# Call for Proposal

**(Only for organizations/ Institutions)**

**Japanese Language Program**

**Organizational unit:** UNESCO Antenna Office

**Duty Station:** Yangon, Myanmar

**Type of Contract:** Contract for Services

**Tentative Duration:** July 2025 – May 2026

**Application Deadline:** 27 June 2025 at 17:00 Hours (Yangon Time)

**Date Issued-** 28 February 2025

## Background:

UNESCO is actively involved in the Global Partnership for Education- Education Sector Program Implementation Grant (GPE-ESPIG) program. The primary objective of the GPE-ESPIG program is to ensure that the most marginalized children, including those who are out-of-school or at risk of dropping out, gain access to quality learning opportunities. These opportunities are crucial for them to acquire relevant skills, build resilience, continue their education, and enhance their overall well-being. The GPE-ESPIG program consists of three key components:

* **Access**: The program focuses on facilitating safe and equitable access to learning for children and youth in Myanmar.
* **Quality**: The program aims to ensure quality teaching and learning experiences for children and youth in Myanmar. This involves strengthening the capacities of education personnel and fostering context-responsive, equity-focused learning resources and modalities that adapt to the evolving situation.
* **System Strengthening**: The program places emphasis on strengthening systems, management, coordination, and monitoring related to education in Myanmar.

Through these objectives, the GPE-ESPIG program aims to create inclusive, gender-responsive, and protective learning environments that address the needs of the most vulnerable learners in Myanmar. To support these efforts, UNESCO seeks to partner with an organization or institution to deliver the Japanese language program in monastic/ community schools. The selected partner will play a vital role in the delivery of Japanese Language Program for out of school children.

1. **Work Assignment:**

The Contractor shall perform the tasks under the overall authority of the Regional Director of UNESCO Regional Office in Bangkok, the direct supervision of the Head of UNESCO Antenna Office in Yangon, in close collaboration with UNESCO Education unit. The contractor shall undertake the following assignments:

* Engage with local communities and youth centers to identify at least 2000 children (aged 13-18) who would benefit from the Japanese Language program. Conduct awareness campaigns or webinar to inform potential participants and their families about the program's benefits and enrollment procedures.
* Design a blended Japanese Language Program, integrating both in-person sessions and online course hosted on the Myanmar Youth Platform.
* Develop and produce necessary learning resources such as guidelines and worksheets for teachers and students to support interactive learning.
* Identify and equip at least 10 training centers/ learning space with the basic digital tools or devices to access the online resources at Myanmar Youth Platform.
* Identify at least 40 qualified teachers or youth facilitators with prior experience in teaching Japanese.
* Organize a 5- to 7-day training workshop (in-person or virtual) focused on Japanese language content delivery, facilitation skills for adolescent learners and effective use of the Myanmar Youth Platform for blended learning.
* Implement the 3-month Japanese Language Program in two batches. Each training center targets 100 adolescents per semester (one batch = 10 semester), (2000adolescent by two batches) reaching a total of 2000 adolescents.
* Facilitate a structured learning plan that includes regular assessments, interactive sessions, and digital engagement to reinforce language acquisition.
* Collect success stories and testimonials from teachers and adolescents about the impact of the program.

1. **Deliverables and Timelines**

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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| **Deliverables** | **Deadline** |
| 1. Submit the Japanese Language Program Design including the lists of training centers, and beneficiary list | 30 August 2025 |
| 1. Submit the Training and workshop agenda with resources. | 1. September 2025 |
| 1. Submit the training report with participant lists and all the planned training session by each center. | 1. October 2025 |
| 1. Submit the Japanese Language program report ( Batch 1) including attendance list and training outcome by 10 centers. | 1. January 2026 |
| 1. Submit the Japanese Language program report ( Batch 2) including attendance list and training outcome by 10 centers | 1. March 2026 |
| 1. Summit the final report with success stories and testimonials from teachers and adolescents about the impact of the program. | 30 April 2026 |

1. **Eligible Organizations for application**

Eligible organizations are international or national NGOs, foundations, and similar institutions/ organizations. Some criteria for application are as follows:

**The Organization/Institution**

**Required Qualifications (Mandatory):**

* Must be an international or national organization/ language center with at least 5 years of delivering educational services in Myanmar, particularly working with community-based education and out-of-school children.
* Must have at least 3 years’ experience in developing and implementing youth skills development projects/ trainings.
* Must have previous experiences working with at least 5 community/ training centres/ schools.
* Must have at least 3 years of experiences for the delivery of Japanese language course for children/ adolescents/ youths.

**Desirable Qualifications:**

* Proven capacity at least 1 year in using or implementation of digital platform, online courses delivery and blended learning

**Lead Personnel/Staff to Implement Activities**

**Required Qualifications (Mandatory):**

* Lead personnel must have master's degree in the field of education, development, social science or in related field.
* Team members must have bachelor’s degree in education/ community development/ social sciences or in related field
* Lead personnel with at least 5 years of experience in overseeing and implementing education projects in Myanmar.
* Lead personnel with at least 5 years of implementing and overseeing youth skills development or training program.
* project officer with at least 2 years of experience in coordinating and monitoring of youth skills development project.
* Trainers or facilitators with at least two years of experience in delivery of Japanese language ( in-person and online)
* Finance officer with at least two years of experiences in project financial management.
* Logistic/ admin officer with at least two years of experiences in procurement and administration.

**Desirable Qualifications:**

* It is desirable at least two staff members ( Trainer or facilitator) speak Japanese language fluently.

1. **How to apply:**

Interested organizations/firms are invited to submit in writing to the UNESCO Antenna Office in Yangon:

* **Technical Proposal** clearly referencing “ **Call for Proposal- Japanese Language Program** ”, indicating 1) qualifications and experiences with evidence 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 team for the assignment and 4) at least two referees or relevant examples that demonstrate your experience carrying out similar initiatives
* **Financial Proposal** indicating all project expenses required to complete aforementioned work assignment.

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**](mailto:yangon@unesco.org) **by email no later than 17:00 Hours**

**(Yangon time) on 27 June 2025.**

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

**Only short-listed organizations/institutions will be contacted**