

**Call for Proposals from Individual Consultants
Youth Empowerment Project: revision of MIL syllabus**

Reference	:	ICSP/2018/395-995
Closing Date	:	26 July 2018
Duty Station	:	Amman, Jordan
Type of Contract	:	Individual Consultancy (IC) Contract
Contract Duration	:	6 months
Expected Start Date of the Contract	:	20 August 2018 (tentative)

Date: 26/June/2018

Dear Sir/Madam,

UNESCO Amman Office is inviting written proposals from Individual Consultants for the work assignment described in **(Annex A)**.

Your proposal and any supporting documents must be in **English**.

Your written proposal should include the following:

A Technical Proposal (maximum of 2 page excluding the CV – P.11) should consist of:

- A description of your proposed approach and methodology for undertaking the assignment;
- An estimation of the numbers of days needed to carry out the mission and a lump sum amount to be charged for the assignment (excluding travel, accommodation and subsistence costs-when applicable), which should be quoted in United States Dollars or in Euros. Applicants must indicate clearly number of working days (home-based) and number of working days (field-based).
- Comments on the Terms of Reference, if any (in brief).
- An up-to-date curriculum vitae based on P11 form **(Annex B)**;

- UNESCO's Contract template for individual consultants **(Annex C)**

- Declaration of Compatibility of the Professional Status **(Annex D)**

UNESCO places great emphasis on ensuring that the objectives of the work assignment, as described in the Terms of Reference, are met. Accordingly, in evaluating the proposals for the assignment, attention will focus first and foremost on the technical elements. From those proposals deemed suitable in terms of the criteria in the Terms of Reference, UNESCO shall select the proposal that offers the Organisation best value for money.

NB. UNESCO will evaluate the proposed fee against its standard rates for similar assignments.

Your proposal should be submitted by e-mail no later than close of business on or before 26 July 2018 **(18:00 Amman local time)** at the following email addresses ONLY:

Ms. Rasha Arafeh r.arafeh@unesco.org and CC to Mr. Cedric Neri c.neri@unesco.org

Email proposals should not exceed 10MB.

To ease the email tracing and facilitate quick processing, kindly use the following script **"Submission of Consultancy Proposal: revision of MIL syllabus "** in the **email subject**.

It is the individual's responsibility to ensure that his/her proposal is received by the deadline.

Potential experts contacted should not treat this letter in any way as an offer. However, their proposal may form the basis for an eventual contract with UNESCO.

ONLY selected expert will receive further notification and correspondences.

Thank you for your eventual interest in this UNESCO assignment. We look forward to receiving your proposal.

Staff member responsible for this assignment

Cedric Neri

Project Officer

Email: c.neri@unesco.org

Phone Number: +9626 5929621 ext. 330

(Annex A)

Terms of Reference

1. Background and Objective

The “Youth Empowerment” project advances Media and Information Literacy (MIL) as a holistic response to foster a more ethical and critical use of media and internet. The action builds on over 40-years experience that UNESCO has in MIL worldwide. Moreover, the project will build upon the pilot initiative experienced under the EU funded project “Support to Media in Jordan”. The project will strengthen capacities of public institutions (universities and schools), media and education professionals and civil society organizations to strengthen MIL competencies in four governorates: Irbid, Zarqa, Ma’an, and Mafraq.

To build inclusive knowledge, societies require the active engagement of all young women and men through information and communication technologies, drawing on relevant quality content, on the basis of human rights and dignity. Media and Information Literacy (MIL) is among the most effective responses to that.

UNESCO will convene and mobilise national authorities, schools, local radio stations and civil society organizations with a view to empower youth with MIL skills so that they are better equipped to ethically engaged with media content.

The funding for this project is provided by the European Union (EU), within the framework of an agreement signed between UNESCO and EU. The project will be implemented in close cooperation with relevant national institutions.

Description of Media and Information Literacy (MIL) clubs:

MIL clubs is an initiative piloted by UNESCO throughout the school year 2016/2017 in Amman. The initiative was introduced as part of the extracurricular activities for grades 7 to 9. The MIL clubs were operated once a week. The topics discussed the necessary skills to ethically consume and produce media content. More specifically, the clubs have been focusing on digital media literacy, visual media creation, authenticity of news, ethical reporting, and online privacy and security, among other topics.

Two teachers supervised each MIL club, with a regular support of ICT-Media experts for the practical sessions. Sessions with the students’ parents were also included to sensitize them on these concepts. The [UNESCO Media and Information Literacy Curriculum for Teachers](#) has been adapted in Arabic for national context. The supporting toolkit includes audio-visual material for the teachers.

UNESCO Amman Office is planning to launch new MIL clubs in three governorates; Irbid, Zarqa and Ma’an during school year 2018/2019.

2. Purpose of the Assignment

In view of expanding the MIL clubs formula into three governorates for the new school year 2018/2019, the MIL syllabus should be assessed and updated with additions related to basic critical thinking skills, including intercultural competencies, human rights awareness and gender equality.

3. Duties/Tasks and Expected Output

In close consultation with the UNESCO Officer in Amman, the specific tasks and deliverables under this assignment are:

- Conduct a desk review of UNESCO literature on MIL, in particular:
 - I. Media and Information Literacy Curriculum for Teachers
<http://unesdoc.unesco.org/images/0019/001929/192971e.pdf>
 - II. Media and Information Literacy: Policy and Strategy Guidelines
<http://unesdoc.unesco.org/images/0022/002256/225606e.pdf>
 - III. Opportunities for Media and information Literacy in the Middle East and North Africa
http://www.nordicom.gu.se/sites/default/files/publikationer-hela-pdf/opportunities_for_media_and_information_literacy_in_the_middle_east_and_north_africa.pdf
 - IV. Media and Information Literacy: Reinforcing Human Rights, Countering Radicalization and Extremism
<http://unesdoc.unesco.org/images/0024/002463/246371e.pdf>
 - V. UNESCO MIL syllabus developed for the MIL clubs in Jordan along with the evaluation reports on the syllabus and MIL clubs implemented under STMJ project.
- Carry out a focus group with beneficiaries and stakeholders of MIL clubs previously set up. The focus group will draw on the lessons learnt during the SMTJ project and adapt the program to the action. The focus group should include: teachers, schools principles, parents involved in the MIL clubs implemented under STMJ project;
- In line with the results of the desk review and focus group, revise and update MIL syllabus with additions related to basic critical thinking skills, including intercultural competencies, human rights awareness and gender equality;
- Submit the syllabus for review to the participants of the focus group and consolidate the comments. The drafted updated syllabus should propose at least 6 new classes, including practical material with examples the teachers can use. The consultant should clearly indicate where the classes will be integrated in the syllabus (timeframe, links with other classes and consecutiveness). The syllabus is available and will be updated in Arabic only. Submit the syllabus to UNESCO for review;
- Finalise the MIL syllabus, integrating and harmonizing the comments received by the stakeholders and UNESCO;

- Provide tools, pedagogic materials, and resources that teachers can use to carry out the 6 additional classes;
- Design, organize and facilitate a refresher course for the teachers on the MIL syllabus, namely on the new additional classes added in the syllabus.

4. Timetable and Deliverables

This assignment is expected to cover 3 months, with regular presence in Amman for meetings with stakeholders and during the consultation. The expected start date of the contract is 20 August 2018. The consultant will be provided with support and technical guidance on Media and Information Literacy subject matter from UNESCO to update the MIL syllabus.

5. Deliverables:

- a. Inception Report with the planning of the assignment, including timeframe (2 September 2018);
- b. Organization and facilitation of the focus group (by 16 September 2018);
- c. First draft of updated MIL syllabus including inputs from the participants of the focus group (10 October 2018);
- d. Finalization of the MIL syllabus, including pedagogic resources and material for the additional classes (30 October 2018);
- e. Refresher course for the teachers on the MIL syllabus, namely on the new additional classes added in the syllabus (December 2018/January 2019).

6. Qualifications

- (a) Advanced University degree (preferably PhD) in Education, Social studies, Media or other related field;
- (b) Demonstrated relevant expertise at national or/and regional or/and international levels in Media and Information Literacy, intercultural dialogue, preventing hate speech;
- (c) Minimum of 5 years' hands-on professional experience in pedagogic projects, including relevant precedent experience in syllabus/training development in the field of work of the project;
- (d) Being a leading expert in one previous project with a similar scope is an asset;
- (e) Fluency in Arabic (oral and written) is essential and a working knowledge of English is an asset;
- (f) Ability to conceptualize and design pedagogic material, namely in the field of expertise of the project;
- (g) Past experience in drafting high quality well-documented reports and training tools in the field of Education and/or Media Information Literacy;
- (h) Ability to lead technical meeting with schools officials, educational experts and CSOs is an asset;
- (i) Demonstrated exposure to different socio-cultural environments;
- (j) Previous work in Jordan or in Arab States is an asset;
- (k) List of references.

7. Facilities to be provided by UNESCO (if any)

UNESCO will be responsible for the logistical organisation and will provide facilities for all above-mentioned consultations.

Annex B

An up-to-date curriculum vitae based on P11 form

See separate document

Annex C

UNESCO's Contract template for individual consultants

See separate document

Annex D

Declaration of Compatibility of the Professional Status

The Applicant must sign the following script and enclose as part of the technical proposal:

"I, the submitting individual:

1. Fully understands that this work assignment that I am applying to does not constitute an offer from UNESCO for recruitment or employment or any long-term commitment imposed on UNESCO. I agree that UNESCO will pay me against quality and timely delivery of outputs and deliverables indicated in the TOR and UNESCO has the right at its own discretion to cancel the contract should the performance be unsatisfactory or UNESCO opts to stop activities related to this work assignment by notifying me its decision in writing or by email at least by one month from the expected date of contract cancellation.
2. Family Ties
 - a. The Individual Specialist certifies that he/she is not the father, mother, son, daughter, brother or sister of a staff member of UNESCO, of an employee of the ancillary services or of someone who, at the same time, holds a supernumerary contract or contract for individual consultants or other specialists or has a fellowship with UNESCO.
 - b. The Individual Specialist also certifies that, if he/she has a spouse working as a UNESCO staff member, or as an ancillary services employee, the spouse does not work in the same Sector, Bureau or field office in which the Individual Specialist will be working.
3. Multiple Contracts
 - a. The Individual Specialist certifies and declares that he/she only holds one contract of any type with UNESCO at any one time. Any failure to respect this condition renders this present contract liable for immediate termination, without notice or indemnity.
 - b. The Individual Specialist certifies and declares that he/she is not a beneficiary of any type of UNESCO Fellowship. Any failure to respect this condition renders this present contract liable for immediate termination, without notice or indemnity.
 - c. The Individual Specialist certifies and declares that he/she does not have incompatible professional status under UNESCO's provisions governing the contracts for individual consultants and other specialists.

Name and Signature

Date