

**REQUEST FOR PROPOSAL – RFP  
Services**

**Ref: JAK/QUO/20/SC/PCB/002**

**Development of MasterClass through CONNECT-Asia:  
Design and Delivery of an e-learning series on  
Sustainability Science for Science Communication and Disaster  
Communication for UNESCO Designated Sites in Asia and the Pacific**  
(Please quote this UNESCO reference in all correspondence)

Date 13 January 2020

Dear Sir/Madam,

You are invited to submit an offer for **Design and Delivery of an e-learning series on Sustainability Science for Science Communication and Disaster Communication for UNESCO Designated Sites in Asia and the Pacific** in accordance with the present solicitation document.

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

Annex I [Terms of Reference \(TOR\)](#)  
Annex II [Proposal Submission Form](#)  
Annex III [Price Schedule Form](#)  
Annex IV [Vendor Information Form](#)

Your offer comprising of technical proposal and financial proposal, should reach the following address **no later than 27 January 2020 17:00 (UTC+07:00)**.

**UNESCO Office Jakarta**  
**Jalan Galuh (II) No. 5, Jakarta 12110, Indonesia**  
**SEALED PROPOSAL - DO NOT OPEN**  
Ref: JAK/QUO/20/SC/PCB/002

Closing Date and Time: **27 January 2020 17:00 (UTC+07:00)**

or via email to: [jakarta@unesco.org](mailto:jakarta@unesco.org)

Email subject: MasterClass Disaster Communication for UNESCO Sites (Ref: JAK/QUO/20/SC/PCB/002)

Closing Date and Time: **27 January 2020 17:00 (UTC+07:00)**

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 **Ms. Ai Sugiura** ([a.sugiura@unesco.org](mailto:a.sugiura@unesco.org)) or **Ms. Fitrie A. Nurritasari** ([fa.nurritasari@unesco.org](mailto:fa.nurritasari@unesco.org)).

For and on behalf of UNESCO

**Shahbaz Khan**  
**Director and Representative**  
**UNESCO Regional Science Bureau for Asia and the Pacific**

## ANNEX I – Terms of Reference (TOR)

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### 1. Background

There is a growing recognition of the importance of integrating global experiences into traditional courses of study and graduating students with “global competencies”. Large scientific undertakings, and the complex, multi-disciplinary challenges of global poverty and sustainability will need to be met by individuals with an understanding of a broader international context, and familiarity with international settings and collaboration.

Traditionally, study abroad programmes have been the path to acquisition of global competence and intercultural skills. However, such experiences are only available to a small fraction of university students. Online learning which is supported through various Open Online Course format, social networking and virtual classrooms can offer students the experience of working with peers in other countries without leaving their campus.

Since 2013, the UNESCO Office Jakarta began organizing a series of e-learning programmes called ‘MasterClass’ with the aim promoting science knowledge through ICTs and blended learning to a network of Universities from Asia-Pacific. To date, UNESCO has organized of MasterClasses on the topics such as water management, mathematics, biosphere reserve, science and technology policy and renewable energy.

In the last two decades (2000 – 2019) it was recorded<sup>1</sup>, more than 3400 events of natural disasters in Asia and the Pacific region<sup>2</sup>, and it was noted that within this period Asia has the highest number of natural disasters occurrences compare to the other continents, with increasing trends of occurrence in the forthcoming years. There are more than 490 UNESCO designated sites in Asia and the Pacific regions including 274 UNESCO World Heritage sites, 60 UNESCO Global Geoparks<sup>3</sup>, 157 UNESCO Man and Biosphere Reserves<sup>4</sup>, and 8 UNESCO-IHP Ecohydrology Demosites<sup>5</sup>, where are most of the sites also inevitable affected by the occurring disasters.

Communication and sustainability science are critical in delivering information, knowledge, lesson learn to adapt and mitigate disasters in UNESCO designated sites. Customized disaster communication science used in managing the sites will helps sites manager, stakeholders, government and affected local populations to improve their capacity and resilience and reduce the risk towards potential disasters that might happen (contributing in achieving SDG 11.5, 11.b, 13.1 and other related SDGs<sup>6</sup>).

Currently, UNESCO seeking a partner institution to design the series of MasterClass online linked with Sustainability Science for Science Communication and Disaster Communication for UNESCO Designated Sites in Asia and the Pacific and deliver it to a participatory e-learning MasterClass series.

This MasterClass series will be delivered in partnership with the networks of UNESCO designated sites, SOI-ASIA Networks CONNECT-Asia Network and preferably mobilising UNESCO wider family.

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<sup>1</sup> Data provided by Emergency Events Database (EM-DAT), the Centre for Research on the Epidemiology of Disasters (CRED), <https://www.emdat.be/>; databased was updated on 31 October 2019 and accessed on 20 December 2019.

<sup>2</sup> Increasing more than 66% from the natural disaster records in 1978 – 1999 (2099 incidents), even though this difference also could be means advancing in disaster recording system and methodology in the recent years.

<sup>3</sup> <http://www.unesco.org/new/en/natural-sciences/environment/earth-sciences/unesco-global-geoparks/list-of-unesco-global-geoparks/>

<sup>4</sup> <http://www.unesco.org/new/en/natural-sciences/environment/ecological-sciences/biosphere-reserves/asia-and-the-pacific/>

<sup>5</sup> <http://ecohydrology-ihp.org/demosites/demosites/list/>

<sup>6</sup> [https://www.unisdr.org/files/46052\\_disasterriskreductioninthe2030agend.pdf](https://www.unisdr.org/files/46052_disasterriskreductioninthe2030agend.pdf)

## 2. Objective

This MasterClass series is in line with strategic programme objectives of UNESCO as articulated in the Medium-Term Strategy 2014-2021, as well as the Asia-Pacific Regional Bureau's Science Support Strategy 2014-2021.

The Masterclass also has specific objectives as follows:

- Improving access to quality education, which support online collaboration tools, through the use of Information and Communication Technology networks to deliver MasterClass e-learning series to wider stakeholders' audience;
- Enhance Science, Technology and Engineering literacy in Science Communication and Disaster Communication for UNESCO Designated Sites in Asia and the Pacific through MasterClass and adapted to a virtual (e-learning) of delivery using the UNESCO Category-2 Centres and Chairs in the Asia-Pacific region;
- Promoting Science, Technology and Engineering courses to broader youth audience, through online course format.

## 3. Outputs

The expected outputs of this activity are:

- a) Design a series of MasterClass online linked with Sustainability Science for Science Communication and Disaster Communication for UNESCO Designated Sites in Asia and the Pacific, with at least two topical subjects (3 – 4 subjects, each consists of one hour sessions including Questions and Answers).

The materials to be developed will consist of several characteristics as follows:

- i. Class sessions should make use of online blended learning technologies, i.e : social media, Open Educational Resources (OERs), pre-recorded materials, etc
  - ii. Class sessions should be designed to include live and offline interaction from participants in the MasterClass network.
  - iii. The entire MasterClass series should be designed so that it may be archived and freely published online and viewed by the general public
- b) Coordinate all the necessary arrangements for the live MasterClasses to be hosted live online and to connect to with School of Internet (SOI) Asia from Keio University, Japan, as well as providing required platform to connect broader network of CONNECT-Asia and CONNECT-Pacific Network. Some of required technical aspect, but no limited to:
    - i. Carry out a connection test before the event;
    - ii. In the event of unforeseen situations where the assigned operators cannot serve as an operator, ensure each course is assisted by backup (alternate) operators whose has the same level of expertise and knowledge of ICT which are comparable to the contractor;
    - iii. Promoting the MasterClass schedule through various channel on local Universites and Partners;

- iv. Ensure the overall MasterClass sessions to be running smoothly.

#### 4. Activities Arrangement

The selected Contractor will be under the overall supervision of the Director of UNESCO Office, Jakarta and under direct Supervision of the Programme Specialist of Science Policy & Capacity Building Unit. The Contractor will work with close consultation and coordination with other staff of UNESCO Jakarta as required, and will be responsible for carrying out a series of tasks, but not limited to the following activities:

- a) Submit to UNESCO a work plan for MasterClass on Sustainability Science for Science Communication and Disaster Communication for UNESCO Designated Sites in Asia and the Pacific, including the list of MasterClass session, draft of Content Materials, estimated budget breakdown and other supporting documents;
- b) Arrange the connection test with National Research and Education Network (NREN) before the actual events;
- c) Responsible and supportive for all necessary preparation and management of the MasterClass training course; including logistics, administrative matters and practical organization of the attendance of participants to the MasterClass;
- d) Provide timely feedback to the questions and other inquiry addressed during the MasterClass;
- e) Submit to the UNESCO a comprehensive final report covering the results and recommendations of the MasterClass training materials, Powerpoint presentations and digital documentation (in photos and videos format) of the MasterClass, together with a certified financial statement, stamped and certified by the Chief Financial Officer or equivalent, one month after the MasterClass

#### 5. Timeline

The total contract duration should be no more than 3 months, and the MasterClass is expected to be held between first quarter of 2020 (exact dates to be confirmed).

#### 6. Deliverables

No.	Deliverables	Schedule
1	Proposed Outline on MasterClass Session to be discussed and approved by UNESCO	2 weeks after signing the contract
1	Detailed MasterClass work plan: <ol style="list-style-type: none"> <li>1) Date, session and time including the draft of materials;</li> <li>2) The MasterClass consist of:               <ul style="list-style-type: none"> <li>• Minimum 3 sessions;</li> <li>• Each session will last between 90 – 120 min, for lecture and discussion.</li> </ul> </li> </ol>	2 weeks before the MasterClass
3	Following final MasterClass: <ol style="list-style-type: none"> <li>1) Implementation and MasterClass Materials with the executive summary</li> </ol>	3 months after signing the contract

	<p>in English;</p> <p>2) Summary of total participants and universities joined the MasterClass;</p> <p>3) Digital documentation of activities carried out within this project.</p> <p>4) Certified financial statement in English</p>	
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## 7. Reporting

At the end of the Contract, the Contractor shall provide and submit the activity report summarizing the activities, results and recommendations of the MasterClass, including:

- a) Material contents of PowerPoint presentations of Portable Documents Files (PDF);
- b) Report on activities, results and recommendations;
- c) Digital documentation of the MasterClass in digital format (in photos and videos format);
- d) List of participants and Universities of the MasterClass;
- e) Submit other supporting documents with a certified financial statement

## 8. Contractor Qualification/ Experience Requirements

The selected individual or organization will be requested to fulfill the following conditions:

- Registered as a legal organization or university;
- Have evident experience in develop content of E-learning;
- Have practical experience and strong understanding in the field of Sustainability Science for Communication and Disaster Communication, as well as Disaster Risk Reduction and Mitigation, especially in Asia and the Pacific region;
- Have practical experience and strong understanding in the field of UNESCO designated sites (UNESCO World Heritage, UNESCO Global Geoparks, UNESCO Man and Biosphere Reserves, and UNESCO-IHP Ecohydrology Demosites);
- Have a strong network with international institutions, government, universities and research centres related to DRR, science communication and UNESCO Designated Sites;
- Strong technical writing and speaking English skills.

## 9. Budget

The budget will be allocated through the Fostering and Enhancing Synergies among Science Networks in Asia and the Pacific Region, Project under UNESCO-JFIT project. The budget breakdown/proposal to carry out these activities should include the following costs:

- a) Rent the video conferencing facilities and any equipment (network, computer, LCD projector & screen)
- b) Travel and accommodation for (any) lecturers

- c) Professional fees for content development and class facilitation
- d) Costs associated with the operational and logistic costs (e.g. communication, stationeries, reproduction of materials, etc)

## ANNEX II – Proposal Submission Form

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**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 III – 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 20.
  3. The Price Schedule must provide a detailed cost breakdown. Provide separate figures for each functional grouping or category. If the contractor is required to travel in order to perform the work described in the TOR, a lump sum must be included in the total amount or to be listed separately. No travel shall be reimbursed.
  4. It is the policy of UNESCO not to grant advance payments except in unusual situations where the potential contractor whether a private firm, NGO or a government or other entity, specifies in the proposal that there are special circumstances warranting an advance payment. UNESCO, at its discretion, may however determine that such payment is not warranted or determine the conditions under which such payment would be made.
- Any request for an advance payment is to be justified and documented and must be submitted with the financial proposal. This justification shall explain the need for the advance payment, itemise the amount requested and provide a time-schedule for utilisation of said amount.

<b>Financial Proposal / Price Schedule</b>					
<b>Request for Proposal Ref:</b>					
<b>Total Financial Proposal [currency/amount]:</b>					
<b>Date of Submission:</b>					
<b>Authorized Signature:</b>					
	Description of Activity/Item	No of Consultants	Rate per Day [currency/amount]	No of man-days	Total [currency/amount]
1.	<b>Remuneration</b>				
1.1	Services at Home Office (if applicable)				
1.2	Services on site (if applicable)				
	Description of Activity/Item	No of Consultants	Rate per Day [currency/amount]	No of man-days	Total [currency/amount]
2.	<b>Other Expenses</b>				
2.1	Travel				
2.2	Per Diem Allowances				
2.3	Communications				
2.4	Reproduction and Reports				



2. 5	Equipment and other items				
2. 6	Others (please specify)				

## ANNEX IV – Vendor Information Form

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### General Information

Company Name:	
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):	
Years of company experience:	
Main export countries/area:	
Past Contracts with other UN organizations:	

**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.			