

Organization/Firm Only
Computer- Fundamental Basic Hardware and Software
Online Course Development

Organizational unit: UNESCO Antenna Office in Yangon
Duty Station: Yangon, Myanmar
Type of Contract: Contract for Service - Authors (Organizations or legal entities)
(Form AM7-6)
Tentative Duration: March – September 2025

Issued Date: 5 March 2025

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 the online course (Computer- Fundamental Basic Hardware and Software) targeted adolescents and youths.

2. Work Assignment:

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

- **Online course development on basic hardware and software:**
 - ✓ Conduct a comprehensive desk review of existing online courses and training materials, focusing particularly on computer- Fundamental Basic Hardware and Software.
 - ✓ Study the functionalities and structures of UNESCO platform and other online course development tools to inform the development of the course outline and content.
 - ✓ Develop the course content for the following one-hour online modules, encompassing course description, video lessons, learning activity, quizzes and assessments.
 - Module 1- CPUs
 - Module 2- RAM
 - Module 3- Firmware
 - Module 4- Power Supplies
 - Module 5- Mass Storage Technologies
 - Module 6- Implementing Mass Storage
 - Module 7- Essential Peripherals
 - Module 8- Building a PC
 - Module 9- Introduction to Operation System
 - Module 10- Maintaining and Optimizing Operating Systems
 - Module 11- Troubleshooting Operating Systems
 - Module 12- Display Technologies
 - ✓ Refine and finalize the online module content in consultation with UNESCO.
 - ✓ Implement the online module development process using appropriate online content creation tools.
 - ✓ Modify the modules based on feedback from UNESCO and other participants and produce the final version of the online modules , incorporating all revisions and improvements.
 - ✓ Upload the final version of online modules at Myanmar Youth 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

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

3. Deliverables and Timeline:

All deliverables must be submitted with editable source/master file (including video graphic 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 a report summarizing findings from the review of existing resources, UNESCO Platform and recommendations for structuring the online modules, including course outline.	30 March 2025
2. Submit the final version of module content (Module 1 & 2 - one hour per module), encompassing course description, video lessons, learning activity, quiz, and assessments. 3. Submit the final version of online module 1& 2 (one-hour per module) uploaded at Myanmar Youth Platform	30 April 2025
4. Submit the final version of module content (Module 3 & 4 -one hour per module) , encompassing course description, video lessons, learning activity, quizzes and assessments. 5. Submit the final version of online module 3 & 4 (one-hour per module) uploaded at Myanmar Youth Platform	30 th May 2025
6. Submit the final version of module content (Module 5 & 6 -one hour per module) , encompassing course description, video lessons, learning activity, quizzes and assessments. 7. Submit the final version of online module 5 & 6 (one-hour per module) uploaded at Myanmar Youth Platform	30 th June 2025
8. Submit the final version of module content (Module 7 & 8 -one hour per module) , encompassing course description, video lessons, learning activity, quizzes and assessments.	30 th July 2025

9. Submit the final version of online module 7 & 8 (one-hour per module) uploaded at Myanmar Youth Platform	
10. Submit the final version of module content (Module 9 & 10 -one hour per module) , encompassing course description, video lessons, learning activity, quizzes and assessments. 11. Submit the final version of online module 9 & 10 (one-hour per module) uploaded at Myanmar Youth Platform	30 th August 2025
12. Submit the final version of module content (Module 11& 12 -one hour per module) , encompassing course description, video lessons, learning activity, quizzes, and assessments. 13. Submit the final version of online module 11& 12 (one-hour per module) uploaded at Myanmar Youth Platform	30 th September 2025

4. Qualifications for Specialized Knowledge/Experience:

Organization/Firm:

Required Qualifications:

- A minimum of 3 years' experience in designing, developing, and implementing online courses, particularly in IT, computer literacy, or digital skills training.
- Proven expertise in creating structured and engaging e-learning content, including instructional videos, quizzes, assessments, and interactive learning activities.
- Strong knowledge of hardware and software fundamentals, including computer configuration, troubleshooting, operating systems, and cloud services.
- Proficiency in online course development tools, such as Articulate Storyline, Moodle, Adobe Captivate, or other LMS-based platforms.

Desirable Qualifications:

- Prior experience working with international organizations, UN agencies, or NGOs in the education sector.

1) Personnel who will implement the activities:

Required Qualifications:

- A degree in Education, Instructional Design, Computer Science, IT, Digital Learning, or a related field.
- At least 5 years of experience in e-learning content development, digital course design, or IT training for educational programs.

- Expertise in using LMS platforms, online content authoring tools, and multimedia software for course development.
Strong project management skills, including the ability to plan, execute, and revise content based on feedback from stakeholders.

Desirable Qualifications:

- Knowledge of digital pedagogy and interactive learning methodologies.
- Experience in developing self-paced and blended learning programs.

5. How to apply:

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

- **Technical Proposal** clearly referencing “**Call for Proposal- Computer- Fundamental Basic Hardware and Software**”, 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 and 4) previous sample work.
- **Financial Proposal** indicating all the expenses for the services.

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 19 March 2025 (17:00 Hours)