Job Title: Consultant-ICT course Development

Parent Sector : Education Sector (ED)
Duty Station: Yangon
Classification of duty station: [[filter12]]
Standard Duration of Assignement : [[filter13]]
Job Family: Education
Type of contract : Non Staff
Duration of contract : From 7 to 11 months
Recruitment open to : External candidates
Application Deadline (Midnight Paris Time) : 21 May 2024

UNESCO Core Values: Commitment to the Organization, Integrity, Respect for Diversity, Professionalism

BACKGROUND
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 enhance the quality of education delivery, Myanmar Teacher Platform (MTP) has been launched and utilized by many teachers, and educators of different affiliations. MTP offers 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 provides online courses by themes. One of the themes is Information and Communication Technology (ICT) and UNESCO is committed to delivering ICT courses to educators that enable them 1) to develop understanding of digital literacy concepts; 2) to equip with the necessary skills to integrate digital tools into their teaching practices; and 3) to foster a culture of continuous learning and adaptation to technological advancements. Therefore, UNESCO is hiring an Individual Specialist which is responsible for developing five ICT courses aiming at community/volunteer teachers in low resource setting.

Under the overall authority of the Director of UNESCO Regional Office in Bangkok (hereinafter called UNESCO Bangkok), the direct supervision of the Head of UNESCO Antenna Office in Yangon and in close collaboration with Responsible Officer, the Individual Specialist will perform the following tasks:
a.   Discuss with UNESCO education team the contents, objectives and target participants for the following ICT courses:

No.	Proposed Course Titles	Level
1.	Mobile-based Teaching and Learning	Beginner & Intermediate
2.	Interactive Teaching Tools for Engaged Learning	Beginner & Intermediate
3.	Key Principles of Cyber Ethics	Beginner & Intermediate
4.	ICT for Professional collaborative Learning & Peer Support	Beginner & Intermediate
5.	ICT for Continuous Professional Development	Beginner & Intermediate

b.   Review existing ICT courses on Myanmar Teacher Platform (MTP) to map out the course materials and ensure the development of well-aligned courses;
c.   Conduct further research to ensure the proposed course titles, in terms of overarching,

concepts, content, learning activities, teaching and learning strategies and assessment, approaches are contextualized and provide the relevant approaches on developing course contents;

d. Develop five courses (beginner and intermediate level) in Standard English language with B1 level. The course should include lectures, PowerPoint presentations, video scripts, quizzes, and assessments;

e. Revise and finalize the materials of e-learning courses in English and Myanmar incorporating comments provided by UNESCO;

f. Make sure that all the details of Style Manual (2004 version available at https://unesdoc.unesco.org/ark:/48223/pf0000141812) have been adhered such as terminology, abbreviations, acronyms and format of footnotes, etc.;

g. In line with UNESCO's overall gender mainstreaming strategy, ensure the Guidelines on Gender-Neutral Language is applied throughout the courses (https://unesdoc.unesco.org/ark:/48223/pf0000377299);

h. When referring to the region, ensure to avoid using 'in the Asia-Pacific' and 'in Asia Pacific'. Instead, use one of the following terms interchangeably: in the Asia-Pacific region, in Asia and the Pacific, and in Asia-Pacific;

i. Use the proper names and place names that correspond to UNESCO official usage and comply the official names of these following countries (where applicable): Taiwan = Taiwan province of China, Hong Kong = Hong Kong SAR, China, South Korea = Republic of Korea, Vietnam = Viet Nam, Iran = Iran (Islamic Republic of), Laos = Lao PDR. UNESCO member states to be double checked at https://en.unesco.org/countries;

j. Compile a list of tables, figures (including diagram, chart, illustration), photos (including images, cartoons, icons) and other graphic elements from the third party-materials by using a template provided by UNESCO and secure the intellectual property rights by using the "permission consent form" (provided by UNESCO);

k. Ensure that no plagiarized or self-plagiarized material is published without appropriate acknowledgement of the source;

l. Provide a proper credit or citation to the original work of the third-party materials. For any materials created by author, the "Source: author" should be placed underneath aforementioned materials;

m. 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. If the map must be used, seeking DPI/PAX clearance is required (refer to a memo);

n. Ensure that the courses are in full compliance with the international copyrights policy to avoid any illegal consequences as outline in the 'General Terms and Conditions' which annexed in this contract;

o. Communicate with UNESCO on a regular basis to update on the progress of the assignment, Submit the draft courses including those permission form (if any) to UNESCO;

Improve and incorporate suggested changes (if required) and finalize the courses until they are considered as satisfactory;

Deliverables and Timeline:

All deliverables are submitted in English with original, editable files to UNESCO (such as MS-Word, MS-PowerPoint, etc.) and the assigned tasks must be submitted by the following deadlines:

a. The draft concept note and course outlines in Standard English by 14 June 2024.

b. The final version of the concept note and course outlines in Standard English by 21 June 2024.

c. The draft course contents (narrative session) of at least two courses in Standard English by 12 August 2024.

d. The final version of course contents (narrative session) of all five courses in both beginner and intermediate levels in Standard English by 30 September 2024.

e.   The draft PowerPoints and video scripts (all five courses) in Standard English by 31 October 2024.
f.   The final version of PowerPoints and video scripts (all five courses) in Standard English by 29 November 2024.

The Individual Specialist is required to complete the assignment with quality that meets the satisfaction of UNESCO. The deliverables will be reviewed by UNESCO. The Individual Specialist may be requested to re-submit the documents if they are not of satisfactory quality within an agreed timeframe upon receipt of the requests. The deliverables to be submitted in English with original, editable files to UNESCO.

COMPETENCIES (Core / Managerial)
Accountability (C)
Communication (C)
Innovation (C)
Knowledge sharing and continuous improvement (C)
Planning and organizing (C)
Results focus (C)
Teamwork (C)
Professionalism (C)

For detailed information, please consult the UNESCO Competency Framework.

REQUIRED QUALIFICATIONS
Required Qualifications
•   University degree (Bachelor's or higher) in the field of social sciences, development, educational sciences, education or related field;
•   Minimum 5 years of relevant work experience in the field of education and/or training provision;
•   Experience in course design, content development and training manuals;
•   Ability to produce high quality content on tight deadlines;
•   Ability to work with flexibility and collaboration is essential; and
•   Excellent planning and organizational skills.

DESIRABLE QUALIFICATIONS
Desirable qualifications:
•   Master's degree in social sciences, development, educational sciences, or other related discipline;
•   Experience in content development and training manuals in ICT in education; and
•   Previous experience working with UN organizations.

APPLICATION PROCESS
Interested candidates should click on "Apply Now" and complete the Employment History form (Word document) in "Employment History Form / My Documents." Before uploading the document, at the end of the Word document, please insert the extra pages with the following required information. Upload all documents as a single PDF document in place of the Employment History Form.
•   An updated Curriculum Vitae (CV) and a cover letter indicating how your qualifications and experience make you suitable for the assignment.
•   Written technical and financial proposals (in English):
•   Approach and methodology for carrying out the assignment (maximum 4, A4 pages), a workplan and comments on the Terms of Reference, in brief, if any, and
•   The proposed daily or monthly rates or the amount/budget to be charged for the assignment, which should be quoted in USD. Travel expenses should be drawn up separately.
•   Contact details including telephone numbers and email addresses of three referees.
UNESCO places great emphasis on ensuring that the objectives of the work assignment, as described in the Terms of Reference, are met. Accordingly, in evaluating the proposals for the

assignment, attention will focus first and foremost on the technical elements. From those proposals deemed suitable in terms of the criteria in the Terms of Reference, UNESCO shall select the proposal that offers the Organization the best value for money.

Assessment

• Only applications providing the information requested in the application procedure will be considered.

• Evaluation of qualified applicants may include an assessment exercise and a competency-based interview.

Note:

• Due to the large number of applications we receive, we are able to inform only the successful candidate(s) about the outcome or status of the selection process.

• Please submit your application through SuccessFactors.

SELECTION AND RECRUITMENT PROCESS

Please note that all candidates must complete an on-line application and provide complete and accurate information. To apply, please visit the <u>UNESCO careers website.</u> No modifications can be made to the application submitted.

The evaluation of candidates is based on the criteria in the vacancy notice, and may include tests and/or assessments, as well as a competency-based interview.

UNESCO uses communication technologies such as video or teleconference, e-mail correspondence, etc. for the assessment and evaluation of candidates.

Please note that only selected candidates will be further contacted and candidates in the final selection step will be subject to reference checks based on the information provided.

UNESCO recalls that paramount consideration in the appointment of staff members shall be the necessity of securing the highest standards of efficiency, technical competence and integrity. UNESCO applies a zero-tolerance policy against all forms of harassment. UNESCO is committed to achieving and sustaining equitable and diverse geographical distribution, as well as gender parity among its staff members in all categories and at all grades. Furthermore, UNESCO is committed to achieving workforce diversity in terms of gender, nationality and culture. Candidates from non- and under-represented Member States (<u>last update here</u>) are particularly welcome and strongly encouraged to apply. Individuals from minority groups and indigenous groups and persons with disabilities are equally encouraged to apply. All applications will be treated with the highest level of confidentiality. Worldwide mobility is required for staff members appointed to international posts.

UNESCO does not charge a fee at any stage of the recruitment process.