



United Nations  
Educational, Scientific and  
Cultural Organization

**FORM AM 10-7:**

**Procurement Notice/Advertisement  
Open International Competition (OIC)**

**Country of Destination:** Myanmar

**Reference Number:** UNESCO YGN/ED/ESPIG/RFP/2025/05

**Description:** *Request for Proposal – Inspirational video development for teachers*

**Deadline for Submission of Electronic Bid:** 30<sup>th</sup> June 2025, 16:00 Yangon Time

**Posting Date:** 28<sup>th</sup> May 2025

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United Nations Educational, Scientific and Cultural Organization (UNESCO) hereby invite qualified organizations to submit the call for proposal as follows:

**I. Objective**

The objective of this 'Request for Proposal' is to develop ten short videos (live action) based on authentic stories of perseverance from teachers. The selected organization will work with the draft stories provided by UNESCO, ensuring that the videos reflect the diverse experiences, resilience and accomplishments of educators.

**II. Required Services -Terms of Reference (TOR):**

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 and in close collaboration with Education unit, the following tasks to be carried out:

**1.1 Provide video production service by following the requirements as listed below:**

- a. Discuss with UNESCO Education Team to understand the scope of the work and prepare the workplan;
- b. Collaborate closely with the stories team and prepare the script in both English and Myanmar based on authentic stories of perseverance from teachers;
- c. Propose storyboard once the concept and script have been validated by UNESCO. Revise and resubmit as necessary based on the feedback from UNESCO;
- d. Provide English subtitles and Myanmar narration for all the videos once the scripts cleared by UNESCO.
- e. Identify and cast local talent (non-celebrity actors) who authentically represent the community keeping with agreed script and as necessary and obtain permission from the photographed/videographed persons by having them signed a [consent form](#) (provided by UNESCO);

- f. In line with UNESCO's overall gender mainstreaming strategy, ensure the Guidelines on Gender-Neutral Language is applied throughout the video  
(Guideline: <https://unesdoc.unesco.org/ark:/48223/pf0000377299>) and it's advisable to include both male and female in the shooting frame;
- g. Provide SubRip Subtitle file (SRT) that indicate the start and end timecodes of the text to ensure the subtitles match with audio and the sequential number of subtitles;
- h. Propose additional relevant photography and/or video footage to complete the video as relevant and/or necessary ([Grant of Rights](#) form to be provided by UNESCO);
- i. Propose a list of potential narrators which need to be finalised by UNESCO (preferably; a young female or male candidate from local community etc.) and a sample of voice-over work from the past projects and secure the authorization from the narrator on behalf of UNESCO by using [consent form](#);
- j. Suggest a choice of background music to UNESCO and obtain necessary usage rights on the final choice ([Grant of Rights](#) form to be provided by UNESCO);
- k. Include the UNESCO video outro: <https://trello.com/c/ieHy4KQR/74-english> if UNESCO is the only party involved in the project;
- l. 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;
- m. Secure the intellectual property rights using [Grant of Rights](#) form when any photo, illustration, music and icon is used as part of video and is not provided by UNESCO;
- n. 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;
- o. Submit the first-round of the video with subtitles in MP4 format and SRT files with comments and notes (if required) to UNESCO for review and feedback;
- p. Incorporate suggested changes and finalize video subtitles and SRT files as needed;
- q. Submit ready-to-publish MP4 file format, SRT file and the editable source/master file (including video graphic files) of the video for archiving;
- r. A strictly commitment is required for meeting the deadline.

**1.2 Provide video editing service for following video:**

Title: Inspirational video (live action)

Number of videos: 10

Duration: preferably maximum 5 mins

Language: Voice-over in Myanmar and subtitles in English

Specifications: format: MP4 (Codec H.264) or MOV; resolution: HD (16:9 aspect ratio and at least 1920x1080) and web optimized (16:9 aspect ratio and at least 1280x720);

**1.3** Strictly treat the video confidential and the rights of distribution will solely remain with UNESCO.

**1.4 Deliverables and timelines**

All deliverables to be submitted in original and editable files (e.g. MS Word, MS PowerPoint, MOV, MP4 etc.) to UNESCO in accordance with following deadlines:

1. Submit the work plan, concept note and timeline for 10 inspirational videos as specified in item 1.1 by 31st August 2025.
2. Submit draft storyboard and script in English and Myanmar languages for 10 inspirational videos as specified in item 1.1 by 30th September 2025.
3. Submit final storyboard and script in English and Myanmar languages for 10 inspirational videos as specified in item 1.1 by 30th October 2025.
4. Submit draft of 3 inspirational videos (#first batch) as specified in item 1.2 by 30th November 2025.
5. Submit draft of 3 inspirational videos (#second batch) as specified in item 1.2 by 31st December 2025.
6. Submit draft of 4 inspirational videos (#third batch) as specified in item 1.2 by 31st January 2026.
7. Submit final 10 inspirational videos with English subtitle and SRT files (including source/master file and video graphic file) as specified in item 1.2 to UNESCO for approval by 16th March 2026.

**III. Sustainability Considerations**

Within the framework of the UN Sustainability Management Strategy (2020-2030), UNESCO has committed to promote and apply sustainable considerations in all its operations, including those related to the procurement of goods, works and services. Therefore, bidders are strongly encouraged to comply with the following Sustainability Criteria (Environmental/ Social/ Economic) and provide proof of evidence on their commitment and capacity to respond positively to the below set of criteria:

- *Climate change mitigation and adaptation:* Bidders are encouraged to demonstrate commitment to use low-carbon/energy-efficient technologies, minimum energy performance, and low power mode equipment.
- *Gender issues:* Bidder are encouraged to demonstrate commitment to integrate gender mainstreaming in the project's approach and personnel structure.
- *Promoting sustainability throughout the supply chain:* Bidders are encouraged to demonstrate to source the main element for the service locally.

Bidders are encouraged to adhere to United Nations "Global Compact" Programme – <https://www.unglobalcompact.org>

The purpose of this notice is to provide general information on the requirements for request for proposal and to inform interested organizations how to obtain a copy of the Solicitation Documents.

Interested organizations who wish to participate in OIC, they must request for a complete set of Solicitation Documents available free of charge from UNESCO contact person at the address shown below.

Your electronic offer, **composed of a technical and a financial proposal in separated electronic files**, in accordance with instructions in the solicitation

documents, should reach the following address no later than 30<sup>th</sup> June 2025 16:00 hours, Yangon, Myanmar time without any copy to any other e-mail addresses. Offers addressed to any other e-mail accounts will be disqualified - (File size maximum 10 MB).

UNESCO reserves the right to amend the documents at any time during the solicitation process. Any amendments or clarifications will be communicated directly to all Bidders who have requested for a complete set of solicitation documents and officially confirmed their intention to submit a sealed tender. No remuneration will be made to companies for preparation and submission of their tenders.

**UNESCO Contact Information:**

UNESCO Regional Office in Bangkok (E-mail: [procurement.bgk@unesco.org](mailto:procurement.bgk@unesco.org)).