



United Nations
Educational, Scientific and
Cultural Organization

REQUEST FOR PROPOSAL – RFP Services

Ref: RFP/ED/MMR/STEM/01/2020

(Please quote this UNESCO reference in all correspondence)

Date: 10 April 2020

Dear Sir/Madam,

You are invited to submit an offer for the final evaluation of Phase II of the Strengthening Pre-Service Teacher Education in Myanmar (STEM) project.

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 offer comprising of a technical proposal and financial proposal, in two separate electronic files, should **be submitted electronically to yangon@unesco.org without any copy to any other email addresses no later than 5pm, 4 May 2020 (Yangon time). Offers addressed at any other email accounts will be disqualified. It should also be noted that all files together should not exceed 10 MB.**

Closing Date and Time: 5pm, 4 May 2020 (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 company and UNESCO.

You are requested to acknowledge the receipt of this letter and to indicate whether or not you will be submitting a proposal. For this purpose, and for any requests for clarification, please contact:

UNESCO Project Office in Myanmar

No. 8/C, Bogyoke Museum Street,
Natmouk Road, Bahan Township,
Yangon, Myanmar
Email: yangon@unesco.org

For and on behalf of UNESCO

UNESCO Project Office in Myanmar
Ms Min Jeong Kim, Head of Project Office

ANNEX I – Instructions to Offerors

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

A. INTRODUCTION

1. General

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

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.unqgm.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 number or email address 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:

1. company's profile with a copy of a business registration certificate showing year and country of incorporation; and
2. a brief description of activities focusing on services related to the Proposal as well as a list of recent experience in conducting project evaluations related to (a) teacher education; (b) capacity development of government officials/institutions, particularly related to education officials/institutions; and/or projects implemented by UNESCO and/or the UN System including World Bank Group;

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.

The Offeror should 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. In particular, please mention the number of project team members, their qualifications and their roles in the project.

10.2. Proposed Approach, Methodology, Timing and Outputs

This section should demonstrate:

1. the Offeror's responsiveness to the TOR with 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 that you consider necessary to carry out all work required.
2. the Offeror's descriptions of the methodology of how the Offeror will achieve the TOR;
3. the realistic work plan to indicate the necessary timeframe for the completion of the deliverables as specified in the TOR; and

4. a sample or samples of previous outputs of project evaluations, to include the methodology used. Outputs related to evaluation of education projects in developing countries are desirable.

For assessment of the Offeror's 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 TOR, or as you may otherwise believe to be necessary.

10.3. Proposed Personnel

In this section, the Offeror should:

1. 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;
2. identify a team leader with a number of team members to complete the tasks as specified in the TOR; and
3. provide the complete CVs of proposed staff (the team leader and the team members). On the CVs, the academic qualifications, the number and years of previous relevant experience, the descriptions of previous relevant experience and the expertise/expected roles of the proposed staff in the project should be mentioned.

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

Sample: Summary of Technical Proposal Evaluation Forms		Points Obtainable	Name of Firm / Institution		
			A	B	C
1.	Expertise of Firm	120			
2.	Proposed Work Plan and Approach	300			
3.	Personnel	280			
Sub-total for Technical Evaluation		700			

Financial Proposal Evaluation Form

Sample: Summary of Financial Proposal		Points Obtainable	Name of Firm / Institution		
			A	B	C
	Financial Proposal	300			
Sub-total for Financial Evaluation		300			

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: $[\text{Amount of points} = \frac{\text{lowest price}}{\text{other price}} * \text{total points obtainable for financial proposal}]$

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: $a/b * 300$ i.e. $10,000/15,000 * 300 = 200$ points)

Combined Technical and Financial Evaluation Form

Sample: Summary of Financial Proposal Evaluation Forms		Points Obtainable	Name of Firm / Institution			
			A	B	C	D
	Sub-total Technical Proposal	700				
	Sub-total Financial Proposal	300				
Total 1000						

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.

ANNEX II – General Terms and Conditions for Professional Services

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;

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

8.3 Provide that UNESCO shall receive thirty (30) days written notice from the insurers prior to any cancellation or change of coverage. 8.4 The Contractor shall, upon request, provide UNESCO with satisfactory evidence of the insurance required under this Article.

9. ENCUMBRANCES/LIENS

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

10. TITLE TO EQUIPMENT

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

11. COPYRIGHT, PATENTS AND OTHER PROPRIETARY RIGHTS

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

12. USE OF NAME, EMBLEM OR OFFICIAL SEAL OF UNESCO OR THE UN

The Contractor shall not advertise or otherwise make public the fact that it is a Contractor with UNESCO, nor shall the Contractor, in any manner whatsoever use the name, emblem or official seal of UNESCO, or any abbreviation of the name of UNESCO in connection with its business or otherwise.

13. CONFIDENTIAL NATURE OF DOCUMENTS AND INFORMATION

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

14. FORCE MAJEURE; OTHER CHANGES IN CONDITIONS

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

responsibilities under this Contract, UNESCO shall have the right to suspend or terminate this Contract on the same terms and conditions as are provided for in Article 15, "Termination", except that the period of notice shall be seven (7) days instead of thirty (30) days.

15. TERMINATION

Either party may terminate this Contract for cause, in whole or in part, upon thirty days notice, in writing, to the other party. The initiation of arbitral proceedings in accordance with Article 16 "Settlement of Disputes" below shall not be deemed a termination of this Contract. UNESCO reserves the right to terminate without cause this Contract at any time upon 15 days prior written notice to the Contractor, in which case UNESCO shall reimburse the Contractor for all reasonable costs incurred by the Contractor prior to receipt of the notice of termination. In the event of any termination by UNESCO under this Article, no payment shall be due from UNESCO to the Contractor except for work and services satisfactorily performed in conformity with the express terms of this Contract. The Contractor shall take immediate steps to terminate the work and services in a prompt and orderly manner and to minimize losses and further expenditures. Should the Contractor be adjudged bankrupt, or be liquidated or become insolvent, or should the Contractor make an assignment for the benefit of its creditors, or should a Receiver be appointed on account of the insolvency of the Contractor, UNESCO may, without prejudice to any other right or remedy it may have, terminate this Contract forthwith. The Contractor shall immediately inform UNESCO of the occurrence of any of the above events.

16. SETTLEMENT OF DISPUTES

16.1 Amicable Settlement

The Parties shall use their best efforts to settle amicably any dispute, controversy or claim arising out of, or relating to this Contract or the breach, termination or invalidity thereof. Where the parties wish to seek such an amicable settlement through conciliation, the conciliation shall take place in accordance with the UNCITRAL Conciliation Rules then obtaining, or according to such other procedure as may be agreed between the parties.

16.2 Arbitration

Unless, any such dispute, controversy or claim between the Parties arising out of or relating to this Contract or the breach, termination or invalidity thereof is settled amicably under the preceding paragraph of this Article within sixty (60) days after receipt by one Party of the other Party's request for such amicable settlement, such dispute, controversy or claim shall be referred by either Party to arbitration in accordance with the UNCITRAL Arbitration Rules then obtaining, including its provisions on applicable law. The arbitral tribunal shall have no authority to award punitive damages. The Parties shall be bound by any arbitration award rendered as a result of such arbitration as the final adjudication of any such controversy, claim or dispute.

17. PRIVILEGES AND IMMUNITIES

Nothing in or relating to this Contract shall be deemed a waiver, express or implied, of any of the privileges and immunities of UNESCO.

18. TAX EXEMPTION

18.1 Section 7 of the Convention on the Privileges and Immunities of the United Nations provides, *inter-alia*, that UNESCO, is exempt from all direct taxes, except charges for public utility services, and is exempt from customs duties and charges of a similar nature in respect of articles imported or exported for its official use. In the event any governmental authority refuses to recognize the UNESCO exemption from such taxes, duties or charges, the Contractor shall immediately consult with UNESCO to determine a mutually acceptable procedure.

18.2 Accordingly, the Contractor authorizes UNESCO to deduct from the Contractor's invoice any amount representing such taxes, duties or charges, unless the Contractor has consulted with UNESCO before the payment thereof and UNESCO has, in each instance, specifically authorized the Contractor to pay such taxes, duties or charges under protest. In that event, the Contractor shall provide UNESCO with written evidence that payment of such taxes, duties or charges has been made and appropriately authorized.

19. CHILD LABOUR

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

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

20. MINES

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

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

21. OBSERVANCE OF THE LAW

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

22. AUTHORITY TO MODIFY

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

23. SECURITY

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

The Contractor shall:

- (a) put in place an appropriate security plan and maintain the security plan, taking into account the security situation in the country where the services are being provided;
- (b) assume all risks and liabilities related to the Contractor's security, and the full implementation of the security plan.

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

24. ANTI-TERRORISM

The Contractor agrees to undertake all reasonable efforts to ensure that none of the UNESCO funds received under this Contract are used to provide support to individuals or entities subject to sanctions measures imposed by the Security Council and that the recipients of any amounts provided by UNESCO hereunder do not appear on the Consolidated United Nations Security Council Sanctions List, including the UN Security Council Resolution 1267 (1989). The list can be accessed via <https://www.un.org/sc/suborg/en/sandions/un-sc-consolidated-list>.

This provision must be included in all sub-contracts or sub-agreements entered into under this Contract.

ANNEX III – Terms of Reference

Background

Through the ‘Strengthening Pre-Service Teacher Education in Myanmar’ (STEM) project, funded by the Governments of Australia, Finland, and the United Kingdom, UNESCO has been supporting the Myanmar Ministry of Education (MoE) in its reform of the Myanmar pre-service teacher education system. The STEM project (funded at over \$9 million for 5 years) will help the MoE, and particularly the Department of Higher Education (DHE), in upgrading Myanmar’s 25 Education Colleges (ECs), spread throughout the country, from 2-year diplomas to 4-year specialized programmes, with a focus on a new competency-based curriculum in line with international standards, human rights, gender equality and teacher rights. STEM includes support to complementary reforms to policy as well as EC management and technology infrastructure. The reform is in response to and aligned with the Myanmar Ministry of Education’s National Education Strategic Plan (NESP) 2016-21.

Phase I of the STEM project began in 2015, and Phase II began in January 2017. Phase II aims at the attainment of four (4) outcomes incrementally from 2017 to 2022, namely:

- **Outcome 1:** Comprehensive teacher policies informed by international standards are adopted, enabling implementation of the updated competency-based EC degree;
- **Outcome 2:** EC two-year diploma upgraded to specialized programs with competency-based teacher education curriculum;
- **Outcome 3:** Strengthened management and administration of ECs; and
- **Outcome 4:** An inclusive education approach mainstreamed through teacher policies, teacher education curriculum, and EC Continuous Professional Development (CPD) programmes.

According to the plan developed for Phase II of the STEM project, the above outcomes are expected to be attained by 2022. The Phase II Results Matrix was reviewed to set annual targets from 2017 to 2022 and this was approved at the project’s Steering Committee meeting in 2018.

Since inception, the STEM project, in close collaboration with the MoE, has contributed to both the upstream and downstream work of improving pre-service teacher education in Myanmar. As of March 2020, the STEM project achieved the major milestone of completing the development and production of EC Year 1 curriculum (student teacher textbooks and teacher educator guides for the 14 subjects/learning areas) and preparing teacher educators from all ECs to deliver the new curriculum. In addition, the EC curriculum framework and the EC Year 1 curriculum materials were approved by the Board of Studies, the Teacher Task Force was established, the formulation of the national costed resource plan for the upgrade of ECs was finalized and the e-library for ECs was launched. Progress was also seen in promoting inclusion, particularly with the assessment of inclusion and equity in teacher education.

Additionally, a mid-term evaluation of Phase II of the project was completed in June 2019, which highlighted key recommendations to improve and sustain performance against key outcomes. However, with Phase II of the project coming to an end in 2020, and in preparation for Phase III, a final evaluation of Phase II of the project is to be conducted in the form of an external evaluation. The evaluation report will be reviewed by the STEM Steering Committee, its core members consisting of the Ministry of Education and the three donors, with UNESCO providing the Secretariat, to inform decisions as necessary to adjust or refine project priorities, costed annual work plans and deliverables. An overview of the project outcomes, outputs and activities can be found in the Results Framework in ANNEX A.

Purpose of the Final Evaluation

The evaluation will focus on the entire implementation period for Phase II (January 2017 – June 2020). The purpose of the evaluation is to assess the extent to which the four (4) outcomes, expected to be attained by 2022, and annual targets have so far been achieved by Phase II of the STEM project and the project’s overall effectiveness in supporting the realization of the teacher education reform agenda in Myanmar.

Specifically, the findings of the evaluation shall be used to:

- Outline the achievements attained during Phase II against the Results Matrix and the extent to which these have so far contributed to Phase II's expected outcomes to be attained by 2022;
- Enhance the project's efficiency and effectiveness, providing key recommendations to reorient aspects of the project towards improvements and greater impact as it moves into the next Phase;
- Assess how effectively STEM is contributing to gender mainstreaming, equity and social inclusion;
- Analyze the extent to which the project is likely to enable a pre-service teacher education reform that is sustainable and how it could evolve to further secure its sustainability;
- Determine the factors for the observed performance and draw lessons that could be used in future interventions, including more broadly in the teacher education reform agenda beyond 2021;
- Assess progress against the recommendations highlighted in the Mid-Term Evaluation Report and the challenges encountered in implementing these recommendations;
- Assess partnerships, governance mechanisms and level of collaboration with the MoE and other local partners to ensure quality control, as well as the contribution to strengthening impact and the effectiveness of such collaboration; and
- Document the project's progress so far, highlighting challenges, lessons learnt, and areas that need to be addressed in Phase III.

Intended users of the Evaluation

While this final evaluation of Phase II will seek to address a set of relevant evaluation questions, the findings of the evaluation will be used for promoting accountability and organizational learning among the various stakeholders identified below.

- Myanmar Ministry of Education
- The Donors (Australia, Finland and the United Kingdom)
- UNESCO Project Office in Myanmar
- STEM Project team

Scope of the Evaluation

The scope of the evaluation is to assess the impact that STEM Phase II has had against its Results Matrix and the progress made along the project's broader theory of change. It shall identify key outputs that have led to the attainment of outcomes (intended and unintended), analyse the enabling factors and obstacles, and scrutinize the challenges encountered and their causes. The intended outcomes of Phase II were set to be attained by 2022; as such, the evaluation should assess the progress as well as the challenges and lessons learnt so far towards achieving the intended outcomes by 2022. The evaluation will further assess to what extent the monitoring and evaluation tools are able to effectively identify achievements and challenges, as well as what remedial actions have been or can possibly be taken to address challenges moving forward. The STEM project would be assessed against the following standard assessment criteria and should focus on the subsequent indicative questions,

Effectiveness in Implementation:

- To what extent can the activities and outputs realized as part of STEM Phase II lead to the achievement of the expected outcomes (expected to be attained by 2022), as outlined in the STEM Phase II Results Matrix? Why/Why not?
- To what extent did STEM Phase II attain the annual targets in the Results Matrix? Why/Why not?
- What impact did STEM have on the different beneficiaries or target groups, including contribution to gender equality and equity and social inclusion in teacher education?
- What constraints were encountered in implementing project activities? How were they addressed and what was the impact on the achievement of project outcomes?
- To what extent were the identified risks and key assumptions relevant? To what extent the mitigation strategies were effective in addressing the risks during the implementation of the project?
- Did the M&E system in place allow for the collection of sex-disaggregated data, monitoring of results and preparation of regular progress reports

Relevance of Project Results and Governance:

- To what extent did STEM Phase II produce results that are relevant to and resulted in benefits to beneficiaries such as Education Colleges, principals, teacher educators and student teachers?
- To what extent did the STEM Phase II contribute to the objectives and priorities of National Education Strategic Plan (NESP) and other national development objectives?
- How effective was STEM Phase II's governance framework and coordination mechanisms with the MoE, donors and UNESCO?

Efficiency of Implementation:

- Was STEM Phase II implemented in the most efficient way vis-à-vis its financial and human resources? Do the results justify the resources invested into the project?
- Did STEM Phase II make appropriate use of the time and resources of the MoE, UNESCO and the donors to achieve its expected outcomes? How effective was cooperation among the various stakeholders?
- Are STEM Phase II's activities aligned to the work of other national, regional and international actors involved in Myanmar's teacher education reform initiatives?

Sustainability:

- To what extent are the benefits/impact of STEM Phase II likely to continue? What are the major factors that will affect continuity?
- What evidence can be found of organizational, social and financial structures that will support sustaining the results achieved by STEM?
- What measures have been undertaken to strengthen capacity at the individual and organizational level to sustain results?

Impact:

- What changes did STEM Phase II bring about at an institutional and individual level? To what extent did the project contribute to the broader and longer term response to teacher education reform in Myanmar?
- To what extent can observed changes be attributed to the interventions of STEM Phase II? How have women, men and vulnerable groups experienced these changes?
- Considering the progress made in Phase II, to what extent does the evidence demonstrate the likelihood of achieving the final outcomes (expected to be attained by 2022)?
- What evidence, or in the absence of strong evidence, "weak signals" of impact, positive or negative, intended or unintended, can be found of STEM's contributions to the final beneficiaries in the long-term?
- Are results, good practices, lessons learnt and challenges being communicated in an effective manner to all stakeholders?

Scope of Work**1. Activities**

The evaluators' activities should include, but not be limited to:

- Desk study of all relevant documents including the reports of the project, documents, guidelines and templates that were published or issued in the course of project implementation. The Mid-Term Evaluation Report and the management response to the recommendations should also be considered;
- Interviews of key stakeholders and participants, as well as possible other sources of relevant information, such as consultation through online surveys. Information should be gathered from the following stakeholders:
 - The Ministry of Education, particularly the Deputy Director-Generals responsible for teacher education in Department of Higher Education, and representatives from Departments of Basic Education; Education Research, Planning and Training; and Monitoring and Evaluation.
 - Representatives of the National Education Policy Commission (at minimum 1-2 representatives)
 - Members of the Teacher Competency Standards Framework Working Group (at minimum 2-3 members)
 - Members of the Curriculum Core Team, a group of teacher educators leading development of the new EC curriculum (at minimum 3-5 members)
 - Principals and others involved in management of ECs (at minimum 3-4 ECs)
 - Members of the gender working group for teacher education (at minimum 1-2 members)
 - Representatives from STEM project donors
 - Representatives from relevant development partners as well as civil society
 - Representatives of vulnerable and disadvantaged groups

- Field visits should be undertaken to visit 3-4 Education Colleges. Analysis of the STEM project approach against relevant trends and conditions for capacity development in teacher education globally.
- Analysis of the recommendations outlined in the Mid-Term Evaluation Report against notable changes to project delivery and implementation.

The firm shall present the methodology and evaluation approach they intend to use in their proposals; this will form part of the selection criteria. Firms are encouraged to use a methodology which combines breadth in data review and analysis with in-depth understanding of key stakeholders' experiences along the assessment criteria outlined in III. Scope of Evaluation. Innovative approaches in the presentation of evaluation results are welcome.

Owing to the COVID-19 situation, a degree of flexibility is needed to allow for the completion of the above activities. In the technical proposal, please be sure to indicate the risks and mitigation measures in case COVID-19 may affect the activities that are foreseen.

2. Deliverables

- Deliverable 1: A draft inception report which contains a summary of the theory of change of the project and synopsis of the project's operational context drawn from the desk study, an evaluation design matrix, a framework for assessing the impact of STEM Phase II, a list of stakeholders to be consulted, and a list of reviewed documents. The evaluation design should contain the proposed data collection methods and data sources to be used for answering each evaluation question and a plan for their validation. The evaluation design should also contain a timeline and key deadlines.
- Deliverable 2: Revised inception report following stakeholder feedback and, based on proposed data collection methods, draft data collection instruments
- Deliverable 3: Half day workshop for presenting the findings and recommendations to present the draft evaluation report to the STEM Steering Committee.
- Deliverable 4: Draft evaluation report of no more than 35 pages, excluding annexes.
- Deliverable 5: Final evaluation report of no more than 35 pages excluding annexes which should be structured as follows:
 - Executive Summary
 - Program Description
 - Evaluation purpose
 - Evaluation methodology
 - Key Findings
 - Progress against recommendations contained in the Mid-Term Evaluation Report
 - Lessons learnt
 - Key Recommendations and the Way Forward for the next phase
 - Annexes (including interview list, data collection instruments, key documents consulted, Terms of Reference)

The deliverables must be written in English. The report should focus on highlighting key findings, progress against the mid-term recommendations and the key recommendations and way forward of the final evaluation, so that stakeholders can take forward learnings and re-orient the project as appropriate. The annexes should provide an adequate level of evidence to sustain the findings and recommendations. Multimedia presentation of evidence and findings is a welcome addition to the evaluation report.

3. Timeframe

The evaluation is expected to start in May 2020 with an initial planning and inception phase followed by desk review, consultations, interviews and assessments. A presentation of preliminary findings should be provided to the STEM Steering Committee in June 2020. The final evaluation report should be delivered by August 2020.

- Draft Inception Report: mid-May 2020
- Revised Inception Report and Data Collection Instruments: late May 2020
- Presentation of Preliminary Findings: mid-June to late June 2020
- Draft Evaluation Report: mid-July 2020
- Final Evaluation Report: mid-August 2020

4. Proposed payment arrangements

The fee is payable in the following proposed payment instalments upon certification by UNESCO of satisfactory performance by the contractor of the work corresponding to each payment. All payments shall be effected by bank transfer. UNESCO shall be responsible for its own banking fees but any possible intermediary banking fees, as well as the beneficiary's own banking fees, shall be the responsibility of the contractor. As such, please take these banking fees into account when preparing the financial proposal/price schedule.

Payment no.	Upon submission to and approval by UNESCO of the following work	Latest date of submission	Percentage of the payment instalment of the total contract amount
1	Deliverable 1. Draft Inception Report	18 May 2020	20%
2	Deliverable 4. Draft Evaluation Report	17 July 2020	40%
3	Deliverable 5. Final Evaluation Report	17 August 2020	40%

Qualifications and Requirements

The firm/entity

It is **mandatory** to have:

- A minimum of 7 years of international experience in project/programme evaluation;
- A minimum of 5 evaluations and/or projects successfully implemented in support of education in developing countries, including in teacher education;
- A minimum of 5 evaluations and/or projects successfully implemented with UNESCO and/or the UN System including World Bank Group; and
- Demonstrated experience in evaluation methodologies and techniques, both qualitative and quantitative, and experience in evaluation of capacity development projects.

The personnel: Team Leader

It is **mandatory** for the team leader to have the following qualifications:

- Advanced university degrees in specialized fields of social sciences, humanities, public policy, or related fields;
- A minimum of 10 years of experience in applying qualitative and quantitative evaluation methods;
- Experience as a Team Leader for a minimum of 3 previous project evaluations;
- Experience as part of an evaluation team for a minimum of 2 project evaluations focused on capacity development in education;
- Demonstrated experience with human-rights based approach, including a focus on gender equality; and
- Excellent knowledge (written and spoken) of English language.

It is **desirable** for the team leader to have:

- Experience as part of an evaluation team in evaluating projects with activities taking place in Myanmar;
- Experience as part of an evaluation team evaluating projects focused on teacher education; and
- Experience as part of an evaluation team evaluating projects implemented by UNESCO and/or the UN System including World Bank Group.

The personnel: Team Members

It is **mandatory** that team members have the following qualifications:

- The total number of team members, including the Team Leader, is at least three. It is not expected that more than five team members are required to complete the scope of work;
- University degrees in specialized fields of social sciences, humanities, public policy, or related fields;
- Proficiency in English language (written and spoken);
- At least one team member with a minimum of 3 years of experience in applying qualitative and quantitative evaluation methods, including excellent data analysis skills;
- At least one team member with a minimum of 3 years of experience in gender equality and social inclusion programming, particularly in the area of social development;
- At least one team member with a minimum of 5 years of experience in support of education in developing countries; and
- At least one team member with excellent knowledge (written and spoken) of Myanmar language, with preference for multiple team members with excellent knowledge of Myanmar language.

It is **desirable** that team members have the following qualifications:

- At least 5 years combined experience with the education sector in Myanmar;
- At least one team member with a minimum of 3 years developing multimedia presentations; and
- At least one team member with a minimum of 3 years of experience working in post-conflict and/or conflict-affected contexts.

Preference will be given to multicultural evaluation teams with appropriate gender balance and geographic representation.

It is mandatory that the team members have no previous involvement in any of the project activities under review.

Conditions for the Evaluation

The evaluation is external. The deliverables of the evaluation will be published and made available as a public document. The STEM Steering Committee will be the reference group for this evaluation, and will be responsible for overseeing and advising on the evaluation process and methodology. It is expected that all deliverables will be reviewed by the members of the Steering Committee, and they will provide feedback to the evaluators as appropriate. The STEM Steering Committee comprises the representatives from the Myanmar Ministry of Education, UNESCO, and the Governments of Australia, Finland, and the United Kingdom.

6.1 Responsibilities of the evaluators include but are not limited to:

- o Treating documents in a confidential manner;
- o Returning all documents to UNESCO;
- o Asking for permission before giving any information on the evaluation to third parties;
- o Providing all logistics such as office space, telecommunication, printing of documentation, etc.
- o Ensuring availability for a briefing via teleconference with STEM Steering Committee members prior to in-country data collection;
- o Ensuring availability for team members to partake in in-country mission of sufficient duration for all needed data collection;
- o Situating the mid-term evaluation of the project within a holistic understanding of the context in which it operates;
- o Maintaining positive relationships during all stakeholder interactions;
- o Ensuring that the mid-term evaluation and all interactions are grounded in cultural sensitivity; and
- o Responding to STEM Steering Committee feedback, as appropriate to an external evaluation.

6.2 Responsibilities of UNESCO include but are not limited to:

- o Providing key documents for desk review, as well as during data collection as needed;
- o Providing contact information and facilitating participation of stakeholders during data collection;
- o Ensuring availability of staff to cooperate with the evaluation team;
- o Arranging field visits for the evaluation team;
- o Liaising with STEM Steering Committee members to provide updates on evaluation progress;
- o Liaising with both the evaluation team and STEM Steering Committee members to schedule meetings as required; and
- o As part of the STEM Steering Committee, providing feedback on the inception report, data collection tools, preliminary findings, and draft evaluation report.

6.3. Responsibilities of MoE include but are not limited to:

- o Ensuring availability of key stakeholders and representatives for both data collection and feedback to evaluation deliverables;
- o Facilitating processes to allow for meetings and field visits with MoE and EC representatives;
- o Providing any further information which may not be available from UNESCO and which serves the purpose of the evaluation; and
- o As part of the STEM Steering Committee, providing feedback on the inception report, data collection tools, preliminary findings, and draft evaluation report.

6.4. Responsibilities of the donors – include but are not limited to:

- o Ensuring availability of representatives from the Embassy of Finland, DFAT, and DFID for both data collection and feedback to evaluation deliverables; and

- As part of the STEM Steering Committee, providing feedback on the inception report, data collection tools, preliminary findings, and draft evaluation report.

Reference documents

- http://www.unesco.org/new/fileadmin/MULTIMEDIA/HQ/IOS/images/UNEG_G_2010_2_Quality_Checklist_for_Evaluation_Reports.pdf
- UNESCO's evaluation policy: <http://unesdoc.unesco.org/images/0023/002322/232246e.pdf>
- UNEG Norms and Standards for Evaluation

Appendix A:**Overview of STEM Results Matrix**

Sustainable Development Goal (SDG) 4: Ensure inclusive and equitable quality education and promote lifelong learning opportunities for all by 2030, increasing the number of qualified teachers	
UNESCO Myanmar Country Program Outcome 1: All people in Myanmar benefit from an equitable and effective education system with improved teaching and learning promoting peace, cultural diversity, and freedom of information	
STEM Overall Objective: Primary and middle school teachers provide inclusive quality education according to the Myanmar Teacher Competency Standards Framework (TCSF), enabling students to develop critical thinking and problem-solving skills	
Outcome 1: Comprehensive teacher policies informed by international standards are adopted, enabling implementation of the updated competency-based Education College (EC) degree	Output 1.1: Teacher Education Council established to enable teacher representatives to advice and support implementation of NESP Teacher Education and Management (NESP S1C1)
	Output 1.2: Teacher quality assurance system developed for assessment of teacher quality and measureable improvement in student learning (NESP S1C2)
	Output 1.3: Design and implement an equitable teacher recruitment, promotion, and deployment system to improve management and achieve an appropriate teacher student ratio (NESP S1C3)
Outcome 2: Education College (EC) two-year diploma upgraded to specialized programs with competency-based teacher education curriculum (NESP S2C2)	Output 2.1: Competency-based curriculum for four-year EC degree developed with support of the Curriculum Core Team (CCT)
	Output 2.2: Teacher Educators supported in delivery of competency-based curriculum and required pedagogies for implementation of the new EC degree program
Outcome 3: Strengthened management and administration of Education Colleges (NESP S2C4)	Output 3.1: Comprehensive plan for upgrade of Education College (ECs) to 4-year degree institutions developed and implemented
	Output 3.2: Capacity development plans implemented with training of Education College management staff
Outcome 4: An inclusive education approach mainstreamed through teacher policies, teacher education curriculum, and Education College Continuous Professional Development (CPD) programs	Output 4.1: Baseline assessments on inequalities in teacher education in Myanmar informing the teacher education reform process
	Output 4.2: Ministry of Education and Education College staff supported in capacity building and promotion of inclusive approach in teacher education

ANNEX IV – Proposal Submission Form

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:

ANNEX V – Price Schedule Form

GENERAL INSTRUCTIONS

1. The Bidder is asked to prepare the Price Schedule as a separate envelope from the rest of the RFP response as indicated in paragraph 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.
5. 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.
6. All payments shall be effected by bank transfer. UNESCO shall be responsible for its own banking fees but any possible intermediary banking fees, as well as the beneficiary's own banking fees, shall be the responsibility of the Contractor. As such, please take these banking fees into account when preparing the financial proposal/price schedule.

Part A: Cost breakdown by category of staff

Financial Proposal / Price Schedule				
Request for Proposal Ref:				
Total Financial Proposal [USD]:				
Date of Submission:				
Authorized Signature:				
Description of Activity/Item	No of Staff/Consultants	Rate per Day [USD]	No of man-days	Total [USD]
1. Remuneration				
1.1 Team Leader				
1.2 Other team members, exclusive of team leader (other team members should be between 2 – 4 persons)				
Description of Activity/Item	No of Consultants	Rate per Day [USD]	No of man-days	Total [USD]
2. Other Expenses				
2.1 Travel				
2.2 Per diem				
2.3 Others (please specify)				
2.4				
2.5				

Part B: Cost breakdown by activity/deliverables

Financial Proposal / Price Schedule
Request for Proposal Ref:
Total Financial Proposal [USD]:
Date of Submission:
Authorized Signature:

Description of Activity/Item		No of Consultants	Rate per Day [USD]	No of man-days	Total [USD]
1.	Remuneration				
1.1	Draft inception report which contains a summary of the theory of change of the project and synopsis of the project's operational context drawn from the desk study , an evaluation design matrix, a framework for assessing the impact of STEM Phase II, a list of stakeholders to be consulted, and a list of reviewed documents.				
1.2	Interviews and consultations with key stakeholders				
1.3	Revised inception report following stakeholder feedback and, based on proposed data collection methods and draft data collection instruments				
1.4	Half day workshop for presenting the findings and recommendations to present the draft evaluation report to the STEM Steering Committee				
1.5	Draft evaluation report of no more than 35 pages, excluding annexes				
1.6	Final evaluation report of no more than 35 pages excluding annexes and following the structured outlined in the TOR				
Description of Activity/Item		No of Consultants	Rate per Day [USD]	No of man-days	Total [USD]
2.	Other Expenses				
2.1					
2.2					
2.3					
2.4					
2.5					

ANNEX VI – Vendor Information Form

General Information

Company Name:	
Address with City, Country:	
Web Site URL:	
Contact Person:	
Title:	
Phone:	
Email Address:	

Expertise of the Bidder

Line of Business, area of expertise:	
Type of business (manufacturer, distributor, etc):	
Number of years international experience in project/programme evaluation	
Number of evaluations and/or projects successfully implemented in support of education in developing countries, including in teacher education	
Number of evaluations and/or projects successfully implemented with UNESCO and/or the UN System including World Bank Group	
Number years demonstrated experience your business possesses in evaluation methodologies and techniques, both qualitative and quantitative, and experience in evaluation of capacity development projects	
In what specialized fields of the social sciences, humanities, public policy, or related fields does the team leader have advanced university degrees?	
How many years of experience in applying qualitative and quantitative evaluation methods	

does the team leader possess?	
How many project evaluations has the team leader oversaw/led in the past?	
Number of project evaluation teams in which the team leader has been a part of which focused on capacity development in education	
Number of years of experience possessed by the team leader utilizing a human-rights based approach, including a focus on gender equality	
Does the team leader possess excellent knowledge (written and spoken) of English language	
Number of years of experience the team leader has as part of an evaluation team in evaluating projects with activities taking place in Myanmar	
Number of years of experience the team leader has as part of an evaluation team evaluating projects focused on teacher education	
Number of years of experience the team leader has as part of an evaluation team evaluating projects implemented by UNESCO and/or the UN System including World Bank Group.	
Number of team members that are expected to work on this project	
Number of team members holding university degrees in specialized fields of social sciences, humanities, public policy, or related fields	
Number of team members with proficiency in the English Language (written and spoken)	
Number of team members with excellent knowledge (written and spoken) of Myanmar language	
Number of team members with a minimum of 3 years of experience in applying qualitative and quantitative evaluation methods, including excellent data analysis skills	
Number of team members with a minimum of 3 years of experience in gender equality and social inclusion programming, particularly in the area of social development	

Number of team members with a minimum of 5 years of experience in support of education in developing countries	
Number of team members that have at least 5 years combined experience with the education sector in Myanmar	
Number of team members with a minimum of 3 years developing multimedia presentations	
Number of team members with a minimum of 3 years of experience working in post-conflict and/or conflict-affected contexts	

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

Organization Name/Country:	Contact person:	Telephone:	Email:
1.			
2.			
3.			