Call for Proposal

Reference: Yangon/CI/SOJ2019
Issue date: 15 May 2019

<u>Request to submit a written proposal for a work assignment with UNESCO – DEADLINE EXTENDED TO 14 JUNE</u>

UNESCO is inviting written proposals from **an institution** for the work assignment described in the Terms of Reference (see annexes A and B);

Your written proposal should comprise:

(a) A Technical Proposal consisting of an approach and methodology for the assignment, a workplan and comments on the Terms of Reference if any (in brief); and

(b) A Financial proposal for the assignment quoted in US dollars only. Please show any travel costs separately if any.

<u>Your proposal and any supporting documents must be in English</u>.

UNESCO places great emphasis on ensuring that the objectives of the work assignment, as described in the Terms of Reference, are fully met within a mutually agreed timeframe. 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 Organization best value for money.

Your proposal should be submitted by e-mail no later than close of business **17:00, Yangon time, on 14 June 2019.** E-mail proposals should not exceed 10 MB.

The e-mail address is: yangon@unesco.org

It is the responsibility of an institution or individual to ensure that the proposal is received by the deadline.

Thank you for your interest in this UNESCO assignment; and we look forward to receiving your proposal.

Min Jeong Kim
Head of Office
UNESCO Myanmar Project Office

Project: ***Advancing freedom of expression and the diversity of cultural expressions for sustainable development***

Annex A

TERMS OF REFERENCE

Trainings on digital safety for journalists

Background

Journalists and media professionals perform a critical role, reporting news and information to the public that can bring misdeeds to light, make public institutions accountable and contribute to the creation of more just, peaceful and inclusive societies. UNESCO works to create a free and safe environment for journalists by leading the UN Plan of Action on Safety of Journalists and the Issue of Impunity. The safety of journalists and their role in promoting inclusive and sustainable societies has also been recognized in the 2030 Agenda for Sustainable Development, particularly in Goal 16.10.

The areas in which UNESCO has made an impact are the strong normative frameworks in place on the safety of journalists; enhanced awareness of journalists' safety and impunity challenges; reinforced monitoring role within the framework of the SDGs; empowerment of key institutions in society on the safety of journalists through capacity building; academic research on the safety of journalists; and the creation of new coalitions to promote journalists' safety.

On the other hand, social media and digital technologies have become an indispensable tool for many journalists in following new leads, discovering stories, distributing news and interacting directly with audiences. However, these new opportunities have also been accompanied by risks and challenges. Educating journalists about digital security measures is essential for their own safety and for safeguarding freedom of expression. Besides the digital safety of individual journalists, the protection of their sources and their colleagues in the field is also indispensable.

The types of threats to the digital safety of journalism and journalists are hacking, fake domain attacks, denial of service attacks, data mining, confiscation of digital hardware, surveillance, tracking, cyber-bullying, trolling, doxing (online threat to the privacy), public shaming, online harassment, hate speech, and intimidation.

Objectives

The work undertaken with this assignment seeks to enhance the safety of journalists at the national and local level in Myanmar. It is also the first capacity building programme in a series of trainings on safety related issues that will contribute to the creation of a network of safety focal points in newsrooms across Myanmar

In this context, the specific objectives of the activities are to:
-   Enhance the capacities of a selected number of reporters on digital safety who will act as safety focal points in their respective newsrooms;
-   Enhance awareness of Myanmar journalists on digital threats to privacy and source protection; and

- **S**trengthen the capacities of journalists to mitigate digital risks that they might be exposed to.

Tasks to be performed

In particular, the selected institution or organization shall undertake the following tasks:

1. Develop a 2-day training module on digital safety of journalists particularly adapted to the Myanmar context and based on the needs of the journalists. The module shall be based on existing UNESCO training resources for journalists, and include, but not limited to, the following;
    a. Self-care guidelines for digital security and why it is needed;
    b. Safety of devices such as mobile phones and laptops being used by the journalists;
    c. Best practices and technologies that may be recommended as safe; such as communication safety, data safety, browsers and browsing safety, and other online information sharing platforms, such as email, shared drives, online storage software and programmes, etc.

2. Prepare and conduct the digital safety trainings to journalists from selected media outlets in Myanmar. The media outlets encompass the mainstream traditional media, local and ethnic media, and online media. This includes:
    a. Development of teaching and training materials in Myanmar language.
    b. Conduct a training of trainers on the module developed (if necessary).
    c. Identification of training participants. At least 50% of participants shall be from private local media outlets to ensure participation from all States and Regions. Gender balance among participants must be considered.
    d. Conduct three trainings, targeting at least 60 journalists in total (20 journalists per training).
    e. Conduct a pre- and post-training evaluation to assess the effectiveness of the training.
    f. Produce a directory with the names and contact details of the participants who are willing to, and have potential to become the safety focal points for the network that UNESCO is aiming to establish.

3. Provide all the necessary logistics for the successful implementation of the activities, including venue, catering service, printouts of the training materials, and accommodation and transportation of participants from outside the cities where the trainings will be held.

4. Present an evaluation and summary report on the results of the activities completed and a certified financial report on the use of funds provided by UNESCO in accordance with the contract.

Expected deliverables

The contractor is expected to submit the following deliverables to UNESCO:

1. Training module on digital safety of the journalists in Myanmar Language with a summary in English
2. List of participants identified.
3. Final report summarizing the 3 training courses on digital safety for the journalists conducted, including the evaluation of the trainings and directory of potential safety focal points.

Inputs of UNESCO and the contractor:

UNESCO will:
- Regularly monitor the effective and timely implementation of the project activities;
- Review all final plans for each activity prior to implementation making suggestions and requesting revisions where necessary;
- Provide advice to the organization on the implementation of activities when needed;
- Provide technical support to narrative reporting to ensure UNESCO rules are followed;

The contractor will:
- Implement the project according to the ToR and agreed work plan and in regular consultation and

coordination with UNESCO;
- Ensure that all deliverables are of the highest quality standards.

Duration of contract:
From 21 June to 31 October 2019 tentatively

Qualifications/Requirements
- Strong ability and prior experience in conducting trainings on journalism, digital security and media, including print, broadcast and online
- Familiar with Myanmar's media landscape, including knowledge on the existing media houses and journalists associations and organizations
- At least one previous working experience with the UN or International organizations.