



## Terms of Reference

### **Education Specialist**

for the development of informative primary school resources and supporting teaching materials to impart complex information to a young audience about the findings of the Extraordinary Chambers in the Courts of Cambodia (ECCC)

<b>Reference</b>	EOI/CMS/2024/01
<b>Assignment location</b>	Remote and/or Phnom Penh, Cambodia, as required
<b>Duration</b>	Four (4) months commencing ASAP
<b>Fee</b>	UNAKRT will provide an all-inclusive fee for the assignment at a competitive rate. Please refer below for further information.
<b>Deadline for submission of proposals</b>	<b>15 September 2024</b>

### **1. General background**

The United Nations Assistance to the Khmer Rouge Trials (UNAKRT) provides technical assistance to the Extraordinary Chambers in the Courts of Cambodia (ECCC). The ECCC has jurisdiction to bring to trial senior leaders of Democratic Kampuchea and those who were most responsible for the crimes and serious violations of Cambodian penal law, international humanitarian law and custom that were committed during the period from 17 April 1975 to 6 January 1979.

During its judicial phase, which lasted from 2007 and 2022, the ECCC made significant findings regarding accountability for the atrocities perpetrated in Cambodia during the period April 1975 to January 1979, also known as the “Democratic Kampuchea regime”, “Khmer Rouge regime”, or “Pol Pot regime”. For more information on the ECCC’s judicial phase and its findings, please refer to the [Guide to the ECCC](#).

General knowledge about Khmer Rouge crimes, their widespread nature, and responsibility for the atrocities remain low in Cambodia today. Primary education about this period is limited and largely sanitized, uninformed or susceptible to social or political narratives.

Within its residual functions of, *inter alia*, disseminating information to the public and making its archives as widely accessible as possible, the ECCC endeavours to develop learning resources for primary and lower secondary school children and supporting teaching materials to increase awareness about Cambodia’s reckoning with past crimes. Such learning must be appropriately tailored to its target audiences, supported by established pedagogical methodologies and mental health principles, and sensitive to the needs of its recipients, including young learners and educators of all ages.

These new resources and supporting teaching materials are expected to draw on the findings of the ECCC and the ECCC’s Archive, including its Judgments and other legal documents. The

new resources should be engaging and easily disseminable in Cambodia, but need not be static. For example, while learning materials may take the form of traditional media such as learning booklet or magazines (see e.g., the [Children's Guide to the ECCC](#)), other media will be considered such as educational apps, games, interactive features, presentations or other formats which incorporate pedagogical and sensitivity principles.

## 2. Outputs

The expected outputs of the consultancy are as follows:

- A. In close consultation with UNAKRT/ECCC and other stakeholders, develop learning resources for primary and lower secondary<sup>1</sup> school children which explain (1) the types of crimes committed between 1975 and 1979 and the policies pursuant to which they were implemented, (2) criminal responsibility for those crimes based on the findings of the ECCC, and (3) the process of holding these persons responsible before the ECCC.
- B. Develop accompanying simple-to-understand teaching resources or modules for educators, to guide instructors on the content and its delivery (including activities and Q&A).

It is expected that the consultant will draft and finalize the *content* for the learning resources and teaching guide. Depending on the medium which is endorsed, additional technical support may be available to integrate the content into its final form (e.g., expertise in graphic design, programming, etc).

While the consultant will be expected to independently navigate the ECCC's materials and Archive, UNAKRT/ECCC will support the consultant to assist in identifying and synthesizing relevant materials.

## 3. Timeframe and outputs

The expected timeframe for the completion of work is four (4) calendar months, starting ASAP in 2024 (subject to funds).

## 4. Competencies

**Professionalism:** Shows pride in work and in achievements; demonstrates professional competence and mastery of subject matter; is conscientious and efficient in meeting commitments, observing deadlines and achieving results; is motivated by professional rather than personal concerns; shows persistence when faced with difficult problems or challenges; remains calm in stressful situations. Takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work.

**Planning and Organizing:** Develops clear goals that are consistent with agreed strategies; identifies priority activities and assignments; adjusts priorities as required; allocates appropriate amount of time and resources for completing work; foresees risks and allows for

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<sup>1</sup> Applicants are encouraged to clarify whether their proposal encompasses a single resource or multiple resources under Output A.

contingencies when planning; monitors and adjusts plans and actions as necessary; uses time efficiently.

**Creativity:** Actively seeks to improve programmes or services; offers new and different options to solve problems or meet client needs; promotes and persuades others to consider new ideas; takes calculated risks on new and unusual ideas; thinks “outside the box”; takes an interest in new ideas and new ways of doing things; is not bound by current thinking or traditional approaches.

## 5. Qualifications and requirements

### Essential:

- At least 10 years’ experience in curriculum or educational product development for basic education (primary and secondary) students and teachers
- Master degree or Doctorate in education or a related field (of at least one of the candidates if bidding as a firm)
- Demonstrated capacity to produce high quality educational products
- Demonstrated experience in developing effective teaching strategies
- Understanding of the basic education sector in Cambodia and local socio-political context, or ability to familiarize oneself with such quickly
- Fluency in written and spoken English and/or Khmer

### Desirable:

- Some background to the work or findings of the ECCC

## 6. Submission of proposals

Interested applicants are invited to submit a proposal that includes the following elements to Mr. Sokha Keut, Program Officer ([keut@un.org](mailto:keut@un.org)) by **15 September 2024**:

- a. A curriculum vitae including references and an overview of the consultant’s qualifications, experience and expertise in the above areas
- b. Examples of previous training materials developed by the consultant
- c. An indicative outline of the proposed learning resources (Output A), highlighting key topics, learning objectives, approaches, and teaching methodologies, and the teaching manual (Output B)
- d. Budget breakdown, including fees (per the table in section 7, below) and travel requirements<sup>2</sup> (if applicable)

## 7. Budget proposal

Applicants are required to propose an appropriate budget by line item as indicated below. This is a competitive process.

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<sup>2</sup> UNAKRT will cover the cost of travel and daily subsistence in accordance with the applicable UN policy on travel: [ST/AI/2013/3/Rev.1](#).

Output	Number of days	Unit cost (USD)	Total (USD)
Background reading and familiarisation with the project and its requirements, desk review of literature and local context, consultations with UNAKRT/ECCC and education partners.			
Detailed baseline report for Output A and Output B, including the state of Khmer Rouge and ECCC-related education in Cambodia, opportunities and risk factors, and how the resources would be deployed			
First draft of Output A			
First draft of Output B			
Final draft of Output A			
Final draft of Output B			
<b>Total</b>			

## 8. Payment terms

The consultancy fee is payable on delivery of:

- The baseline proposal (15%)
- First draft of Output A (10%)
- First draft of Output B (10%)
- Certified final draft of Output A (35%)
- Certified final draft of Output B (30%)

## 9. Selection

Proposals will be evaluated on a competitive basis on the consultant's experience, the proposal's alignment with the project's objectives, timeframe, and cost-effectiveness.

Applicants are requested to review these terms of reference carefully before submitting their proposals to ensure compliance with the stated objectives, deliverables, selection criteria and submission guidelines. For further information or clarifications on this consultancy, please contact Mr. Keut (see above, section 6).

## 10. Special notice

This consultancy is subject to the availability of funds.

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*Thank you for your interest in working with UNAKRT/ECCC.  
We look forward to receiving your proposal.*