



SEH THEH FOUNDATION

ကဗိုလ်ဗွဲ ဗွဲဗျဗ် ဗွဲဗျဗ်  
ဆယ်သဲ ဖောင်ဒေးရှင်း

---

## TERMS OF REFERENCE

Position : Linguistic consultant for Kayah MTB-MLE grade-1 textbooks development  
Duty station : Remote/ Online  
Supervisor : Deputy Director  
Application deadline: November 22, 2024

### **Background**

STF is a non-profit organization, founded in 2013 with the mission for providing education to underprivileged children, youth and marginalized communities including refugees, migrants and Internally Displaced persons (IDPs) in Karenni state and as well as on Thai-Myanmar border.

As STF is a local organization, it consistently promoting MTB-MLE and local culture and tradition. STF has been promoting MTB-MLE by producing developing learning materials with local language. Moreover, STF has been doing other educational activities such as, providing teacher trainings, distributing teaching and learning materials, supporting community teachers' stipends and working with the community leaders for the accessibility of quality education in rural areas in Karenni state, Myanmar.

### **Objectives of consultancy**

- Conduct linguistic analysis and review language accuracy for Kayah MTB-MLE Grade-1 textbooks.
- Technically provide terminology standardization and adoption of new words.
- Advise appropriate language usage and linguistically assist the curriculum team.

### **Scope of work**

- Conduct online meeting for reviewing draft grade-1 textbooks (Social study, Science, Art, Language subject (kayah), Math, Health and Physical education and grade-1 teacher guide).
- Checking that the materials reflect the part of speech's structure of the kayah language.
- Participate in textbook workshop through online and technically and linguistically provide feedback and needs for the language accuracy.
- Conduct online monthly meeting with STF curriculum team and KnED curriculum team for providing feedback and assisting curriculum team.
- Review and revise grade-1 textbook materials once a month and return it to curriculum team based on submission date.
- Identify and correct the Kayah language inconsistencies, inaccuracies, or incorrect.

- Checking and ensure the terminology standardization that using in Grade-1 textbooks (Social study, Science, Art, Language subject (kayah), Math, Health and Physical education grade-1 teacher guide).
- Attend the Consultation and validation workshop through online as a linguistic consultant.

### **Expected outputs and deliverables**

- Monthly progress report.
- Final language review report.
- Final edited textbooks.

### **Time-frame**

The local language consultant is expected to take approximately six months, beginning in December 2024 and ending in May 2025. The specific date for each activity will be discussed in details with consultant.

<b>Tentative timeline</b>	<b>Description</b>
December 2024	Review and revise all the drafted textbook and conduct online meetings to provide feedback.
January to February 2025	Review and revise 1 <sup>st</sup> draft of textbooks and conduct online meetings to provide feedbacks.
March to April 2025	Review and revise 2 <sup>nd</sup> draft of textbooks and provide final review report.
May 2025	Join consultation workshop through online and provide final editing version of textbooks.

### **Educational and professional qualification**

- Hold any degree or certificate in Linguistic or related field.
- Have strong experience in Kayah language editing and proof-reading and material development in Kayah Language.
- Working experience through online communication and technology
- Native-level proficiency in Kayah language
- Flexible and co-operative
- Ability to work within the deadline

### **Contractual Arrangement:**

Upon selection, the consultant will be required to sign a formal agreement outline the terms and conditions of the consultancy.

### **Terms of Payment**

The budget for this consultancy will be determined based on the consultant's qualifications, experience, and proposed work plan.

### **Reporting**

The local Language consultant will work closely with STF curriculum team through online and report to curriculum and training coordinator.

### **Proposal submission**

Interested consultants are requested to submit a detailed proposal, including the following:

- An overview of a consultant's expertise and experience in Kayah language editing and proof-reading and material development.
- Proposed timeline, indicating key milestones and deliverables.
- Financial proposal, including consultancy fees

### **Application**

- Interested consultant shall submit their CV, passport photo and other related document to [hr@sehthehfoundation.org](mailto:hr@sehthehfoundation.org) as soon as possible.
- Only shortlisted candidates will be contacted.