

Call for Proposals
Translation for Teacher Education Materials (Myanmar Language)

Institution/Organization Only

Term of Reference (ToR)

Organization unit: UNESCO Antenna Office in Yangon
Duty Station: Yangon, Myanmar
Type of Contract: Contract for Services
Tentative Duration: June 2025 – April 2026 (11 months)
Contract Start Date: 6 June 2025 (contract start date is tentative and subject to change without prior notice)

I. Background:

UNESCO works 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. Through the Global Partnership for Education- Education Sector Programme Implementation Grant (GPE-ESPIG) programme, it addresses 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.

To enhance teaching competencies of educators in Myanmar, especially in remote and marginalized areas UNESCO has developed a comprehensive series of course books and teaching materials covering various topics including Educational Leadership, Educational Teachers Professional Development, Instructional Leadership (Mentoring and Coaching) and Information and Communication Technology (ICT). UNESCO through the component 2 (in-service teacher) of ESPIG programme, these resources will be transformed into engaging e-learning courses and offline materials, enabling different groups of teachers to continue learning and teach effectively in remote and rural settings.

UNESCO is now seeking a qualified institution or company with a proven track record to provide professional translation services for these educational resources. The selected institution or company will have to ensure accuracy, cultural relevance and clarity in the translated materials of the aforementioned educational content. This initiative aims to

produce high-quality educational resources accessible to teachers across Myanmar, thereby improving the overall quality of education.

II. Objectives of the Assignment

The primary objective of this assignment is to translate teacher education materials which includes **course books and scripts** for Educational Leadership, Teacher Professional Development, Instructional Leadership (Mentoring and Coaching), and Information and Communication Technology (ICT). The specific goals include:

- Provide high-quality, accurate and comprehensive translations from English to Myanmar.
- Ensure consistency in terminology and style across the materials.

III. Work Assignment:

Under the overall authority of the Regional Director of UNESCO Regional Office in Bangkok (hereinafter called UNESCO), the direct supervision of the Head of UNESCO Antenna Office in Yangon and in close collaboration with the Responsible Officer, the Contractor shall specifically perform the following:

Translation

- a. Produce 100% accurate translation of various course books and scripts for e-learning contents with local context by maintaining its original meaning.
- b. Ensure translation of key terms is relevant and maintain consistent terminology throughout the documents.
- c. Translate all the text in the original language including labels, text in tables, graphs, pictures, charts and maps.
- d. Retain the content, meaning and tone of the original materials and ensure the translation is culturally appropriate.
- e. Check and proofread translation quality ensuring no errors on spelling and typography as well as literal translation.
- f. Make necessary corrections or changes required by UNESCO and re-submit corrected translation.
- g. Ensure translation is technically, linguistically and grammatically correct and consistent in terms of terminology usage and all the translations will be accepted by the society in terms local understanding i.e. socially and culturally.
- h. Assure the translation meets high quality standards and relevant to Myanmar culture.
- i. Ensure delivery of translated documents on a timely manner.
- j. Communicate with UNESCO on a regular basis to update the progress of the assignment.

III. A: Detailed breakdown of courses and word counts for translation:

No.	Course Category	Coursebook Quantity	Estimated Word Counts (Per Piece)	Total Word Counts for Coursebooks	Total Word Counts for Video Scripts
1.	Educational Leadership	5	18000	90000	N/A
2.	Teacher Professional Development	12	10000	120000	30000
3.	Instructional Leadership (Mentoring and Coaching)	10	18000	180000	30000
4.	ICT	12	10000	120000	36000
Total		39	56000	510000	96000

IV. Deliverables and Timelines:

The translation process will have 11-months period. Accurate and high-quality translation of documents from the original version into translated text with Pyidaungsu Myanmar with font size 12 points, single line spacing and 1-inch margin in Microsoft Word format in electronic copy (by email). All deliverables shall be submitted with original, editable files (latest version of MS-Word) to UNESCO. The assigned tasks must be submitted within the following deadlines:

Deliverables	Deadlines
1. Draft translation of “Educational Leadership courses”	30 th June 2025
2. Draft translation of scripts (first batch) of III.A.2, III.A.3 and III.A.4.	15 th July 2025
3. Final translation of “Educational Leadership courses” after addressing UNESCO’s feedback	30 th July 2025
4. Final translation of scripts (first batch) of III.A.2, III.A.3 and III.A.4 after addressing the feedback from UNESCO.	15 th August 2025
5. Draft translation of (first batch) “Instructional Leadership courses”	30 th August 2025
6. Draft translation of (first batch) “ICT” courses	16 th September 2025
7. Final translation of (first batch) “Instructional Leadership courses”	30 th September 2025

8. Final translation of (first batch) “ICT” courses after addressing the feedback from UNESCO.	16 th October 2025
9. Draft translation of (first batch) “Teacher Professional Development courses”	30 th October 2025
10. Draft translation of (second batch) “Instructional Leadership courses”	15 th November 2025
11. Final translation of (first batch) “Teacher Professional Development courses” after addressing the feedback from UNESCO.	30 th November 2025
12. Final translation of (second batch) “Instructional Leadership courses” after addressing the feedback from UNESCO.	15 th December 2025
13. Draft translation of (second batch) scripts of III.A.2, III.A.3 and III.A.4	30 th December 2025
14. Final translation of (second batch) scripts III.A.2, III.A.3 and III.A.4 after addressing the feedback from UNESCO	16 th January 2026
15. Draft translation of (second batch) “ICT courses”	31 st January 2026
16. Draft translation of (second batch) “Teacher Professional Development courses”	28 th February 2026
17. Final translation of (second batch) “ICT courses” after addressing the feedback from UNESCO	31 st March 2026
18. Final translation of (second batch) “Teacher Professional Development courses” after addressing feedback from UNESCO	30 th April 2026

V. Qualifications for Specialized Knowledge/Experience:

Required Qualifications:

- Must be international/national organizations with sound track record of professional translation services across the various organization.
- At least two years of experience in translation of technical contents such as education and ICT.

- Demonstrated with successful results in previous translation activities and those are substantiated with minimum two references from previous engagement.

Desirable qualifications:

- Previous experience working with international organizations and/or the UN organizations are preferred.
- Previous experience in translating teacher education materials will be an advantage.

Project Lead

- Master's degree in the field of education, language and linguistics or related field.
- At least 3 years of experience in the field of translation of educational materials and/or teacher training provision.
- At least two projects of managing translation or providing technical support for translation.

Desirable qualifications:

- Previous experience international organizations, and/or the UN organizations are preferred.
- A good knowledge of teacher education will be an advantage.

VI. Application Process

Interested service providers are invited to submit the following documents:

- **Technical Proposal** clearly referencing "Translation In-service Teacher Education educational materials (Myanmar Language)", 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 technical, management and implementation support personnel for the assignment 4) profile of the organization and 5) samples of previous work (preferably educational content).
- **Financial Proposal** indicating the amount/budget (in USD per word) to be charged for the 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.

In line with UNESCO's overall gender mainstreaming strategy, the selected institution/organization is expected to integrate a gender perspective in all activities and apply gender analysis and mainstreaming concepts whenever feasible.

The work shall be completed by **30th April 2026**.

Only shortlisted institution/organization will be contacted.