CALL FOR PROPOSALS

**DEVELOPMENT OF INNOVATIVE FINANCIAL PLANNING RESOURCE FOR
TECHNOLOGY-ENABLED EDUCATION TO ACHIEVE SDG 4 IN ASIA-PACFIFIC**

TYPE OF CONTRACT:	**Contract for services**
DURATION OF CONTRACT:	**1 July – 30 September 2019**
CLOSING DATE:	**20 June 2019**

A. Project Background

UNESCO Bangkok is currently implementing the project titled "Innovative Financial Planning in Technology-Enabled Education to Achieve SDG 4 in Asia-Pacific", which is supported by the Korean Funds-In-Trust. The project supports UNESCO's Asia-Pacific Member States by building the capacity of policy makers to conduct financial planning for ICT in education projects. This initiative will enhance the main and ongoing activities of the ICT in Education programme, which focuses on supporting Member States in developing national ICT in Education policies and master plans that are aligned with Education 2030.

The "UNESCO ICT in Education Policy Planning Guide" (PPG) was launched to support policy makers' Master Plan development activities. The PPG is an interactive 5-module guidebook containing content on ICT in education policy planning, quizzes, learning activities, and facilitate guides to provide Member States with strategic interventions for key stages of the ICT in Education policy planning process. The PPG enables UNESCO to scale up its technical support to Member States by providing detailed guidance, instructions and tools to develop their ICT in Education Master Plans.

To supplement the PPG, an interactive Financial Planning Resource (FPR) will serve to assist policy planners in the financial planning process of developing ICT in Education master plans and to supplement the technical capacity building workshops delivered by UNESCO. A set of costing assessment tools, costing guides, and case studies will be developed and implemented to ensure that the national ICT in education master plans are comprehensive and costed. These would include:

- Digital data gathering instruments;
- Interactive financial planning worksheets that use a Total Cost of Ownership (TCO) approach;
- Dynamic case studies of ICT in education master plans that will be filtered according to users' selection of criteria; and
- User-friendly cost estimation function for different ICT modalities in schools.

The FPR will integrate with the PPG, which is currently hosted at http://ictpolicy.guide. It will be available in electronic formats and responsive to all screen sizes.

The expected audience of the FPR will primarily be policy makers, financial planners, and regional and local non-governmental organizations.

B. Objectives

The main objectives of the project are to improve users' learning experience through the 1) redevelopment of the PPG to be more interactive and user-friendly and 2) development of a data-driven web application for the FPR based on contents provided by UNESCO Bangkok. Scope of Work

The contractor is responsible for the technical design and development of the PPG and FPR. Activities include the following tasks:

1. Develop a proposal that includes:
   a. A work plan indicating relevant activity milestones for the PPG and FPR;
   b. design concept including features;
   c. development plan and user-testing plan; and
   d. cost estimates.
2. Re-develop the existing PPG with the following requirements:
   a. Wordpress theme
   b. Design and develop the graphics;
   c. Responsive, mobile-friendly, and must accommodate various screen factors of smart devices and desktop; and
3. Produce an interactive data-driven web application with the following requirements:
   a. User-interface (UI)/user-experience (UX) functionalities
   b. Design and develop images, graphics, diagrams, and tables, and other related materials
   c. Responsive, and mobile-friendly to accommodate various screen factors of smart devices and desktop
   d. Fast rendering and low-bandwidth friendly
   e. Compatible with major browsers (IE, Chrome, Firefox, Safari, Opera).
   f. Well organized and professionally commented source code
   g. Front-end and back-end features including:
      i. Main page menu
      ii. Content page
      iii. Progress bar and navigation
      iv. User form inputs and validation
      v. Programming logic for filter functionality
      vi. Dynamically displayed contents based on user inputs
4. Prepare and submit the draft and final versions of the FPR
5. Host the draft and final versions locally and provide the temporary URL for access and review
6. Conduct testing for the FPR prior to release
      i. User-testing;
      ii. UI/UX testing;
      iii. Cross-browser testing
7. Revise the draft and final versions, based on feedback gathered from UNESCO Bangkok and pilot test reviewers
8. Transfer and migrate the final output and assets, including database, directories, and files, to the UNESCO Bangkok server
9. Provide necessary software support and maintenance and, if necessary, modify the FPR upon UNESCO's request until three months after the migration process (warranty)
10. Prepare a developer's manual to orient UNESCO Bangkok on the FPR as well as on how to update content and make design enhancements; and
11. Coordinate directly with the UNESCO Bangkok on related matters.

C. Deliverables and Schedules
The contractor is required to submit the following deliverables to UNESCO Bangkok, according to the agreed timeframe agreed:

1. Technical proposal
2. Re-development of the PPG
3. Draft and final version of the FPR;
4. A developers' manual for UNESCO Bangkok, at the end of the contract period.

Deliverables	Timeline
Technical proposal	12 July 2019
Redevelopment of the PPG	31 July 2019
Draft version of FPR	23 August 2019
Final version of FPR migrated to UNESCO	23 September 2019
Developer's manual	30 September 2019

All work will be completed by **30 September 2019** at the latest. In line with UNESCO's overall gender mainstreaming strategy, the Contractor is expected to integrate a gender perspective and apply gender analysis and mainstreaming concepts whenever feasible.

D. Key Qualifications of the Contractor
The Contractor will be selected through a call for proposals, with the following qualifications:

For Individuals	For Organizations
• At least three (3) years of relevant web application design and development experience • Demonstrated experience in developing high-quality interactive web application content and online courses (required portfolio of at least three similar projects) • Proven experience with different web technologies including JavaScript, PHP, HTML, CSS, Ajax, databases (MySQL), and web application engines like Google App Script • Proficient oral communication and report writing skills in English	• Organizational mandate involves development of interactive web applications • Demonstrated experience in developing high-quality interactive web application content (required portfolio of at least three similar projects) • Personnel involved to be well versed in web development technologies including JavaScript, PHP, HTML, CSS, Ajax, and databases (MySQL). and web application engines like Google App Script • Proficient oral communication and report writing skills in English

E. Logistics
The Contractor will be responsible for arranging its own logistics: office space, administrative and secretarial support, team members, telecommunications, travel arrangement, printing of documentation,

etc. The costs of these logistics, including all research-related travel, will be included in the lump sum payment of the consultancy contract. Although the Contractor will be responsible for the execution of the data collection workplan, UNESCO Bangkok will facilitate, to the extent possible, the provision of contact information and other documents, as necessary.

F. Proposal

Interested applicants are required to develop their **a) CV/organizational profile, b) portfolio of at least three similar projects, and c) a proposal** that includes:
   a. A work plan indicating relevant activity milestones;
   b. Proposed overall look, features, technology and sitemap of the PPG and FPR, based on the Objectives in section B above and following UXD principles; and
   c. Cost estimates.

The final contractor will be decided based on the lowest priced offer that meets the minimum technical requirements.

Please send your proposals, CV/organization profile and portfolio (at least 3 similar projects) no later than 20 June 2019, 23.59hr, Bangkok time to: ict.bgk@unesco.org