I. BACKGROUND
With the overall objective of strengthening the national accountability and capacity to build the country’s better future in peace, justice, and prosperity and its contribution towards conflict resolution and peacebuilding in the region, the UNESCO’s History and Peace Education project, entitled “Digitalization of Chega National Center for Conflict Reconciliation and Peacebuilding in Timor-Leste” was launched in December 2021. Under the framework, the project aims to, among others, enhance quality history and peace education through building capacity of schoolteachers in Timor-Leste.

Towards this end, the Teachers Training Modules are to be developed and utilized for Teachers’ Training in partnership with the Chega National Centre (CNC) and the Ministry of Education, Youth and Sports (MoEYS), and National Institute for Training of Teachers and Education Professionals (INFORDEPE).

II. TASKS AND RESPONSIBILITIES
Under the overall authority of the Director of UNESCO Jakarta Office, and the direct supervision of the Head of the Education Unit and in close coordination with the UNESCO’s project team in Jakarta and Dili Antenna Office, the Contractor serve as Expert of Teachers’ Training Modules development for History and Peace Education in Timor-Leste.

The Contractor as an Expert of Teachers’ Training Modules development for History and Peace Education will be responsible for:

a. Develop and deliver History Teachers’ Training Modules with the overall guidance and advice of the Committee consisting of CNC, MoEYS, INFORDEPE and UNESCO.

b. Designing the History Teachers’ Training Modules including table of contents and the layout of cover and back pages upon the approval of UNESCO Jakarta Office:
   i. Integrating Timor-Leste’s Conflict History into the modules development in line with the national history education textbooks for Grades 7-12 to support history teachers’ quality instructional knowledge and skills;
   ii. Aligning the modules development with the existing national education policies, curricula, teachers education, and students assessment; and
   iii. Reflecting the global vision of Peace Education into the modules development to achieve the Sustainable Development Goals (SDG) 4.7.1, specifically on a) global citizenship, b) education for Sustainable Development, c) education for peace with emphasis on ecological, inter-cultural and inter-disciplinary education.

c. Developing, drafting, reviewing, and finalizing the History Teachers’ Training Modules on History and Peace Education.

d. Addressing the gap between history schoolteachers’ capacity and the urgent need of quality history and peace education to build an equitable, inclusive, resilient, peaceful and sustainable society.
e. Delivering the final versions of History Teachers’ Training Modules on History and Peace Education in Portuguese and Tetun endorsed by MoEYS.
f. Reviewing the final translated version of History Teachers’ Training Modules on History and Peace Education in English endorsed by MoEYS.

III. UNESCO’S INPUTS
UNESCO together with the Contractor shall manage all the inputs needed for conducting the activities. Both institutions shall monitor the progress of the engagement and ensure the timely delivery of outputs. UNESCO will regularly provide feedback and advice on the activities stated the contract. All relevant materials including training modules shall be developed in consultation and approval of UNESCO Jakarta.

IV. TIMETABLE AND DELIVERABLES
a. Timetable:
   • Contract Period: 10 October – 31 January 2023 (3 months)
b. Deliverable by 31 January 2023:
   • Three (3) Teachers Training Modules with each Module consists of minimum five (5) Lessons on History and Peace Education in Portuguese and Tetun endorsed by MoEYS.
   • Three (3) Teachers Training Modules with each Module consists of minimum five (5) Lessons on History and Peace Education in English endorsed by MoEYS.

V. 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. Complete CV/Company portfolio of experience in developing similar activities as specified in the Term of Reference (TOR) above.
3. Detailed Workplan and Budget Proposal for the work as described in the Term of Reference (ToR) and short CVs of personnel(s) involved.

VI. ELIGIBILITY/QUALIFICATIONS/EXPERIENCE REQUIREMENTS
The interested Contractor should meet the following general criteria:
A. EXPERTISE OF FIRM/INSTITUTION
   1. A legal institution or organization with vast experience in organizing and implementing education related initiatives amongst learners, education professional and stakeholders;
   2. Having minimum 3 years of knowledge and experience in development of education courses materials, organizing, implementing skills training for students and teachers;
   3. Having minimum of 3 years of experience in working with United Nations agencies or international non- governmental organizations or similar entities and has implemented or demonstrated at least 1 project linked to SDGs in particular SDG 4 – Quality Education or similar development programmes will be an advantage;
   4. Excellent networks and linkages in the field of education and development work as well as individual contacts in education fields;
   5. Knowledge of official languages and local languages in the Timor Leste.
B. PROPOSE WORK PLAN AND APPROACH
1. Describe your understanding on the tasks related to the objectives and requirements set out in TOR; The contractor may provide technical advice on options for UNESCO to consider to include any other necessary features in facilitating and implementing the activities.
2. Elaborate your proposed approach and methodology to implement the activities to show how quality control, prompt delivery of services and internal technical and quality assurance review mechanism for the works will be achieved.
3. Please provide your sample(s) of previous work show the capability of your company to complete the tasks outlined in the TOR.

C. THE PERSONNEL
C.1. Expert Team Leader: Professional experience in specialization field
1. It is desirable for the Expert Team Leader to have a minimum of ten (10) years of professional experience in the history or peace education with attached CV to indicate professional qualifications and background.
2. It is desirable for the Expert Team Leader to have experience in developing training modules for teacher or a minimum of 2 successfully implemented projects in developing, organizing and facilitating related activities in formal education learning contents.
3. It is desirable that the Expert Team Leader has a bachelor’s Degree in social science, political science or other relevant academic background and professional qualification having expertise and professional experience in developing, teaching or training formal education learning contents for teacher.

C.2. Team Members: Human resources in specialization field
1. It is mandatory that the total number of team (4) members working for development of Teachers’ Training Modules for History and Peace Education should at least be having expertise and professional experience in developing, teaching or training on formal education learning contents for teacher with attached CVs of the members to indicate their professional qualifications and background.

The Institution should note:
   a) UNESCO liability for the bank charge is limited to the charge levied by its bank only and does not extend to the bank correspondence charges payable at the payee's end.
   b) Taxes levied by national authorities on money paid to contractors by UNESCO are not reimbursable by the Organization.
   c) UNESCO does not insure the contractor. It is, therefore, the responsibility of contractors to take out any insurance they may need against illness, accident, death, material damage, or other losses, which may or may not be imputable to the execution of their contract.
   d) Payment will be processed upon approval of the agreed deliverable(s) together with a payment claim/invoice.

END