

CALL FOR PROPOSAL

Capacity Building for Secondary School Teachers in Coding with Micro:bit & Procurement of materials for Micro:bit based projects.

June 2025

This Call for Proposal (CfP) contains:

- a) Guidelines for consultants to submit the proposal
- b) Annex 1: Terms of Reference (ToR)
- c) Annex 2: List of materials for Micro:bit based projects.

Guidelines for candidates to submit the proposal

A: General

The objective of this call for proposal is to shortlist suitable candidates to undertake the work described in the **Terms of Reference (ToR)** in Annex 1 and Annex 2.

B: Eligible applicants

Eligible are applicants (Individual Consultants or Consulting Firms) with an appropriate setup (fully equipped with physical facilities and competent team members) to conduct work. The applicants must be familiar with digital skills specifically, must have a track record of having conducted training in Coding with Micro:bit and implementation of Code Clubs.

C: Content of the proposal

The language of the proposal is English. The proposal must be submitted in Microsoft Word, maximum 5 pages A4, font size Calibri 11, Standard Margin and 1.5-line spacing excluding cover page and annexes.

The request for proposal consists of two parts;

- **Part 1: Training of Trainers in Coding with Micro:bit (By using <https://makecode.microbit.org>) & Implementation of Code Clubs** and
- **Part 2: Procurement of Micro:bit devices & materials for Micro:bit based projects.**

The applicants may respond either to Part 1 only, part 2 only or to both Part 1 & Part 2.
Additionally, all applicants are required to fill in the section **General Information**.

The request is structured as a panel of questions. The applicants are required to respond to each question under their chosen Part(s).

#	General Information
1.	Name of the organization
2.	Legal status
3.	Geographic office locations in Lao PDR
4.	Short introduction of the organization including an organizational profile
5.	Profile of staff from the training team

#	Part 1: Training of Trainers (ToT) in Coding with Micro:bit (By using https://makecode.microbit.org) & Implementation of Code Clubs
1.	Please provide a track record of the past 3 years for Training of Trainers (ToT) in Coding with Micro:bit & Implementation of Code Clubs Provide the name of the assignment, name of the client, date of work undertaken and a short description of what the assignment was about (objective, beneficiaries).
2.	Please describe your experience with facilitating ToT on Coding with Micro:bit & Implementation of Code Clubs
3.	Excel Budget proposal segregated between professional fees and reimbursables (Detail for each deliverable and total amount for each deliverable).
	Annexes may be included by the applicant for further clarification.

#	Part 2: Procurement of Licenced Micro:bit devices & materials for Micro:bit based projects.
1.	Please provide a track record for managing procurements of Micro:bit devices & materials for Micro:bit based projects . Provide the name of the assignment, name of the client, date of work undertaken and a short description of what the procurement process was about (objective, beneficiaries).
	Annexes may be included by the applicant for further clarification.

D: Evaluation process

- The main part of the proposal will be taken for the evaluation only, excluding the annexes;
- All proposals submitted in a different format and/or structured other than required under paragraph I.C: : Content of the proposal' above might be excluded;
- Swisscontact has no obligation to provide any further information to the applicants or any other 3rd party about the evaluation process and its results.

E: Timeline

#	Tasks	Due date
1.	Call for proposal issued by date:	May 27, 2025
2.	Applicants may submit questions for clarification to the DLI project by email to douangta.manivanh@swisscontact.org until date:	June 16, 2025

3.	The DLI project will respond to questions to all applicants by mail by date:	June 18, 2025
4.	The final proposal must be sent to the DLI project by email to douangta.manivanh@swisscontact.org until date:	June 19, 2025
5.	The DLI project will evaluate the proposals and inform applicants; and invite qualified applicants to demonstrate a micro:bit based project	June 23, 2025

Annex 1: Terms of Reference (ToR)

Capacity Building for Secondary School Teachers in Coding with Micro:bit & Implementation of Code Clubs

Project: Digital Literacy Initiative Project

Activity Title: Capacity Building for Secondary School Teachers in Coding with Micro:bit & Implementation of Code Clubs

Assignment Duration: 15 June – 15 December 2025

Reporting to: Douangta Manivanh, DLI National Coordinator

Location: Vientiane Capital

A: Background - Swisscontact

Swisscontact is a Swiss based private non-profit foundation in international development with specialization on private sector development. Its vision is to make a sustained, effective contribution towards the reduction of economic disparities in an increasingly complex, globalized world. Its mission is to promote economic, social, and environmental development by helping people integrate into local economic life, making it possible for them to improve their living conditions through their own initiatives.

[Swisscontact Laos](#) executes its mission in Laos since January 2013 and is registered as an International NGO with the Ministry of Foreign Affairs.

B: Background – DLI project

The Digital Literacy Initiative (DLI) project implemented by Swisscontact Lao PDR (2024-2026), is dedicated to enhancing digital literacy among secondary school students and Technical and Vocational Education and Training (TVET) students in Laos. The project introduces coding as a creative activity and fosters digital entrepreneurship to empower students with fundamental ICT skills, critical thinking, and collaboration.

To further this initiative, Swisscontact is seeking qualified service providers to support the capacity-building of Upper Secondary School Teachers on Coding with Micro:bit and Code Clubs implementation across three provinces: Khammouan, Xiengkhuang, and Oudomxay.

C: Scope of Work

The selected service provider will support the Digital Literacy Initiative project (DLI), implemented by Swisscontact Lao PDR to build the technical capacity for Secondary School teachers in Coding with Micro:bit & Implementation of Code Clubs aligned with the modules developed by the DLI project.

Expected Deliverables & Timeline

The selected service provider will closely cooperate and consult with the DLI project focal point and technical staff in order to provide technical comments on training modules and support on designing training model for the project and provide technical trainings – training of trainers, for the project as mentioned in the Scope of Assignment outlined above.

Detailed activities shall be reviewed and discussed with the project before finalizing deliverables. Materials have to be approved and handed over to the project team in Lao version in soft copy.

#	Deliverables	Tentative duration (Day)	Tentative timeline
1	Provide technical input and revision of modules developed by the DLI project:		7-11 Jul 2025
	1. Coding with Micro:bit	2	
	2. Code Clubs implementation guideline	1	
2	Design Training of Trainers and develop training materials (Power Point)	2	16-17 July 2025
3	Provide ToT for Master Trainers & DLI staff in Coding with Micro:bit.	4	21-24 July 2025
4	Backstopping Master Trainers in ToT in Coding with Micro:bit & Implementation of Code Clubs for teachers in 3 provinces (Only on person for each province)		4-25 August 2025
	1 x ToT Coding with Micro bit in Xiengkhouang (3 days exclude travelling)	3 per province.	
	1 x ToT Coding with Micro bit in Khammouan (3 days exclude travelling)	3 per province.	
	1 x ToT Coding with Micro bit in Oudomxay (3 days exclude travelling)	3 per province.	
5	Technical Backstopping for project staff in Coding with Micro bit & Implementation of Code Clubs	Up to 15 days	Sept – Dec 2025

Remark: Please Excel to provide more detail about budget.

Annex 2: List of materials for Micro:bit based projects

No.	Material	Total Quantity
1	Micro:bit V2	253
2	Ultrasonic sensor	69
3	Buzzer	46
4	Servo Motor: 9gSG90	46
5	LED Light Module (Green and Red)	138
6	Extension Board	207
7	LCD display and I2C plug-in circuit	92
8	Jumper Wires (Pack of 4 wires)	1150
9	Powerbank 5000 mah	92
10	USB Wire: USB Micro B and male barrel jack	253
11	DS1307 Module real-time clock	46
12	Relay Module 10A 30V DC	138
13	Electric Bell 12V DC	69
14	Adapter 12V DC	46
15	Humidity and Temperature sensor	69
16	DC Fan Module	23
17	Temperature Sensor	23
18	Soil Moisture Sensor	46
19	Water Pump (Mini 3-6V DC)	23
20	NeoPixel Ring	23
21	Motor driver module	23
22	DC motor with wheels	23
23	Car wheel	46
24	DC motor 3v	46
25	DC Coreless Motor	92
26	DC Motor Speed Controller 12v	92
27	Sound Sensor	23
28	Magnetic Door Sensor	23
29	Photoresistor Module	46
30	Phone Charger	46
31	Four AA Battery Holder with Male barel Jack	69
32	Plastic Toolbox	69

Remark: Please use Excel to give more details about your budget.