Call for Consultancy
Individual Consultant Only
ICT Course Development

Organization: UNESCO Project Office in Yangon
Duty Station: Yangon, Myanmar
Type of contract: Contract for Individual Author
Tentative Duration: March 2024 to November 2024 (9 months)
Contract Start Date: 25 March 2024 (contract start date is tentative and subject to change without prior notice)
Deadline: 18 March 2024

I. Background:
UNESCO, through the Education Sector Program Implementation Grant (ESPIG) project, continues this effort addressing the needs for both pre-and in-service teacher education under ESPIG Outcome Area 2: Ensuring quality teaching and learning for children and youths in Myanmar by strengthening the capacities of education staff and fostering context-responsive, equity-focused learning resources and modalities adapted to the evolving situation. As an effort to enhance the quality of education delivery, Myanmar Teacher Platform (MTP) has been launched and utilized by many teachers, and educators of different affiliations. MTP offers continuous learning for educators, learners and other interested parties to access quality learning materials, videos and other resources in a safe and secure environment and provides online courses by themes. One of the themes is Information and Communication Technology (ICT) and UNESCO is committed to delivering ICT courses to educators to enable them to 1) to develop understanding of digital literacy concepts among educators; 2) to equip educators with the necessary skills to integrate digital tools into their teaching practices; and 3) to foster a culture of continuous learning and adaptation to technological advancements among educators. Therefore, UNESCO is hiring an Individual Consultant which is responsible for developing five ICT courses aiming at community/volunteer teachers in low resource setting.
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 Individual Consultant will perform the following tasks:

a. Discuss with UNESCO education team the context, objectives and target participants to develop for the following ICT courses:

<table>
<thead>
<tr>
<th>No.</th>
<th>Proposed course titles</th>
<th>Level</th>
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<tbody>
<tr>
<td>1.</td>
<td>Introduction to ICT in education</td>
<td>Beginner level &amp; Intermediate level</td>
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<tr>
<td>2.</td>
<td>Key Digital Literacy Competencies for every teacher</td>
<td>Beginner level &amp; Intermediate level</td>
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<tr>
<td>3.</td>
<td>Best Practices for Effective Integration of ICT</td>
<td>Beginner level &amp; Intermediate level</td>
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<tr>
<td>4.</td>
<td>Synchronous Online Teaching Strategies for Active Learning</td>
<td>Beginner level &amp; Intermediate level</td>
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<tr>
<td>5.</td>
<td>Asynchronous Online Teaching Strategies for Active Learning</td>
<td>Beginner level &amp; Intermediate level</td>
</tr>
</tbody>
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b. Review existing ICT courses on Myanmar Teacher Platform (MTP) to map out the course contents and ensure the development of well-aligned courses;

c. Conduct further research to ensure the proposed course titles, in terms of overarching, concepts, content, learning activities, teaching and learning strategies and assessment, approaches are contextualized and provide the relevant approaches on developing course contents;

d. Develop five courses (beginner and intermediate level) in Standard English language with B1 level. Each course should include lectures, PowerPoint presentations, video scripts, quizzes, and assessments;

e. Revise and finalize course contents (narrative session) in English incorporating comments provided by UNESCO;

f. 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 (see item e) and inform them regarding UNESCO Open Access Policy;
g. Ensure that no plagiarized or self-plagiarized material is published without appropriate acknowledgement of the source;

h. 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;

i. In line with UNESCO’s overall gender mainstreaming strategy, ensure the Guidelines on Gender-Neutral Language is applied throughout the work (https://unesdoc.unesco.org/ark:/48223/pf0000377299); and

j. Communicate with UNESCO on a regular basis to update on the progress of the assignment.

III. Deliverables and Timeline:
All deliverables are submitted in English with original, editable files to UNESCO (such as MS-Word, MS-PowerPoint, etc.) and the assigned tasks must be submitted by the following deadlines:

a. The draft concept note and course outlines in Standard English by 5 April 2024.

b. The final version of the concept note and course outlines in Standard English by 30 April 2024.

c. The draft course contents (narrative session) of at least two courses in Standard English by 28 June 2024.

d. The final version of course contents (narrative session) of all five courses in both beginner and intermediate levels in Standard English by 30 September 2024.

e. The draft PowerPoints and video scripts (all five courses) in Standard English by 31 October 2024.

f. The final version of PowerPoints and video scripts (all five courses) in Standard English by 29 November 2024.

The Individual Consultant is required to complete the assignment with quality that meets the satisfaction of UNESCO. The deliverables will be reviewed by UNESCO. The Individual Consultant may be requested to re-submit the documents if they are not of satisfactory quality within an agreed timeframe upon receipt of the requests.

IV. Location and Travel:
The work of Individual Consultant will be home-based and no travel is anticipated.

V. Qualifications and Experience:

Required Qualifications

- A degree in the field of education, development, or related field;
• Minimum 5 years of relevant work experience in the field of education and/or training provision;
• Experience in course design, content development and training manuals;
• Ability to produce high quality content on tight deadlines;
• Ability to work with flexibility and collaboration is essential; and
• Excellent planning and organizational skills.

Desirable qualifications:
• Master’s degree in social sciences, development, educational sciences, or other related discipline;
• Experience in content development and training manuals in ICT in education; and
• Previous experience working with UN organizations.

VI. How to apply:

Interested applicants are invited to submit the following to UNESCO Project Office in Yangon with:
• Technical Proposal clearly referencing “Individual Consultant-ICT course development” indicating:
  1) how your qualifications and experience make you suitable for the assignment, 2) the methodology/approaches to be adopted to carry out the assignment, 3) updated CV with contact detail of three referees, 4) a sample course/module or training materials; and
• 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 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 18th March 2024.

Only short-listed candidates will be contacted.