

Technical Proposal Template

National Consultancy for Developing an Accessible and Inclusive Digital Learning Platform for Children in Iran (HAMGAM)

1. Cover Page

- **Title of Proposal:**
- **Name of Institution/Company:**
- **Contact Information:**
 - Address
 - Website
 - Contact Person (Name, Email, Phone)

2. Executive Summary (1 page max)

Summarize your overall approach, institutional strengths, and unique value proposition. Include:

- Brief understanding of the assignment
- Key features of your proposed solution
- Core expertise of your team
- Expected outcomes and impact

3. Institutional Profile & Core Capabilities

3.1 Overview of the Institution

- Legal status, years of operation, location(s)
- Mission and areas of expertise
- Description of relevant projects in accessible digital learning, inclusive education, and assistive technology

3.2 Past Experience & Portfolio

- Brief summary of up to 5 relevant past projects
- Link(s) to demo/portfolio or attach visual documentation
- Description of work with:
 - Accessibility standards (e.g., WCAG 2.1/3.0)
 - Inclusive UI/UX and Universal Design for Learning
 - AI integration in educational or disability-focused platforms

3.3 Client References

Provide at least two client references including:

- Name of organization
- Contact person (email and phone)
- Project title and timeframe
- Nature of work performed

4. Team Composition and Expertise

4.1 Team Structure

Organizational chart or table showing roles and reporting lines for the project.

4.2 Team Members

Provide detailed CVs in annex and summarize here:

Role	Name	Relevant Experience	Years of Experience	Skills and expertise	Tools and software

Specify team lead(s) and their responsibilities.

5. Technical Understanding & Approach

5.1 Understanding of the Assignment

- Understanding of the context of inclusive education in Iran
- Key challenges and opportunities identified
- Relevance of HAMGAM platform to current needs

5.2 Compliance with UNICEF Standards

- Adherence to WCAG 3.0, UDL, UNCRPD
- Data protection, privacy, safeguarding, and child rights protocols
- ethical standards and child safeguarding and protection
 - Adherence to UNICEF safeguarding policies
 - Child protection mechanisms in place
 - Staff training on working with vulnerable groups

6. Detailed Methodology and Workplan

This is the core section of the proposal. Explain *how* you will achieve the objectives.

6.1 Methodology Overview

Describe your strategic approach, guiding principles, and alignment with UNICEF's accessibility and child rights standards and explain the overall methodology including your agile project management approach.

6.2 Detailed Methods

Break down the technical process for developing HAMGAM:

- System Architecture & Tech Stack: Specify frontend, backend, databases, hosting, and AI tools.
- Open-Source Licensing Strategy: Indicate intended license (e.g., MIT, Apache 2.0, GPL) and rationale.
- AI Integration: Describe how AI (e.g., Text-to-Speech) will be used for content adaptation and accessibility.
- UI/UX Research & Human-Centered Design: Detail user testing methods, focus groups, and inclusion of diverse disability groups.
 - Research and co-design with users
 - Tools to be used (e.g., Figma, Adobe XD)
 - Human-centered design approach
- Accessibility Features: Describe planned features (contrast, narration, sign language, screen reader support, etc.).
- Agile Project Management: Explain sprint cycles, iterations, and feedback loops.
- Testing & Quality Assurance: Define usability testing, security audits, and accessibility validation protocols.
- Security, Data Protection, and Privacy: Describe data governance, encryption, hosting location, and compliance measures.
- Cultural and Linguistic Relevance: Explain how Persian language and Iranian cultural context will inform design.

6.3 Content Adaptation

- Explain methodology for adapting existing textbooks into accessible formats. Include workflow for integrating AI tools, teacher input, and validation by SEO.
 - Method and tools for adapting textbooks
 - Integration of Text-to-Speech, sign language, image description, etc.
 - Use of AI to support scale and efficiency

6.4. Platform Features

List required and optional features including:

- Screen-reader compatibility
- Contrast adjustment
- Voiceover/ Audio description
- Sign language
- Multi-device responsiveness
- Assist function
- , etc.

6.5 Testing and QA

- Phases of testing (MVP, Pilot, Final)
- Tools and methods for usability and accessibility testing
- Engagement of children with disabilities, teachers, experts

6.6 Capacity Strengthening

Describe training and co-creation mechanisms for SEO, MoE, and user groups. Include topics, duration, and target participants.

6.7 Monitoring, Evaluation, and Learning (MEL)

Propose indicators, KPIs, and mechanisms to track progress, measure success, and ensure quality.

- Indicators and KPIs for platform development, training, adoption
- Tools/methods for progress tracking
- Approach to quality assurance and reporting

7. Workplan and Timeline (Gantt Chart)

Provide a detailed Gantt chart or table with key phases, milestones, deliverables, and duration (250 calendar days).

Phase	Key Activities	Deliverables	Duration (Days)	Responsible Team Members
1. On boarding, Design & Development				
2. Phase One: Development and Integration				
3. Phase Two: Soft launching for pilot testing in select schools				
4. Phase Three: Documentation and showcasing Final Product				

Assessment and Mitigation Plan

Identify possible technical, operational, or contextual risks and describe mitigation strategies.

Risk Category	Description	Likelihood	Impact	Mitigation Strategy
Technical				
Operational				
Accessibility/Usability				
Security/Privacy				

8. Sustainability and Scalability Strategy

- Strategy to scale HANGAM from pilot to full curriculum
- Hosting and maintenance plan
- Capacity-building of SEO and MoE for future platform use and content adaptation (cascading for full roll-out)
- Plan for 12-month post-deployment support

9. Annexes

- CVs of Key Personnel
- Portfolio (Samples with links/presentation/demos)
- Letters of Reference
- Organizational Registration Documents
- Other supporting documents as required.