

Call for Proposal
Institution/Firm Only
Capacity Development Plan

Organization: UNESCO Project Office in Yangon
Duty Station: Yangon, Myanmar
Type of contract: Contract for Service
Tentative Duration: May 2024 to November 2024 (7 months)
Contract Start Date: 10 May 2024 (contract start date is tentative and subject to change without prior notice)
Deadline: 2 May 2024

I. Background:

The work undertaken through this assignment will contribute to the "Strengthening Pre-service Teacher Education in Myanmar (STEM)" project and the "Education Sector Program Implementation Grant (ESPIG)" project. As the Grant Agents (GAs) for this initiative, UNESCO, in collaboration with other national and international partners, will work collectively ensuring quality teaching and learning for children and youth in Myanmar by strengthening the capacities of education staff and fostering context-responsive, equity-focused learning resources and modalities adapted to the evolving situation.

In collaboration with education partners, UNESCO continues to support teacher education development and commits to offer various continuous learning and development opportunities to teachers through competency-based teacher professional development programmes. In these challenging learning and working environment, teachers need knowledge and skills to respond to crisis specific need challenges along with strengthening their professional teaching skills. To achieve this, there is a need to enhance the capacity building of teacher educators who train teachers engaged in conflict and crisis affected settings, to provide continued and quality learning and necessary support to deliver education to children. Therefore, in a partnership with local organization, UNESCO will be supporting to conduct a capacity gap assessment to determine the specific area that needs to strengthen to teacher educators to inform the development of competency-based and CSE enhanced in-service teacher training plan and capacity development plan for teacher educators.

II. Work Assignment:

Under the overall authority of the Director of UNESCO Regional Office in Bangkok (hereinafter called UNESCO Bangkok), the direct supervision of the Head of UNESCO Project Office in Yangon and in close collaboration with Responsible Officer, the contractor will perform the following tasks:

- a. Design a work plan for the delivery of development of the capacity development plan, which includes the objectives and questions for different stakeholders and suggested stakeholders to interview through virtual communication;
- b. Conduct a desk review of the relevant documents of existing studies and evaluation reports to map out the current capacity as well as gaps in the knowledge and skills of teacher trainers. The desk review will also look at international and regional best practices in the areas of teacher professional development in conflict affected settings and the guidelines and standards from Inter agency Network for Education in Emergencies (INEE)'s Teachers in Crisis Contexts (TiCC) Working Group;
- c. Create research tools including a set of questionnaires, interview questions, etc. that will be used for the assessment;
- d. With the support from UNESCO and partners, conduct the rapid assessment to examine the capacity needs of teacher educators to develop intensive in-service teacher training plan and capacity development plan;
- e. Conduct consultation meetings with relevant stakeholders to prepare the capacity gap assessment report based on analysis;
- f. Produce draft capacity gap assessment report and submit final version of capacity gap assessment, incorporating comments received from UNESCO and key stakeholders;
- g. Prepare a draft in-service teacher training plan;
- h. Use the feedback to revise the draft intensive teacher training plan and submit the final version to UNESCO;
- i. Prepare capacity development plan and a PowerPoint presentation for consultations, reflecting on the results and findings from the desk review and capacity gap assessment report including but not limited to 1) proposed teacher educators' minimum professional standards; 2) implementation arrangement/roadmap for implementation; 3) capacity development plan Matrix; and 4) proposed monitoring and evaluation mechanism;
- j. Produce a final version of capacity development plan incorporating comments received from UNESCO and key stakeholders;
- k. Prepare handouts and presentation slides for interviews and consultation meetings;
- l. Facilitate consultation meetings and collect feedback from UNESCO and relevant stakeholders; and
- m. Communicate with UNESCO on a regular basis to update on the progress of the consultancy.

III. Deliverables and Timeline:

- a. Final version of work plan by 25 May 2024.
- b. Draft capacity gap assessment report by 26 July 2024.
- c. Draft teacher training plan with presentation file by 16 August 2024.
- d. Final version of capacity gap assessment report by 30 August 2024.
- e. Draft capacity development plan with presentation file by 16 September 2024.
- f. Final version of intensive in-service teacher training plan with presentation file by 30 September 2023.
- g. Final version of capacity development plan with presentation file by 29 November 2024.

The Institution/Firm is required to complete the assignment with quality that meets the satisfaction of UNESCO. The deliverables will be reviewed by UNESCO. The Institution/Firm may be requested to re-submit the documents if they are not of satisfactory quality within an agreed timeframe upon receipt of the requests. The deliverables to be submitted in English with original, editable files to UNESCO.

IV. Location and Travel:

The work of this assignment is home-based and no travel is anticipated.

V. Qualifications and Experience:

The Institution/Firm:

Required Qualifications

- Institution/Firm should have 2 to 3 years of relevant experience in the field of Education in Emergencies;
- Demonstrated competency with developing and producing quantitative and qualitative analysis, preferably in development and/or education context; and
- Ability to produce high quality content on tight deadlines.

Desirable Qualifications:

- Familiarity with Myanmar education and/or development context;
- Previous experience in education project design and planning; and
- Previous working experience with international organizations, UNESCO and/or the UN System including World Bank Group.

Lead Project Manager/ Team Lead

Required qualifications:

- Bachelor' degree in social sciences, development, statistics, educational sciences, or other related discipline;
- Minimum 5 years of relevant work experience;
- Excellent planning and organizational skills;
- Ability to evaluate reliability of data sources for analytical use and monitoring purposes; and
- Excellent communication and a concern for transparency and diligence;

Desirable qualifications:

- Master's degree in social sciences, development, statistics, educational sciences, or other related discipline;
- Minimum 10 years of relevant work experience; and
- Previous experience working with UN organizations.

VI. How to apply:

Interested organizations/ institutions are invited to submit the following to UNESCO Project Office in Yangon with:

- Technical Proposal clearly referencing "Institution/Firm-Capacity Development Plan" indicating: 1) institution/firm profile with Curriculum Vitae of key consultant(s) carrying out the work, 2) the methodology for undertaking data collection and data analysis and 3) a relevant example of previously carried out assessment/evaluation report showcasing data analysis, preferably from development and/or education context.
- Financial Proposal indicating all the necessary cost in the budget breakdown with unit cost in USD for each item.

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 proposals 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 2nd May 2024.

Only short-listed institution/firm will be contacted.