

TERMS OF REFERENCE

Consulting services for the development of an online course "Comprehensive examination of educational literature: an updated approach"

Strategic, financial and human resources management

Contract No. LEARN-2.1-UIED-EXP

World Bank Project No. P504171, grant: TF0C5794

Terms of reference for the development of the online course "Comprehensive examination of educational literature: an updated approach"

I. CONTEXT

Ukraine and the World Bank have signed the agreements for the Program "Lifting Education Access and Resilience in times of Need in Ukraine Program" (hereinafter referred to as the LEARN).

The total financing for the Program is US\$419.9 million using a combination of the World Bank's financial instruments: Program-for-Results (PforR) complemented by Investment Project Financing (IPF).

The Program-for-Results (PforR) is implemented through a US\$235 million loan provided by Bank resources, supported by credit enhancement from the Advancing Needed Credit Enhancement for Ukraine (ADVANCE Ukraine) Trust Fund, which is backed by the Government of Japan. This is formalized under the Loan Agreement between Ukraine and the International Bank for Reconstruction and Development for the Program (LOAN NUMBER 9721-UA).

An US\$150 million is provided under the Special Program for Ukraine and Moldova Recovery (SPUR) of the International Development Association (IDA) Crisis Facility, as outlined in the Financing Agreement between Ukraine and the International Development Association for the Program (CREDIT NUMBER 7626-UA). An additional financing in the amount US\$4,9 million has been made available under the Credit Agreement (Credit No. 7905-UA).

Furthermore, US\$30 million in Investment Project Financing (IPF) is secured under the Grant Agreement between Ukraine and the International Bank for Reconstruction and Development and the International Development Association, acting as the administrator of the Ukraine Relief, Recovery, Reconstruction, and Reform Multi-Donor Trust Fund (URTF GRANT NUMBER TF0C5794).

The Project complements the LEARN by supporting the piloting of the NUS reform in grades 8 to 12 and strengthening the MoES' capacity for education system management.

The Project will provide technical support to pilot the NUS reform in selected schools for grades 8 to 12, through: (i) developing, printing, delivering, and testing teaching and learning materials for the NUS Pilot; (ii) developing and carrying out training programs to teachers, school principals, and their deputies; (iii) providing technical assistance to design a fit-for-purpose instrument for measuring teacher classroom practices and to implement said instrument in a sample of classrooms in grades 8 and 9; and (iv) providing STEM, ICT, and other required equipment aligned with the NUS standards to schools in the NUS Pilot at the basic education level for grades 8 to 12.

Importantly, the IPF will also strengthen the management capacity of the MoES to manage, monitor, and evaluate the rollout of the NUS reform through: (i) providing technical assistance to the MoES' units responsible for NUS implementation; (ii) strengthening the Ukrainian Institute of Education Development ("UIED") capacity; (iii) creating a Special Online Platform ("SOP") for

State Final Examination (“DPA”); (iv) modernizing the education management information system (“AIKOM”); (v) improving the education infrastructure planning.

Scope and Impact

With a funding commitment of 419.9 million and a timeline extending to 2027, LEARN represents a transformative effort to ensure every child in Ukraine has access to safe, high-quality education. The initiative not only addresses immediate challenges posed by the conflict but also lays the groundwork for a resilient and future-ready education system.

The Consultant’s role in this program is critical, as they will design and implement robust frameworks and strategies to meet the evolving demands of Ukraine’s education system. These efforts will contribute to long-term educational recovery, resilience, and equity, ensuring that Ukrainian students are prepared for the challenges of a globalized, knowledge-driven world.

The Ukrainian Institute for Education Development (UIED) is a state institution responsible for implementing the policies of the Ministry of Education and Science of Ukraine, including the priority objectives of the New Ukrainian School reform. At the current stage of active implementation, UIED faces new requirements – not only to perform its core functions but also to provide comprehensive leadership across key areas of educational reform, particularly in the textbook development process at all stages (piloting, expert review, and competitive selection).

Given the scale of curriculum renewal, the absence of unified professional standards for expert evaluation and the inconsistent knowledge of contemporary methodological requirements among experts may result in lower quality of expert assessments and undermine trust in the NUS reform. The development of a specialized online course will strengthen the professional capacity of experts, establish standardized and objective approaches, and incorporate updated requirements for psycho-emotional safety, inclusivity, and digital components of learning materials. This approach will support a consistent, systematic, and sustainable process of textbook development at the national level.

II. OBJECTIVES

To develop a comprehensive online course aimed at enhancing the capacity of specialists engaged in the expert review of educational literature. The course will focus on strengthening professional, objective, and ethical expertise practices in alignment with updated legislation, content, and methodological criteria, and contemporary standards, including non-discrimination, inclusiveness, psycho-emotional safety, and requirements for digital content, as well as the specifics of working with children with special educational needs (SEN) and national minorities.

The online course is intended to:

- Establish a unified set of professional standards for educational literature experts and ensure a shared understanding of their role and the relevant legal and regulatory framework.
- Provide practical mastery of the methodology for content evaluation, based on clearly defined criteria and structured review procedures.

- Increase experts' readiness to analyze a variety of educational resources, including translated, adapted, and digital materials.
- Equip participants with the knowledge and skills to ensure psycho-emotional safety and to identify discriminatory, gender-insensitive, or stigmatizing content, as well as to adapt materials related to sensitive topics.
- Improve the overall quality and transparency of expert conclusions and the examination process.

While the existing course serves as an effective foundational resource, it lacks depth in several critical areas. Many experts have expressed the need for advanced, hands-on training modules, visualized workflows, and structured support mechanisms. Moreover, modern standards for educational literature increasingly require attention to emerging aspects such as emotional safety and digital components, which are not sufficiently addressed in the current version. The updated course will promote expert professionalism, improve the credibility of the examination process, and contribute to the overall quality of expert evaluations.

III. SCOPE OF SERVICES

The Consultant shall design and develop a full-scale asynchronous online course consisting of the following components:

- One introductory block;
- Eight thematic modules;
- One final test leading to certification.

The course shall be delivered in a format suitable for implementation on the All-Ukrainian School Online (AUSO) platform (see Annex 2 for technical specifications). The full course is expected to comprise up to 30 academic hours (1 ECTS credit), including no more than 3 hours of video content (but no less than 15 videos up to 7-10 minutes each). Each module shall include:

- Educational content in both video and textual formats;
- Embedded quizzes and knowledge checks;
- Practical tasks and case-based assignments;
- A curated list of additional self-study materials;
- Where applicable: interactive elements, infographics, and brief interviews with guest experts.

Specific Content and Delivery Requirements:

- All content must be accessible to learners with visual and/or hearing impairments. This includes subtitles/transcripts for all audio and video materials, alt-text descriptions for images, and compatibility with screen-reading software.
- The course design and content must comply with the 'All Ukrainian School Online' (AUSO) branding and technical standards (see Brandbook reference in Annex 2).
- The final test shall assess mastery of the course content and enable issuance of an official certificate of advanced training (1 ECTS credit).

The development of course materials (including video scripts, tests, practical tasks, and supplementary resources) must be carried out in close collaboration with subject matter experts from the Ukrainian Institute for Educational Development (UIED) and other external experts. The Consultant shall be responsible for coordinating this process and ensuring appropriate remuneration for all experts involved in content development.

The Service Provider shall ensure editorial quality, pedagogical coherence, and compliance with accessibility and platform requirements.

IV. EXPECTED RESULTS

The developed online course will consist of 8 thematic modules, an introductory block, and a final assessment. The course will include up to 3 hours of video lectures, complemented by text-based content, case-based tasks, testing activities, and a curated set of supplementary materials. It will be hosted on the All-Ukrainian School Online (AUSO) platform and offered in an asynchronous format, with all content adapted to accessibility standards.

Upon successful completion of the course, learners will receive a certificate of advanced training equivalent to 1 ECTS credit (30 academic hours).

The pilot implementation of the course is scheduled for January-February 2026. Starting from March-April 2026, successful completion of the course and receipt of a certificate will become a formal requirement for individuals seeking to obtain or renew the status of an educational literature expert. The core training phase during this period will serve as the foundation for forming new expert commissions responsible for conducting educational literature reviews throughout 2026.

The course is expected to:

- Provide a quality-assured, scalable training model for expert certification;
- Serve as the national standard for building expert capacity in educational literature evaluation;
- Contribute to transparent and criteria-based formation of expert commissions.

Online course development timeline

Stage of work	Duration	Responsibilities/Notes
1. Briefing session	1 week, from the date of signing the agreement	Meeting with the customer, clarifying expectations, assigning roles
2. Development of course materials	8 weeks, from the date of completion of previous stage	Scenarios, tests, assignments, texts, interactives
- Writing scenarios	-	With the participation of methodologists and editor

- Development of tests and workshops	-	Including case study assignments
- Notes, additional materials	-	Collection, preparation, editing
- Infographics, interactives	-	May be in parallel with previous sub-stages
3. Shooting a video	3 weeks, from the date of completion of previous stage	In the studio, taking into account the requirements of the WSE, participation of guest speakers
4. Editing and post-production	3 weeks, from the date of completion of previous stage	Adding subtitles, finalizing the video, coordination with the TOR
5. Expertise on the VCO	1 month, from the date of completion of previous stage	Work of the experts and the expert council of the UIED
6. Transfer of final materials to the customer (UIED)	1 month, from the date of completion of previous stage	Transfer and placement on the VSO
8. Start of the course	-	Technical readiness, recruitment of experts

V. PAYMENT TERMS & REPORTING

The Consultant will sign a fixed fee agreement (standard form of the World Bank agreement).

The first part of the payment in the amount of 50% of the cost of services will be made within sixty (60) business days after the Consultant submits the report on the development of the course materials (writing scenarios, development of tests and workshops, notes, additional materials, Infographics, interactives), its approval by the Client, submission by the Consultant of the invoice and the act of acceptance of services acceptable to the Client.

The second part of the payment in the amount of 30% of the cost of services shall be made within sixty (60) business days after the Consultant submits the report on the production of the course video content (shooting, editing, post-production), its approval by the Client, submission by the Consultant of the invoice and the act of acceptance of services acceptable to the Client.

The third installment of payment in the amount of 20% of the cost of services shall be made within sixty (60) business days after the Consultant submits the final report (transfer of the final materials to the customer (UIED)), its approval by the Client, and the Consultant submits the invoice and the acceptance certificate acceptable to the Client.

VI. REQUIREMENTS FOR THE CONSULTANT

General Requirements

- The applicant must be a legal entity duly registered under the laws of its country of incorporation.
- The applicant must have been operating in the market for at least two (2) years.
- Applications may be submitted by a single legal entity or a consortium/joint venture of affiliated entities.

Financial Stability Requirements

- The applicant must have a total turnover of at least USD 40,000 over the past five (5) years.
- The applicant must be able to provide documentation confirming financial stability and organizational structure (e.g., ownership documents, financial statements, audit reports, etc.).

Relevant Experience in Education and Online Course Development

- At least two (2) years of documented experience in implementing large-scale, multi-stakeholder education projects with demonstrable results and impact.
- Proven experience in developing asynchronous online training courses, including course design, content development, and platform delivery, will be considered a strong advantage.
- Documented experience delivering education-related projects for international organizations (e.g., the World Bank, UNICEF, or similar) within the past five (5) years.
- A portfolio of completed training products, including links to previously developed courses with a similar concept, target audience, or thematic specialization, must be provided.

The minimally expected personnel resources for performing the Task are summarized below:

Specialist	Expected working hours per month	Number of specialists
Project Manager	80	1
Methodologist	120	1
Literary Editor	20	1
Camera Operator	30	1
Video Editor	100	1
Secretary	50	1
Content Authors	80	3

Total personnel	-	9
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Qualification Requirements for Human Resources

Project Manager

Primary role: Responsible for overall planning, management, and coordination of all project activities. Ensures effective collaboration across expert teams, timely delivery of project milestones, budget control, and quality assurance. Maintains communication with the Ministry of Education and Science of Ukraine (MoES), donors, and stakeholders, prepares reporting, and conducts regular monitoring of implementation progress.

Qualifications and skills:

- At least 3 years of experience managing educational or technical projects at national or international level.
- Proven experience in coordinating multidisciplinary teams.
- Strong organisational, analytical, written, and verbal communication skills.
- Fluency in Ukrainian and working proficiency in English.

Methodologist

Primary role: Develops methodological support for training programmes and learning materials within the project. Ensures alignment of content with modern pedagogical approaches, state standards, and competency frameworks. Advises the expert team on didactic solutions, assessment methods, and approaches for adapting materials for different learner groups.

Qualifications and skills:

- At least 5 years of experience in methodological work or development of learning materials in general or vocational education.
- Strong understanding of modern didactic and competency-based approaches, assessment methods.
- Experience contributing to curricula, textbooks, or training courses.
- Excellent written Ukrainian and strong attention to logical structure and coherence of learning materials.

Literary Editor

Primary role: Ensures linguistic, stylistic, and terminological consistency of all textual project materials. Edits textbooks, learning materials, reports, and presentations, adapting style to the target audience. Where required, edits English-language texts or provides translation from English.

Qualifications and skills:

- At least 3 years of experience editing or preparing educational or official materials for publication.
- Excellent command of Ukrainian; knowledge of English is an advantage.
- Attention to detail, experience working with terminology databases, adherence to editorial standards.

Camera Operator

Primary role: Responsible for filming educational and communication materials (training videos, presentations, interviews). Ensures image and sound quality, adherence to technical standards, and implementation of the visual concept defined by the video editor or director.

Qualifications and skills:

- Professional education or specialised training in video production, cinematography, or television.
- At least 3 years of practical experience filming educational or documentary content.
- Knowledge of modern filming and audio equipment, lighting techniques, and composition principles.
- Ability to work in a team, meet deadlines, and maintain consistency of visual content.

Video Editor

Primary role: Carries out post-production of educational and communication video materials. Responsible for editing, colour correction, sound design, subtitles, and graphic elements. Ensures coherent, dynamic, and pedagogically aligned visual presentation.

Qualifications and skills:

- Professional education or certified training in video editing, directing, or media production.
- At least 3 years of experience in video editing for education, communications, or social projects.
- Proficiency with Adobe Premiere Pro, DaVinci Resolve, After Effects, or similar tools.
- Ability to create clear visual narratives and work with educational content while maintaining instructional logic.

Secretary

Primary role: Provides administrative, organisational, and translation support for the project in two languages: Ukrainian and English.

Qualification requirements:

- Fluency in Ukrainian and English (minimum C1).
- At least 2 years of experience in administrative support, translation, or international projects.
- Excellent written and verbal business communication skills.
- Confident use of Microsoft Office / Google Workspace, video-conferencing tools, and basic project management tools.

- High attention to detail, responsibility, communication culture, and diplomacy.

Content Authors

Experts specialising in textbook development, responsible for producing high-quality educational content: texts, scripts, exercises, explanations, examples, and supplementary materials in accordance with methodological requirements and project objectives.

Qualification requirements:

- Higher education in a relevant subject area or humanities.
- At least 5 years of experience creating educational content or managing content development (textbooks, online courses, educational platforms, methodological materials).
- High-level command of Ukrainian, with the ability to write in a structured, clear, and accessible manner.
- Understanding of modern pedagogical approaches and principles of instructional design.

VII. IMPLEMENTATION ARRANGEMENT

The Consultant

The Consultant shall be responsible for support in all aspects and costs of its team during the Services. The Consultant shall be responsible for engaging and payment of local personnel, including competent bilingual (Ukrainian-English) secretarial assistance to cover administrative/translation support. The Consultant shall also make their own allowance for additional technical, administrative, and other support staff.

The MOES may provide an office facility.

The Consultant should provide for their own all the logistics, renting, consumables, computers, laptops, and equipment required for providing services smoothly and shall make the provision in their financial proposal accordingly. The provision should be made as rentals only, including maintenance, and no provision for the purchase of any items towards logistics should be made in the Financial Proposals.

The Consultant will report on all aspects of the contract to the authorized person of the Client.

For the implementation, the Consultant should take into consideration the COVID-19 and war crisis-related restrictions and the volatile security situation in Ukraine. Depending on the nature of the restrictions at the starting date of the Contract, the Consultant might need to start with remote and desktop work before having the possibility to conduct fieldwork and/or prefer to mobilize local consultants for the first steps of the Contract. The Consultant is advised to explore all arrangements for engaging local personnel and benefiting from their knowledge and expertise.

The Client

The Client shall be responsible for the implementation of the overall Project and the Consultant's Assignment shall be managed and monitored by the Client's Implementation group.

The designated representative of the Client responsible for communication and the routine approval of reports, certificates, and other documentation related to this Assignment shall be the Head of NUS Implementation Office.

All communication between the Client and the Consultant shall be in writing in English and/or Ukrainian. Regarding payments to the Consultant, modifications of the Consultant's contract, issuance of the Consultant's requests for the Client's preliminary approval, and other similar cases and activities, for which the Client believes to be mandatory for such a way of correspondence, the correspondence shall be maintained by printed documents, in a sufficient number of copies, submitted to the Client. For all other cases, correspondence through electronic mail is acceptable with previous agreements on a list of recipients from both sides.

The Client shall make available all existing data, documents, reports, and studies in reference to Assignment and necessary for the successful implementation of the Services. The Consultant shall be fully responsible for verification, interpretation, and use of such material and data. The Consultant must not disclose received data/documents to any third party not included in the Assignment implementation.

Most of the available information is in Ukrainian language. The Consultant will arrange for the translation, as necessary, at their own expense.

All the products, deliverables, reports, training materials, etc., that are produced under Assignment are the property of the MOES.

Equipment

No equipment is to be purchased on behalf of the Client as part of this service contract or transferred to the Client at the end of this contract. Any equipment related to this contract which is to be acquired by the Client must be purchased by means of a separate supply tender procedure.

Annex 1. Work program of the online course “Due diligence of educational literature: an updated approach”

In the process of developing the course, minor changes in the work program are allowed: renaming lectures and modules, changing the order of lectures in the module.

Introduction	Welcome address
	Mini-interview with the expert about the experience of expertise
	Who is an educational literature expert?
Module 1: Grading, expertise, roles of experts	Chronology of education reforms
	Analysis of the Procedure of examination
	Why do we need approbation and how does it work at school?
	About the pitfalls of the procedure
	A map of the stamping process
	What to do if the material is submitted with violations?
	Vulture or examination? What is the difference?
	About typical mistakes in conclusions
	Legal basis: who can be an expert
	Test
Module 2. Content expertise: evaluation criteria and how an expert thinks	Analyzing a page of a textbook (analysis on an example)
	Analyzing typical violations of the logic of the topic on the example of a textbook page
	Interview with an expert on expertizing in a specific field (field 1)
	Interviewing an expert on expertise in a specific field (field 2)
	Task: read a fragment of the textbook and comment on the criteria
	Test
Module 3: Anti-discrimination, gender and inclusion expertise	How to recognize discriminatory messages and stereotypes?
	How one phrase changes the perception of a text
	Five “red flags” in texts
	Task: identify discriminatory features in the example provided
Module 4: The digital component of educational literature expertise	The ‘All Ukrainian School Online’ (AUSO) platform as a digital platform for examination
	How an expert can register on the AUSO platform
	What do we consider a quality e-application? (overview of criteria)
	E-textbook ≠ scanned copy: what does the expert check?
	How can an expert evaluate a learning platform?
	Task: analyze the layout of an electronic resource
	Test

Module 5: Psycho-emotional safety and trauma sensitivity	Trigger or support: sensitive topics in textbooks through the eyes of a psychologist
	Glossary of careful wording
	Examples of using war, loss, and separation in educational materials
	Task: how to make a text psychologically safe
	Test
Module 6: Structure and formatting of an opinion	Not just a text: the structure of an expert opinion from A to Z
	Feedback from experts: the experience of editors
	Task: write a short fragment of an opinion based on a sample
	Test
Module 7: Peer review of educational literature for children with SEN (special pedagogy)	What does an expert need to know about the specifics of textbooks for children with SEN?
	Peculiarities of the examination of assignments for students with different categories of SEN
	Double challenge: translation + adaptation for a child with special educational needs
	Task: drag and drop a phrase or instruction to the appropriate SEN category
	Test
Module 8: Expertise of educational literature and translated editions (indigenous peoples, minority languages)	What do textbooks need to know about original and translated editions?
	Algorithm of the expert's work: checking the relevance of the translation
	What is the difference between evaluating a translated textbook and an adapted translated textbook?
	Objective: to determine where the translation is inaccurate or changes the learning objective
	Test
Completion of the course	Final test
	Certification

Appendix 2. Technical requirements for materials to be posted on the web-based distance learning platform “All-Ukrainian School Online”

1. Requirements for videos

Videos should be produced using professional equipment and filmed in a studio environment.

Each video component must meet the following requirements:

- duration: from 20 seconds to 15 minutes;
- file size: no more than 5 GB;
- format: the recommended format is .mp4. The following formats can also be used: .mov, .mpeg, .webm, .ogg.

The file name of the video component must follow a single form: {course ID}_{module number}_{lecture number in the module}_{lecture title}.{type}

Other technical guidelines:

- Codec: H.264.mp4
- Resolution and frame rate: 1920x1080, progressive, 29.97 fps
- Aspect ratio: 1.0
- Bit rate: VBR, 2 pass
- Target VBR: 5 mbps
- Max VBR: 6 mbps
- Audio: AAC 44.1 / 192 kbps

Each video that contains a voiceover must be accompanied by a transcript. The transcript must be in the .srt or .pdf format (the latter is for download). It is allowed to indicate the time points at which you should start and/or end watching the video in the format hh:xx:ss.

2. Requirements for tests

You can create test tasks of the following types:

- with a choice of one or more correct answers (“checkboxes”);
- with the choice of one answer from a drop-down list;
- with the choice of one correct answer from the available list (“radio buttons”);
- number input (requires an answer in the form of an integer or a simple mathematical expression, including some constants, with the limits of the correct answer);
- with a short answer (checked automatically according to the template of the correct answer, the case of the characters is arbitrary);
- matching;
- selection of the image area.

Each multiple-choice item must have at least 4 answer options. The correct answer must be indicated for each task. Images or files for processing may be attached to the test tasks.

The test tasks for the Course Modules and the final test must be submitted as separate files in Google Docs format, indicating the location in the Course Module.

3. Other elements

Text lectures and lists of additional materials for the Course Modules must be submitted as separate files in Google Docs format with the location in the Course Module.

Course notes can be submitted in PDF format for further saving or printing. PDF files must have a recognizable structure and text.

For image files, .gif, .jpg, .png formats are acceptable.

The maximum file size is 10 MB.

[Company/Legal Entity Form]

Ministry of Education and Science of Ukraine

[Date, number]

*Expression of Interest in Providing
Consulting Services No. LEARN-2.1-UIED-EXP*

Dear Sir/Madam!

We, the undersigned, hereby express our interest in providing *Consulting services for the development of an online course «Comprehensive examination of educational literature: an updated approach»* within the «Lifting Education Access and Resilience in times of Need in Ukraine Program» in accordance with the Request for Expression of Interest No. LEARN-2.1-UIED-EXP.

Attached to this letter, we provide information that confirms our company's qualifications, relevant experience, technical and organizational capabilities necessary to provide the services outlined in the Request for Expression of Interest No. LEARN-2.1-UIED-EXP (company/legal entity profile, references to similar experience, etc.).

Attachments:

1. Company/Legal Entity Profile
2. References to Similar Experience of the Company/Legal Entity
3. Additional Information on Technical and Organizational Capabilities

Sincerely,

Signature of the Authorized Person:
Name and Position of the Signatory:

Full Company Name:
Address:

ATTACHMENT 1. COMPANY/LEGAL ENTITY PROFILE

[Using the form below, please provide a brief profile of the company/legal entity (in the case of a consortium, joint enterprise or subconsultancy provide a profile of each partner involved in performing this task), including the experience (in years) of providing specific services relevant to the task.]

<p>Full Name of the Company/Legal Entity (Consultant)</p>	
<p>Legal Status of the Consultant (LLC, JSC, etc.)</p>	
<p>Registering Authority of the Company/Legal Entity: Registration Number: Date and Place of Registration: Please provide supporting documents in the attachment to this table.</p>	
<p>total turnover of at least USD 40,000 over the past five (5) years: Please provide supporting documents in the attachment to this table: ownership structure, financial statements, audit reports, etc., confirming compliance.</p>	
<p>Number of the Consultant’s key personnel</p>	
<p>Experience in providing similar services (Indicate your experience (in years) in providing services similar to those specified in the Request for Expression of Interest No. LEARN-2.1-UIED-EXP)</p>	
<p>Consultant’s registered/legal address</p>	
<p>Consultant’s head office address</p>	
<p>Phone: Email (website):</p>	

ANNEX 2. REFERENCES TO CONSULTANT’S SIMILAR EXPERIENCE

Similar services provided by the firm that best demonstrate its qualifications and experience

[Using the form below, please provide information for each assignment for which the firm/legal entity received an official contract, either individually as a legal entity or jointly with other organizations as one of the main firms in a consortium of consultants. Assignments carried out by the Consultant’s staff (experts) on an individual basis or through other consulting firms cannot be considered as relevant experience of the Consultant or its partners]

1. At least two (2) years of documented experience in implementing large-scale, multi-stakeholder education projects with demonstrable results and impact

[Additionally, provide information on quantitative indicators of successfully implemented education projects]

Duration	Name of the assignment (contract) / brief description of results/products Description of the part of the assignment relevant to the qualification requirements	Name of the client and country where the assignment was carried out	Approximate contract value	Role within the assignment
<i>{(e.g., January 2020 – April 2024)..}</i>	<i>{e.g., “Preparation of the report...”: analysis was conducted and the report prepared; description of the work performed in the part that meets the established qualification requirements}</i>		<i>{e.g., USD 1 million / UAH, etc}</i>	<i>{e.g., lead partner or member of consortium NNN / sole contractor / etc.}</i>

Provide evidence supporting the information you have submitted in the form of copies of contracts, completion certificates, client references, etc. In cases where contracts or certificates contain confidential information, the Consultant may redact the relevant sections of these documents.

2. Proven experience in developing asynchronous online training courses, including course design, content development, and platform delivery, will be considered a strong advantage

[Provide information demonstrating experience in developing asynchronous online courses, including course design, content creation, and preparation for deployment on educational platforms]

Duration	Name of the assignment (contract) / brief description of results/products Description of the part of the assignment relevant to the qualification requirements	Name of the client and country where the assignment was carried out	Approximate contract value (equivalent in USD)	Role within the assignment

<i>{e.g., January 2020 – April 2024)..}</i>	<i>{e.g., “Preparation of the report... ”: analysis was conducted and the report prepared; description of the work performed in the part that meets the established qualification requirements}</i>		<i>{e.g., USD 1 million / UAH, etc}</i>	<i>{e.g., lead partner or member of consortium NNN / sole contractor / etc.}</i>

Provide evidence supporting the information you have submitted in the form of copies of contracts, completion certificates, client references, etc. In cases where contracts or certificates contain confidential information, the Consultant may redact the relevant sections of these documents.

3. Documented experience delivering education-related projects for international organizations (e.g., the World Bank, UNICEF, or similar) within the past five (5) years

[Provide information demonstrating experience in implementing educational projects for international organizations]

Duration	Name of the assignment (contract) / brief description of results/products Description of the part of the assignment relevant to the qualification requirements	Name of the client and country where the assignment was carried out	Approximate contract value (equivalent in USD)	Role within the assignment
<i>{e.g., January 2020 – April 2024)..}</i>	<i>{e.g., “Preparation of the report... ”: analysis was conducted and the report prepared; description of the work performed in the part that meets the established qualification requirements}</i>		<i>{e.g., USD 1 million / UAH, etc}</i>	<i>{e.g., lead partner or member of consortium NNN / sole contractor / etc.}</i>

Provide evidence supporting the information you have submitted in the form of copies of contracts, completion certificates, client references, etc. In cases where contracts or certificates contain confidential information, the Consultant may redact the relevant sections of these documents.

4. A portfolio of completed training products, including links to previously developed courses with a similar concept, target audience, or thematic specialization, must be provided

[Include a portfolio or a link to a portfolio with examples of previously developed educational courses]

ANNEX 3. INFORMATION ON TECHNICAL AND ORGANIZATIONAL CAPABILITIES

[Provide descriptive information highlighting the strengths of your firm's organizational structure and, at a minimum, include information on:

- the availability of relevant experts working in the company under contractual arrangements;*
- the presence of implemented quality management systems for managerial decisions (e.g., ISO 9001 certification) or other equivalent systems.*

Provide any other additional information about the firm/legal entity (brochures, leaflets, copies of certificates and licenses, recommendation letters, etc.) that you consider best demonstrates the general and specific experience of the firm in providing the Services.]