



United Nations
Educational, Scientific and
Cultural Organization

FORM AM 10-7:

**Procurement Notice/Advertisement
Open International Competition (OIC)**

Country of Destination: *Paris*

Reference Number: *RFQ/ED/GEM/25/01 – GEM Report*

Description: *Writing training services*

Deadline for Submission of Tenders: *7 April 2025, 23:59 CET Paris.*

Posting Date: *1 April 2025*

United Nations Educational, Science and Cultural Organization (UNESCO) hereby invite qualified companies to submit a proposal as follows:

The Global Education Monitoring Report is an editorially independent, authoritative, and evidence-based annual report that monitors progress in education in the Sustainable Development Goals (SDGs). The Report is funded by a group of governments, multilateral agencies and foundations and published annually by UNESCO to serve the international community. It is widely recognized as an indispensable technical and advocacy tool supporting the achievement of SDG 4, which aims to ensure “inclusive and equitable quality education” and promote “lifelong learning for all” by 2030. With its mandate, established in the Incheon Declaration of the World Education Forum in May 2015, the annual GEM Report series identifies effective education policies and analyses major education related themes.

The GEM Report team is inviting proposals from qualified service providers to enhance the professional English writing skills of its staff. The training will focus on refining content structure, clarity, conciseness, and avoiding jargon, with an emphasis on strengthening the research team’s writing and storytelling skills for country case studies, while maintaining high research standards.

The contractor will design and conduct a two-day in-person writing workshop at UNESCO HQ in Paris for up to 15 participants in June 2025. The workshop will focus on improving writing skills of the GEM Report team with tailored guidance for effective country case studies and include individual and group feedback. The contractor will also provide structured feedback in two rounds: reviewing initial writing samples before the workshop and offering a development plan based on a second sample after the workshop, with final assessments due by August 2025.

The purpose of this notice is to provide general information on the requirements for the procurement process and to inform interested suppliers how to obtain a copy of the Solicitation Documents.

Interested companies who wish to participate in the OIC must request for a complete set of Solicitation Documents, available free of charge, from UNESCO contact person at the address shown below, **using the following subject: Writing workshop – legal entities.**

The tenders must be delivered to the UNESCO Headquarters in Paris by email on or by **7 April 2025 23:59** CET Paris, in strict compliance with the instructions as stipulated in the Solicitation Documents.

UNESCO reserves the right to amend the documents at any time during the solicitation process. Any amendments or clarifications will be communicated directly to all Bidders who have requested for a complete set of solicitation documents and officially confirmed their intention to submit a sealed tender. No remuneration will be made to companies for preparation and submission of their tenders.

In alignment with UNESCO's commitment to sustainability, this procurement process prioritizes sustainable procurement practices that consider environmental, social, and economic impacts. Bidders are encouraged to incorporate sustainable practices into their proposals to support UNESCO's goals.

UNESCO Contact Information:

GEM Report team

gem.procurement@unesco.org