EXPRESSION OF INTEREST

The Antenna in Sarajevo of the UNESCO Regional Bureau for Science and Culture in Europe is seeking expressions of interest from qualified individuals to support the project "Re-imagining Education for Marginalized Girls and Boys during and post COVID-19 in Bosnia and Herzegovina", by conducting the activity on Providing Guidance on Standards for Quality E-Learning in TVET in Bosnia and Herzegovina

UN agency: UNESCO Regional Bureau for Science and Culture in Europe, Antenna in Sarajevo (hereinafter UNESCO)

Location: Home Based with travel within Bosnia and Herzegovina

Application Deadline: 31 August 2021 (Midnight, Paris time)

Type of Contract: Individual Contract

Post Level: Local

Languages Required: English, BiH official languages (Bosnian/Croatian/Serbian)

Duration of Initial Contract: 01 September 2021 – 31 October 2021

Expected Duration of Assignment: 20 working days

Background

The COVID-19 pandemic revealed multiple structural challenges in the education systems of Bosnia and Herzegovina. Among these are a lack of adequate access to E-learning-platforms, quality E-learning resources, as well as a lack of teachers’ capacities and joint standards for quality e-learning and provisions for leaving no-one behind.

The project Reimagining Education for Marginalized Girls and Boys during and post COVID-19 unites UNICEF, UNESCO, ILO and UNV in “Delivering as One”. It seeks to strengthen the capacities of education authorities, teachers and trainers in three pilot administrative units: Republika Srpska, Una-Sana Canton and West-Herzegovina Canton. The aim is to provide quality and inclusive E-learning and blended learning during and beyond the pandemic as well as to address disadvantaged girls and boys and promote gender-equality.

Within this context, UNESCO and ILO will focus in particular on assisting TVET institutions and authorities in improving E-learning and blended learning.
In this context, one of the project activities focuses on Supporting education government authorities in development of standards and technical capacities for developing of e-learning platforms for TVET schools.

To accomplish this task, a national consultant will be hired, to:

- develop (in collaboration with an international consultant) a reference document that reviews international and national practices and includes recommendations and practical resources
- conduct a seminar/workshop for the respective education government authorities.

1. ASSIGNMENT
2.1 Objectives

The objectives of this assignment are:

- To develop a reference document on guiding principles for education authorities and TVET schools on developing high quality E-learning/ blended learning in TVET. It shall present necessary knowledge and resources for educational authorities and TVET schools to create an enabling environment (regulations, guidelines, provisions for financial and human resources) with the aim to develop high-quality e-learning and blended learning courses and activities. The document shall be practical, easy to use and provide links to more specialised, free online-resources.
- To plan and implement a workshop/learning activity (online, max. 2 hours) for education authorities and TVET schools on the same topic. This activity shall be based on the reference document and serve to validate and finalise the document.

The document shall neither recommend technical specifications operating systems or software, nor seek to formulate or change official regulations and laws. The purpose is to create the necessary knowledge and provide practical information and guidance for education authorities in BiH, so they can take better-informed decisions on creating adequate environments and support-structures for high-quality E-/and blended Learning for TVET in their respective administrative units. The activity shall take into consideration the local conditions without being prescriptive.

The national consultant (hired by UNESCO) and the international consultant (hired by ILO) shall work closely together in the development of this document, in particular on deciding on its structure, the relevant contents to include and the recommendations. The national consultant will contribute with inputs related to good practice at country level (Federation of BiH, Republika Srpska, Brcko district), define the profile of the users of the guide and put the international recommendations in a local perspective.

The following aspects shall be taken into account:

- Assess local practices and capacities of the respective administrative units and selected TVET schools in these units in terms of adopting E-learning and blended learning. The extent of understanding modern concepts of E-Learning/ blended learning and in how far it represents an integral part of a comprehensive approach to TVET training.
- Promoting a coherent approach across institutions within each administrative unit, taking into account the local conditions and educational regulations.
- Reducing the digital divide and inequalities among the learners, including access of students to adequate digital devices with a gender-lense and consideration of disadvantaged groups.

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1 The consultant can base this part on the analysis done by UNESCO and UNICEF.
- **Skills needs anticipation and partnership with industry** to ensure the job relevance of e-learning based on the needs of employers.
- **Methodological, learner- (and human-)centred approaches** to E-learning and blended learning and the necessary autonomy and regulative framework for schools, teachers and trainers to apply these.
- **Reviewing and redesigning curricula and assessments** for the development of e-learning materials, courses and pedagogical concepts, with particular emphasis on modern e-pedagogy, active engagement of the learners, and the use of audio-visual materials.
- **Use of adequate platforms and learning management systems** to make e-learning material widely available for teachers, instructors and learners.
- **Adequate support to teachers and trainers**: the need to strengthen digital knowledge, skills and attitudes. Supporting teachers to integrate technology with traditional teaching².
- **Cyber security** to safeguard schools, sensitive information on teachers and learners and actions against cyber-mobbing and harassment, including gender-based violence on the internet.
- **Other aspects** that may need to prove necessary.

For each of these areas, the consultant shall provide hyperlinks to free information and open source resources that can help the users to deepen their knowledge³.

2. **TASKS, WORKDAYS AND TIME FRAME**

The assignment shall take place between (01 September-31 October 2021). The following deliverables are expected:

<table>
<thead>
<tr>
<th>Deliverable</th>
<th>Work days</th>
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<tbody>
<tr>
<td>A reference-document of ca 20–25 pages with at least 2 hyperlinks per topic</td>
<td>17</td>
</tr>
<tr>
<td>The preparation and delivery of a PowerPoint presentation on the guide and a presentation during the seminar / workshop.</td>
<td>2</td>
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<tr>
<td>Facilitating the seminar / workshop</td>
<td>1</td>
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<tr>
<td><strong>Total</strong></td>
<td><strong>20</strong></td>
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</tbody>
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The deliverables shall be developed in English. The national consultant shall translate the PowerPoint presentation into local language.

The work will be supervised by:
- Ms. Amila Planincic, *Programme Assistant*, UNESCO
- Ms. Alessandra Molz, *Skills Development and Employability Specialist*, ILO Budapest

Modifications related to tasks or timeframe are subject to discussion and written approval by Antenna in Sarajevo of UNESCO Regional Bureau for Science and Culture in Europe.

**Qualifications and skills**

a) Corporate Competencies
   - Demonstrates commitment to UNESCO mission, vision and values;

² Idem
³ E.g. access to relevant publications, free software, free online tools, reference frameworks, etc.
B) Education and Experience

- Professional expertise in the development or management of E-Learning and blended learning for TVET/skills development,
- Excellent knowledge of the TVET system in BiH, in particular on E-learning and digitalisation of TVET systems, digital learning management systems and the digitalisation of TVET curricula.
- Excellent understanding of the learner-centred and the human-based approach to learning, constructivist learning approaches and the main tools and software used
- Expertise in qualitative research;
- Strong writing and analytical skills;
- Presentation and workshop facilitation skills;
- Excellent commend of the English language, capacity to produce high-quality reports in English
- Native speaker in one of the local languages of BiH.

C) Language Skills

- Excellent knowledge of English;
- Fluency in one of the BiH official languages (Bosnian/Croatian/Serbian).

Duration

The task is expected to be:

- Implemented between 01 September 2021 and 31 October 2021;
- Carried out spending a maximum of 20 working man/days during the abovementioned implementation period.

Expression of interest and selection criteria

Interested consultant must submit the following documents/information to demonstrate qualifications:

- Curriculum vitae including past experience in similar projects and at least 3 contact references;
- Proposal providing a brief methodology on how the task will be approached and conducted, accompanied by the financial offer in BAM;

Expressions of interest will be selected based on the evaluation of 3 equally important criteria: quality of the technical proposal; qualifications of the expert(s) concerned; and, competitiveness of the financial proposal.

Those short-listed will be notified no later than one week after the closing date.

The maximum compensation for this assignment will include fees for a maximum of 20 working days (based on UNESCO standards for individual consultants). The final contractual amount payment will depend on the technical and financial proposal and the applicable UNESCO rules and regulations.

Due to the COVID-19 situation and preventive measures in place, UNESCO will discourage missions to Ministries of Education in Bosnia and Herzegovina. Therefore, for the purpose of communication with relevant education stakeholders, the use of available online communication platforms is strongly recommended.
For additional information, if required, please contact Ms. Amila Planinčić at a.planincic@unesco.org

Expressions of interest should be submitted by email, clearly stating “Providing Guidance on Standards for Quality E-Learning in TVET in Bosnia and Herzegovina” to Ms. Maja Nikolic at m.nikolic@unesco.org