepare the training report on delivery of hearing impairment with teachers/educators.

In line with UNESCO's overall gender mainstreaming strategy, the individual consultant is expected to integrate a gender perspective in all activities and apply gender analysis and mainstreaming concepts whenever feasible.

III. Deliverables and Timeline:

All deliverables must be submitted with original, editable files, as well as high-resolution versions of final products (if applicable) to UNESCO. The assigned tasks must be submitted by the following deadlines.

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<th>Deliverables</th>
<th>Deadline</th>
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<tr>
<td>1. Submit a comprehensive course map/design which include the course objectives, lessons etc... with allocated time.</td>
<td>29th March 2024</td>
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<tr>
<td>2. Submit the first version of online course content which includes course description, narration scripts for the video lessons, reading materials, quiz, pre-test/post-test and assessment.</td>
<td>28th June 2024</td>
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<tr>
<td>3. Submit the final version of online course content which includes course description, narration scripts for the video lessons, reading materials, quiz, pre-test/post-test and assessment.</td>
<td>31st July 2024</td>
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<td>4. Submit the pilot testing report including achievement and challenges.</td>
<td>18th October 2024</td>
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<td>5. Submit the training plan including training materials.</td>
<td>31st October 2024</td>
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<td>6. Submit the training report including the achievement and challenges.</td>
<td>29th November 2024</td>
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In line with UNESCO's overall gender mainstreaming strategy, the Contractor is expected to integrate a gender perspective in all activities and apply gender analysis and mainstreaming concepts whenever feasible.

IV. Qualifications for Specialized Knowledge/Experience:

A. Organization:

Required Qualifications:
- Have at least 3-year experience for offering similar services or have experiences more than 3 years in special education particularly hearing impairment.
- Have sufficient technical support professionals for online content development or trainings delivery particularly hearing impairment and sign language.
- Experience in working with teachers to provide inclusive education/special education or other related activities.

Desirable Qualifications:
• Previous experience with international organizations, and/or the UN organizations are preferred; and  
• Experience collaborating with a range of educational institutions, international / local organizations, academic institutions, and disability network will be an advantage.

B. Personnel who will lead the activities:

Required Qualifications:
• Master’s degree the in the field of education, development, social sciences or related field.  
• At least five years of experience in the field of education, particularly working for disability and inclusion.  
• Excellent knowledge on Myanmar education context, particularly in inclusive education, and special education and hearing impairment.  
• Experience in technical support for content development as well as planning and delivery of training in Myanmar; and  
• Experience in working with teachers to provide trainings on inclusive education, disability and impairment or other related activities.

Desirable Qualifications:
• Experience in using the different channels/ tools for ongoing support for teachers’ capacity building; and  
• Experiences in facilitating the diverse groups of teachers, including the remote areas.

V. How to apply:
Interested organizations/firms are invited to submit in writing to the UNESCO Yangon Project Office:

• Technical Proposal clearly referencing “Call for Proposal- Online Content Development and Training Delivery (Hearing Impairment)”, indicating 1) qualifications and experiences that make suitable for the assignment, 2) the methodology/ approaches and workplan to be adopted to carry out the assignment, 3) detailed CVs of the consulting team for the assignment and 4) sample curriculum or training module on hearing impairment.
• Financial Proposal indicating the expected consultancy fee.

UNESCO places great emphasis on ensuring that the objectives of the work assignment, as described in the Terms of Reference, are met. Accordingly, in evaluating the applications for the assignment, attention will focus first and foremost on the technical elements. From those proposals deemed suitable in terms of the criteria in the Terms of Reference, UNESCO shall select the proposal that offers the Organization best value for money.

Your application should reach yangon@unesco.org by email no later than 17:00 Hours (Yangon time) on 12th March 2024.

Only short-listed organizations/firms will be contacted.