Better Life for Out-of-School Girls to Fight Against Poverty and Injustice in the Philippines

TERMS OF REFERENCE

<table>
<thead>
<tr>
<th>Unit</th>
<th>Education Unit, UNESCO Office Jakarta</th>
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<tbody>
<tr>
<td>Title</td>
<td>Individual/Institution Contract</td>
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<tr>
<td>Duty Station</td>
<td>Palo, Leyte, Philippines</td>
</tr>
<tr>
<td>Type of Contract</td>
<td>Consultant or Service Contract</td>
</tr>
<tr>
<td>Starting Date</td>
<td>Immediately</td>
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<tr>
<td>Duration</td>
<td>3 months</td>
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BACKGROUND
UNESCO Jakarta supports the Department of Education in the implementation of its Alternative Learning System (ALS) through the project “Better Life for Out-of-School Girls to Fight Poverty and Injustice in the Philippines” for the attainment of Sustainable Development Goals (SDG) in particular SDG 4.

One of the project components is the capacity building of ALS learners. This capacity building intervention focuses mainly on developing and enhancing skills of ALS learners in order to improve their livelihood and further develop their well-being as members of their community. With this, UNESCO has organized life-skills training on entrepreneurship, financial literacy, and basic bookkeeping targeting 100 ALS teachers in the two divisions of Leyte and Tacloban in the Eastern Visayas Region (Region VIII) in December 2018. As part of the project intervention for learners, they were also provided with personality development training focusing on health improvement, hygiene and interpersonal interactions.

In February 2020, another life-skills training on financial literacy and basic business management skills was organized to ALS learners particularly those from the Division of Tacloban City, who were not covered by the previous training in 2018.

In response to the current health emergency situation due to COVID-19 pandemic, UNESCO Jakarta will organize the life-skills training on financial literacy and basic business management to the ALS girl-learners of Palo of the Division of Leyte. This training is envisaged to continuously enhance the capacity of girls and women of ALS learners on the topic of financial literacy and basic business management skills, and will also cover the topics of entrepreneurship and bookkeeping.

OBJECTIVES
The general objective of this training is to enable the ALS girl-learners acquiring skills and knowledge on financial literacy and basic business management skills, which they can apply in their daily life.
The specific objectives are as following:
1. Understand the concepts, ideas and knowledge about financial literacy, entrepreneurship and basic business management skills to ALS girl-learners;
2. Understand and develop their own financial goals and recognize the money management process;
3. Having a knowledge of the income and expenses concepts and processes;
4. Ability to apply the concept of entrepreneurship and how to start their own business;
5. Develop their own entrepreneurial activity that will provide them additional source of income;
6. Understand the basic bookkeeping concepts and processes for personal and business use.

TASK AND RESPONSIBILITIES
In cooperation with the Department of Education of the Philippines, and under the overall authority of the Director of UNESCO Jakarta and direct supervision of the Head of Education Unit, the Contractor will be responsible to organize online life-skills training for the ALS learners in Palo, Leyte. To this end, the Contractor shall:

1. In coordination with the UNESCO’s team in the Philippines, develop the training agenda and proposed list of trainers and participants and submit it to UNESCO Jakarta for approval no later than 25 September 2020.
2. Develop the training materials or learning modules and submit it to UNESCO Jakarta for approval no later than 10 October 2020. The training materials and its copies shall be made available prior to the actual training session to ALS learners as online materials. The delivery of the training materials shall be coordinated with the UNESCO team in the Philippine and the ALS Focal person of the Division of Leyte through their respective ALS implementers.
3. Coordinate with UNESCO Jakarta and its team regarding the content, focus, methodology, moderators and facilitators and other salient details of the workshops with reference to the draft of the training agenda in consideration as well of the inputs of DepEd as UNESCO’s main partner in the Project;
4. Consult and liaise with relevant government and development partners in the coordination and conduct of the online training session while closely working with the UNESCO Team in Tacloban City.
5. Organize the online life-skills training sessions in coordination with the UNESCO Team in the Philippines, which will be conducted and delivered using the local radio (online delivery) and will be streamed live via Facebook Live through UNESCO-KOICA-DepEd Project Facebook Account. In this instance, a 2-hour session shall be directly aired on the local radio (voice over only) and shall be broadcasted also via Facebook.
6. To enable ALS learners to access the live session in Facebook, the Contractor shall provide Php 300 worth of internet loads for the 3-day session of 2 hours every day to the confirmed ALS learner-participants who have registered their mobile phone numbers. The Contractor shall coordinate the distribution of the internet load with UNESCO Team in the Philippines and the ALS Focal person of the Leyte Division of DepEd.
7. Carry out and facilitate the completion of the pre-test and post-test with the ALS learner-participants for the life-skills training. Collect, collate and analyze the results of the completed pre-test and post-test that will be part of the final training report.

8. Prepare the online training banner, MS PowerPoint slides, activity sheets, information campaign materials and other collaterals. The materials must be submitted to UNESCO for approval before it can be used and disseminated.

9. In addition to the invited participants, additional attendees may be present in the online training, and shall be accommodated by the Contractor with confirmation from UNESCO Jakarta Office.

10. Include UNESCO and KOICA logos in any of publication materials or handouts produced in relation to the online training activity.

11. Submit to UNESCO Jakarta by 11 December 2020 for the soft and hard copy of the following outputs:
   a. Final Life-skills Training Report in a formal publication setting as a comprehensive report including concept note, background, the completed agenda of the training together with all presented materials, papers, presentation slides, list of participants with their gender, minutes of presentations and discussions of sessions, photos and overall results and recommendations. Specifically, the report should include the participant’s profile and demographics. The report must include a 1-page summary with infographics. The report should be not less than 13,500 words per report of the batch.
   b. A certified financial statement, stamped and signed by the Chief of Finance Officer or equivalent, on the use of fund;
   c. Photo documentations and other annexes.

### OUTPUTS AND TIMELINES

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<thead>
<tr>
<th>No.</th>
<th>Deliverables</th>
<th>Latest date of submission</th>
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<tbody>
<tr>
<td>1</td>
<td>Detailed training programme/training agenda and list of participants at the approval of UNESCO</td>
<td>25 September 2020</td>
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<tr>
<td>2</td>
<td>Developed content materials/learning materials on financial literacy and basic business management including basic accounting learning materials</td>
<td>10 October 2020</td>
</tr>
<tr>
<td>3</td>
<td>Final training report including conclusions and recommendations of the training activity, financial report, photo documentation and other annexes</td>
<td>11 December 2020</td>
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### INPUTS

All presentation materials, training modules and discussion inputs from cluster countries under UNESCO Jakarta shall follow the suggested outline developed by UNESCO Jakarta following the programme agenda developed for all activities implemented under the project. The Contractor shall notify UNESCO and shall state in the Report the use of other resources (books, journal, article, etc.), if any.

### MINIMUM CONTENTS OF THE PROPOSAL

Interested Contractor shall send the proposal (in English) to UNESCO Jakarta, covering at least 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. The work plan to implement the project and short CVs of personnel involved in developing and delivering the training programme and materials;
4. Detailed Budget Proposal for the work as described in the TOR.

ELIGIBILITY/QUALIFICATIONS/EXPERIENCE REQUIREMENTS
The interested Contractor should meet the following criteria:
1. A legal institution or organization with vast experience in organizing and implementing education related initiatives amongst learners, education professional and stakeholders in Southeast Asia region;
2. Having an extensive knowledge and experience in organizing, implementing skills training for students and teachers and development of education courses materials;
3. Having prior experience in collaborating with United Nations agencies and familiar with its development framework (desirable);
4. Having extensive network of international and individual contacts in education fields;
5. Having expertise and professional experience in teaching or training on financial literacy, basic business management and accounting and bookkeeping courses with different audience and groups;
6. The Contractor should have professional qualifications and background in Education field or related courses or has prior work experience with UNESCO, as a preference.

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