

# **Request for Proposals (RFP) Announcement Letter**



**Ministry of Education**

**Procurement of Consulting Services – RFP No. 12**

**English language training course for Ministry of Education (MOE)  
HQ officers**

Department of Monitoring and Evaluation (Research),  
Ministry of Education (MOE), Myanmar

## Request for Proposal (RFP) Announcement Letter

Name of Assignment:	<b>English language training course for Ministry of Education (MOE) HQ officers</b>
Duration of Assignment	12months (approximately)
<b>RFP Reference No.</b>	<b>2019/DM&amp;E/12</b>
Country:	Republic of the Union of Myanmar
Date	20 <sup>th</sup> May, 2019

Dear Sir / Madam,

1. The Republic of the Union of Myanmar National Education Strategic Plan (NESP) 2016-21 has identified human resource capacity as one of the five drivers of change that will facilitate and sustain NESP reforms over the long term.
2. The Ministry of Education (MoE), part of the Government of the Republic of the Union of Myanmar (GoM) commits to achieving this driver of change through implementing a comprehensive capacity development programme to strengthen the knowledge and skills of headquarter senior officials, department technical officers and officials based in sub-national offices in education management.
3. Under Strategy 3 of NESP Chapter 13 there are two Programme Components focusing on human resource capacity development. These are:
  - a. Component 2: Education Management Training Programme
  - b. Component 3: Executive Leadership and Mentoring
4. On 1<sup>st</sup>October, 2017 the MOE established a Capacity Development Fund (CDF), in partnership with the Embassy of Denmark in Myanmar, to strengthen MOE systems and build human resource capacity to support implementation of the NESP. The Government of the Republic of the Union of Myanmar (GoM) has received funding from the Embassy of Denmark in Myanmar to support the Capacity Development Fund (CDF).
5. The CDF Project document has identified limited professional training programmes for new and existing staff as a key challenge for the MoE to address in the coming months in order to strengthen the implementation of NESP programmes.
6. The three strategic outcomes of CDF are:
  - a. Enhanced capacity of senior managers to undertake continuous strategic analysis of NESP implementation in order to achieve the NESP Goal and 9 Transformational Shifts;

- b. Strengthened effectiveness of existing systems and procedures at national and sub-national levels; and,
  - c. Efficient and effective implementation of NESP programmes by NESP Secretariat officers, Department Programme Management Teams and State/Region Education officers.
7. The Department of Monitoring & Evaluation (DM&E), Ministry of Education (MoE) invites proposals from Myanmar-based companies to deliver **English language training course for Ministry of Education (MOE) HQ officers** as outlined in the Terms of Reference attached to this letter.
8. This Request for Proposal (RFP) has been advertised in national and regional media and it is addressed to qualified companies.
9. A Myanmar-based company or provider will be selected under an open, two-stage Request for Proposal (RFP) (Technical and Financial Proposal), Quality Cost Based Selection RFP procedure with Full Technical Proposal (FTP) format as described in this RFP in accordance with the best practices in the sector and following guidelines formulated by the World Bank and outlined in the Government of the Republic of the Union of Myanmar President's Office Tender Procedures from the 10<sup>th</sup> April 2017 and related MOE regulations and DM&E Procurement Manual from February 2018.
10. Proposals shall be sent electronically in 2 separate emails.
  - a. One email for the **Technical Proposal with the subject: RFP12** - (name of bidder) **Technical Proposal**.
  - b. and another separate email for the **Financial Proposal with the subject: RFP12- (name of bidder) Financial Proposal**.
11. Both emails shall be sent to the Department of Monitoring & Evaluation (DM&E) secure email address [rfp12@dmne-research.org](mailto:rfp12@dmne-research.org). Bidders shall submit both email no later than the deadline for submission of proposals indicated in the present letter.
12. The addresses where the **Request for Proposals full document** may be obtained are:
  - a. Department of Monitoring and Evaluation (Research)  
Ministry of Education. Nay Pyi Taw, Myanmar  
Phone: 00-95-9-250101229. Fax: 00-95-67-407406
  - b. Or by email to:  
To: Dr. Win Than Tun  
Email: [drwinthantun@moe.edu.mm](mailto:drwinthantun@moe.edu.mm) and cc: [z.zay1111@gmail.com](mailto:z.zay1111@gmail.com)

13. Details on the proposal's submission date, time and address will be provided in the RFP full document. The table below is a summary of key dates.

<u>Activity</u>	<u>Date</u>
Announce RFP Invitation Letter	Monday, 20 <sup>th</sup> May 2019
Deadline for Request for Clarifications on TOR from potential bidders	Friday, 31 <sup>st</sup> May 2019; 16:00 Hrs. Myanmar Time.
<u>Deadline for Submission of Proposals</u>	Friday, 14 <sup>th</sup> June 2019; 16:00 Hrs. Myanmar Time.
Technical Proposal Opening	Monday, 17 <sup>th</sup> June 2019; 10:00 Hrs. Myanmar Time
Technical Proposal Review and Evaluation	Monday, 17 <sup>th</sup> June 2019; 11:00 Hrs. Myanmar Time
Financial Proposal Opening	Monday, 17 <sup>th</sup> June 2019; 13:00 Hrs. Myanmar Time
Financial Proposal Review and final selection decision by Committee	Monday, 17 <sup>th</sup> June 2019; 14:00 Hrs. Myanmar Time
Notification of Award / Invitation for Negotiation	Wednesday, 19 <sup>th</sup> June 2019 (Estimated)
Contract Award Notice (The Contract will be signed promptly upon Notification of Award)	Monday, 24 <sup>th</sup> June 2019 (Estimated)
Start of Consultancy Services	July, 2019 (Estimated)

Yours sincerely,



Dr. Sai Kyaw Naing Oo, PhD

Director General

Department of Monitoring and Evaluation (Research)

Ministry of Education

Nay Pyi Taw, Myanmar

## Terms of Reference

Name of Assignment:	<b>English language training course for Ministry of Education (MOE) HQ officers</b>
Duration of Assignment	12 months (approximately)
<b>RFP Reference No.</b>	<b>2019/DM&amp;E/12</b>
Country:	Republic of the Union of Myanmar
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### 1.0 Introduction

The National Education Strategic Plan (NESP) 2016-21<sup>1</sup> has identified human resource capacity as one of the five drivers of change that will facilitate and sustain NESP reforms over the long term (see Chapter 13 entitled Management, Capacity Development and Quality Assurance).

The MOE commits to achieving this driver of change through implementing a comprehensive capacity development programme to strengthen the knowledge and skills of headquarter (HQ) senior officials, Department technical officers and officials based in sub-national offices in education management.

Under Strategy 3 of NESP Chapter 13 there are two Programme Components focusing on human resource capacity development. These are:

- Component 2: Education Management Training Programme
- Component 3: Executive Leadership and Mentoring

On October 1<sup>st</sup>, 2017 the MOE established a Capacity Development Fund (CDF), in partnership with the Embassy of Denmark, to strengthen MOE systems and build human resource capacity to support implementation of the NESP. The CDF Project document has identified limited professional training programmes for new and existing staff as a key challenge for the MOE to address in the coming months in order to strengthen implementation of NESP programmes.

The three strategic outcomes of CDF are:

1. Capacity of senior managers to undertake continuous strategic analysis of NESP implementation in order to achieve the NESP Goal and 9 Transformational Shifts is enhanced;
2. Effectiveness of existing systems and procedures at national and sub-national levels is strengthened; and,
3. Efficiency and effectiveness of NESP programme implementation by NESP Secretariat officers, Department Programme Management Teams and State/Region Education officers is improved.

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<sup>1</sup> The NESP is an important background document for the Education Management Training Programmes. It is available online at <http://www.moe.gov.mm/en/>

To address MOE system strengthening and human resource development challenges outlined in the NESP and the CDF Project document the MOE will implement a one-year English language training course for MOE HQ officers in NPT.

The overall aim of this course is to provide foundation knowledge, skills and competencies in English language and critical thinking for senior and middle-level MOE officers. This course is expected to have a significant positive impact on the ability of senior and middle level officers to effectively engage with development partners and education officials from countries in the region and internationally. English language knowledge and skills is key for self-directed learning online for MOE officers, which will become increasingly important in the coming years. The course will be taught by an international English language teacher based in NPT. All training course classes will be delivered in rooms provided by the MOE.

The course will target 80 Ministry officers over one year. There will be four classes each of 20 students at different levels. These levels will be determined by the English language skills of the selected participants.

The English language training course for MOE HQ officers will be a part-time involving 5 hours of face-to-face, formal training per week per participant (two 2.5 hour classes).

The course will be delivered over 1 year, i.e. 40 weeks, which will mean 200 hours of face-to-face teaching. The course will involve 4 ten-week terms, with one module per term (4 in total), starting in July 2019 and continuing to June 2020. All selected participants will be required to attend all scheduled classes.

The MOE has developed the following TOR to outline the requirements for a Myanmar-based training company to design and deliver the English language training course for MOE HQ officers at the MOE in NPT.

## **2.0 Scope of Work**

### **2.1 Conduct placement tests for the English language training course for MOE HQ officers**

- Design a quality English language training course for MOE HQ officers and undertake placement tests.

### **2.2 Deliver the English language training course for MOE HQ officers over 40 weeks**

- Deliver the English language training course for MOE HQ officers in NPT.

### **2.3 Conduct an evaluation of the impact of the English language training course for MOE HQ officers**

- Undertake an evaluation of the English language training course for MOE HQ officers.

## **3.0 Deliverables**

1. English language training course for MOE HQ officers and all teaching and learning materials
2. Monthly reports on progress
3. Final report, including impact evaluation findings, upon completion of the English language training course for MOE HQ officers

#### **4.0 Reporting**

The Myanmar-based training company or provider selected to deliver the English language training course for MOE HQ officers will report to the Director General, Department of M&E (Research).

#### **5.0 Requirements for Myanmar-based English language training company or provider**

- Professional experience providing English language training course for MOE HQ officers or similar courses in Myanmar.
- Experienced and professional trainers/teachers in English language.
- Excellent, international-standard training course materials.
- Excellent monitoring system to provide quantitative evidence of improvement in English language skills during the course.
- Ability to work independently or with minimum supervision.

#### **6.0 Documents to be submitted by Myanmar-based English language training company or provider**

*Technical Proposal – 80% of overall marks*

1. Profile of Myanmar-based training company or provider and evidence of demonstrated professional experience in this area, including similar courses offered (40% of 80%)
2. CVs of English language trainer who will actually teach the course (25% of 80%)
3. Description of monitoring system and/or M&E Framework (with measurable indicators etc.) to demonstrate how improvements in English language proficiency among course participants will be measured at the start and end of the course (15% of 80%)

*Financial Proposal – 20% of overall marks*

4. Financial proposal

Submitted Technical Proposals will be scored out of 80 marks covering the above three parts. Financial Proposals will be scored out of 20 marks. The Financial Proposal should be listed in English using the templates listed in the RFP document. This proposal must include all costs, such as fees, travel to Myanmar and within Myanmar, accommodation, visas and any materials outlined in the TOR, etc.

Any additional information submitted by a training company that is outside the above three parts or beyond the specified page limits will not be considered. Only one annex can be attached in the Technical Proposal, which is a copy of the company's registration certificate.

Companies interested in submitting a Technical and Financial Proposal for this assignment are requested to submit a Tender Guarantee of 1% of their total budget for this project. The Tender Guarantee must be attached with the Financial Proposal.

#### **7.0 Budget ceiling for assignment**

The budget ceiling for this assignment is MMK198,000,000 (US\$130,000).