UNESCO Office in Jakarta
Cluster Office for Brunei Darussalam, Indonesia, Malaysia, Philippines and Timor Leste
Regional Science Bureau for Asia and the Pacific

TERMS OF REFERENCE

<table>
<thead>
<tr>
<th>Deliverables</th>
<th>(1) Education Policy Review focusing on the five Cluster Countries of UNESCO Jakarta Office with an overall question on how SDG 4 can be accelerated by education interventions in this sub-region in Southeast Asia; (2) Proceedings of Sub-regional Education Policy Forum on 7-8 April 2020 in Jakarta, Indonesia.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Type of Contract</td>
<td>Contract for Services</td>
</tr>
<tr>
<td>Starting Date</td>
<td>Immediately</td>
</tr>
<tr>
<td>Duration</td>
<td>Until 27 July 2020</td>
</tr>
<tr>
<td>Closing Date</td>
<td>15 March 2020</td>
</tr>
</tbody>
</table>

A. BACKGROUND

UNESCO has strong commitment in supporting the Member States in achieving the Sustainable Development Goal 4 (SDG 4) and its targets. In 2020-2021, UNESCO Jakarta, as the Cluster Office to Brunei Darussalam, Indonesia, Malaysia, the Philippines and Timor-Leste will facilitate the Cluster Countries in achieving the targets for Sector-wide policies and plans, Technical Vocational and Education Training (TVET), Teachers in Education, Education for Sustainable Development (ESD) and Inclusive Education.

To better advocate on how education can accelerate SDG 4 through the country’s education policy interventions, UNESCO Jakarta will organize a Sub-regional Policy Forum for Sustainable Development 2030 for SDG 4 aims at synergizing joint action in the region for better impact for both the government and communities through an intensive meeting amongst the key education stakeholders and representatives.

B. TASK AND RESPONSIBILITIES

Under the overall authority of the Director and Representative of UNESCO Jakarta and in close consultation with the Head of Education Unit, the Contractor shall perform the following tasks:

1. To develop an Education Policy Review in the Cluster Countries of UNESCO Jakarta on each following thematic area with an overall question on how SDG 4 can be accelerated by education interventions, especially for bridging different education thematic areas such as:
   - Sector-wide Policies and Plan;
   - Technical Vocational and Education Training (TVET);
   - Teachers Policy and Plan;
   - Education for Sustainable Development (ESD);
   - Inclusive Education;

2. To produce Proceedings of Sub-regional Education Policy Forum for the Sustainable Development 2030 for SDG 4;
3. To take part in the Sub-regional Education Policy Forum for Sustainable Development 2030 which will be organized on 7-8 April 2020 in Jakarta in close coordination with Office Jakarta;

4. The contractor, in developing the education policy review, shall incorporate the inputs and suggestions from the event and shall work closely with the Education Unit of UNESCO Jakarta in coordinating and liaising with the Ministries of Education of its five Cluster Countries for further data collection and information gathering necessary for the development of the education policy review;

5. The contractor shall submit the 1st draft of the Table of Contents (TOC) of this education policy review and proceeding to UNESCO Jakarta one week after the signing of contract for its inputs;

6. The contractor will develop the education policy review and proceedings in English language which shall be written in a corrective and effective manner. The education policy review would have maximum 100 pages. Both reports should be typed on A4 page, with Arial 12 font and 1.15 line spacing;

7. The contractor will ensure to acknowledge copyright of the pictures, illustrations and figures as well as proper citation of the text;

8. The contractor will ensure that all sources of references used in the document must be fully recorded or stated in the footnote or in a list of reference that would be put in the end of the report. UNESCO Jakarta must be made aware of the necessary follow-up actions for seeking acknowledgement and agreement by the relevant contributors as necessary for the distribution purpose;

9. The first draft of education policy review and proceeding will be shared with key government stakeholders for their review at least three weeks after the contract was signed;

10. The draft of final reports will be submitted to UNESCO Jakarta for its approval and further comments prior to finalizing the reports. The final reports will be submitted in soft and hard copies one day before the end of contract;

11. Ensure the appropriate placement of UNESCO logos in the proceedings and report.

C. TIMETABLE AND DELIVERABLES

1. The first draft of table of contents of the education policy review and proceedings by 27 April 2020;

2. The first draft of policy review and proceedings by 15 May 2020;

3. The final policy review and proceedings by 27 July 2020.

D. INPUTS

UNESCO will provide the contractor the feedback and advice on the activities provided for this contract. Furthermore, the contractor will be provided with contacts of UNESCO’s relevant network partners within the Cluster Countries.

E. ELIGIBILITY, QUALIFICATION AND EXPERIENCE REQUIREMENTS

The contracted institution/organization should have the following profile:

A. Institution/Organization

- Legal entity and status as an institution/organization to arrange and implement education-related research or/and initiatives among education professionals and stakeholders at the national policy level (preferably education policy).
- Extensive experience in developing or implementing on education-related initiatives related to Sector-wide Policies and Plans, Technical Vocational and
Education Training (TVET), teachers in education, Education For Sustainable Development (ESD), Inclusive Education will be an advantage.

- Experience in working with United Nations agencies, international non-governmental organizations, or similar entities. Previous engagement with UNESCO will be an asset.
- Excellent networks and linkages in the field of education and development work in Asia and the Pacific region, particularly in Brunei Darussalam, Indonesia, Malaysia, the Philippines and Timor-Leste.

B. Institution/Organization Professionals and Experts
- Expertise and professional experience in the field of national education policy and have been involved in educational development initiatives, preferably in Brunei Darussalam, Indonesia, Malaysia, the Philippines and Timor-Leste.
- Professionals with at least three (3) fields of expertise and experiences in Technical Vocational and Education Training (TVET), Teachers in Education, Education For Sustainable Development (ESD) and Inclusive Education.
- Excellent knowledge of the national education networks at the international level as well as research, advocacy and awareness raising, capacity building, concept development, evaluations and project report.

F. COPYRIGHT, PATENTS, AND OTHER PROPRIETY RIGHTS

All rights, including but not limited to the title to the property, copyright, trademark, and patent in any work produced by the contractor by virtue of its contract shall be vested in UNESCO which alone shall hold all rights of use.

G. PROPOSAL SUBMISSION

UNESCO Office, Jakarta is requesting institutions to submit an offer comprising of technical proposal (may include but not limited to institutional profile and competitive advantage, curriculum vitae of proposed professionals and experts, a sample copy of related educational output produced, etc.) and financial proposal to undertake the above-outlined activity. The organization’s professionals and experts should endeavor an equal gender. An online link to the institution’s official website and soft copy of the most recent annual report (if available) will form as part of the technical proposal. Financial proposal should be quoted in US Dollars only.

In the preparation and submission of the proposal, the Contractor’s work plan shall address the requirements of all the outlined activities to be carried out by the Contactor as defined in the ToR and shall clearly define the approaches that will be undertaken in order to accomplish the tasks to be performed.

Submitted proposals are assessed based on the requirements of carrying out all the activities necessary to achieve the desired outputs of the engagement.

END