Call for Proposal
(Only for organizations/ Institutions)

Basic Computer Literacy and Computer Maintenance & Repair Program

Organizational unit: UNESCO Antenna Office
Duty Station: Yangon, Myanmar
Type of Contract: Contract for Services
Tentative Duration: April 2025 – March 2026
Application Deadline: 19 March 2025 at 17:00 Hours (Yangon Time)

Date Issued- 5 March 2025

I.   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 basic computer literacy and practical computer maintenance & repair program in monastic/ community schools. The selected partner will play a vital role in the delivery of basic computer literacy and computer maintenance & repair program for secondary students in non-formal schools.

II.   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:

Basic Computer Literacy Program.

- Develop a structured curriculum tailored to secondary school children (aged 13-18) including interactive lessons and practical exercises. Cover topics such as computer fundamentals, internet usage, digital safety, and basic productivity tools (e.g., Word, Excel, PowerPoint).

- Procure and supply necessary equipment, such as tablets, internet access and educational materials to facilitate learning, targeting at least 2000 students.

- Organize hands-on sessions. where students can practice skills in a supervised environment to accommodate students' learning pace and school hours. Utilize a blended learning approach, integrating online course from the Myanmar Youth Platform and in person sessions.

Basic Computer Maintenance & Repair Program

- Engage with local communities to identify at least 100 out-of-school children (aged 13-18) who would benefit from the program. Conduct awareness campaigns to inform potential participants and their families about the program's benefits and enrollment procedures.

- Create comprehensive training modules covering computer hardware and software basics, troubleshooting, maintenance and repair techniques.

- Procure and supply necessary tools, and materials for training purposes.

- Deliver 3- 4 months hands-on training sessions targeting 100 out of school children ensuring that each participant gains practical experience in computer maintenance and repair.

- Assign experienced technicians to mentor participants, providing guidance and support throughout the training. Utilize a blended learning approach, integrating online course from the Myanmar Youth Platform and in person sessions.

III.   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.

Deliverables	Deadline
1. Submit the basic computer literacy and computer maintenance & repair program design including resources and schedules	30 April 2025
2. Submit the evidence of procurement and distribution of materials	30 May 2025
3. Submit the basic computer literacy program report including attendance list and training outcome. (batch 1-4)	30 September 2025
4. Submit the computer maintenance & repair program report (batch 1) including attendance list and training outcome.	30 September 2025
5. Submit the basic computer literacy program report including attendance list and training outcome. (batch 5-8)	30 January 2026
6. Submit the computer repair program report (batch 2) including the attendance list and training outcome.	30 January 2026
7. Submit the basic computer literacy program report including attendance list and training outcome. (batch 9-12)	30 May 2026
8. Submit the computer maintenance & repair program report (batch 3) including attendance list and training outcome.	30 May 2026

IV. 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):

- A proven track record of at least 5 years in delivering educational services in Myanmar, particularly in digital literacy, vocational training, or working with community-based education and out-of-school children.
- Experience in developing and implementing digital literacy and computer repair curricula that are age-appropriate, culturally relevant, and inclusive.
- Established partnerships or networks within communities and monastic schools to facilitate smooth project implementation and outreach.
- A commitment to ensuring inclusivity and equity, with careful attention to gender, ethnicity, disability, and cultural sensitivities in programming.

Desirable Qualifications:

- Knowledge of locally appropriate technology-related vocational training that can be effectively integrated into school programs.

Lead Personnel/Staff to Implement Activities
Required Qualifications (Mandatory):

- A bachelor's degree in education, information technology, social sciences, development, or a related field.
- At least 5 years of experience in education development, with a strong focus on digital literacy, vocational training, or working in community-based education.
- Proven track record in developing ICT and vocational curricula, designing engaging lesson plans, and facilitating activities for secondary students in non-formal education settings.
- Experience in capacity-building for teachers, including designing and delivering training on digital literacy, vocational education, and inclusive education practices.

Desirable Qualifications:

- Proficiency in local languages spoken in the targeted communities to enhance communication with monks, teachers, and parents.

Team Members/Staff to Co-Implement Activities with Lead Personnel
Required Qualifications (Mandatory):

- A bachelor's degree in education, information technology, development, social sciences, or a related field.
- At least 2 years of experience in education development, particularly in community-based education or alternative education settings, with a focus on digital literacy and vocational training.
- Experience in organizing and facilitating digital skills training, basic computer literacy, and hands-on technical repair sessions for secondary-aged students.
- Ability to support teacher training efforts and assist with the delivery of digital literacy and vocational education programs.

Desirable Qualifications:

- Proficiency in local languages to communicate effectively with communities and stakeholders.

V.   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- Basic Computer Literacy and Computer Maintenance & Repair 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 by email no later than 17:00 Hours (Yangon time) on 19 March 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