

## REQUEST FOR PROPOSAL – RFP Services

**Ref: YGN/ED/ESPIG/RFP/2025/11**

Date 10 June 2025

Dear Sir/Madam,

We invite you to submit a proposal to provide continued and quality learning for teachers in Myanmar through the development of online learning courses. The objective is to create educational videos in Myanmar language based on existing video scripts as part of the digital transformation process. The project timeline will span from August 2025 to November 2025, aligning with the current solicitation document.

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

Annex I	<a href="#">Instructions to Offerors</a>
Annex II	<a href="#">General Conditions of Contract</a>
Annex III	<a href="#">Terms of Reference (TOR)</a>
Annex IV	<a href="#">Proposal Submission Form</a>
Annex V	<a href="#">Price Schedule Form</a>
Annex VI	<a href="#">Vendor Information Form</a>

### Electronic submission modality

Your electronic offer comprising of (1) technical proposal and (2) financial proposal to be submitted in two separate emails, (please refer to the submission procedure detailed in **Annex I/Section D. Submission of proposals**), shall reach us **no later than 24 June 2025 16:00 hours, Yangon, Myanmar time** at the following email address **[\[yangon@unesco.org\]](mailto:yangon@unesco.org)** without copying any other e-mail addresses. Offers addressed at any other e-mail accounts will be disqualified. Maximum single email size 10MB.

- 1) Technical offer should be sent to the following email, with the mention “**Technical Proposal - YGN/ED/ESPIG/RFP/2025/11**” in subject.
- 2) Financial offer should be sent to the following email, with the mention “**Financial Proposal - YGN/ED/ESPIG/RFP/2024/11**” in subject.  
**Financial Proposal MUST be password protected.**

### UNESCO Regional Office in Bangkok

Email address: [yangon@unesco.org](mailto:yangon@unesco.org)

Reference: YGN/ED/ESPIG/RFP/2025/11

Closing Date and Time: **24 June 2025 – 16:00 (Yangon time)**

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 organization 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 [at yangon@unesco.org](mailto:yangon@unesco.org).

## ANNEX I – Instructions to Offerors

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*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 these 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, international organizations **and interested entities** 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 organization 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 organization and its qualifications**

##### **(a) Management Structure**

This Section should provide institutional orientation to include organization'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 offeror must have at least three years of experience in related fields as outlined in the required qualification section of the organization in Annex III.

The organization 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 organization'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 organization 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. Electronic Submission

The Offeror shall submit electronically the technical and financial proposal in two separate emails no later than no later than: **23 June 2025 16:00 hrs, Yangon time**, as detailed below:

The proposal shall:

- (a) Be addressed to UNESCO at the email address given in the cover page of these Solicitation documents; and make reference to the "subject" indicated, and a statement in the body of the email :  
**"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 emails corresponding to the technical proposal and the financial proposal shall indicate the Reference of the RFP, Technical or Financial Proposal and name of the bidder in the subject line. In addition:
  1. The first email and corresponding Technical Proposal PDF file (to contain the information specified in Clause 10 above and in the TORs) shall be marked:  
**"TECHNICAL PROPOSAL\_YGN/ED/ESPIG/RFP/2025/11\_ [Bidder's Name]"**
  2. The second email and corresponding **Financial Proposal PDF file** (to include the Price Proposal duly identified as such) shall be marked:  
**"FINANCIAL PROPOSAL\_YGN/ED/ESPIG/RFP/2025/11\_ [Bidder's Name]"**

**Financial Proposal MUST be password protected. The authorized UNESCO officer will contact the bidders that pass the qualifying technical score for the password to open the Financial Proposal.**

**Proposals addressed or copied to any other email accounts than [\[yangon@unesco.org\]](mailto:yangon@unesco.org) will be disqualified.**

**FILE FORMAT: PDF**

**SUBMISSION EMAIL:** To be submitted only to: [yangon@unesco.org](mailto:yangon@unesco.org)

It should also be noted that all files together should not exceed **10MB per email** with the possibility of sending several emails.

If the proposal consists of large file, it is recommended that these files be sent in separate emails prior to submission deadline.

All files must be free of viruses and not corrupted.

File sharing web tools similar/ equivalent to Dropbox or WeTransfer will **NOT** be accepted.

Note: If the attachments are not 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, [the detailed minimum requirements for Eligibility/qualification/experience requirements are outlined in Annex III], 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).

## ANNEX III – Terms of Reference (TOR)

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### I. Background:

Under the Global Partnership for Education (GPE) Education Sector Programme Implementation Grant (ESPIG), UNESCO is implementing activities towards the attainment of the undermentioned three (3) outcome areas.

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

UNESCO, through the Education Sector Programme Implementation Grant (ESPIG) project, continues this effort addressing the needs for both pre-and in-service teacher education under ESPIG Outcome Area 2: Ensuring quality teaching and learning for children and youths in Myanmar by strengthening the capacities of education staff and fostering context-responsive, equity-focused learning resources and modalities adapted to the evolving situation. As an effort to deliver quality teacher education, UNESCO brings Myanmar Teacher Platform (MTP; [www.mmteacherplatform.net](http://www.mmteacherplatform.net)) to offer continuous learning for educators, learners and other interested parties to access quality learning materials, videos and other resources in a safe and secure environment and provide online courses by themes.

Through ESPIG project, UNESCO Antenna Office in Yangon is now seeking a potential service provider to create education videos in Myanmar language based on the existing video scripts as part of digital transformation process.

### II. Objective

The objective of the work assignment is to create educational videos in Myanmar language based on existing video scripts as part of the digital transformation process. These videos aim to:

- Enhance educators' understanding of essential concepts and effective teaching strategies across various subjects including Social Studies, History, Geography, Economics, Science, Physics, Chemistry and Biology.
- Develop and deliver inclusive, engaging lessons that cater to diverse learning needs, ensuring all students are actively involved and motivated.
- Utilize digital tools and platforms to enrich the teaching and learning experience, making education more interactive and accessible.
- Equip educators with the competencies needed to improve the quality of teaching and learning in Myanmar, supporting the broader objectives of the UNESCO ESPIG project.

### III. Work Assignment:

The Contractor will perform the tasks under the overall authority of the Regional Director of UNESCO Regional Office in Bangkok (hereinafter called UNESCO), the direct supervision of the Head of Office of UNESCO Antenna office in Yangon and in close collaboration with the ESPIG project team, the Contractor will undertake the following responsibilities.

*Creation of engaging Year 3 educational videos for*

- Social Studies (approximately 13 videos)
- History (approximately 13 videos)



- Geography (approximately 13 videos)
- Economics (approximately 13 videos)
- Science (approximately 13 videos)
- Chemistry (approximately 13 videos)
- Physics (approximately 13 videos)
- Biology (approximately 13 videos)

The total number of videos is estimated for each subject. There will be a total of 104 videos, with a maximum length of 6 minutes per video.

The contractor will undertake the following responsibilities to create educational videos as part of digitizing Year 3 Pre-service Teacher Education Curriculum Materials

1. Provide video editing/production service by following the requirements listed below:
  - a) Meet with the UNESCO team and technical expert to fully understand the concept and scope of the educational videos. Obtain accurate data and course content/scripts necessary for the video creation process;
  - b) Streamline UNESCO's gender strategy, ensure the Guidelines on Gender-Neutral Language is applied throughout the videos <https://unesdoc.unesco.org/ark:/48223/pf0000377299> and it's advisable to include both male and female in the shooting frame;
  - c) Based on available content and script and aligning with desired objectives and primary target audience, propose a creative concept and prepare an outline for the video. Finalise the concept based on feedback given from UNESCO;
  - d) Propose script and storyboard once the concept and script have been validated by UNESCO. Revise and resubmit as necessary, based on feedback given from UNESCO;
    - a. Avoid including maps (global, regional, country) that could be politically sensitive or that could affect the legal status of any country, territory, city, area, or its authorities, or the delimitation of its frontiers or boundaries;
    - b. Be sensitive to sociocultural differences, political sensitivity, and address these issues properly in the Myanmar context;
  - e) Propose additional relevant photography and/or video footage/illustration/graphic to complete the video where relevant and/or necessary (secure the permission by using Grant of Rights form to be provided by UNESCO);
  - f) Propose a choice of potential narrators for UNESCO's selection (preferably, an audio specialist) and a sample of voice-over work from the past projects and secure the authorization from the narrator on behalf of UNESCO by using the consent form;
  - g) Suggest a choice of background music to UNESCO and obtain necessary usage rights on the final choice (Grant of Rights form to be provided by UNESCO);
  - h) Include the UNESCO video outro: <https://trello.com/c/ieHy4KQR/74-english> if UNESCO is the only party involved in the project;

- i) Use standard video editing software most suitable for the production and finalize in the later stages of development. Recommended software includes Adobe Premiere Pro and Final Cut Pro;
- j) Secure the intellectual property rights using Grant of Rights form when any photo, illustration, music and icon is used as part of video and is not provided by UNESCO;
- k) Ensure that the video is in full compliance with the international copyrights policy to avoid any illegal consequence as outline in the 'general terms and conditions' which annexed in this contract;
- l) Submit the first round of the 104 videos with subtitles in HD SD format with comments and notes (if required) to UNESCO for review and feedback;
- m) Incorporate suggested changes and finalize video subtitles as needed;
- n) Submit ready-to-publish MP4 file (HD format) and the editable source/master file (including video graphic files) of 104 videos for archiving; and
- o) Strictly meet the committed deadline.

2. Provide video editing service for the below list of videos with the following specifications:

- 13 video lessons for Teaching Social Studies
- 13 video lessons for Teaching History
- 13 video lessons for Teaching Geography
- 13 video lessons for Teaching Economics
- 13 video lessons for Teaching Science
- 13 video lessons for Teaching Physics
- 13 video lessons for Teaching Chemistry
- 13 video lessons for Teaching Biology

Item	Technical specifications				
	Ratio	Codec	Frame Rate	Audio bitrate	Video format
HD Video	16:9	H.264	24-30 fps	160-192 kbps	<b>Video format</b> MP4 <b>Video Size</b> 1920x1080 (HD)
SD Video	16:9	H.264	18-20 fps	96-128 kbps	<b>Video format</b> MP4 <b>Video Size</b> 1280x720

3. Strictly treat the videos confidential and the rights of distribution will reside solely with UNESCO.

#### **Submissions and deliverables:**

1. Submit the draft storyboard for the first three subjects to UNESCO for review on or before 10 August 2025.
2. Submit the first round of videos for the first three subjects to UNESCO for review on or before 30 August 2025.

3. Submit the final round of videos for the first three subjects (including source/master file and video graphic file) to UNESCO for approval on or before 15 September 2025.
4. Submit the draft storyboard for the second three subjects to UNESCO for review on or before 20 September 2025.
5. Submit the first round of videos for the second three subjects to UNESCO for review on or before 10 October 2025.
6. Submit the final round of videos for the second three subjects (including source/master file and video graphic file) to UNESCO for approval on or before 21 October 2025.
7. Submit the draft storyboard for the remaining two subjects to UNESCO for review on or before 26 October 2025.
8. Submit the first round of videos for the remaining two subjects to UNESCO for review on or before 20 November 2025.
9. Submit the final round of videos for the remaining two subjects (including source/master file and video graphic file) to UNESCO for approval on or before 31 November 2025.

#### **IV. 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:

- **Proposal including description of the firm/institution and its qualifications:** Please include evidence to support that mandatory and desirable requirement, as outlined below in eligibility/qualification/experience requirements section, are met.
- **Proposed Approach, Methodology, Timing and Outputs:** The technical 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. The proposal should also demonstrate the use of interactive and engaging digital tools, how multimedia content strategies will be utilized effectively to enhance learner engagement. and outline accessibility features for diverse learners, including those with disabilities or limited digital literacy.
- **Samples of previous online courses (with hyperlink).** Evidence of previous work.
- **Estimated level of effort** (level of engagement expressed in man-days estimated for the execution of required services) should be provided in the proposal.
- **Realistic workplan** with specific treatment of key deliverables and priorities as well as clear repartition of tasks amongst team members.
- **Risk Management Plan (RMP)** including identification of risks and mitigation measures to be undertaken for each required deliverable, highlighting specific risks and mitigation strategies for each step of the project.
- **Proposed Personnel:** Please include CVs for all personnel. The offeror must provide at least five (5) technical team members including a project manager/lead (e.g one project manager and four technical 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 separately from the technical proposal sent through a separate email (in a password protected file). Costs associated with carrying out the

development of online course, such as recording, narrator/sign language personnel's fee, printing, office supplies, and any required hardware, should be included in the price proposal.

### **1. Eligibility/qualification/experience requirements:**

Eligible organizations are local and international education service providers, focused on teacher education and have extensive work with pre-service teacher education and continued professional development for educators (teacher educators, teachers, trainers, etc.) and video creation. Organizations must have legal registration to operate as an entity among other requirements. Failure to meet any mandatory criterion will lead to the disqualification of the proposal. Therefore, references should be provided including description of executed projects and contact details such as contact person, telephone and related email. According to the evaluation grid, proposals with additional references/proof of evidence to the minimum requirements shall receive higher scores.

#### **Required Qualifications:**

- Holding the necessary permission/license to provide the services as outlined in these ToR;
- Evidence of previous and current registration or ongoing application registration.
- A good knowledge of pre-service teacher education curriculum in Myanmar and learning needs of the different educators would be a great advantage.
- At least three years of experience in video creation and related fields
- Sufficient technical support for video creation with appropriate experience in education, international development, or a related field.
- Sufficient professionals with excellent communication skills and excellent writing skills
- Excellent project management skills, including the ability to meet the deadline and manage resources effectively.

#### **Desirable Qualifications:**

- Previous experience international organizations, and/or the UN organizations are preferred; and
- Previous experiences in developing pre-service teacher education online courses will be an advantage.

### **Personnel/staff who will implement the activities.**

It is mandatory that the offeror must provide at least five technical team members including a project manager/lead (e.g one project manager and four technical team members). Failure to do so will result in the proposal being disqualified.

#### **Required Qualifications:**

- At least bachelor's degree in a relevant field such as Information Technology, media, graphic design, or communications or equivalent.
- Minimum of 3 years of experience in creating educational videos, including storyboarding, graphic design, animation, and educational video production.
- Strong understanding of video editing software and tools, as well as experience in using sound design and mixing for educational videos.

- Ability to produce high quality content on tight deadlines.
- Ability to edit the video according to the required technical specifications.
- Excellent planning and organizational skills.

Desirable Qualifications:

- Experience working with CSO and /or other UN agencies and INGOs; and
- Experience on creating educational videos/ media related to inclusive education/ special education.