

REQUEST FOR QUOTATION FOR SERVICES – RFQ/S

Ref.: [MGIEP/2026/RFQ/002 Request for quotations for an Individual Consultant or Agency for Online Courses Situation Analysis]

(Please, quote this UNESCO reference in all correspondence)

You are invited to submit your quotation offering your best prices and delivery conditions to UNESCO for the provision of services described below:

[Individual Consultant or Agency for Online Courses Situation Analysis]

Your quotation must consist of two separate files: (i) Technical Proposal and (ii) Financial Proposal no later than **19 May 2026, 11:59 PM Indian Standard Time**:

The vendor shall bear all costs associated with the preparation and submission of the Proposal and UNESCO will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the solicitation.”

1. Technical proposal:

Instruction to vendors: Please use the template, supplementing your statements with evidence (e.g. links to portfolios or CVs) when suitable.

Nº	Item	Vendor’s input
1	Experience and qualification	<i>Describe, Confirm and provide the proofs of compliance with the requirements/expertise required in the Terms of Reference (TOR).</i>
2	Approach, methodology and implementation plan	<i>Describe your approach to the provision of the requested service, specific methodologies or equipment used (if applicable), and outline the implementation plan with the timeline.</i>
3	Key personnel to implement the services	<i>List of the key personnel involved in the service delivery, with a short description of their role and expertise.</i>

2. Financial Proposal:

The Service Provider is requested to share:

Item	Total Fee (Currency)
Total proposed charges for the inception report and situation analysis of five courses (as per ANNEXE II)	
TOTAL SUM OF QUOTATION	<i>Indicate the total fee, summing up the items above</i>

WE ARE LOOKING FORWARD TO RECEIVING YOUR QUOTATION comprising of a technical proposal and a financial proposal, in two separates files and emails

AT

procurement.mgiep@unesco.org

Subject: Ref. [MGIEP/2026/RFQ/002 Request for quotations for an Individual Consultant or Agency for Online Courses Situation Analysis]

(To be noted that all files together not to exceed 10 MB)

Quotes shall be in written English

FOR UNESCO	
NAME	
FUNCTIONAL TITLE	
SIGNATURE	
DATE	

ANNEX I – General Terms and Conditions for Professional Services

1. LEGAL STATUS

The Contractor shall be considered as having the legal status of an independent contractor vis-à-vis UNESCO. The Contractor's personnel and sub-contractors shall not be considered in any respect as being the employees or agents of UNESCO.

2. SOURCE OF INSTRUCTIONS

The Contractor shall neither seek nor accept instructions from any authority external to UNESCO in connection with the performance of its services under this Contract. The Contractor shall refrain from any action, which may adversely affect UNESCO or the United Nations and shall fulfill its commitments with the fullest regard to the interests of UNESCO.

3. CONTRACTOR'S RESPONSIBILITY FOR EMPLOYEES

The Contractor shall be responsible for the professional and technical competence of its employees and will select, for work under this Contract, reliable individuals who will perform effectively in the implementation of this Contract, respect the local customs, and conform to a high standard of moral and ethical conduct.

4. ASSIGNMENT

The Contractor shall not assign, transfer, pledge or make other disposition of this Contract or any part thereof, or any of the Contractor's rights, claims or obligations under this Contract except with the prior written consent of UNESCO.

5. SUB-CONTRACTING

In the event the Contractor requires the services of sub-contractors, the Contractor shall obtain the prior written approval and clearance of UNESCO for all sub-contractors. The approval of UNESCO of a sub-contractor shall not relieve the Contractor of any of its obligations under this Contract. The terms of any sub-contract shall be subject to and conform with the provisions of this Contract.

6. OFFICIALS NOT TO BENEFIT

The Contractor warrants that no official of UNESCO has received or will be offered by the Contractor any direct or indirect benefit arising from this Contract or the award thereof. The Contractor agrees that breach of this provision is a breach of an essential term of this Contract.

7. INDEMNIFICATION

The Contractor shall indemnify, hold and save harmless, and defend, at its own expense, UNESCO, its officials, agents, and employees from and against all suits, claims, demands, and liability of any nature or kind, including their costs and expenses, arising out of acts or omissions of the Contractor, or the Contractor's employees, officers, agents or sub-contractors, in the performance of this Contract. This provision shall extend, inter-alia, to claims and liability in the nature of workmen's compensation, products liability and liability arising out of the use of patented inventions or devices, copyrighted material or other intellectual property by the Contractor, its employees, officers, agents, servants or sub-contractors. The obligations under this Article do not lapse upon termination of this Contract.

8. INSURANCE AND LIABILITIES TO THIRD PARTIES

The Contractor shall provide and thereafter maintain insurance against all risks in respect of its property and any equipment used for the execution of this Contract. The Contractor shall provide and thereafter maintain all appropriate workmen's compensation insurance, or its equivalent, with respect to its employees to cover claims for personal injury or death in connection with this Contract. The Contractor shall also provide and thereafter maintain liability insurance in an adequate amount to cover third party claims for death or bodily injury, or loss of or damage to property, arising from or in connection with the provision of services under this Contract or the operation of any vehicles. The Contractor shall provide and thereafter maintain all appropriate workmen's compensation insurance, or its equivalent, with respect to its employees to cover claims for personal injury or death in connection with this Contract or the operation of any vehicles, boats, airplanes or other equipment owned or leased by the Contractor or its agents, servants, employees or sub-contractors performing work or services in connection with this Contract. Except for the workmen's compensation insurance, the insurance policies under this Article shall:

8.1 Name UNESCO as additional insured;

8.2 Include a waiver of subrogation of the Contractor's rights to the insurance carrier against UNESCO;

8.3 Provide that UNESCO shall receive thirty (30) days written notice from the insurers prior to any cancellation or change of coverage

8.4 The Contractor shall, upon request, provide UNESCO with satisfactory evidence of the insurance required under this Article.

9. ENCUMBRANCES/LIENS

The Contractor shall not cause or permit any lien, attachment or other encumbrance by any person to be placed on file or to remain on file in any public office or on file with UNESCO against any monies due or to become due for any work done or materials furnished under this Contract, or by reason of any other claim or demand against the Contractor.

10. TITLE TO EQUIPMENT

Title to any equipment and supplies that may be furnished by UNESCO shall rest with UNESCO and any such equipment shall be returned to UNESCO at the conclusion of this Contract or when no longer needed by the Contractor. Such equipment, when returned to UNESCO, shall be in the same condition as when delivered to the Contractor, subject to normal wear and tear. The Contractor shall be liable to compensate UNESCO for equipment determined to be damaged or degraded beyond normal wear and tear.

11. COPYRIGHT, PATENTS AND OTHER PROPRIETARY RIGHTS

UNESCO shall be entitled to all intellectual property and other proprietary rights including but not limited to patents, copyrights, and trademarks, with regard to products, or documents and other materials which bear a direct relation to or are produced or prepared or collected in consequence of or in the course of the execution

of this Contract. At UNESCO's request, the Contractor shall take all necessary steps, execute all necessary documents and generally assist in securing such proprietary rights and transferring them to UNESCO in compliance with the requirements of the applicable law

12. USE OF NAME, EMBLEM OR OFFICIAL SEAL OF UNESCO OR THE UN

The Contractor shall not advertise or otherwise make public the fact that it is a Contractor with UNESCO, nor shall the Contractor, in any manner whatsoever use the name, emblem or official seal of UNESCO, or any abbreviation of the name of UNESCO in connection with its business or otherwise.

13. CONFIDENTIAL NATURE OF DOCUMENTS AND INFORMATION

Information and data that is considered proprietary by either Party or that is delivered or disclosed by one Party ("Discloser") to the other Party ("Recipient") during the course of performance of the Contract, and that is designated as confidential ("Information"), shall be held in confidence by that Party.

Drawings, photographs, plans, reports, recommendations, estimates, documents and all other data compiled by or received by the Contractor under this Contract shall be the property of UNESCO, shall be treated as confidential and shall be delivered only to UNESCO authorized officials on completion of work under this Contract. The Contractor may not communicate at any time to any other person, Government or authority external to UNESCO, any information known to it by reason of its association with UNESCO, which has not been made public except with the authorization of UNESCO; nor shall the Contractor at any time use such information to private advantage. These obligations do not lapse upon termination of this Contract.

UNESCO may disclose information to the extent required pursuant to resolutions or regulations of the General Conference or rules promulgated thereunder and to the UNESCO Access to Information policy. The Contractor acknowledges that UNESCO's Information, including any information relating to an identified or identifiable individual ("Personal Data"), is subject to privileges and immunities accorded to UNESCO and that as a result any such Information is inviolable and cannot be disclosed, provided or otherwise made available to, or searched, confiscated or otherwise be interfered with by any person, unless such immunity is expressly waived in writing by UNESCO. To ensure compliance with the privileges and immunities of UNESCO, the Contractor shall segregate information provided by UNESCO or generated by the Contractor under this Contract to the fullest extent possible.

14. FORCE MAJEURE; OTHER CHANGES IN CONDITIONS

Force majeure, as used in this Article, means acts of God, war (whether declared or not), invasion, revolution, insurrection, or other acts of a similar nature or force, which are beyond the control of the Parties. In the event of and as soon as possible after the occurrence of any cause constituting force majeure, the Contractor shall give notice and full particulars in writing to UNESCO, of such occurrence or change if the Contractor is thereby rendered unable, wholly or in part, to perform its obligations and meet its responsibilities under this Contract. The Contractor shall also notify UNESCO of any other changes in conditions or the occurrence of any event, which interferes or threatens to interfere with its performance of this Contract. The notice shall include steps proposed by the Contractor to be taken including any reasonable alternative means for performance that is not prevented by force majeure. On receipt of the notice required under this Article, UNESCO shall take such action as, in its sole discretion, it considers to be appropriate or necessary in the circumstances, including the granting to the Contractor of a reasonable extension of time in which to perform its obligations under this Contract. If the Contractor is rendered permanently unable, wholly, or in part, by reason of force majeure to perform its obligations and meet its responsibilities under this Contract, UNESCO shall have the right to suspend or terminate this Contract on the same terms and conditions as are provided for in Article 15, "Termination", except that the period of notice shall be seen (7) days instead of thirty (30) days.

15. TERMINATION

Either party may terminate this Contract for cause, in whole or in part, upon thirty days notice, in writing, to the other party. The initiation of arbitral proceedings in accordance with Article 16 "Settlement of Disputes" below shall not be deemed a termination of this Contract. UNESCO reserves the right to terminate without cause this Contract at any time upon 15 days prior written notice to the Contractor, in which case UNESCO shall reimburse the Contractor for all reasonable costs incurred by the Contractor prior to receipt of the notice of termination. In the event of any termination by UNESCO under this Article, no payment shall be due from UNESCO to the Contractor except for work and services satisfactorily performed in conformity with the express terms of this Contract. The Contractor shall take immediate steps to terminate the work and services in a prompt and orderly manner and to minimize losses and further expenditures. Should the Contractor be adjudged bankrupt, or be liquidated or become insolvent, or should the Contractor make an assignment for the benefit of its creditors, or should a Receiver be appointed on account of the insolvency of the Contractor, UNESCO may, without prejudice to any other right or remedy it may have, terminate this Contract forthwith. The Contractor shall immediately inform UNESCO of the occurrence of any of the above events.

16. SETTLEMENT OF DISPUTES

16.1 Amicable Settlement

The Parties shall use their best efforts to settle amicably any dispute, controversy or claim arising out of, or relating to this Contract or the breach, termination or invalidity thereof. Where the parties wish to seek such an amicable settlement through conciliation, the conciliation shall take place in accordance with the UNCITRAL Conciliation Rules then obtaining, or according to such other procedure as may be agreed between the parties.

16.2 Arbitration

Unless, any such dispute, controversy or claim between the Parties arising out of or relating to this Contract or the breach, termination or invalidity thereof is settled amicably under the preceding paragraph of this Article within sixty (60) days after receipt by one Party of the other Party's request for such amicable settlement, such dispute, controversy or claim shall be referred by either Party to arbitration in accordance with the UNCITRAL Arbitration Rules then obtaining, including its provisions on applicable law. The arbitral tribunal shall have no authority to award punitive damages. The Parties shall be bound by any arbitration award rendered as a result of such arbitration as the final adjudication of any such controversy, claim or dispute.

17. PRIVILEGES AND IMMUNITIES

Nothing in or relating to this Contract shall be deemed a waiver, express or implied, of any of the privileges and immunities of UNESCO.

18. TAX EXEMPTION

18.1 Section 7 of the Convention on the Privileges and Immunities of the United Nations provides, *inter-alia*, that UNESCO, is exempt from all direct taxes, except charges for public utility services, and is exempt from customs duties and charges of a similar nature in respect of articles imported or exported for its official use. In the event any governmental authority refuses to recognize the UNESCO exemption from such taxes, duties or charges, the Contractor shall immediately consult with UNESCO to determine a mutually acceptable procedure.

18.2 Accordingly, the Contractor authorizes UNESCO to deduct from the Contractor's invoice any amount representing such taxes, duties or charges, unless the Contractor has consulted with UNESCO before the payment thereof and UNESCO has, in each instance, specifically authorized the Contractor to pay such taxes, duties or charges under protest. In that event, the Contractor shall provide UNESCO with written evidence that payment of such taxes, duties or charges has been made and appropriately authorized.

19. CHILD LABOUR

19.1 The Contractor represents and warrants that neither it, nor any of its suppliers is engaged in any practice inconsistent with the rights set forth in the Convention on the Rights of the Child, including Article 32 thereof, which, *inter-alia*, requires that a child shall be protected from performing any work that is likely to be hazardous or to interfere with the child's education, or to be harmful to the child's health or physical, mental, spiritual, moral or social development.

19.2 Any breach of this representation and warranty shall entitle UNESCO to terminate this Contract immediately upon notice to the Contractor, at no cost to UNESCO.

20. MINES

20.1 The Contractor represents and warrants that neither it nor any of its suppliers is actively and directly engaged in patent activities, development, assembly, production, trade or manufacture of mines or in such activities in respect of components primarily utilized in the manufacture of Mines. The term "Mines" means those devices defined in Article 2, Paragraphs 1, 4 and 5 of Protocol II annexed to the Convention on Prohibitions and Restrictions on the Use of Certain Conventional Weapons Which May Be Deemed to Be Excessively Injurious or to Have Indiscriminate Effects of 1980.

20.2 Any breach of this representation and warranty shall entitle UNESCO to terminate this Contract immediately upon notice to the Contractor, without any liability for termination charges or any other liability of any kind of UNESCO.

21. OBSERVANCE OF THE LAW

The Contractor shall comply with all laws, ordinances, rules, and regulations bearing upon the performance of its obligations under the terms of this Contract.

22. AUTHORITY TO MODIFY

No modification or change in this Contract, no waiver of any of its provisions or any additional contractual relationship of any kind with the Contractor shall be valid and enforceable against UNESCO unless provided by an amendment to this Contract signed by the authorized official of UNESCO.

23. SECURITY

The responsibility for the safety and security of the Contractor and its personnel and property, and of UNESCO property in the Contractor's custody, rests with the Contractor.

The Contractor shall:

- (a) put in place an appropriate security plan and maintain the security plan, taking into account the security situation in the country where the services are being provided;
- (b) assume all risks and liabilities related to the Contractor's security, and the full implementation of the security plan.

UNESCO reserves the right to verify whether such a plan is in place, and to suggest modifications to the plan when necessary. Failure to maintain and implement an appropriate security plan as required hereunder shall be deemed a breach of this contract. Notwithstanding the foregoing, the Contractor shall remain solely responsible for the security of its personnel and for UNESCO property in its custody.

24. ANTI-TERRORISM

The Contractor agrees to undertake all reasonable efforts to ensure that none of the UNESCO funds received under this Contract are used to provide support to individuals or entities associated with terrorism and that the recipients of any amounts provided by UNESCO hereunder do not appear on the list maintained by the Security Council Committee established pursuant to resolution 1267 (1999). The list can be accessed via:

<https://www.un.org/sc/suborg/en/sanctions/un-sc-consolidated-list>.

This provision must be included in all sub-contracts or sub-agreements entered into under the Contract.

25. AUDITS AND INVESTIGATIONS:

Each invoice paid by UNESCO shall be subject to a post-payment audit by auditors, whether internal or external, of UNESCO or by other authorized and qualified agents of UNESCO at any time during the term of the Contract and for a period of three (3) years following the expiration or prior termination of the Contract.

UNESCO may conduct investigations relating to any aspect of the Contract or the award thereof, the obligations performed under the Contract, and the operations of the Contractor generally relating to performance of the Contract at any time during the

term of the Contract and for a period of three (3) years following the expiration or prior termination of the Contract.

The Contractor shall provide its full and timely cooperation with any such post payment audits or investigations. Such cooperation shall include, but shall not be limited to, the Contractor's obligation to make available its personnel and any relevant documentation for such purposes at reasonable times and on reasonable conditions and to grant to UNESCO access to the Contractor's premises at reasonable times and on reasonable conditions in connection with such access to the Contractor's personnel and relevant documentation. The Contractor shall require its agents, including, but not limited to, the Contractor's attorneys, accountants or other advisers, to reasonably cooperate with any post-payment audits or investigations carried out by UNESCO hereunder.

UNESCO shall be entitled to a refund from the Contractor for any amounts shown by audits or investigations to have been paid by UNESCO other than in accordance with the terms and conditions of the Contract.

26. PROTECTION FROM SEXUAL EXPLOITATION AND SEXUAL ABUSE

Definitions. For purposes of the Contract, "sexual exploitation" means any actual or attempted abuse of a position of vulnerability, differential power, or trust, for sexual purposes, including, but not limited to, profiting monetarily, socially or politically from the sexual exploitation of another; "sexual abuse" means the actual or threatened physical intrusion of a sexual nature, whether by force or under unequal or coercive conditions. Sexual exploitation and abuse are strictly prohibited. The Contractor, its employees, agents or any other persons engaged by the Contractor to perform any services under the Contract, shall not engage in any sexual exploitation and abuse. The Contractor acknowledges and agrees that UNESCO will apply a policy of "zero tolerance" with regard to sexual exploitation and abuse of anyone by the Contractor, its employees, agents or any other persons engaged by the Contractor to perform any services under the Contract.

Without prejudice to the generality of the foregoing:

(a) Sexual activity with a child (any person less than eighteen years of age), regardless of any laws relating to the age of majority or to consent, shall constitute the sexual exploitation and abuse of such person. Mistaken belief in the age of a child shall not constitute a defense under the Agreement.

(b) The exchange or promise of exchange of any money, employment, goods, services, or other thing of value, for sex, including sexual favors or sexual activities, shall constitute sexual exploitation and abuse.

(c) The Contractor acknowledges and agrees that sexual relationships between the Contractor's employees, agents or other persons engaged by the Contractor and beneficiaries of assistance, since they are based on inherently unequal power dynamics, undermine the credibility and integrity of the work of UNESCO and are strongly discouraged.

Reporting of allegations to UNESCO. The Contractor shall report allegations of sexual exploitation and abuse, of which the Contractor has been informed or has otherwise become aware, promptly to UNESCO, in line with its established reporting mechanism. To the extent legally possible, the Contractor will require its employees, agents or any other persons engaged by the Contractor to perform any services under the Contract, to report allegations of sexual exploitation and abuse arising in relation to the Contract directly to UNESCO.

This provision must be included in all sub-contracts or sub-agreements entered into under the Contract.

27. UNITED NATIONS SUPPLIER CODE OF CONDUCT

The Contractor acknowledges that the UN Supplier Code of Conduct (available from <https://www.un.org/Depts/ptd/about-us/un-supplier-code-conduct>) provides the minimum standards expected of the UN Suppliers.

28. PERSONAL DATA PROTECTION AND PRIVACY

Both UNESCO and the Contractor shall ensure an appropriate protection of Personal Data in accordance with UNESCO's Principles on Personal Data Protection and Privacy (<https://www.unesco.org/en/privacy-policy>) and their applicable regulations and rules. Personal Data shall be processed solely for the purpose of undertaking this Contract.

The Contractor warrants and represents that it shall establish and maintain appropriate technical and organizational measures against accidental or unlawful destruction or accidental loss, alteration, unauthorized disclosure or access to Personal Data in compliance with best industry standards.

The Contractor shall promptly notify UNESCO of any actual [or suspected or threatened] incident of accidental or unlawful destruction or accidental loss, alteration, unauthorized or accidental disclosure or access to Personal Data, or a breach of this article. The Parties shall consult with a view to addressing, reacting to, and resolving the situation.

The Contractor shall notify UNESCO within five working days of any complaint by an individual in respect of his/her Personal Data. The Parties shall consult with each other before taking any action as a result of or in reaction to such complaint.

The obligations and restrictions in this Article shall be effective during the term of this Contract, including any extension thereof, and shall remain effective following any termination of this Contract, unless otherwise agreed between the Parties in writing.

Unless otherwise agreed between the Parties in writing, after termination of this Contract the Contractor shall return all Personal Data collected for the performance of this Contract to UNESCO in a structured, commonly used and machine-readable format, and shall then delete and procure the deletion of all copies of that Personal Data. The Contractor shall provide written certification to UNESCO that it has fully complied with this paragraph after termination of this Contract.

Terms of reference

<i>Scope of work for TOR</i>	The overall objective of this consultancy is to support UNESCO MGIEP in assessing the need, relevance, and strategic alignment of MGIEP’s selected online courses and to propose recommendations for course-specific strategic enhancements.
<i>Background information on the project</i>	<p>The UNESCO Mahatma Gandhi Institute of Education for Peace and Sustainable Development (MGIEP) is UNESCO’s category 1 Research Institute that focuses on Sustainable Development Goal (SDG) 4.7 towards education for building peaceful and sustainable societies across the world.</p> <p>As part of this mandate, MGIEP has developed ‘FramerSpace’, a digital learning experience platform that hosts interactive, multimedia courses on themes such as education for sustainable development, global citizenship education, media and information literacy, peace education, social-emotional learning, and digital citizenship.</p> <p>To strengthen the quality, scalability, and reach of its digital online courses, UNESCO MGIEP invites a specialized consultant or external contractor/agency to undertake a comprehensive assessment of its existing online course offerings. The consultant/contractor will evaluate the relevance, need, and strategic alignment of MGIEP’s online courses with the institute’s mandate and evolving global education priorities. The assignment will include analysis of the present situation in terms of UNESCO’s 2023 revised recommendations, MGIEP’s mandate, review of the competitive landscape, course content, pedagogical design, and delivery mechanisms, and providing evidence-based, course-wise recommendations for strategic enhancements to improve effectiveness, inclusivity, and global reach.</p>
<i>Objectives of the assignment</i>	<p>Specific objectives include:</p> <ul style="list-style-type: none"> • Map and review comparable global online courses. • Analyse the utility and outcomes of MGIEP’s existing selected online courses for target learner groups and context-agnostic factors. • Draft a clear course contribution pathway or mini-Theory of Change for each course aligned with MGIEP Medium Term Strategy. • Define SMART learning objectives (LOs) aligned with the respective Theory of Change out of/with the existing LOs. • Provide evidence-based recommendations for course optimization with new sets of LOs. • Validate content accuracy and confirm alignment with current scientific, educational, and policy developments. • Ensure the inclusion of diverse perspectives, and cultural sensitivity.
<i>Scope of work, consistent with the budget</i>	<p>Key Tasks</p> <p>Under the overall authority of the National Project Officer (Chief of Digital Learning, AI and IT), the consultant shall undertake the tasks outlined in Annex II, also outlined below:</p> <p>A. Inception and Planning</p> <ul style="list-style-type: none"> • Conduct an inception meeting with the respective MGIEP team to confirm expectations, scope of work, deliverables, and timelines. • Review all initial documentation (e.g., MGIEP Medium-Term Strategy, UNESCO’s 2023 revised recommendations, course content of selected courses, enrolment and completion data). • Develop and submit an inception note outlining the proposed methodology, workflows, deliverables, and implementation plan.

	<p>B. Situation Analysis of MGIEP Digital Courses</p> <ul style="list-style-type: none"> Identify and map globally comparable online courses, including open educational resources (OERs), Massive Open Online Courses (MOOCs), and other publicly available digital online courses addressing SDG 4.7 themes. Conduct a structured benchmarking analysis to identify gaps and opportunities relative to MGIEP’s courses. Summarize findings on best practices, pedagogical models, instructional strategies, assessment approaches, and accessibility standards. <p>C. Comparative Mapping of Global Courses</p> <ul style="list-style-type: none"> Review each designated MGIEP online course holistically, examining: <ul style="list-style-type: none"> Relevance to expected target learner groups Course structure, module flow, and cognitive load Identify context-agnostic strengths and weaknesses across courses. <p>D. Drafting Course-wise Theories of Change (ToC)</p> <ul style="list-style-type: none"> Develop clear Theory of Change for each course, aligned with the MGIEP Medium-Term Strategy (MTS) and the intended learning pathways in consultation with the MGIEP team members. <p>E. Development of SMART Learning Objectives</p> <ul style="list-style-type: none"> Review existing learning objectives and identify gaps in alignment, clarity, and measurability. Define or refine SMART (Specific, Measurable, Achievable, Relevant, Time-bound) learning objectives for each course. <p>F. Course Optimisation Recommendations</p> <ul style="list-style-type: none"> Identify areas requiring updates, corrections, or expansion. Recommend revised course lengths, structures and navigation
<p><i>Deliverables with timeline (i.e., output) that must be submitted for approval</i></p>	<p>Added at the end of the document (Annexure II)</p>
<p><i>Period of performance and the review/approval time required.</i></p>	<p>Timelines would be followed as mentioned in Annexure II. The maximum time window to complete the tasks related to the five courses would be five months (expected to be from June 2026 to October 2026).</p>
<p><i>Selection criteria, qualifications and performance or other standards the contractor must fulfil.</i></p>	<p>Criteria for the contracting firm/individual consultant</p> <ul style="list-style-type: none"> The contracting firm's proposed personnel/individual consultant must have a master’s degree in education, learning sciences, instructional design, social sciences, or any other related field. It is desirable that the contracting firm's proposed personnel/individual consultant has a Ph.D. degree in Education, Social Sciences, or a related field. The contracting firm/individual consultant must demonstrate their capacity and expertise to execute the required services, including evidence of relevant or transferable experience in analytical review, comparative assessment, instructional design, designing SMART learning objectives and examining pedagogical coherence, or similar evaluation assignments. Contracting firm/individual consultant must

	<p>provide evidence of having successfully completed at least three (3) relevant projects of similar nature and complexity.</p> <ul style="list-style-type: none"> • It is desirable that the contracting firm's proposed personnel/individual consultant have Minimum 2 years of experience in online course review, curriculum analysis, instructional design, digital learning, or related activities in content development/review. • The contracting firm/ individual consultant must show they possess the methodological capability, familiarity with digital learning platform, technical skillset, and resources necessary to successfully undertake the tasks outlined in the TOR, even if previous work is not an exact match. • The contracting firm's proposed personnel/individual consultant must have excellent communication and documentation skills in professional English. • It is desirable that the contracting firm's proposed personnel/individual consultant submit or provide links to relevant assignments demonstrating experience in instructional design review, course analysis, benchmarking, or curriculum evaluation. <p>A. The technical proposal should include:</p> <ol style="list-style-type: none"> 1. Consultant/Company/Agency Profile: <ol style="list-style-type: none"> a. In case of a contracting firm: Summary description of the company – primary/HQ location and field offices, number of years of operation, organizational structure, legal status, founder information, technical capabilities for undertaking the scope of the required services. b. In case of both contracting firm and individual consultant, please share the detailed curriculum vitae of the personnel/individual consultant to be assigned to the UNESCO MGIEP project including relevant qualifications, years of industry experience, citations and awards. 2. Statement of Expertise: A short description explaining how the bidder's qualifications, experience, and technical expertise align with the requirements of this assignment, including in relation to <i>creation of SMART learning objectives</i>. <p>Proposers should ensure that their Statement of Expertise contains sufficient detail, examples, and explanations to substantiate their experience and technical capability in the specified tasks, as the respective evaluation will rely solely on the information provided in the proposal.</p> <ol style="list-style-type: none"> 3. Detailed Technical Approach and Methodology <ol style="list-style-type: none"> a. The proposal must clearly describe and elaborate on how each of the requirements and deliverables outlined in this TOR will be addressed. b. The proposal must present a feasible and sound
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methodology, including tools, while taking into account the associated limitations and risks.

- c. The proposal must include a detailed and achievable work plan, outlining timelines, priorities, and a clear distribution of tasks (in case applicable).

4. Project Management Plan: A project management plan outlining:

- a. Tasks and roles
- b. Timeline, milestones, and deliverables
- c. Risk factors and mitigation strategies
- d. Dependencies and required inputs
- e. Communication channels and reporting structure

5. The proposal must provide samples of past projects undertaken by the contracting firm that align with the requirements outlined in the “*Deliverables with timeline*” section

Links to sample work, reports, or portfolio materials may be included where available.

6. The proposal must clearly demonstrate compliance with the eligibility requirements outlined in the “**Selection criteria, qualifications and performance or other standards the consultant/contractor must fulfil**” section.

The technical proposal will be evaluated based on its responsiveness to the Terms of Reference (ToR) and the bidder’s demonstrated expertise in situation analysis, instructional design review, pedagogy, and digital learning environments.

Contracting Firms/Individual consultants are required to provide evidence that support the mandatory and relevant desirable criteria are met. Please note that failure to meet the mandatory criteria will disqualify the proposal. Proposals with additional references/proof of evidence to the minimum requirements shall receive higher scores. Also, proposals that provide clear and detailed responses to points 1 to 6 above are more likely to receive higher scores.

B. The Financial proposal should include:

A separate financial proposal should be submitted in PDF format.

Financial information and documentation included but not limited to:

- a) Proposed fee in the template provided on the first page of this RFQ. The bidders are requested to fill in the same and for any additional information kindly attach as an annexure. Quotations are invited for most competitive prices with a detailed breakup and justification of dedicated personnel deployed for the project.

	<p>b) If any additional scope of services is foreseen, kindly highlight the same along with the cost and justification for including it in the financial proposal.</p> <p>c) The quoted fee for the assignment must be provided in INR and USD, EURO where applicable (see note below).</p> <p>d) Please use the UN conversion rates given below:</p> <ol style="list-style-type: none"> a. 1 USD = INR 94.84 b. 1 USD = EUR 0.855 c. 1 EUR = INR 110.924 <p>e) Other related cost (if any).</p> <p>f) Note: · Please note that the contract will be executed in INR for Individuals based in India, and USD for all other countries except EU member states. Individuals submitting the proposals from EU member states may submit the budget in EURO in addition to INR and USD. The budget comparison will be made in USD for all submissions and contract maybe granted for the equivalent budget in EURO quote submitted, if an individual based in EU member state is selected for the consultancy.</p> <p>g) UNESCO MGIEP may contact the bidders for clarification regarding the proposal submitted by them. UNESCO MGIEP has the right to contact the selected bidders after the process is completed and negotiate further for reducing the final financial amount before signing the contract.</p> <p>h) Only shortlisted proposals would be contacted.</p> <p>Notes:</p> <ul style="list-style-type: none"> • UNESCO MGIEP has the right to meet with the bidders if more clarification is required. The bidders may also ask for details before submission of the proposal if any clarification is required. UNESCO MGIEP also has a right to negotiate the final financial amount with the selected bidder before signing the contract. • Any proposal received by UNESCO MGIEP after the deadline for submission of proposals shall be rejected. • A two-stage procedure will be used in evaluating the proposals, with evaluation of the technical component being completed prior to any price component being opened and compared. The financial proposals (Price Component) will be opened only for submissions that passed the technical evaluation. • Only shortlisted proposals would be contacted • All documents must be submitted in English.
<p><i>Provisions for monitoring and evaluation of performance</i></p>	<p>The project officer concerned will review the timelines of the deliverables and assess the quality of the submissions and recommendations made by the consultant against each deliverable before approving the same for payments.</p>
<p><i>If applicable, a detailed list of all inputs and services that UNESCO will provide the contractor, or, where applicable, that the government counterpart will provide to perform the contract</i></p>	<p>UNESCO MGIEP will provide necessary inputs and services to the contractor or consultant as needed for the tasks, including.</p> <p>1) Project management, coordination, and oversight</p> <ul style="list-style-type: none"> • Overall authority/supervision by the National Project Officer (Chief of DL, AI and IT) (as stated under “Scope of work, consistent with the budget”). • A set of inception meetings with the relevant MGIEP team to confirm expectations, scope, deliverables, and timelines. • Ongoing consultations/coordination with MGIEP teams during delivery (explicitly referenced across Annex II tasks, e.g.,

	<p>“consultations with UNESCO MGIEP team(s)”).</p> <p>2) Access to documentation and reference materials</p> <ul style="list-style-type: none"> • MGIEP Medium-Term Strategy (MTS) 2026-2029 • UNESCO’s 2023 recommendations • Course content / course documentation for the selected courses, wherever available. • Enrolment and completion data for selected courses <p>3) Access to MGIEP course set and scoping details</p> <ul style="list-style-type: none"> • Confirmation of the list of “designated/selected” five MGIEP online courses to be reviewed, and their sequencing during the inception meeting. <p>4) Platform access / operational access needed to conduct the review</p> <ul style="list-style-type: none"> • Access to the FramerSpace platform and the designated courses (including login accounts/links/permissions appropriate to the review). <p>5) Review, feedback, and approvals (service to enable deliverable acceptance/payment)</p> <ul style="list-style-type: none"> • Review and approval of deliverables/outputs, as applicable.
<p>Personnel (List minimum Staff required with a short description of the profile)</p>	<p>The personnel deployed on this project should satisfy the requirements as described in the section - <i>“Selection criteria, qualifications and performance or other standards the contractor must fulfil.”</i>.</p>
<p><i>Eligibility requirements</i></p>	<ul style="list-style-type: none"> • Duly filled and signed Request for Quotation (RFQ) form (The first two pages of this document). • Duly filled vendor form along with the proposal. Kindly download the form to add the required details and share along with RFQ and proposals. To download the vendor form, please click on the given link: Vendor form for Individual and Vendor form for company • Cancelled cheque or bank letter confirming the bank account details including SWIFT CODE. • Two references including complete contact information. • For Individual Consultant - ID proof such as Passport, ADHAAR (National Identification proof), Permanent Account Number (PAN issues by Income Tax of India) etc. and VAT/GST registration or equivalent , as applicable in the country of the Individual. • For Companies - Copy of certificate of incorporation with the country of incorporation. This includes, Company Registration Certificate (CIN), Articles of Association, Memorandum of Association, Copy of PAN and Composition of Board of Directors, as applicable. • For partnership or Sole Proprietorship firms - Copy of PAN, Partnership deed, proof of registration of the firm, Aadhaar card, and other relevant documents. • All documents listed in the technical and financial proposal sections.
<p><i>How to Apply</i></p>	<p>Interested Organizations/Individual consultants are invited to submit their Technical and Financial proposal as two separate PDF attachments via email (PDF password-protected for financials) and company/firm profile to procurement.mgiep@unesco.org with the subject line as “MGIEP/2026/RFQ/002 Request for quotations for hiring an Individual Consultant or Agency for Online Courses Situation Analysis” by 19 May 2026 11:59 PM (Indian Standard Time). Please share the filled vendor form along with proposal. Any submission after the deadline of 11:59 IST, 19 May 2026, will not be considered.</p>

<p><i>Awarding Contracts</i></p>	<p>The evaluation will be done on the basis of the following group of criteria: (i) Expertise of Contracting Firm / Individual consultant; (ii) Quality of the Proposed Work Plan and Approach; and (iii) Qualifications and Experience of proposed Contracting Firm’s proposed Personnel / individual consultant; as per the points mentioned in the “<i>Eligibility Requirements</i>” and “<i>Selection criteria, qualifications and performance or other standards the consultant/contractor must fulfil</i>” sections.</p> <p>The price/financial proposal will be opened only for offerors, who have attained minimum 70% score in the technical evaluation, will be compared for financial evaluation. The total score will be calculated by adding the points attained out of 700 in the technical evaluation and points attained out of 300 in the financial evaluation.</p> <p>The contract will be awarded to the offeror that receives the highest score out of a pre-determined set of weighted technical and financial criteria as specified above and in the ToR.</p> <p>For Financial Proposal: Best value-for-money approach ensuring an optimal balance between qualifications, experience, and the proposed cost. [300 points].</p>
<p>Location</p>	<p>The assignment is expected to be conducted and completed remotely.</p>

ANNEX II – Description of key tasks aligned with the deliverables and the associated payment schedule [Please ensure these details are presented in the specified format within the project plan, along with all other required elements.]

Deliverable No.	Deliverable	Key Tasks	Description	Time Duration	Payment
1	Work plan and Inception Report	<ul style="list-style-type: none"> • Project planning and consultations with UNESCO MGIEP teams • Review of initial documentation (MTS, 2023 Recommendations, existing course docs, as shared by UNESCO MGIEP) • Refining scope, workflows, and analytical methods • Project planning and consultations with MGIEP teams 	Submission of an inception report	Within 1st – 2nd weeks	5%
2	Activities per courses as given below in the sections 2a, 2b and 2c. [Total 05 Courses hosted on FramersSpace as informed during the inception meeting]			Max 3 weeks per course Note: The consultant is expected to work on a new course only after they have submitted all the deliverables (2a, 2b and 2c) for the previous course, or as mutually agreed between the contracting	19% after submission and approval of all the deliverables per course

				firm/consultant and UNESCO MGIEP at the time of inception.	
2a.	Comparative Mapping and Situational Analysis Report for each designated MGIEP course	<ul style="list-style-type: none"> • Holistic review of the MGIEP course: relevance and structure • Mapping and reviewing comparable online courses (OERs, MOOCs, global SDG 4.7 courses) • Benchmarking against global best practices • Identifying gaps and opportunities relative to MGIEP courses • Identification of strengths, weaknesses, and context agnostic factors 	Submission of a situational analysis report that includes benchmarking, a summary of comparable courses, identification of gaps and opportunities, and actionable insights for each course, along with learner-fit analysis and priority areas for improvement.		
2b	Mini-Theory of Change (ToC) or course contribution pathway reports for each designated course	<ul style="list-style-type: none"> • Drafting course wise mini-ToCs (contribution pathways) aligned with MGIEP medium term strategy • Consultations with UNESCO MGIEP team(s) • Integration of cognitive, socioemotional, and behavioural pathways 	Submission of a validated mini - Theory of Change for each course, clearly articulating pathways from learner activities to anticipated outputs, outcomes and impact. Course Contribution Pathway or Mini Theory of		

			Change would include analysis of pathway starting from Course Activities, to anticipated Learner Engagement, to expected Competency Development, to expected Perspective / Behaviour Change, to Contribution to Institutional Outcomes		
2c	SMART Learning Objectives (Revised & Aligned) and Course Optimisation Recommendations Report for each designated course	<ul style="list-style-type: none"> • Review and refinement of existing Los • Development of SMART LOs aligned to ToC • Developing evidence-based recommendations for course scope modifications and improvement pathways • Suggesting revised course structures, lengths, and navigation 	Review and refine learning objectives to align with ToC, develop SMART outcomes, and recommend evidence-based improvements to course structure, scope, length, and navigation.		

