



SEH THEH FOUNDATION
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TERMS OF REFERENCE

Date: 30/09/2026

Position: (Consultant for Mobile App Application Development MTB-MLE text books digitalization)

Duty station: Online

Supervisor: Director

Application deadline: 14 October 2026

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. STF is a local organization and by working closely with the community it has been promoting MTB-MLE by developing learning materials with local language and collaborating in curriculum development with the Karenni Education Department (KnED) and Interim Executive Council (IEC) Education Department. It is also collaborating with other local education organizations in order to provide education more effectively. In addition, STF also established and operated two learning centers, higher education programs, named Seh Theh College (STC) to produce empowered young adults for the greater advancement of their community and Dee Ku Education Center (DEC), GED preparation and life skills course. Both of these schools are running on the Thai-Myanmar border.

In order to ensure the children, have access to the quality education, STF has been focusing on the education system strengthening. It has been developing MTB-MLE curriculum, implementing educational activities including teacher training, school leadership trainings, providing teaching and learning materials, teacher stipends, parenting education, monitoring schools, mobile education programs such as coaching and mentoring teachers, school construction, school nutrition programs and education in emergency (EIE) assistance supporting students and schools being attacked by the airstrikes, bombings or landmines.

STF and the IEC (Karenni State Interim Executive Council) Education Department have cooperated to provide educational services in Karenni State. These services include school visits, providing teacher stipends, online education consultation meetings, and on-ground education consultation meetings. We plan to continue this cooperation to develop the IEC strategic plan, conduct online and on-ground education stakeholders consultation meetings, and hold curriculum standard consultation meetings. Additionally, the STF has been working closely and collaboratively with different stakeholders at all level including community leaders, CSOs, CBOs, and NGOs to ensure inclusive education and to develop a foundation for a federal education system in Karenni State.

Objectives of consultancy

- To develop an Android and iOS mobile application for MTB-MLE curriculum from KG – grade 2 materials and supplementary resources across such as textbooks, teacher guides, songs, stories, and additional resources.
- Provide technical training continue to sustain the long terms use of this mobile application and equip them technical capacity to manage the app and protect its security and effective application.

Scope of work

- Work closely with the STF team to assess needs, develop the application plan, and design offline-first mobile application for Android and iOS.
- Develop the application and integrate MTB-MLE curriculum materials, including textbooks, teacher guides, songs, stories, images, audio, video, and other supplementary resources.
- Conduct online needs assessment and initiative meeting with our team for the mobile application development process.
- Provide technical trainings for the team and work together with the team for development process.
- Provide technical guidance, reference source code, eBook resources, and relevant websites or documentation to support future development.
- Develop or support features that allow us to upload and manage learning materials, including subject textbook and Teacher Guide PDF, images, audio (MP3), video (MP4), and other educational resources through the mobile application.
- Provide post-launch technical support by troubleshooting, fixing application issues, and responding to technical problems during the agreed support period.
- Assist with publishing the application to the Google Play Store and Apple App Store, ensuring all publishing requirements are met.
- Conduct testing process and ensure it works well for teachers for mobile application before finally submitting.
- Ensure clear communication with the project team and take responsibility for resolving technical issues related to the mobile application within the agreed scope of work.
- Conduct final meeting for formally submitting and technically handover the completed mobile applications and additional resources related curriculum.
- Submit final completion report for development process and evaluation on this development.

Expected outputs and deliverables

- Provide a **customized mobile app** design owned by the local organization.
- Develop **the app on both Android** (Google Play Store) and iOS (Apple App Store), upload all local curriculum materials (textbooks, teacher guides, songs, stories, additional resources)
- Provide **technical guides and manual** to the team and **recommended the best practices** on mobile app for further implementation including data safety and protection.

Time-frame

The consultancy is expected to take approximately 3 months, beginning in November 2026 and ending in January 2027. During the project period, the consultant will develop the application and provide training and technical support to build our team's capacity to an intermediate level. The specific dates for each activity will be discussed in detail with the consultant.

Tentative timeline	Description
November 2026	• Conduct a one-day online initial meeting and needs assessment to develop the roadmap and design. • Conduct a one-day online training session on Android development concepts and basic coding. • Conduct two days of online training on mobile app development and UI/UX design, based on the team's needs.
December 2026	• Develop the Android app draft. • Communicate and work closely with the team focal person. • Conduct at least two follow-up and progress-update meetings with the team. • Develop the iOS app draft.
January 2027	• Conduct an orientation and feedback session with the team after developing the Android and iOS apps. • Upload all local curriculum materials (KG to Grade 2) and publish the mobile app on both the Google Play Store and Apple App Store. • Conduct pilot testing, make final updates, and submit all agreed deliverables. • Conduct a one-day online final meeting to review the development process and outcomes.

Educational and professional qualification

- Strong programming skills and experience developing Android and iOS mobile apps, with good knowledge of app design, security, performance, and UI/UX.
- Skilled in delivering technical training, upskilling, and mentoring based mobile development teams to elevate code quality and team productivity.
- Excellent remote facilitation and communication skills, with the ability to lead cross-functional online collaborations while maintaining the self-discipline to work independently with minimal supervision.
- Highly flexible and cooperative, with a proven ability to pivot quickly between projects, adopt emerging tools, and foster a positive, solution-driven team culture.

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 consultant will work closely with STF curriculum team focal persons and report to the director of STF (Seh Theh Foundation). Progress reports will be provided on a monthly basis.

Proposal submission

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

- An overview of the consultant's relevant experience and expertise in the mobile app development process.
- A proposed timeline detailing key milestones and deliverables.
- Financial proposal, including consultancy fees.

Application

- Interested consultant shall submit their CV, passport photo and other related document to hr@sehtheh.org or contact@sehthehfoundation.org as soon as possible.
- Only shortlisted candidates will be contacted for interview.