

**Call for Proposals
Organization/Firm Only
Online Course Development and Dissemination- Solar Installation and Food Catering**

Organizational unit: UNESCO Project Office in Yangon
Duty Station: Yangon, Myanmar
Type of Contract: Contract for Service - Authors (Organizations or legal entities) (Form AM7-6)
Tentative Duration: August 2024-April 2025

Issued Date: 20th June 2024

1. Background:

UNESCO is actively involved in the Global Partnership for Education- Education Sector Programme Implementation Grant (GPE-ESPIG) programme. The primary objective of the GPE-ESPIG programme 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 programme consists of three key components:

- Access: focuses on facilitating safe and equitable access to learning for children and youth in Myanmar.
- Quality: 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: places emphasis on strengthening systems, management, coordination, and monitoring related to education in Myanmar.

As one of the Grant Agents (GAs) for this initiative, UNESCO, in collaboration with other national and international partners, will collectively work to ensure that children and youth in Myanmar re-engage in quality and safe online learning and equipped with the employment skills through hybrid learning approaches. To support these initiatives, UNESCO Antenna Office in Yangon is currently seeking the organization which will develop and disseminate the online courses on solar installation and food catering.

2. Work Assignment:

Under the overall authority of the Regional Director of UNESCO Regional Office in Bangkok, the direct supervision of the Head of UNESCO Project Office in Yangon, and in close collaboration with UNESCO Myanmar Education unit, the following tasks must be carried out:

Online Course Development and Pilot Testing

- Conduct a comprehensive desk review of existing online courses, curriculum and training materials on solar installation and food catering.
- Engage in discussions and consultations with UNESCO to understand the functionalities and structures of UNESCO platform and other relevant online course development tools.
- Develop the course content for the following 10 micro-courses (each one hour long), including description, narration scripts for video lessons, learning activities, quizzes, pre-tests/post-tests, and/ or assessments.

Solar Installation: total 6 courses

- Introduction to Solar Energy: 1 course
- Basics of Electricity: 1 course
- Solar Technology Fundamentals: 1 course
- Solar Panel Installation: 1 course
- Inverters and Electrical Systems: 1 course
- Maintenance and Troubleshooting: 1 course

Food Catering; total 4 courses

- Introduction to Food Catering: 1 course
 - Food Safety and Hygiene: 1 course
 - Basic Culinary Skills: 1 course
 - Menu Planning and Nutrition: 1 course
- Refine and finalize the online course content in consultation with UNESCO.
 - Implement the online course development process using appropriate online content creation tools.
 - Conduct the pilot testing with at least 50 participants to ensure the quality and effectiveness of the online course.
 - Modify the course based on feedback from UNESCO and pilot testing and produce the final version of the online course on solar installation and food catering incorporating all revisions and improvements.

Dissemination of the Online Courses

- Prepare the dissemination plan for the launch of online course, targeting the young youths (aged 13- 18).
 - Disseminate the online courses, targeting 1000 young youths (aged 13-18), by using the various channels, including the UNESCO LMS platform.
 - Organize the virtual trainings or discussion sessions with the 100 young youths (aged 13- 18) who have completed the online courses at UNESCO platform.
- **Follow the requirements of the manuals, guidelines and intellectual property rights:**
 - a. In line with UNESCO's overall gender mainstreaming strategy, ensure the Guidelines on Gender-Neutral Language is applied throughout the content (<https://unesdoc.unesco.org/ark:/48223/pf0000377299>).

- b. 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.
- c. 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.
- d. Ensure that no plagiarized or self-plagiarized material is published without appropriate acknowledgement of the source.
- e. Provide a proper credit or citation to the original work of the third-party materials. For any materials created by author, the “Source: author” should be placed underneath aforementioned materials.
- f. Use standard video editing software most suitable for the production and finalize in the later stages of development. Recommended software includes Adobe Premiere Pro and Final Cut Pro;
- g. Propose to and agree with UNESCO on the selection of the video’s narrator(s) (if needed), and cast and record the voice-over narration in Myanmar language based on UNESCO's final decision. Secure the authorization from the narrator on behalf of UNESCO by using the Grant of Rights form.
- h. Suggest a choice of background music to UNESCO and obtain necessary usage rights on the final choice. Synchronize voice-music-images/mix sound (Grant of Rights form to be provided by UNESCO).
- i. Obtain permission from the photographed/videographed persons by having them signed a consent form (provided by UNESCO).
- j. Secure the required owner authorization using Grant of Rights form (permission from original source of work) when any photo, illustration, icon, music is used as part of the video that is not owned by UNESCO. Ensure appropriate credits are applied.
- k. Include the UNESCO video outro: <https://trello.com/c/ieHy4KQR/74-english> if UNESCO is the only party involved in this project.
- l. Ensure that the video is in full compliance with the international copyrights policy to avoid any illegal consequence as outline in the ‘general terms and conditions’ which annexed in this contract;
- m. Submit the first-round of the video with subtitles in MP4 format with comments and notes (if required) to UNESCO for review and feedback;
- n. Incorporate suggested changes and finalize video subtitles as needed;
- o. Submit ready-to-publish MP4 file format and the editable source/master file (including video graphic files) for archiving.
- p. Strictly meet the committed deadline
- q. Provide video editing service for the below list of videos with the following specifications:

Item	Technical specifications				
	Ratio	Codec	Frame Rate	Audio bitrate	Video format

HD Video	16:9	H.264	24-30 fps	160-192 kbps	Video format MP4
					Video Size 1920x1080 (HD)
SD Video	16:9	H.264	18-20 fps	96-128 kbps	Video format MP4
					Video Size 1280x720

1.3 Strictly treat the videos confidential and the rights of distribution will reside solely with UNESCO.

3. 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.

Deliverables	Deadlines
1. Submit the first version of course content for 10 online courses to UNESCO for review.	30 th September 2024
2. Submit the final version of course content for 10 online courses to UNESCO for approval.	15 th October 2024
3. Submit the first version of 10 interactive online courses, including the video and SRT files, as per specification indicated in item 2 (q) to UNESCO for review.	29 th November 2024
4. Submit the second version of 10 interactive online courses, including the video and SRT files, as per specification indicated in item 2 (q) to UNESCO for approval.	10 th January 2025
5. Submit the pilot testing plan with at least 50 participants and the dissemination plan targeting 1000 youths (aged 13-18)	10 th January 2025
6. Submit the pilot testing results and the final version of 10 interactive online courses for UNESCO approval	28 th February 2025
7. Submit the final completion report along with the online course dissemination, including data, achievements, and challenges.	30 th April 2025

Required Qualifications for Specialized Knowledge/Experience

- A proven track record of at least 3-year experience in designing and implementing youth skills development programs, preferably in Myanmar.
- Demonstrated expertise in curriculum development and online course development, particularly in solar installation and food catering.
- Experience in implementing hybrid learning approaches, integrating self-paced learning with intensive online workshops, and leveraging digital platforms for educational purposes.
- Ability to recruit and engage target participants, such as adolescents and youths across Myanmar, through effective outreach strategies and communication channels.
- A strong network of youths in Myanmar and capacity to coordinate the activities.

Desirable Qualifications:

- Previous experience international organizations, and/or the UN organizations are preferred; and
- Experience in implementing digital learning will be an advantage.

Personnel/staff who will implement the activities.

Required Qualifications:

- A degree in the field of education, development, or related field.
- At least three years of experience in the field of education, TVET and/or project implementation.
- Expertise in the leading of youth development activities, monitoring of project activities and reporting.
- Experience in working with adolescents, youths and communities in Myanmar context.
- Ability to think strategically and creative problem solving.
- Ability to work with flexibility and collaboration is essential.

Desirable Qualifications:

- Previous working experience with a CSO, LINGO. INGO and/or UN organization is preferred; and
- Previous experience implementing the online courses/ virtual delivery will be an advantage.

VI. How to apply:

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

Technical Proposal clearly referencing “**Call for Proposal- Online Course Development and Dissemination - Solar Installation and Food Catering**” 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 team for the assignment 4) sample online courses or curriculum as reference.

Financial Proposal indicating the unit cost for the online course development and all the necessary cost for the pilot testing and dissemination (in USD)

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 4th July 2024.

Only short-listed organizations will be contacted.