CALL FOR PROPOSAL (Institution/Organization only)

UNESCO Bangkok
Asia-Pacific Regional Bureau for Education

Terms of Reference (TOR)

Translation of teacher training course to support children with disabilities - Timor Leste

Organizational Unit: UNESCO Bangkok Office, Section for Inclusive Quality Education
Type of contract: Contract for Services (Institution/Organization)
Duration: 16 August - 30 September 2021 (7 weeks)
Application Deadline: 11 August 2021, 17:00 hrs. Bangkok time

1. Background:
The Corona Virus Disease - 2019 (Covid-19) crisis is affecting over 186 million learners1 across all levels of education in the eight Global Partnership for Education Sector Program Implementation Grants (GPE EPSIG)-eligible countries in Asia (Afghanistan, Bangladesh, Bhutan, Cambodia, Lao PDR, Nepal, Pakistan and Timor-Leste) and many are adopting remote learning practices to reduce the learning disruption. These countries are also home to some 25 million people with disabilities2, whose vulnerability in the education system has often been magnified by the crisis.

Children with disabilities are facing greater challenges following the move to online teaching programmes, resulting in digital exclusion and increased risk of being left behind due to the absence of appropriate assistive equipment, access to the internet, accessible materials and support. For example, an estimated 0.5 per cent of books in developing countries are available in the accessible formats required for persons with visual, intellectual and learning disabilities3. Moreover, many children with disabilities are now entirely reliant on their parents and/or family members to meet their physical, emotional, social and cognitive development needs; yet, with parents equally under stress due to the COVID-19 situation, children with disabilities are experiencing serious disruptions to their daily lives and left more vulnerable to toxic stress, violence, exploitation and abuse.

UNESCO, UNICEF and the World Bank launched a joint project “Accelerated Funding to Strengthen GPE’s Global and Regional Response to the COVID-19 Pandemic,” with financial support from the Global Partnership for Education (GPE), to ensure continuity of learning for marginalized children through the development, dissemination and delivery at scale of new and existing global and regional learning continuity approaches in response to the COVID-19 crisis. Under this project, UNESCO, in partnership with the Southeast Asian Ministers of Education Organization (SEAMEO), a member of the Global Education Coalition, are undertaking activities to create an online, multilingual regional teacher training course that will develop teacher capacity to adequately support children with disabilities during and post crisis including COVID-19. The online teacher training course will be adopted and piloted in four GPE EPSIG-eligible countries in Asia (Bhutan, Cambodia, Lao PDR, and Timor-Leste) aiming to support teachers with training courses in the following five modules:

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1 UNESCO UIS
• Introductory Module
• Module 1: Stress management and psychosocial support
• Module 2: Utilization of different assistive technologies
• Module 3: Developing emergency response plan
• Module 4: Continuity of Learning

2. Objectives:
• To translate the teacher training course modules from English into Bahasa Indonesia
• To translate the accompanying video scripts for sub-titles and evaluation questionnaire from English into Bahasa Indonesia

3. Activities:
The Contractor shall carry out the translation of teacher training course modules, accompanying videos and evaluation questionnaire from English into Bahasa Indonesia and undertake the following activities (some activities can be done concurrently):

1) Accurately translate the accompanying 31 video transcripts (approximately 5 – 10 minutes in length) and evaluation questionnaire (3 pages) into Bahasa Indonesia for the teacher training course;
2) Accurately translate the five teacher training course modules from English into Bahasa Indonesia (each module tentatively has approximately 100 pages, Introductory module has 19 pages), provided by UNESCO Bangkok;
3) Ensure accuracy, clarity and complete translated versions in the target language, making appropriate use of vocabulary and using commonly accepted or established equivalents for professional, scientific and technical concepts and terms and the original meaning is retained by acquiring information about the professional, scientific and technical subject matter covered;
4) Perform terminology research to ensure the accuracy and appropriateness of translation;
5) Verify terminology and references, edit texts in the target language to ensure consistent style of presentation and conformity;
6) Compare translation of the text with the original to verify accuracy and completeness of the translated version and the suitability of the vocabulary and terminology used;
7) Proofread the translated materials before final submission to detect any error in spelling punctuation, or grammar;
8) Incorporate any suggested changes to the translation;
9) Submit the translated teacher training course modules, accompanying video scripts and evaluation questionnaire to UNESCO Bangkok for final review and approval.

4. Deliverables, timeframe, and payment schedule:
All deliverables shall be submitted to UNESCO Bangkok in accordance with the timeline. Feedback will be provided to the contractor. To the extent possible, the contractor shall reflect comments and suggested modifications submitted by the project team. The contractor is expected to submit following deliverables to UNESCO Bangkok:

<table>
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<tr>
<th>No.</th>
<th>Deliverables</th>
<th>Latest date of submission</th>
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<tr>
<td>1</td>
<td>31 translated accompanying video scripts for subtitles of the teacher training course and evaluation questionnaire in Bahasa Indonesia</td>
<td>27 August 2021</td>
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<tr>
<td>2</td>
<td>Five translated teacher training course modules in Bahasa Indonesia</td>
<td>24 September 2021</td>
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<td>3</td>
<td>Final report, including financial statement including detailed breakdown of expenditures</td>
<td>30 September 2021</td>
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In line with UNESCO’s overall gender mainstreaming strategy, the contractor is expected to integrate a gender perspective and apply gender analysis and mainstreaming concepts whenever feasible.

All work will be completed by 30 September 2021 at the latest.

5. Submission of Proposal:
At minimum, the proposal should include the following:

1. A technical proposal, including institution profile, relevant experiences, evidence/reference of previous similar works, proposed methodology/approach, proposed personnel, and their CVs, and workplan.
2. A financial proposal, providing a breakdown/rate per day, per unit, etc.

6. Audit assurance clause:
UNESCO shall have the right, at its own expense, to have the Contractor's books and records pertaining to the project bank account and project execution reviewed (and, if desired, copied) upon prior written notice at any reasonable time agreeable to the Contractor by the UNESCO's, internal/external auditor, auditors as UNESCO may appoint or the Contractor's own auditor.

UNESCO may conduct, or arrange for, a periodic evaluation of the contractor's implementation of the project. To this end, the contractor will upon UNESCO's request, enable representatives or designees of UNESCO to visit the project site(s) and facilities, inspect property and review books and records related to the project."

7. Eligibility/qualification/experience requirements:

- Mandatory:
  - At least five years of professional translation (English/Bahasa Indonesian) services experience.
  - Team members must have fluent command of the target language (native fluency or equivalent) and an excellent knowledge of English.
  - Team members must have proficiency in methods and techniques specific to translation.

- Desirable:
  - Previous work, particularly for translation services, with UN or other international organizations, governments, donors, and civil society institution would be an asset.
  - Technical knowledge in the field of inclusive education or teacher training development, will be an asset.
  - Demonstrate sensitivity to the cultural context and the target audience.

The expression of interest must be received by email at iqg.bqk@unesco.org no later than 17:00 hrs (Bangkok time) on 11 August 2021. Only complete applications submitted before the deadline will be considered.