TERMS OF REFERENCE

I. Background and Justification

Education for Sustainable Development (ESD) is a vision and process for learning about our interconnected world, empowering people to change the way they think and work towards a sustainable future. There is a growing international recognition of ESD as an integral element of quality education and a key enabler for sustainable development.

Between 2015 and 2019, UNESCO ran the Global Action Programme (GAP) on ESD aimed to generate and scale-up ESD and to accelerate progress towards sustainable development. As a follow up to GAP, UNESCO Jakarta has been implementing the project “Action-oriented ESD Capacity Building Trainings for Institutional Change in Tourism Vocation Education for Sustainable Development” since 2019. The project is part of the efforts to ‘build capacities for educators/trainers’ and ‘accelerating solutions at the local level’, two of the five GAP Priority Action Areas.

Within the project, UNESCO Jakarta has developed the “Teachers Guidebook on Tourism Vocational Education for Sustainable Development” in Indonesian context. The book is designed as guideline for the curriculum developers and educators to teach the students in learning about ESD and how it can contribute to respond to the sustainable development challenges.

II. Objective

The Education Unit of UNESCO Office is planning to organize a series of trainings on action-oriented education in tourism vocation education for sustainable development within Indonesian context. The trainings aims at improving the knowledge, understanding, and skills of teachers in action-oriented education in tourism vocation education for sustainable development by using the guidance from the “Teachers Guidebook on Tourism Vocational Education for Sustainable Development”. The training will focus on the four subjects under tourism vocation education: Culinary, Laundry, Eco-Tourism, and Beauty, and targeting at least 100 teachers in Indonesia, especially from Aceh, Bali, Jakarta, Bogor, Tangerang, Bekasi.

III. Outputs

To achieve the objective, the expected outputs are:

1. At least nine (9) online trainings are organized and targeting at least 50 curriculum developers and 100 tourism vocation teachers in Indonesia;
2. Training materials on the four subjects: Culinary, Laundry, Eco-Tourism, and Beauty, were developed and available as distance learning material form;
3. A comprehensive training report covering the training structure, agenda, summary of the pre and post-test training, summary of the online discussion with salient points and key recommendations, summary of teachers’ action plan and evaluation, training materials, list of participants, and at least 10 digital photo documentation.

IV. Activities

Under the overall authority of the Director and Representative of UNESCO Office, Jakarta and direct supervision of the Head of Education Unit and in close coordination with the EDU team, the contractor will provide professional and technical support to the Education Unit in organizing and facilitating a series of online national training. To this end, the Contractor will be responsible to:

1. Develop the detailed online training programmes, inclusive the work plan and agenda of each session, and submit it to UNESCO for approval no later than 4 August 2020. The training programme should cover:
   - One introduction training on ESD for all targeted participants;
- Two training sessions for each subject: Culinary, Laundry, Eco-Tourism, and Beauty;
- The targeted participants are at least least 50 curriculum developers and 100 curriculum developers and teachers of tourism vocational schools from Aceh, Bali, Jakarta, Bogor, Tangerang, Bekasi;

2. Develop the training materials of action-oriented tourism vocational education on sustainable development using the guidance from the “Teachers Guidebook on Tourism Vocation Education for Sustainable Development” into distance learning material and submit it to UNESCO for approval no later than 13 August 2020. The subjects of the training materials are: Culinary, Laundry, Eco-Tourism, and Beauty

3. Organize the nine online trainings for curriculum developers and teachers of tourism vocational schools from Aceh, Bali, Jakarta, Bogor, Tangerang, Bekasi according to the approved work plan preferably in early August 2020;

4. Submit to UNESCO Jakarta a comprehensive training report covering the training structure, agenda, summary of the pre and post-test training, summary of the online discussion with salient points and key recommendations, summary of teachers’ action plan and its evaluation specifically 4 months record and report collected from SMK 1 Banda Aceh and SMK 3 Denpasar, training materials, list of participants, and at least 10 digital photo documentation together with certified financial report no later than 31 December 2020.

V. Inputs
The training materials and programme should follow the Teachers Guidebook: Tourism Vocation Education for Sustainable Development developed by UNESCO attached in Annex A. The Contractor shall notify UNESCO and stated in the Final Training Report on the use of other resources (books, journal, article, etc.), if any.

VI. Timing
August – 31 December 2020

VII. Deliverable

<table>
<thead>
<tr>
<th>No.</th>
<th>Deliverables</th>
<th>Latest date of submission</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Detailed online training programmes</td>
<td>4 August 2020</td>
</tr>
<tr>
<td>2</td>
<td>Training Material on four subjects: Culinary, Laundry, Eco-Tourism, and Beauty</td>
<td>13 August 2020</td>
</tr>
<tr>
<td>3</td>
<td>Comprehensive training report</td>
<td>31 December 2020</td>
</tr>
</tbody>
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VIII. Minimum content of proposal
Interest Contractor shall send the proposal (in English) to UNESCO Office, Jakarta and cover, but not limited to, the following elements:

1. Cover letter statement of interest and briefly elaborating the capacity of the contractor;
2. Company portfolio of experience in developing similar activities as specified in the term of reference (TOR) above;
3. Short CVs of personnel involve in the developing and delivering the training programme and materials;
4. Detailed Budget Proposal for the work as describe in the TOR quoted in IDR (Rupiah).
IX. Eligibility/qualification/experience requirements

The interest contractor should meet the following criteria:

1. A legal institution or organization with vast experience in organizing and implementing education-related initiatives among education professionals and stakeholders in Indonesia;
2. Have an extensive knowledge and experience in organizing, implementing teacher trainings and development of education courses materials;
3. Have a prior experience in collaborating with United Nations agencies and familiar with its development framework (desirable);
4. Have an extensive network of international and individual contacts in education fields;
5. Have an expertise and professional experience in tourism vocation education and education for sustainable development;
6. The proposed trainers should have professional qualifications and background in Education field, preferably on Tourism Vocation Education.