



ADVERTISEMENT

Title: Design & Delivery of Digital Skills Training for the Youth Summer Camp
Type of contract: Contract for Services
Deadline: 19 July 2025 (*midnight, Tehran time*)

UNESCO Core Values:
Commitment to the Organization, Integrity, Respect for Diversity, Professionalism

BACKGROUND

Within the framework of UNESCO's extra-budgetary program supported by Korea International Cooperation Agency, which aims to modernize the national TVET system and upskill youth in alignment with market demand and global trends, and under the overall authority of the Head of UNESCO Tehran office (UTO) and the direct supervision of the Responsible Officer of the Education sector, UTO will conduct the "Skills Summer Camp 2025" for the talented Iranian youth from vulnerable or underserved communities in Mashhad city" project.

This initiative aims to launch the first youth summer camp under the KOICA-funded project, supporting youth upskilling in line with market needs and digital trends. It will build ITC mentors' capacity through specialized training in youth-focused digital tools, and combine soft skills training (4 days) with digital learning and teamwork activities (4 days). The program also seeks to enhance the appeal of TVET through media coverage, while laying the groundwork for an annual youth-focused initiative with expanded digital elements and partnerships in future editions.

Structured over 8 days, the 2025 Youth Skills Summer Camp will be held from 25th August to 2nd September and will consist of two sequential and integrated training modules. The first part will be conducted from 25 to 28 August focus on communication, creativity, and teamwork, delivered through interactive workshops and group-based exercises facilitated by trained ITC mentors.

This will be followed by a second part which will be held from 30th August to 2nd September, centered on digital literacy, programming fundamentals, and collaborative problem-solving, implemented by the service contractor, which should be a contracted pioneer educational institute with expertise in youth digital training. Trained ITC mentors may assist the 2nd part during the camp by supporting group facilitation, learning activities, and logistics under the supervision of the lead trainers from the institute. The camp will engage 120 youth (60 girls and 60 boys) in two age groups of 12–15 years old, and 16–19 years old, selected from communities near TVTO Centers in Razavi Khorasan. The participant selection process will ensure gender balance and the inclusion of underserved youth with limited access

to quality skills development opportunities. All sessions will be conducted in an immersive, hands-on format using tailored learning materials, gamified tools, and real-life scenarios

PURPOSE OF THE ASSIGNMENT

The purpose of the assignment is to contract a qualified educational institute to implement the second part of the 2025 Youth Skills Summer Camp, focused on digital literacy, programming fundamentals, and collaborative problem-solving. The contractor will design and deliver engaging, age-appropriate training for youth participants, deploy experienced trainers, and coordinate closely with ITC mentors, who will support facilitation and logistics under the supervision of the lead trainers.

DUTIES AND RESPONSIBILITIES

Under the overall supervision of the Head of Agency and the direct supervision of the Responsible Officer of the Education sector, the Contractor will be responsible for executing the following tasks:

Educational Content and Curriculum Development

- Design digital and soft skills curriculums tailored to the specific developmental needs and learning styles of two age groups (12–15 and 16–19 years old) and aligned with the camp's objectives.
- Develop a 4 day plan for interactive, youth-friendly training content.
- Design final individual/team-based projects for learners to apply acquired skills.

Training Material Production

- Produce high-quality training content (slides, handouts, digital resources) for each session.
- Develop content suitable for adolescent learners with varying educational backgrounds.
- Ensure all materials are practical, hands-on, and accessible offline where needed.
- Prepare a final project guide for participants and evaluation tools (e.g., feedback forms).

Trainer and Assistant Teacher Deployment

- Deploy one lead trainer and one assistant trainer per site (4 sites operating simultaneously).
- Ensure trainers are experienced in adolescent education, digital/soft skills training, and interactive facilitation methods.
- Manage coordination and logistics for 10 staff (trainers, assistants, support staff, and HQ-based coordinators).

Logistical and Operational Support

- Oversee travel arrangements, accommodation, meals, and local transportation for trainers and staff.
- Coordinate with UTO and ITC to ensure smooth site-specific operations.

Facilitation and Implementation of Training

- Conduct pre-camp preparation and coordination.
- Train ITC mentors, through a dedicated session, introducing them to updated tools, content, and participatory training methodologies.
- Conduct training over 4 days from 30 August to 2 September.
- Deliver 4 hours of training per day per site, ensuring full participation and engagement.

- Integrate games, team activities, and participatory methods to promote life skills and creativity.

Monitoring and Quality Assurance

- Contribute to data collection and feedback processes during and after the camp by:
 - Preparing a baseline assessment survey and conducting it on the first day of training, before the start of activities, with the support of ITC mentors to gauge:
 - Initial knowledge and skill levels
 - Participant expectations
 - Familiarity with soft/digital skill concepts
 - Preparing an endline assessment survey and conducting it on the last day, after the final project, with the support of ITC mentors to gauge:
 - Change in knowledge and skills
 - Overall satisfaction
 - Willingness to recommend or rejoin the camp
- Monitor daily delivery and learner engagement, adjusting facilitation as needed.
- Ensure gender-sensitive and inclusive training delivery.

Final Reporting and Evaluation

- Evaluate the effectiveness of the final project work of participants.
- Prepare a brief report on learning outcomes and participants' satisfaction to inform future programming, based on the results of the assessments and evaluation of participants' performance.

Coordination and Communication

- Participate in preparatory, coordination, and team review meetings with UTO and ITC.
- Maintain open and regular communication with UTO focal points throughout the planning and delivery phases.

TIMELINE AND DELIVERABLES

Deliverable	Description	Deadline
Detailed Training Curriculum and Plan		
D1	Curricula for digital and soft skills training tailored to age groups 12–15 and 16–19.	03/August/2025
D2	A complete 4-day training plan	03/August/2025
D3	Individual or group project design for final learning application	03/August/2025

Training Materials and Assessment Tools		
D4	Youth-friendly, interactive training content including slides, handouts, offline-accessible resources, and gamified tools.	10/August/2025
D5	Final project guide and assessment/evaluation tools (pre/post surveys, feedback forms), mentors' standardized note template	10/August/2025
Deployment of Qualified Training Staff		
D6	List of deployed personnel (minimum 1 lead trainer and 1 assistant trainer per site; total 4 sites), with confirmation of their relevant qualifications and experiences	17/August/2025
D7	Deployment schedule and logistical coordination plan for training staff (10 persons)	17/August/2025
Mentor Upskilling Session		
D8	Delivery of a dedicated training session for ITC mentors prior to the camp.	17/August/2025
Digital Skills Training Implementation Across Four Sites		
D9	Delivery of 4 full days of training per site (up to x hours/day) with attendance from 100 youth	03/September/2025
D10	Daily activity logs and attendance lists disaggregated by age and gender	03/September/2025
Monitoring, Evaluation, and Learning Tools		
D11	Raw and analyzed baseline and endline surveys results	13/September/2025
D12	Observational monitoring notes taken by mentors during training, following a standardized template approved by UTO (D5)	13/September/2025
Final Camp Report		
D13	Final Narrative Report in English and Farsi, including <ul style="list-style-type: none"> - Summary of learning outcomes, key achievements, and participant satisfaction. - Evaluation of final project submissions (individual or group) as per the pre-determined criteria - Recommendations for improving future editions of the camp. - Annexes including participant lists (disaggregated by gender and age), trainer list, and final curriculum 	20/September/2025
D14	Financial Report including appropriate supporting documents, such as invoices, and confirmation of travel, meals, accommodation, and transportation arrangements for staff	20/September/2025

REPORTING

The contractor will provide UTO with one final report in both Farsi and English in line with the above reporting requirements:

Final Narrative and Financial reports by 30/September/2025 (Deliverable 13-14)

OWNERSHIP AND COPYRIGHT

All designs, materials, and outputs produced as part of this assignment, including but not limited to brochures, promotional content, presentations, and other visual or written deliverables, are the exclusive property of UNESCO. The Contractor shall not use, reproduce, or distribute any of these materials for any purpose outside the scope of this assignment without prior written consent from UNESCO. This restriction also applies to any photos or videos captured during the event, which are similarly subject to UNESCO's exclusive ownership and copyright.

All design outputs completed by the Contractor shall be turned over to UNESCO in both PDF and original source files for future use. UNESCO retains the right to adapt the design and outputs, distribute, and disseminate according to the requirements of the project, and maintains ownership of all completed and written outputs in line with *UNESCO's Open Access Policy* at <https://www.unesco.org/en/open-access>.

DATA PROTECTION AND CONFIDENTIALITY

All information to which the Contractor gains access during the course of this assignment is to be treated as confidential. The Contractor is expected to respect this confidentiality, ensuring that such information is not shared with any third party without prior written authorization from UNESCO. Any breach of this confidentiality requirement will be subject to appropriate action in line with UNESCO's policies and procedures.

OTHER SPECIFICATIONS

The Contractor shall respect the time and technical specifications of the deliverables and shall ensure that the level of Farsi and English in all deliverables is of a high standard. All rights related to the services provided by the Contractor under this contract, including rights of ownership and copyright are vested in UNESCO, which alone holds all rights of use.

ELIGIBILITY CRITERIA

Only legally registered and operational companies or organizations with valid official documentation (establishment notice, etc.) are eligible to apply.

HOW TO APPLY

You are invited to submit a proposal with your best pricing and delivery terms for the provision of services as outlined above.

Your proposal must include two separate components:

1. **Technical Proposal:**

- An updated document highlighting relevant experience and comparative advantage of the company
- A clear description of your proposed approach and methodology for carrying out the assignment, and implementation plan
- Information on the key personnel who will be involved in delivering the services

2. **Financial Proposal:**

A detailed cost breakdown, including all relevant expenses, and the total cost of the assignment, quoted in Iranian Rials (IRR).

Please note that all documents must be submitted in English.

Interested companies are requested to send their complete proposals no later than **19 July 2025** (*midnight, Tehran time*) by email to JobVacancy-TEH@unesco.org, with a copy to s.nourikia@unesco.org.

Please include “**Proposal for Youth Summer Camp**” in the subject line of your email.