REQUEST FOR PROPOSAL – RFP
Services

Ref: RFP/Yangon/01-15
(Please quote this UNESCO reference in all correspondence)

Date 06 March 2015

Dear Sir/Madam,

You are invited to submit an offer for strengthening curriculum and pedagogy in targeted Education Colleges under the "Strengthening Pre-service Teacher Education in Myanmar" (STEM) project in accordance with the present solicitation document.

The Request for Proposal (RFP) consists of this cover page and the following Annexes:

- Annex I Instructions to Offerors
- Annex II General Conditions of Contract
- Annex III Terms of Reference (TOR)
- Annex IV Proposal Submission Form
- Annex V Price Schedule Form

Your offer comprising of technical proposal and financial proposal, in separate sealed envelopes, should reach the following address no later than 06 April 2015 at 17:00 hours.

UNESCO – Yangon Head of Office
UN Building, No. 6 Natmauk Road
Tamwe Township, Yangon
Myanmar

SEALED PROPOSAL - DO NOT OPEN
Ref: RFP/Yangon/01-15
Closing Date and Time: 06 April 2015 at 17:00 hrs

This letter is not to be construed in any way as an offer to contract with your firm/institution. Your proposal could, however, form the basis for a contract between your company and UNESCO.

You are requested to acknowledge the receipt of this letter and to indicate whether or not you will be submitting a proposal. For this purpose, and for any requests for clarification, please contact Ms. Jamie Vinson, Assistant Programme Specialist – Education at j.vinson@unesco.org

For and on behalf of UNESCO

[Signature]

Mr. Sardar Umar Alam
Head of Office
UNESCO Yangon Project Office
ANNEX I – Instructions to Offerors

These instructions contain general guidelines and instructions on the preparation, clarification, and submission of Proposals.

A. INTRODUCTION

1. General

The purpose of this Request for Proposal (RFP) is to invite Sealed Proposals for professional services to be provided to the United Nations Educational, Scientific and Cultural Organization - UNESCO.

Offerors should not be associated, or have been associated in the past, directly or indirectly, with a firm or any of its affiliates which have been engaged by UNESCO to provide consulting services for the preparation of the Terms of Reference, and other documents to be used for the procurement of services to be purchased under this Request for Proposal.

2. Cost of Proposal

The Offeror shall bear all costs associated with the preparation and submission of the Proposal and UNESCO will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the solicitation.

B. SOLICITATION DOCUMENTS

3. Contents of Solicitation Documents

Proposals must offer services for the total requirement. Proposals offering only part of the requirement will be rejected. The Offeror is expected to examine all corresponding instructions, forms, terms and specifications contained in the Solicitation Documents. Failure to comply with these documents will be at the Offeror’s risk and may affect the evaluation of the Proposal.

4. Clarification of Solicitation Documents

A prospective Offeror requiring any clarification of the Solicitation Documents may notify UNESCO in writing at the organisation’s mailing address or fax or email number indicated in the RFP. UNESCO will respond in writing to any request for clarification of the Solicitation Documents that it receives earlier than two weeks prior to the deadline for the submission of Proposals. Written copies of the organisation’s response (including an explanation of the query but without identifying the source of inquiry) may be sent to all prospective Offerors that have received the Solicitation Documents.

5. Amendments of Solicitation Documents

At any time prior to the deadline for submission of Proposals, UNESCO may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective Offeror, modify the Solicitation Documents by amendment.

All prospective Offerors that have received the Solicitation Documents will be notified in writing of all amendments to the Solicitation Documents.

In order to afford prospective Offerors reasonable time in which to take the amendments into account in preparing their offers, UNESCO may, at its discretion, extend the deadline for the submission of Proposals.

C. PREPARATION OF PROPOSALS

The offers received must include information in sufficient scope and detail to allow UNESCO to consider whether the company has the necessary capability, experience, expertise, (financial strength) and the required capacity to perform the services satisfactorily.

6. Language of the Proposal

The Proposals prepared by the Offeror and all correspondence and documents relating to the Proposal exchanged by the Offeror and UNESCO shall be written in English. Any printed literature furnished by the Offeror may be written in another language so long as accompanied by a translation
of its pertinent passages in which case, for purposes of interpretation of the Proposal, the language as stated in the Solicitation Documents applies.

7. Documents Comprising the Proposal

The Proposal shall comprise the following components:

a) Proposal submission form;
b) Operational and technical part of the Proposal, including documentation to demonstrate that the Offeror meets all requirements;
c) Price schedule, completed in accordance with clauses 8 & 9;

8. Proposal Form - Presentation of the technical proposal

The Offeror shall structure the technical part of its Proposal as follows:

8.1. Description of the firm/institution and its qualifications

(a) Management Structure
This Section should provide corporate orientation to include company’s profile (year and country of incorporation – copy of certificate of incorporation), a brief description of present activities focusing on services related to the Proposal as well as an outline of recent experience on similar projects, including experience in the country.

The firm/institution should describe the organizational unit(s) that will become responsible for the contract, and the general management approach towards a project of this kind. The Offeror should identify the person(s) representing the Offeror in any future dealing with UNESCO.

Offeror to provide supporting information as to firm’s reliability, financial and managerial capacity to perform the services.

(b) Resource Plan
This Section should fully explain the Offeror’s resources in terms of personnel and facilities necessary for the performance of the requirements, and any plans for their expansion. It should describe Offeror’s current capabilities/facilities and any plans for their expansion.

8.2. Proposed Approach, Methodology, Timing and Outputs

This section should demonstrate the Offeror’s responsiveness to the TOR and include detailed description of the manner in which the firm/institution would respond to the TOR, addressing the requirements, as specified, point by point. You should include the number of person-working days in each specialization that you consider necessary to carry out all work required.

For assessment of your understanding of the requirements please include any assumptions as well as comments on the data, support services and facilities to be provided by the beneficiary as indicated in the Statement of Requirements/TOR, or as you may otherwise believe to be necessary.

8.3. Proposed Personnel

In this section, the offeror should reflect the project staffing including the work tasks to be assigned to each staff member as well as their qualifications with reference to practical experience relating to specialization area of the project for each proposed staff. The complete CV’s of proposed staff is to be submitted.

If applicable, this staffing proposal should be supported by an organigram illustrating the reporting lines, together with a description of such organization structure.

The technical part of the Proposal should not contain any pricing information whatsoever on the services offered. Pricing information shall be separated and only contained in the appropriate Price Schedule.

It is mandatory that the Offeror’s Proposal numbering system corresponds with the numbering system as provided in the TOR. All references to descriptive material and brochures should be included in the respective paragraph, though material/documents themselves may be provided as annexes to the Proposal/response.

9. Price Proposal

The Offeror shall indicate on an appropriate Price Schedule, an example of which is contained in the Price Schedule sheet, the prices of services it proposes to supply under the contract, if selected.
10. Proposal currencies

Your separate price envelop must contain an overall quotation in a single currency. All prices shall be quoted in US dollars.

11. Period of validity of proposals

Proposals shall remain valid for ninety (90) days after the date of Proposal submission prescribed by UNESCO, pursuant to the deadline clause. A Proposal valid for a shorter period may be rejected by UNESCO on the grounds that it is non-responsive.

12. Format and signing of proposals

The Offeror shall prepare two copies of the Proposal, clearly marking each “Original” and “Copy” as appropriate. In the event of any discrepancy between them, the original shall govern. The two copies of the Proposal shall be typed and shall be signed by the Offeror or a person or persons duly authorised. A Proposal shall contain no interlineations, erasures, or overwriting except, as necessary to correct errors made by the Offeror, in which case such corrections shall be initialled by the person or persons signing the Proposal.

13. Payment

In full consideration for the complete and satisfactory performance of the services of the contract, UNESCO shall effect payments to the Contractor within 30 days after receipt and acceptance of the invoices submitted by the contractor for services provided.

D. SUBMISSION OF PROPOSALS

14. Sealing and marking of proposals

The Offeror shall seal the Proposal in one outer and two inner envelopes, as detailed below.

The inner and outer envelopes shall:
(a) Be addressed to UNESCO at the address given in the cover page of these Solicitation documents; and make reference to the “subject” indicated, and a statement: “PROPOSAL FOR SERVICES - DO NOT OPEN”, to be completed with the time and the date specified pursuant to clause 15 of Instructions to Bidders.
(b) Both inner envelopes shall indicate the name and address of the Offeror.

The first inner envelope shall be marked Technical Proposal and contain the information specified in Clause 8 above, with the copies duly marked “Original” and “Copy”.

The second inner envelope shall be marked Financial Proposal include the Price Proposal duly identified as such.

Note: If the inner envelopes are not sealed and marked as per the instructions in this clause, UNESCO will not assume responsibility for the Proposal's misplacement or premature opening.

15. Deadline for submission of proposals

Proposals must be received on or before the date and time specified on the cover page of these Solicitation Documents.

UNESCO may, at its own discretion extend this deadline for the submission of Proposals by amending the solicitation documents in accordance with clause Amendments of Solicitation Documents.

16. Late Proposals

Any Proposal received by UNESCO after the deadline for submission of proposals, pursuant to clause Deadline for the submission of proposals, will be rejected.

17. Modification and withdrawal of Proposals

The Offeror may withdraw its Proposal after the Proposal's submission, provided that written notice of the withdrawal is received by UNESCO prior to the deadline specified in the RFP. Proposals may not be modified or withdrawn after that time.
E. OPENING AND EVALUATION OF PROPOSALS

18. Opening of proposals
UNESCO representatives will open all Proposals after the deadline for submissions and in accordance with the rules and regulations of the organization.

19. Clarification of proposals
To assist in the examination, evaluation and comparison of Proposals, UNESCO may at its discretion, ask the Offeror for clarification of its Proposal. The request for clarification and the response shall be in writing and no change in price or substance of the Proposal shall be sought, offered or permitted.

20. Preliminary examination
UNESCO will examine the Proposals to determine whether they are complete, whether any computational errors have been made, whether the documents have been properly signed, and whether the Proposals are generally in order.

Prior to the detailed evaluation, UNESCO will determine the substantial responsiveness of each Proposal to the Request for Proposals (RFP). For purposes of these Clauses, a substantially responsive Proposal is one, which conforms to all the terms and conditions of the RFP without deviations. The determination of a Proposal's responsiveness is based on the contents of the Proposal itself without recourse to extrinsic evidence.

A Proposal determined as not substantially responsive will be rejected by UNESCO.

21. Evaluation and comparison of proposals
A two-stage procedure will be used in evaluating the proposals, with evaluation of the technical component being completed prior to any price component being opened and compared. The Price Component will be opened only for submissions that passed the minimum score of 70 % of the total points obtainable for the technical evaluation.

The technical proposal is evaluated on the basis of its responsiveness to the Terms of Reference (TOR).
OPTION 2 – HIGHEST TOTAL SCORE OF WEIGHTED TECHNICAL AND FINANCIAL CRITERIA

The price proposal of all offerors, who have attained minimum 70 % score in the technical evaluation, will be compared. The contract will be awarded to the offeror that receives the highest score out of a pre-determined set of weighted technical and financial criteria as specified below.

### Technical Proposal Evaluation Form

<table>
<thead>
<tr>
<th>Sample: Summary of Technical Proposal Evaluation Forms</th>
<th>Points Obtainable</th>
<th>Name of Firm / Institution</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Expertise of Firm / Institution submitting Proposal</td>
<td>150</td>
<td>A</td>
</tr>
<tr>
<td>2. Proposed Work Plan and Approach</td>
<td>400</td>
<td></td>
</tr>
<tr>
<td>3. Personnel</td>
<td>150</td>
<td></td>
</tr>
<tr>
<td><strong>Sub-total for Technical Evaluation</strong></td>
<td><strong>700</strong></td>
<td></td>
</tr>
</tbody>
</table>

### Financial Proposal Evaluation Form

<table>
<thead>
<tr>
<th>Sample: Summary of Financial Proposal Evaluation Forms</th>
<th>Points Obtainable</th>
<th>Name of Firm / Institution</th>
</tr>
</thead>
<tbody>
<tr>
<td>Financial Proposal</td>
<td>300</td>
<td>A</td>
</tr>
<tr>
<td><strong>Sub-total for Financial Evaluation</strong></td>
<td><strong>300</strong></td>
<td></td>
</tr>
</tbody>
</table>

Evaluation of the price proposals (of all Offerors who have attained minimum 70 % score in the technical evaluation) will be based on the weight scoring method as follows:

- Financial proposals are opened and list of prices is prepared, where the lowest price is ranked as the first one (receiving highest amount of points) and the most expensive as the last one (receiving the least amount of points).
- Lowest price is given maximum points (e.g. 300), for other prices the points are assigned based on the following formula: **[Amount of points = lowest price/other price * total points obtainable for financial proposal]**

An example:
- Offeror A – lowest price ranked as 1st in the amount of USD 10,000 = a
- Offeror B – second lowest price ranked as 2nd in the amount of USD 15,000 = b
  Points assigned to A = 300 & Points assigned to B = 200 (following formula: a/b * 300 i.e. 10,000/15,000 * 300 = 200 points)

**Option 2: Combined Technical and Financial Evaluation Form**

<table>
<thead>
<tr>
<th>Sample: Summary of Financial Proposal Evaluation Forms</th>
<th>Points Obtainable</th>
<th>Name of Firm / Institution</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sub-total Technical Proposal</td>
<td>700</td>
<td>A</td>
</tr>
<tr>
<td>Sub-total Financial Proposal</td>
<td>300</td>
<td></td>
</tr>
<tr>
<td>Total 1000</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### F. AWARD OF CONTRACT

22. Award criteria, award of contract

UNESCO reserves the right to accept or reject any Proposal, and to annul the solicitation process and reject all Proposals at any time prior to award of contract, without thereby incurring any liability to the affected Offeror or any obligation to inform the affected Offeror of the grounds for such action.

Prior to expiration of the period of proposal validity, UNESCO will award the contract to the qualified Offeror whose Proposal after being evaluated is considered to be the most responsive to the needs of the organisation and activity concerned.
23. Purchaser's right to vary requirements at time of award

UNESCO reserves the right at the time of award of contract to vary the quantity of services and goods specified in the RFP.
1. LEGAL STATUS
The Contractor shall be considered as having the legal status of an independent contractor vis-à-vis UNESCO. The Contractor’s personnel and sub-contractors shall not be considered in any respect as being the employees or agents of UNESCO.

2. SOURCE OF INSTRUCTIONS
The Contractor shall neither seek nor accept instructions from any authority external to UNESCO in connection with the performance of its services under this Contract. The Contractor shall refrain from any action, which may adversely affect UNESCO or the United Nations and shall fulfill its commitments with the fullest regard to the interests of UNESCO.

3. CONTRACTOR’S RESPONSIBILITY FOR EMPLOYEES
The Contractor shall be responsible for the professional and technical competence of its employees and will select, for work under this Contract, reliable individuals who will perform effectively in the implementation of this Contract, respect the local customs, and conform to a high standard of moral and ethical conduct.

4. ASSIGNMENT
The Contractor shall not assign, transfer, pledge or make other disposition of this Contract or any part thereof, or any of the Contractor’s rights, claims or obligations under this Contract except with the prior written consent of UNESCO.

5. SUB-CONTRACTING
In the event the Contractor requires the services of sub-contractors, the Contractor shall obtain the prior written approval and clearance of UNESCO for all sub-contractors. The approval of UNESCO of a sub-contractor shall not relieve the Contractor of any of its obligations under this Contract. The terms of any sub-contract shall be subject to and conform with the provisions of this Contract.

6. OFFICIALS NOT TO BENEFIT
The Contractor warrants that no official of UNESCO has received or will be offered by the Contractor any direct or indirect benefit arising from this Contract or the award thereof. The Contractor agrees that breach of this provision is a breach of an essential term of this Contract.

7. INDEMNIFICATION
The Contractor shall indemnify, hold and save harmless, and defend, at its own expense, UNESCO, its officials, agents, and employees from and against all suits, claims, demands, and liability of any nature or kind, including their costs and expenses, arising out of acts or omissions of the Contractor, or the Contractor’s employees, officers, agents, or sub-contractors, in the performance of this Contract. This proviso shall extend, inter-alia, to claims and liability in the nature of workmen’s compensation, products liability and liability arising out of the use of patented inventions or devices, copyrighted material or other intellectual property by the Contractor, its employees, officers, agents, servants or sub-contractors. The obligations under this Article do not lapse upon termination of this Contract.

8. INSURANCE AND LIABILITIES TO THIRD PARTIES
The Contractor shall provide and thereafter maintain insurance against all risks in respect of its property and any equipment used for the execution of this Contract. The Contractor shall provide and thereafter maintain all appropriate workmen’s compensation insurance, or its equivalent, with respect to its employees to cover claims for personal injury or death in connection with this Contract. The Contractor shall also provide and thereafter maintain liability insurance in an adequate amount to cover third party claims for death or bodily injury, or loss of or damage to property, arising from or in connection with the provision of services under this Contract or the operation of any vehicles, The Contractor shall also provide and thereafter maintain liability insurance in an adequate amount to cover third party claims for death or bodily injury, or loss of or damage to property, arising from or in connection with the provision of services under this Contract or the operation of any vehicles, The Contractor shall provide and thereafter maintain all appropriate workmen’s compensation insurance, or its equivalent, with respect to its employees to cover claims for personal injury or death in connection with this Contract or the operation of any vehicles, boats, airplanes or other equipment owned or leased by the Contractor or its agents, servants, employees or sub-contractors performing work or services in connection with this Contract. Except for the workmen’s compensation insurance, the insurance policies under this Article shall:

8.1 Name UNESCO as additional insured;

8.2 Include a waiver of subrogation of the Contractor’s rights to the insurance carrier against UNESCO;

8.3 Provide that UNESCO shall receive thirty (30) days written notice from the insurers prior to any cancellation or change of coverage; 4 The Contractor shall, upon request, provide UNESCO with satisfactory evidence of the insurance required under this Article.

9. ENCUMBRANCES/LIENS
The Contractor shall not cause or permit any lien, attachment or other encumbrance by any person to be placed on file or to remain on file in any public office or on file with UNESCO against any monies due or to become due for any work done or materials furnished under this Contract, or by reason of any other claim or demand against the Contractor.

10. TITLE TO EQUIPMENT
Title to any equipment and supplies that may be furnished by UNESCO shall rest with UNESCO and any such equipment shall be returned to UNESCO at the conclusion of this Contract or when no longer needed by the Contractor. Such equipment, when returned to UNESCO, shall be in the same condition as when delivered to the Contractor, subject to normal wear and tear. The Contractor shall be liable to compensate UNESCO for equipment determined to be damaged or degraded beyond normal wear and tear.

11. COPYRIGHT, PATENTS AND OTHER PROPRIETARY RIGHTS
UNESCO shall be entitled to all intellectual property and other proprietary rights including but not limited to patents, copyrights, and trademarks, with regard to products, or documents and other materials which bear a direct relation to or are produced or prepared or collected in consequence of or in the course of the execution of this Contract. At UNESCO’s request, the Contractor shall take all necessary steps, execute all necessary documents and generally assist in securing such proprietary rights and transferring them to UNESCO in compliance with the requirements of the applicable law.

12. USE OF NAME, EMBLEM OR OFFICIAL SEAL OF UNESCO OR THE UN
The Contractor shall not advertise or otherwise make public the fact that it is a Contractor with UNESCO, nor shall the Contractor, in any manner whatsoever use the name, emblem or official seal of UNESCO, or any abbreviation of the name of UNESCO in connection with its business or otherwise.

13. CONFIDENTIAL NATURE OF DOCUMENTS AND INFORMATION
Drawings, photographs, plans, reports, recommendations, estimates, documents and all other data compiled by or received by the Contractor under this Contract shall be the property of UNESCO, shall be treated as confidential and shall be delivered only to UNESCO authorized officials on completion of work under this Contract. The Contractor may not communicate at any time to any other person, Government or authority external to UNESCO, any information known to it by reason of its association with UNESCO, which has not been made public except with the authorization of UNESCO, nor shall the Contractor at any time use such information to private advantage. These obligations do not lapse upon termination of this Contract.

14. FORCE MAJEURE: OTHER CHANGES IN CONDITIONS
Force majeure, as used in this Article, means acts of God, war (whether declared or not), invasion, revolution, insurrection, or other acts of a similar nature or force, which are beyond the control of the Parties. In the event of and as soon as possible after the occurrence of any cause constituting force majeure, the Contractor shall give notice and full particulars in writing to UNESCO, of such occurrence or change if the Contractor is thereby rendered unable, wholly or in part, to perform its obligations and meet its responsibilities under this Contract. The Contractor shall also notify UNESCO of any other changes in conditions or the occurrence of any event, which interferes or threatens to interfere with its performance of this Contract. The notice shall include steps proposed by the Contractor to be taken including any reasonable alternative means for performance that is not prevented by force majeure. On receipt of the notice required under this Article, UNESCO shall take such action as, in its sole discretion, it considers to be appropriate or necessary in the circumstances, including the granting to the Contractor of a reasonable extension of time in which to perform its obligations under this Contract. If the Contractor is rendered permanently unable, wholly, or in part, by reason of force majeure to perform its obligations and meet its
responsible for the security of its personnel and for the security of its property, and for the full implementation of the Security Plan.

(b) assume all risks and liabilities related to the Contractor’s security, and taking into account the security situation in the country where the services are being provided;
(c) put in place an appropriate security plan and maintain the security plan, taking into account the security situation in the country where the services are being provided;
(d) assume all risks and liabilities related to the Contractor’s property, and for the full implementation of the Security Plan.

UNESCO reserves the right to verify whether such a plan is in place, and to suggest modifications to the plan when necessary. Failure to maintain and implement an appropriate security plan as required hereunder shall be deemed a breach of this contract. Notwithstanding the foregoing, the Contractor shall remain solely responsible for the security of its personnel and for the Security Plan in its custody.

19. CHILD LABOUR

19.1 The Contractor represents and warrants that neither it nor any of its suppliers is engaged in any practice inconsistent with the rights set forth in the Convention on the Rights of the Child, including Article 32 thereof, which, inter alia, requires that a child shall be protected from performing any work that is likely to be hazardous or to interfere with the child’s education, or to be harmful to the child’s health or physical, mental, spiritual, moral or social development.

19.2 Any breach of this representation and warranty shall entitle UNESCO to terminate this Contract immediately upon notice to the Contractor, at no cost to UNESCO.

20. MINES

20.1 The Contractor represents and warrants that neither it nor any of its suppliers is actively and directly engaged in patent activities, development, assembly, production, trade or manufacture of mines or in such activities in respect of components primarily utilized in the manufacture of Mines. The term "Mines" means those devices defined in Article 2, Paragraphs 1, 4 and 5 of Protocol II annexed to the Convention on Prohibitions and Restrictions on the Use of Certain Conventional Weapons Which May Be Deemed to be Excessively Injurious or to Have Indiscriminate Effects of 1980.

20.2 Any breach of this representation and warranty shall entitle UNESCO to terminate this Contract immediately upon notice to the Contractor, without any liability for termination charges or any other liability of any kind of UNESCO.

21. OBSERVANCE OF THE LAW

The Contractor shall comply with all laws, ordinances, rules, and regulations bearing upon the performance of its obligations under the terms of this Contract.

22. AUTHORITY TO MODIFY

No modification or change in this Contract, no waiver of any of its provisions or any additional contractual relationship of any kind with the Contractor shall be valid and enforceable against UNESCO unless provided by an amendment to this Contract signed by the authorized official of UNESCO.

23. SECURITY

The responsibility for the safety and security of the Contractor and its personnel and property, and of UNESCO property in the Contractor’s custody, rests with the Contractor.

The Contractor shall:
(a) put in place an appropriate security plan and maintain the security plan, taking into account the security situation in the country where the services are being provided;
(b) assume all risks and liabilities related to the Contractor’s property, and for the full implementation of the Security Plan.

24. ANTI-TERRORISM

The Contractor agrees to undertake all reasonable efforts to ensure that none of the UNESCO funds received under this Contract are used to provide support to individuals or entities associated with terrorism and that the recipients of any amounts provided by UNESCO hereunder do not appear on the list maintained by the Security Council Committee established pursuant to resolution 1267 (1999). The list can be accessed via http://www.un.org/Docs/sc/committees/1267/1267ListEng.htm. This provision must be included in all sub-contracts or sub-agreements entered into under this Contract.
ANNEX III – Terms of Reference (TOR)

Objectives:

The objective of this consultancy is to, under the auspices of the “Strengthening Pre-service Teacher Education in Myanmar” (STEM) project, work closely with the Ministry of Education and Education College (EC) personnel to strengthen the programmes offered by ECs through the restructuring and redesign of teacher training courses, specifically:

- Reviewing and piloting revised academic subject, training, and co-curricular courses and block teaching experiences on offer in ECs.
- Developing proposals on the structure and schedule for two-year and four-year programmes of initial teacher education at the ECs, including opportunities for practicum teaching.

Background of project:

Through the STEM project, UNESCO, in close partnership with the Ministry of Education in Myanmar, aims to improve the pre-service teacher education system in Myanmar through policy and institutional capacity development in targeted Education Colleges, particularly in the areas of curriculum and pedagogy and education college management with ICT for teaching and learning, professional development and administration as a cross-cutting component.

The government of Myanmar has prioritized teacher education in its education reform efforts, recognizing that improvement in quality of teachers is essential to quality education and positive student learning outcomes.

Pre-service teacher training in Myanmar is delivered through 21 Education Colleges (ECs) under the Department of Educational Planning and Training (DEPT), Ministry of Education. In general, ECs offer four types of teacher education courses, namely: Certificate in Teacher Education (CTEd), Diploma in Teacher Education (DTEd), Diploma in Teacher Education Competency (DTEC) and Correspondence Course to train as many as 11,000 new teachers for primary and middle schools annually.

Recently, the Ministry of Education has been moving away from the one year CTEd course, encouraging students to continue to a second year to earn the DTEd. There are also ongoing policy discussions around upgrading ECs to be able to offer a four-year education degree and introducing competency-based training for teachers.

In addition to the ECs, there are two Institutes of Education (IOEs) under the Departments of Higher Education (Lower and Upper Myanmar) and the University for the Development of National Races under the Ministry of Border Affairs. IOEs offer a Bachelor’s Degree in Education (BEd), which qualifies graduates to become middle school teachers who can then, after two years of experience, apply for high school teaching positions.

A number of challenges facing Education Colleges in Myanmar have been identified through the Government of Myanmar’s Comprehensive Education Sector Review (CESR) and Education Promotion Implementation Committee (EPIC) reform processes, including:

- an over-crowded and over-generalized curriculum that leaves little to no opportunity for specialization;
- a need to move from a theoretical, memorization-based approach to pedagogy to a practical, learner-centred programme that provides real classroom experience for teacher trainees;
- poor facilities and equipment, particularly in terms of ICT for education;
- a lack of supervision and mentoring during practice teaching experiences and for beginning teachers; and
- concerns among teachers as to their status, deployment, turnover and career paths.

The STEM project seeks to respond to these challenges with an emphasis on strengthening capacity for improved curricula, pedagogy, use of ICT, and management practices in target ECs.
Tasks to be performed and expected output:

A detailed approach and methodology to accomplishing the below tasks within 8 months (approximately 35 weeks) of the contract date should be included in the technical proposal. Some activities can be undertaken concurrently, and the workplan included in the technical proposal must indicate suggested timings of activities and outputs.

1. Review the pre-service teacher education curriculum, including learning objectives, content, teaching methodology and pedagogy, assessment practices, and instructional materials in Myanmar’s EC for all programmes: the Certificate in Teacher Education (CTEd), Diploma in Teacher Education (DTEd), Diploma in Teacher Education Competency, Pre-service Primary Teacher Training (PPTT), and Correspondence courses. Amidst moves towards combining the one year CTEd and second year DTEd into a cohesive two-year programme, the review should focus on the 17 training, academic, and co-curricular courses in the CTEd and the 18 training, academic, and co-curricular courses in the DTEd with in-depth analysis of the gaps in subject content and pedagogical/methodological content.

2. Working closely with an MoE-appointed EC curriculum team and the STEM curriculum technical adviser and project staff, prepare a curriculum framework for a cohesive two year Diploma for initial training and qualification of primary school teachers, middle school teachers, and secondary school teachers, including required school experience/practicum.

3. In collaboration with the MoE and the STEM project team, design and pilot selected new and revised subject and pedagogical course content for integration into the two-year Diploma course.

4. Review the structure of pre-service teacher education programmes in Myanmar, including an analysis of course hours/timing and the role and supervision of practicum teaching experiences, and develop a plan for upgrading to four-year programmes of initial teacher education in Myanmar’s ECs.

5. Carry out a survey of teacher educator capacity based on the curriculum framework and devise a staff development plan to support implementation of the new Education College curriculum.

6. Working closely with the STEM project team and MoE, develop and pilot modules to train teacher educators on teaching pedagogy and methodology, new course content, and curriculum development.

The following outputs are expected from the assignment:

- In-depth curriculum review (report)
- Curriculum framework for two year Diploma for initial training and qualification of primary school teachers, middle school teachers, and secondary school teachers (report)
- Proposal for new structures of degree programmes (report)
- Capacity development plan for teacher educators (report)
- Revised course content (pilot training)
- Training modules for teacher educators (pilot training)
- Orientation/dissemination workshops for MoE officials (workshop)

Please refer to ANNEX I – Instructions to Offerors for guidelines and instructions on the preparation, clarification, and submission of Proposals. At minimum, technical proposals should include the following:

1. Description of the firm/institution and its qualifications: Please include evidence to support that mandatory and desirable requirements, as outlined below, are met. This evidence should include record of international education development experience, references of previous clients, and at least one sample of previous work related to teacher education development.
2. Proposed Approach, Methodology, Timing and Outputs: The proposal should consider the key activities as per TOR based on the Firm/Institution's own interpretation as well as strategies in achieving the expected outcomes and stakeholders to be involved in the different activities. The proposal should include realistic workplan with specific treatment of key deliverables and priorities and also clear repartition of tasks amongst team member

3. Proposed Personnel: Please include CVs for all personnel.

A separate price proposal, providing a detailed cost breakdown, is also required as per ANNEX V -- Price Schedule Form and must be submitted separately from the technical proposal.

Purchases:

Costs associated with running the pilot training courses, such as printing, office supplies, and any required hardware, should be included in the price proposal.

Reports:

As indicated in the outputs section above, the consultancy team should submit the outputs to UNESCO in the following form, according to the timeline agreed upon in the workplan:

1. Report: In-depth curriculum review
2. Report: Curriculum framework for two year Diploma for initial training and qualification of primary school teachers, middle school teachers, and secondary school teachers
3. Report: Proposal for new structures and content of degree programmes
4. Report: Capacity development plan for teacher educators
5. Training Modules: Revised course content
6. Training Modules: Capacity building for teacher educators in curriculum and pedagogy
7. Outcome Report: Orientation/dissemination workshops for MoE officials

Inputs:

While on missions in Myanmar, the consultancy team will have the support of a UNESCO National Project Officer and International Programme Specialist, who will assist with coordination and facilitation of field missions and data collection with the Ministry of Education and Education College administration. UNESCO will also provide relevant background documents and available datasets. UNESCO will not be able to provide office space for the consultancy team.

The consultancy team will work closely with the Ministry of Education, Department of Educational Planning and Training (DEPT) and Education College personnel on this project, particularly in the development of new and revised courses of study, as well as the STEM Technical Adviser for Curriculum and Pedagogy.

It is highly recommended that the consultancy team consist of 2-3 senior-level experts with significant experience in international education development and, more particularly teacher education, including curriculum development and pedagogical training, as well as the necessary support staff to assist with analysis and reporting.

Qualifications/ experience:

- The Firm/Institution must have at least five years of prior experience successfully implementing international projects.
- Demonstrated experience reviewing teacher training curriculum and developing training modules is desirable, supported by the successful implementation of minimum three international projects in the field of teacher education.
- Knowledge and understanding of the UNESCO and/or UN system, including the World Bank Group, supported by two good references is a strong asset.
- Strong technical skills of analysis and excellent written and oral communication and report writing skills in English are required.
• Senior team members must have an advanced university degree in education and/or a related field and at least 10 years of international education development experience; it is highly desirable that at least 3-4 for those references be directly related to teacher education, including teacher training curriculum review and course development. At least 2 to 3 prior work experiences with the UN is an asset.

• Junior team members must have an advanced university degree and approximately 5 years of experience in international education programming; it is highly desirable for team members to have at least 2 to 3 prior working experiences directly related to teacher education as well as experience with the UN supported by 1 to 2 references.
ANNEX IV – Proposal Submission Form

TO: UNESCO – Yangon Head of Office
UN Building, No. 6 Natmauk Road
Tamwe Township, Yangon
Myanmar
SEALED PROPOSAL - DO NOT OPEN
Ref: RFP/Yangon/01-15

To form an integral part of your technical proposal

Dear Sir / Madam,

Having examined the Solicitation Documents, the receipt of which is hereby duly acknowledged, we, the undersigned, offer to provide Professional Services for the sum as may be ascertained in accordance with the Price Schedule attached herewith and made part of this Proposal.

We undertake, if our Proposal is accepted, to commence and complete delivery of all services specified in the contract within the time frame stipulated.

We agree to abide by this Proposal for a period of 90 days from the Proposal Closing Date as stipulated in the Solicitation Documents, and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

We understand that you are not bound to accept any Proposal you may receive.

Name of Bidder:
Address of Bidder:

Authorised Signature:

Name & title of Authorised Signature:
Date:
ANNEX V – Price Schedule Form

GENERAL INSTRUCTIONS

1. The Bidder is asked to prepare the Price Schedule as a separate envelope from the rest of the RFP response as indicated in paragraph 14 (b) of the Instructions to Offerors.

2. All prices/rates quoted must be exclusive of all taxes, since the UNESCO is exempt from taxes as detailed in Annex II, Clause 18.

3. The Price Schedule must provide a detailed cost breakdown. Provide separate figures for each functional grouping or category. If the contractor is required to travel in order to perform the work described in the TOR, a lump sum must be included in the total amount or to be listed separately. No travel shall be reimbursed.

4. It is the policy of UNESCO not to grant advance payments except in unusual situations where the potential contractor whether a private firm, NGO or a government or other entity, specifies in the proposal that there are special circumstances warranting an advance payment. UNESCO, at its discretion, may however determine that such payment is not warranted or determine the conditions under which such payment would be made.

Any request for an advance payment is to be justified and documented and must be submitted with the financial proposal. This justification shall explain the need for the advance payment, itemise the amount requested and provide a time-schedule for utilisation of said amount.

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