

Job title: Individual Consultant – Educational Content Quality Assurance (In-service Teacher)

Education Sector Program Implementation Grant (ESPIG)

Date Issued: 10 June 2025

Parent Sector: UNESCO Antenna Office in Yangon

Duty Station: Yangon

Job Family: Education

Type of contract: Non staff-Individual Authors (Form HR 13-6)

Duration of contract: August 2025– May 2026 (10 months)

Recruitment open to: External candidates

Application Deadline: 23 June 2025 (17:00 Hours Yangon time)

UNESCO Core Values: Commitment to the Organization, Integrity, Respect for Diversity, Professionalism

OVERVIEW OF THE FUNCTIONS OF THE POST

1. Background:

Under the Global Partnership for Education (GPE) Education Sector Program Implementation Grant (ESPIG), UNESCO is implementing activities towards the attainment of the undermentioned three outcome areas.

- Outcome 1: Ensuring safe and equitable access to learning for children and youth in Myanmar;
- Outcome 2: Ensuring quality teaching and learning for children and youth in Myanmar by strengthening the capacities of education staff and fostering context-responsive, equity-focused learning resources and modalities adapted to the evolving situation; and
- Outcome 3: Ensuring systems strengthening, management, coordination, and monitoring.

Through the ESPIG program, UNESCO aims to address the needs of both pre-service 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. However, many educators serving in these challenging contexts are new to the profession and they may struggle to deliver effective instruction, provide psychosocial support, and create safe learning environments. Equipping educators with the right skills, methodologies, and resources strengthens their ability to foster resilience in students, ensure inclusive learning and uphold quality education standards. To initiate this, UNESCO brings Myanmar Teacher Platform (MTP; www.mmteacherplatform.net) to offer 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 provide online courses by themes.

Under ESPIG program (in-service) component, UNESCO is committed to supporting professional development for in-service teachers by using MTP and a blended learning approach, ensuring the contents are relevant, practical and responsive to the unique challenges faced by all educators in conflict-affected settings. Through professional development, UNESCO aims to empower teachers with necessary teaching skills, adopt changing circumstances, perform their roles effectively and better support for students.

2. PURPOSE OF THE ASSIGNMENT

The Individual Specialist is sought to support the development and finalization of educational content which consists of several documents under in-service teacher component: teacher training materials, course books, facilitator guides, PowerPoint slides, translated materials and online and offline learning materials both English and Myanmar versions. In addition, the specialist is also sought to support digitizing courses for in-service teachers in collaboration with partners under ESPIG program.

3. DUTIES AND RESPONSIBILITIES

Supervisory arrangements:

Under the overall authority of the Regional Director of the United Nations Educational Scientific and Cultural Organization (UNESCO) Regional Office in Bangkok, the direct supervision of Head of UNESCO Yangon Antenna, in close collaboration with the Education Sector Program Implementation Grant (ESPIG) teams, the Individual Specialist is sought to support educational content development and finalization to assure the quality of these documents in both English and Myanmar languages, as well as to contribute to digitization and implementation of teacher professional courses through performing the following tasks.

Terms of Reference:

- Assist the development and revision of online and offline course materials in English and Myanmar;
- Assist the preparation of a series of workshops/consultation meetings, facilitate small group discussions and compile the written feedback with full of clarity;
- Communicate directly with authors, reviewers, copy-editors, translators, layout designers and ensure that the deliverables to be submitted in accordance with agreed timeline and quality;
- Support quality assurance for translation, copyediting, proofreading and layout designing for course books, facilitator guides, PowerPoints, video scripts and translated materials;
- Review draft coursebooks, facilitator guides, video scripts, PowerPoints and translated materials to ensure that the styles are adhered properly across the documents by meeting the requirements of UNESCO guidelines and inclusion framework;

- Review if the relevant documents submitted on artworks, such as; illustrations, infographics and photographs; and teaching and learning resources follow the UNESCO style guides and requirements. Provide clear instructions to the content developer for revision, if needed;
- Ensure the quality assurance of English version course book received from the authors, by reviewing the documents and cross checking them with the UNESCO style guides and making sure that feedback received from various stakeholders is incorporated by the authors;
- Compile and provide essential documents (UNESCO style guides, the subject specific and across subject terminology translation guidelines, teaching and learning materials etc.) to the translators and copyeditors to ensure the coherence in the final products;
- Keep track of number of pages of work completed by authors, reviewers, copyeditors, translators, proofreaders and layout designers and report those information to UNESCO on a regular basis;
- Review the translated and copyedited Myanmar version course books and facilitator guides for quality assurance and make sure that they meet the requirements of UNESCO style guides, are up to standard and are of good quality;
- Upload the course books, facilitator guides and other educational materials onto MTP and provide assistance with launching online courses on MTP;
- Participate and contribute at the weekly meeting and provide the updated information;
- Assist the preparation of contracting procedures for course development, translation, copyediting, and layout design, as well as training design and delivery;
- Keep an up-to-date, daily record of the work online and make it available for UNESCO to oversee the progress; and
- Organize all documents, including but not limited to the deliverables by the authors, reviewers, copyeditors, translators, proofreaders and layout designers and the deliverables checked by the individual specialist to ensure quality, in a systematic way and make them available for the UNESCO team's use.

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

Travel:

- The Individual Specialist will be based in UNESCO Antenna Office in Yangon during the contract period. No travel outside Yangon is anticipated.

4. TIMETABLE AND DELIVERABLES

Deliverables

The individual specialist will submit the following in-service teacher education courses and materials within the designated 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.

No.	Deliverables	Latest date for submission
1.	E-learning course for Educational Leadership (no.1)	31/8/2025
2.	E-learning course for Educational Leadership (no.2)	30/9/2025
3.	E-learning course for Educational Leadership (no.3)	31/10/2025
4.	E-learning course for Educational Leadership (no.4)	30/11/2025
5.	E-learning course for Educational Leadership (no.5)	31/12/2025
6.	E-learning course for Numeracy (no. 6)	31/1/2026
7.	E-learning course for Numeracy (no. 7)	28/2/2026
8.	E-learning course for Numeracy (no. 8)	31/3/2026
9.	Self-study guides for teacher training modules (1 to 2) in English version	30/4/2026
10.	Facilitator guides for teacher training modules (No.1 to 4) in English version	31/5/2026

COMPETENCIES (Core / Managerial)

Accountability (C)

Innovation (C)

Knowledge sharing and continuous improvement (C)

Planning and organizing (C)

Teamwork (C)

Results focus (C)

For detailed information, please consult the [UNESCO Competency Framework](#)

REQUIRED QUALIFICATIONS

Education:

A university degree (Bachelor's or equivalent) in education, linguistics, or related fields.

Work Experience:

Minimum 2 years of progressively responsible relevant professional experience in the field of supporting education material development, particularly with a focus on quality assurance

processes such as translation, copyediting, proofreading, and layout design.

Skills/Competencies:

- Background in education in the context of international development and Myanmar.
- Proficiency in typing both English and Myanmar language on computers.
- Proficiency in Microsoft Office including Word, Excel and PowerPoint.
- Ability to systematically organize documents ensuring quality and availability for the team.
- Skills in communicating effectively across different cultures, given the diverse team and educational contexts within Myanmar.
- Ability to work individually and collaboratively in a team.

Languages:

Excellent knowledge of spoken and written English and Myanmar.

DESIRABLE QUALIFICATIONS

Work Experience:

- Familiarity with website programming languages and content management systems such as Drupal would be an advantage.

Skills/Competencies

- Good practical knowledge and skills in image editing and video editing would be an advantage.
- Experience working with the United Nations agencies or other international organizations in related education projects is highly valued.

APPLICATION PROCESS

Interested applicants are invited to submit in writing to the UNESCO Antenna Office in Yangon:

a) A cover letter (in English) and clearly referencing “National Consultant – Educational Content_ Quality Assurance”, indicating how your qualifications and experience make you suitable for the assignment, as well as proposed monthly fee; and

b) An up-to-date CV, with contact details including telephone numbers and email address, including the contact details of three referees.

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 Organisation best value for money.

Your application should reach yangon@unesco.org by email (please mention “Consultant: Educational Content Quality Assurance” in email subject line) no later than 17:00 Hours Yangon time, GMT +6:30, on 23 June 2025.

Only short-listed candidates will be contacted.