



## **Development of KECD Operational Guidelines on Gender Equality, Disability, and Social Inclusion (GEDSI)**

### **1. Introduction**

Founded in 1947, the Karen Education and Culture Department (KECD) provides education access to the Karen children and youth in Southeast Burma by working closely with the community teachers, leaders, parents and educational administrators at the district, township, and school levels. KECD administers schools in the seven districts under the administration of the Karen National Union (KNU): Doo Tha Htu, Taw Oo, Kler Lwee Htu, Mergui Tavoy, Mu Traw, Doo Pla Ya, and Hpa An.

The Karen Education and Culture Department (KECD) recognizes and embraces the diversities of the Karen communities it serves and realizes that a diverse team of staff brings both direct and indirect benefits in pursuing and fulfilling its Vision and Mission. Diversity includes identities such as gender, religious belief, ethnic nationality, social status, age, disability, etc.

### **2. Objective / Purpose of the Work**

The objective of this consultancy is to develop a gender equality, disability, and social inclusion (GEDSI) operational guideline for the Karen Education and Culture Department (KECD), complementing the Gender, Diversity, and Inclusion Policy Manual, developed by KECD in 2020. The programme facing guideline will support KECD staff in implementing a GEDSI perspective in school-related activities, thereby contributing to the creation of an equitable and inclusive learning environment. The guidelines will reflect global emerging good practices for inclusive and equitable education programming in low resource and conflict affected settings, as well as KECD's programmatic approach.

### **3. Services the Supplier will provide / Scope of Work & Deliverables**

The consultant will co-create a set of GEDSI Operational Guidelines for diverse levels of staff of KECD, in close collaboration with representatives of KECD and Myanmar Education Consortium (MEC). This working arrangement aims to ensure a common understanding of GEDSI mainstreaming strategies, and that the process and final product are grounded in the context of KECD, and the wider project of ethnic education systems strengthening.

The consultant will lead the overall guideline writing process and develop a set of comprehensive guidelines that detail how KECD staff can practically incorporate GEDSI considerations in programme implementation to ensure that GEDSI activities and inclusion-based approaches remain prioritized and central. The consultant will also lead series of workshop for relevant KECD staff to ensure that the guidelines are well understood and applicable to the organisational and programmatic context.

To this end, key activities will include a literature review (encompassing KECD’s relevant policy and programmatic documents including the Gender, Diversity, and Inclusion Policy Manual, and international good practice literature on equitable and inclusive education and collaborative identification of entry points for GEDSI mainstreaming and standalone activities across bureaus of KECD.

### Key Deliverables

<b>Deliverable number</b>	<b>Deliverable title</b>	<b>Description</b>	<b>Timeline</b>
1.	Meeting with KECD and MEC GEDSI department	Meeting with KECD bureau heads and learning the nature way of working and identifying possible GEDSI integrate activities and and standalone activities for more GEDSI inclusive and prioritize workplace, and to develop the GEDSI operational guidelines of the KECD. Meeting with the MEC GEDSI department for orientation of project and technical support process.	January 2024
2.	Desk review on current KECD GEDSI related and policies, resources and literature review on the GEDSI international emerging good practices	Desk review on current KECD GEDSI related and policies and resources that to identifying possible GEDSI integrate activities and standalone activities for more GEDSI inclusive and prioritize workplace and standalone activities for more GEDSI inclusive and prioritize workplace, and to develop the GEDSI operational guidelines of the KECD. Literature review on the GEDSI international emerging good practices and conduct inception report.	January 2024
3.	Conduct 3 workshops on drafting GEDSI operational guideline development	Conduct and lead 3 workshops to discuss and validate the guidelines with the relevant bureaus of KECD.	February to March 2024
4.	Conduct final workshop on drafting GEDSI operational guideline development	Conduct and lead a final workshop to discuss the guidelines with the relevant team and lead bureau heads for feedback.	March 2024
5.	Final GEDSI operational guideline of KECD	Copy-edited finalised guidelines incorporating feedback from MEC and partners one week after the workshop.	April 2024

#### **4. Reporting**

The consultant will report to Department Secretary from KECD for operational, administrative, and logistical matters. The consultant will report to Inclusion & Equity Advisor/ Head of GEDSI department of MEC for quality assurance, technical guidance, sign off on draft and final GEDSI operational guidelines of KECD.

#### **5. Experience and skill set required.**

The successful consultant will have:

- Demonstrated expertise, skills, and experience in GEDSI relevant policy/guideline/procedure development.
- Demonstrated expertise within the education sector with a distinct advantage of having experience in working with ethnic education providers.
- Demonstrated ability to translate theoretical concepts into practical, actionable guidelines.
- Strong interpersonal and communication skills to effectively engage with a diverse range of stakeholders, including staff, beneficiaries, and external partners.
- Demonstrated ability to communicate and provide a well-organised set of guidelines professionally written in English.
- Ability to speak ethnic languages of Myanmar or Myanmar language a distinct advantage.

#### **6. Location and official travel involved.**

Remote with occasional travels for in-person meetings in Thailand.

#### **7. Payment information**

Total cost payable within 45 days of satisfactory completion of deliverable number or according to the proposal and contract agreement.

#### **How to apply for the services**

Interested and qualified organisations are requested to send **Work Proposal (including a cover letter and budgetary proposal), a sample of similar/comparable work and Curriculum Vitae:**

#### **KECD Communication Office**

1037 Moo 2, Mae Pa Sub-district, Mae Sot District, Tak Province 63110, Thailand.

Email: secretary.kecd@gmail.com

**Not later than 5:00 P.M. (19 January 2024) Friday**

Applicants are also requested to mention in the applications if there are blood/marriage relationships with the existing employees. No requirement of photo or copy of certificates, and only short-listed candidates will be contacted.