REQUEST FOR PROPOSAL – RFP
Services

Ref: RFP/IQE/2020/1
(Please quote this UNESCO reference in all correspondence)

Date 17 August 2020

Dear Sir/Madam,

You are invited to submit an offer for [the development of a regional ECCE teacher training handbook including pre-service training modules on social emotional learning (SEL)] 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
Annex VI Vendor Information Form

Your electronic offer should reach the following address no later than: 7 September 2020 17:00 hrs, Bangkok time.

Email Address: iqe.bgk@unesco.org

Without any copy to any other e-mail addresses. Offers addressed at any other e-mail accounts will be disqualified - (File size maximum 10 MB).

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 firm/institution 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 Maki Hayashikawa at m.hayashikawa@unesco.org.

For and on behalf of UNESCO
Ms. Maki Hayashikawa/Chief, Section for Inclusive Quality Education/UNESCO Bangkok
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.

2. Eligible bidders

Bidders 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.

This bid is open to all national and international suppliers who are legally constituted, can provide the requested services.

Bidders are ineligible if at the time of submission of the offer:

(a) The bidder is on the exclusion list published on the global portal for suppliers of the United Nations Organization, (http://www.ungm.org) due to fraudulent activities.

(b) The name of the bidder appears on the Consolidated United Nations Security Council Sanctions List which includes all individuals and entities subject to sanctions measures imposed by the Security Council.

(c) The bidder is excluded by the World Bank Group.

3. Fraud and corruption

UNESCO requires that bidders, contractors and their subcontractors adhere to the highest standard of moral and ethical conduct during the procurement and execution of UNESCO contracts and do not engage in corrupt, fraudulent, collusive, coercive or obstructive practices.

For the purpose of this provision such practices are collectively referred to as “fraud and corruption”:

- “Corrupt practice” is the offering, giving, receiving or soliciting, directly or indirectly, an undue advantage, in order that the person receiving the advantage, or a third person, act or refrain from acting in the exercise of their official duties, or abuse their real or supposed influence;

- “Fraudulent practice” is a knowing misrepresentation of the truth or concealment of a material fact aiming at misleading another party in view of obtaining a financial or other benefit or avoiding an obligation, or in view of having another party act to their detriment;

- “Collusive practice” means an arrangement between two or more parties designed to achieve an improper purpose, including influencing improperly the actions of another party;

- “Coercive practice” means impairing or harming, or threatening to impair or harm, directly or indirectly, any party or the property of the party to influence improperly the actions of a party.

- “Obstructive practice” means acts intended to materially impede the exercise of UNESCO’s contractual rights of audit, investigation and access to information, including destruction,
falsification, alteration or concealment of evidence material to a UNESCO investigation into allegations of fraud and corruption.

- “Unethical practice” means conduct or behaviour that is contrary to Staff or Supplier codes of conduct, such as those relating to conflict of interest, gifts, hospitality, postemployment provisions, abuse of authority and harassment.

UNESCO expects that all suppliers who wish to do business with UNESCO will embrace the United Nations Supplier Code of Conduct

UN Agencies have adopted a zero tolerance policy on gifts and therefore, it is of overriding importance that UNESCO staff should not be placed in a position where their actions may constitute or could be reasonably perceived as reflecting favourable treatment of an individual or entity by accepting offers of gifts, hospitality or other similar favours. Vendors are therefore requested not to send or offer gifts or hospitality to UNESCO personnel.

UNESCO will:

- Reject a proposal to award a contract if it determines that a vendor recommended for award has engaged in fraud and corruption in competing for the contract in question.
- Cancel or terminate a contract if it determines that a vendor has engaged in fraud and corruption in competing for or in executing a UNESCO contract.
- Declare a vendor ineligible, either indefinitely or for a stated period of time, to become a UN registered vendor if it at any time determines that the vendor has engaged in fraud and corruption in competing for or in executing a UNESCO contract.

Any concern or evidence that corruption or fraud may have occurred or is occurring related to a UNESCO contract shall be forwarded to the Office of Internal Oversight. Please refer to how-to-report-fraud-corruption-or-abuse.

4. 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

5. 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.

6. 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.

7. 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.

8. 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.

9. 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 10 & 11;

10. Proposal Form - Presentation of the technical proposal

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

10.1. 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 technical 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.

10.2. 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.

10.3. 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.

11. 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.

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

13. 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.

14. 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.

15. 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

16. 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 17 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 10 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.

17. 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.
18. 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.

19. 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

20. 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.

21. 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.

22. 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 material 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.

23. 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).
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>200</td>
<td>A  B  C</td>
</tr>
<tr>
<td>2. Proposed Work Plan and Approach</td>
<td>400</td>
<td></td>
</tr>
<tr>
<td>3. Personnel</td>
<td>100</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</th>
<th>Points Obtainable</th>
<th>Name of Firm / Institution</th>
</tr>
</thead>
<tbody>
<tr>
<td>Financial Proposal</td>
<td>300</td>
<td>A  B  C</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: \[\text{Amount of points} = \frac{\text{lowest price}}{\text{other price}} \times \text{total points obtainable for financial proposal}\]

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: \(\frac{a}{b} \times 300\) i.e. \(\frac{10,000}{15,000} \times 300 = 200\) points)

**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  B  C D</td>
</tr>
<tr>
<td>Sub-total Financial Proposal</td>
<td>300</td>
<td></td>
</tr>
<tr>
<td><strong>Total 1000</strong></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

F. AWARD OF CONTRACT

24. 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 or Offerors 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.
25. Purchaser’s right to vary requirements at time of award and to negotiate

UNESCO reserves the right at the time of award of contract to increase or decrease by up to 20% the quantity of services and goods specified in the RFP without any change in hourly/daily or any other rates or prices proposed by the Bidders or other terms and conditions.

UNESCO reserves the right to undertake further negotiations on the proposed offer.
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 provision 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 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;
Accordingly, the Contractor authorizes UNESCO to deduct from any such dispute, controversy or claim between the Parties, unless the Contractor has consulted with UNESCO before the adjudication of any such controversy, claim or dispute. This provision must be included in all sub-contracts or sub-agreements entered into under this Contract.
ANNEX III – Terms of Reference (TOR)

Development of a regional ECCE teacher training handbook including pre-service training modules on social emotional learning (SEL)

1. Background and Justification:

Quality Early Childhood Care and Education (ECCE) can break the vicious cycle of poverty, inequality and social exclusion by preparing children to begin their lifelong journey of learning and development with strong minds and bodies, better skills, and confidence. Focusing on the development and increasing the understanding of social and emotional learning (SEL) competencies can help teachers, practitioners as well as policy makers navigate the varied and complex causes of educational inequity and work to close these gaps. Unlike traditionally prioritized cognitive skills such as learning literacy or numeracy, SEL is a process in learning a variety of non-cognitive skills and developing knowledge in managing emotions, building resilience, setting goals and caring for others - essential for a child’s holistic development.

UNESCO Bangkok is implementing the “Empowering ECCE Teachers with a Transformative Vision of Education” project with financial support of the Japanese Funds-in-Trust. This project aims to empower ECCE teachers to assume active roles in promoting positive social behaviors through social and emotional learning (SEL), and it is part of on-going efforts of UNESCO Bangkok in terms of advocacy and technical assistance to strengthen the capacities of education stakeholders to promote the equity and quality of ECCE across the Asia-Pacific region. As part of the project, the literature review was conducted and draft conceptual framework of the forthcoming regional ECCE teacher training handbook was developed. A virtual regional experts meeting was organized on 24-25 June 2020 the conceptual framework has been finalized based on the feedbacks. The final conceptual framework identified four main programme thematic areas (1. Self-care, 2. SEL for and with Children, 3. SEL Contexts and Culture and 4. SEL Evaluation/Assessment Measures) and 11 sub-thematic areas.

2. Objectives:

- To develop a regional ECCE teacher training handbook including pre-service training modules on social emotional learning (SEL)

3. Outputs or Deliverables:

The following outputs are expected from the assignment and should be in English as follows:

1. Draft regional ECCE teacher training handbook by 10 November 2020

2. Draft eleven (11) pre-service modules on social emotional learning (SEL) by 20 December 2020

3. 1st revised regional ECCE teacher training handbook including pre-service training modules on SEL by 1 February 2021

4. 2nd revised regional ECCE teacher training handbook including pre-service training modules on SEL by 15 March 2021

5. Final regional ECCE teacher training handbook including pre-service training modules on SEL by 15 April 2021
4. Activities:

The proposal should include a detailed timeline up to the completion of the entire project. A detailed approach to accomplishing the below tasks within 7 months (approximately 28 weeks from 1 October 2020 to 15 April 2021, tentatively) 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. In carrying out the following activities, the consultancy team should refer to the Conceptual Framework provided in ANNEX VII.

1. Prepare a draft regional ECCE teacher training handbook (no more than 20 pages without annexes);

2. Prepare draft eleven (11) pre-service modules on social emotional learning (SEL) based on the sub-thematic areas: 1) Emotional Skill Instruction/ Emotional Regulation, 2) Mindfulness and Stress Reduction Practices, 3) Caring, Empathy and Compassion Practices, 4) SEL Science, 5) SEL Environment Skills and Strategies, 6) SEL Adult Competencies, 7) SEL integration with routines and academic areas, 8) SEL Competencies for young children, 9) SEL SAFE teaching, 10) Cultural Responsiveness and 11) SEL Programme Quality/ Climate/ Teacher SE Competencies/ Child Observation Records;

3. Provision of clarifications and gathering of inputs from the advisory group;

4. Revision of draft regional ECCE teacher training handbook including pre-service training modules on SEL;

5. Provision of clarifications and gathering of inputs from the advisory group;

6. Revision of final regional ECCE teacher training handbook including pre-service training modules on SEL based on inputs from the advisory group and UNESCO.

5. Inputs:

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 UNESCO Bangkok personnel on this project.

It is highly recommended that the consultancy team consist of 2-3 senior-level experts with significant experience in social emotional learning, more particularly in the fields of education and early childhood development, care and education in Asia-Pacific, as well as the necessary support staff to assist with analysis and reporting.

6. Timing: 1 October 2020 to 15 April 2021, tentatively (7 months).

7. Reporting:

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. Draft regional ECCE teacher training handbook

2. Draft eleven (11) pre-service modules on social emotional learning (SEL)
3. 1st revised regional ECCE teacher training handbook including pre-service training modules on SEL

4. 2nd revised regional ECCE teacher training handbook including pre-service training modules on SEL

5. Draft of financial certificate for the use of UNESCO’s contribution to the entire work assignment

6. Final regional ECCE teacher training handbook including pre-service training modules on SEL

7. Final financial statement including detailed breakdown of expenditure

8. Minimum content of proposals:

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 a record of international education development experience, references of previous clients, and at least one sample of previous work related to education or other social sector policy, planning and finance from an international perspective.

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. The proposal should also include a framework for assessment of both teacher and student SEL skills.

3. Proposed Personnel: Please include CVs for all personnel. The team should combine of a team leader (Lead consultant or senior specialist) and team members.

A separate price proposal, providing a detailed cost breakdown, is also required as per ANNEX V -- Price Schedule Form and must be submitted in separate file from the technical proposal. Costs associated with carrying out the regional study, such as printing, office supplies, and any required hardware, should be included in the price proposal.

9. Eligibility/qualification/experience requirements: (to be aligned with the weighted evaluation criteria reflected in summarized evaluation table see clause 23 of Annex I):

- The firm/institution must have minimum 7 years of related professional experience in UN programme and project evaluation at international level. Extensive experience in Early Childhood Care and Education (ECCE) in Asia-Pacific, ECCE policy issues and teacher training/education is an asset (Please indicate all prior projects in previous experience and provide reference).
- The lead consultant and senior members of the team from the firm/ institution must have an advanced university degree and at least 7 years of professional experience in conducting professional/academic research related to early childhood education, child
development, development studies or social sciences in the Asia-Pacific region. International experience of conducting research in the field of ECCE at the international level is highly desirable. Prior experience in social and emotional learning in early childhood would be preferred. It is highly desirable that at least 3-4 for those references be directly related to education and/or early childhood development, care and education and social emotional learning (SEL). It is desirable that the proposed team leader has at least 3 references relating to teacher training and professional development. At least 2 to 3 prior work experiences with the UN is an asset. Established record of published research in international peer reviewed journals.

- Junior team members must have an advanced university degree and minimum 5 years of experience in a field related to education, early childhood education, child development, development studies or social sciences, especially in the Asia-Pacific region; it is highly desirable for junior team members to have at least 2 to 3 prior working experiences with the UN supported by 1 to 2 references.

- Demonstrated extensive experience in producing high-quality, analytical reports on themes related to social emotional learning, particularly education and early childhood development, care and education.

- Knowledge and understanding of early childhood development, care and education policy issues.

- Experiences in preparing teacher training materials; experiences and knowledge of teacher education and professional development.

- Strong quantitative and qualitative research skills and demonstrated analytical skills.

- Excellent written and oral communication and report writing skills in English.

- Knowledge of and working experiences in education in developing countries, particularly in Asia and the Pacific.
TO: UNESCO
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:
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 16 (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.

<table>
<thead>
<tr>
<th>Description of Activity/Item</th>
<th>No of Consultants</th>
<th>Rate per Day [currency/ amount]</th>
<th>No of man-days</th>
<th>Total [currency/amount]</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Remuneration</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1.1 Services at Home Office</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1.2 Services on site</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Description of Activity/Item</td>
<td>No of Consultants</td>
<td>Rate per Day [currency/ amount]</td>
<td>No of man-days</td>
<td>Total [currency/amount]</td>
</tr>
<tr>
<td>2. Other Expenses</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.1 Travel</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.2 Per Diem Allowances</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.3 Communications</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.4 Reproduction and Reports</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.5 Equipment and other items</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.6 Others (please specify)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
## ANNEX VI – Vendor Information Form

### General Information

<table>
<thead>
<tr>
<th>Company Name:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>City, Country</td>
<td></td>
</tr>
<tr>
<td>Web Site URL:</td>
<td></td>
</tr>
<tr>
<td>Contact Person:</td>
<td></td>
</tr>
<tr>
<td>Title:</td>
<td></td>
</tr>
<tr>
<td>Phone:</td>
<td></td>
</tr>
<tr>
<td>Email Address:</td>
<td></td>
</tr>
</tbody>
</table>

### Expertise of the Bidder

<table>
<thead>
<tr>
<th>Line of Business, area of expertise:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Type of business (manufacturer, distributor, etc):</td>
<td></td>
</tr>
<tr>
<td>Years of company experience:</td>
<td></td>
</tr>
<tr>
<td>Main export countries/area:</td>
<td></td>
</tr>
<tr>
<td>Past Contracts with other UN organizations:</td>
<td></td>
</tr>
</tbody>
</table>

### References: Please provide at least three references including contact details for contracts for similar services to the one requested under this consultancy:

<table>
<thead>
<tr>
<th>Organization Name/Country:</th>
<th>Contact person:</th>
<th>Telephone:</th>
<th>Email:</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
ANNEX VII – The Conceptual Framework

Please find the conceptual framework at:

https://www.dropbox.com/s/dwogpgh0fb19d6o/SEL%20Conceptual%20Framework_Preservice%20Teachers_Final%20Version%2009082020.pdf?dl=0