CALL FOR CONSULTANCY (Institution/Organization only)

UNESCO Bangkok
Asia-Pacific Regional Bureau for Education

Terms of Reference

Development of digital e-books in ethnic minority languages for ethnolinguistic minority children in Cambodia, Lao PDR, Myanmar and Timor Leste

Organizational Unit: UNESCO Bangkok Office, Section for Inclusive Quality Education

Type of contract: Contract for Services (Institution/Organization)

Duration: 15 November 2020 to 15 June 2021

Application Deadline: 28 October 2020, 17:00 hrs Bangkok time

1. Background:

The COVID-19 pandemic has exacerbated pre-existing inequalities, exposing vulnerabilities in social, political and economic systems which are in turn amplifying the lifelong impacts of the pandemic. With many countries adopting remote learning practices to reduce the learning disruption, children from ethnolinguistic communities are facing even greater challenges including digital exclusion and the risk of being left behind due to the absence of access to internet, accessible materials and support.

UNESCO, UNICEF and the World Bank launched a joint project “Accelerated Funding to Strengthen GPE’s Global and Regional Response to the COVID-19 Pandemic,” with financial support from the Global Partnership for Education (GPE), to ensure continuity of learning for marginalized children through the development, dissemination and delivery at scale of new and existing global and regional learning continuity approaches in response to the COVID-19 crisis. Against the background of the COVID-19 pandemic and in view of the crucial importance of digital learning materials for distance learning/or continuity of learning for ethnolinguistic minority children, the Asia-Pacific Multilingual Education Working Group is engaging a contractor to develop open source digital e-books on the Bloom Library platform in ethnic minority languages accessible to ethnolinguistic minority children in Cambodia, Lao PDR, Myanmar and Timor Leste.

3. Work Assignment

Under the overall authority of the Director of the UNESCO Asia and Pacific Regional Bureau for Education, Bangkok, and the direct supervision of the Chief of Section for Inclusive Quality Education (IQE) with technical inputs from the Asia Pacific Multilingual Education Working Group, the contractor will:

1. Prepare a brief workplan that includes 1) a proposed process either converting existing materials into digital format and/or creating new materials for digital format and 2) a distribution strategy for making the materials available to community members (in digital and, if applicable, printed form);
2. Compile and review existing online/digital e-books in the ethnolinguistic minority language(s) and conduct gap analysis on existing digital e-books in ethnolinguistic minority language(s) in Cambodia, Lao PDR, Myanmar and Timor Leste;

3. Prepare and propose a list of materials to be developed and/or converted into digital format (minimum total 100 books);

4. Gather input from the Project Team;

5. Revise draft text and illustration of reading materials based on Project Team input;

6. Convert reading materials into digital format using the Bloom platform;

7. Gather input from the Project Team;

8. Finalize reading materials and upload them to the Bloom Library for public access

9. Upload .pdf copies of or otherwise link all e-books to the Asia-Pacific Multilingual Education Working Group platform; and

10. Attend a regional webinar organized by the Asia-Pacific Multilingual Education Working Group (TBC 2021) to share experiences in developing e-books.

4. Deliverables, timeframe and payment schedule

All deliverables shall be submitted to UNESCO in the respective languages. Translation of minority materials is not required, as long as the project facilitators verify that they are free from political, religious, racist or otherwise controversial content that would not align with the spirit of the UN Declaration of Human Rights, the Convention on the Rights of the Child, and acknowledged child protection practices. The final copies should reflect the editorial input of the project team and/or community stakeholders — not just a single author. The assignment should be carried out during the period from 15 November 2020 to 15 June 2021, with the project final webinar date TBD. The contractor is expected to submit following deliverables, electronically, to UNESCO according to the timeframe below, after which payment will be processed:

<table>
<thead>
<tr>
<th>No.</th>
<th>Deliverables</th>
<th>Latest date for submission</th>
<th>Payment</th>
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<tbody>
<tr>
<td>1</td>
<td>● A workplan with proposed process for converting existing materials into digital format and/or creating new materials for digital format, including mechanism for review/revision by the project team and distribution strategy (in digital and additionally, if applicable, printed form)</td>
<td>30 November 2020</td>
<td>20%</td>
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<td></td>
<td>Description</td>
<td>Due Date</td>
<td>Percentage</td>
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<tr>
<td>2</td>
<td>A list of existing online/digital e-books in the ethnolinguistic minority language(s) in Cambodia, Lao PDR, Myanmar and Timor Leste</td>
<td>30 January 2021</td>
<td>-</td>
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<td></td>
<td>A list of proposed materials to be developed/translated/converted into digital format (minimum total 100 books)</td>
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<td>3</td>
<td>Draft copies of digital e-books</td>
<td>1 May 2021</td>
<td>50%</td>
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<tr>
<td>4</td>
<td>Final copies of digital e-books</td>
<td>15 June 2021</td>
<td>30%</td>
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5. **Eligibility/qualification/experience requirements:**

The contractor must have minimum 5 years of related professional experience in inclusive education (IE), especially with ethnolinguistic minority children in Asia-Pacific and reading materials development.

Qualifications and skill of the lead consultant of the firm/institution which would be considered as assets include:

- Demonstrated extensive experience and knowledge in producing high-quality learning/reading materials for ethnolinguistic minority children at primary-level (minimum 2 projects).
- Demonstrated experiences in producing learning/reading materials using the BLOOM platform (minimum 2 projects).
- Excellent written and oral communication and report writing skills in English.
- Knowledge of local language(s) in Cambodia, Lao PDR, Myanmar, Timor Leste, or other GPE partner countries in Asia-Pacific is an asset.
- Knowledge of and working experiences in education in developing countries, particularly in Cambodia, Lao PDR, Myanmar, Timor Leste, or other GPE partner countries in Asia-Pacific is an asset.

6. **Submission of Expression of Interest**

Interested institutions are invited to submit to UNESCO Bangkok Office the specific requirements as stated below:

- An expression of interest to undertake the assignment in writing;
- An up-to-date CV stating details of educational qualifications, work experience including prior experience of similar work (e.g., developing digital e-books in ethnic minority languages), and contact details;
- A list of past similar work or publications written by the applicant (independently or as a team member) with hyperlinks to access such papers if they are available online, or samples of such papers if they are only available offline;

- A brief technical proposal discussing the approach/methodology that will be adopted in carrying out the tasks in the TOR and including the detailed work plan;

- A financial proposal showing the budget breakdown/rate per day per unit, etc.

The expression of interest must be received by email at iqe.bgk@unesco.org no later than **17:00 hrs on Friday 28 October 2020 (Bangkok time)**. Only complete applications submitted before the deadline will be considered.