

RFP/2018/BEL/001

ANNEX B

Terms of Reference - Production and design of translated UNHCR teaching materials**1. CONTEXT**

UNHCR has developed a set of teaching materials for teachers and school children in primary and secondary education aimed at teaching children ages 6 - 18 about refugees, asylum and migration. The teaching materials also include a set of professional guidance documents for teachers (such as guidance on stress and trauma in refugee children in a school context).

As part of its efforts to promote fact-based and age-appropriate teaching about this topic and in an effort to provide teachers with professional tools to improve teaching about the topic and to create a more welcoming and favourable learning environment for refugee children in Europe, UNHCR intends to distribute these teaching materials in several countries in Europe and, where appropriate, other regions around the world.

The prime target audience for these teaching materials are primary and secondary school teachers. The materials consist of PDF documents, explanatory animations, exercise sheets, video exercises and web content.

The full collection of currently available teaching materials can be viewed and downloaded in English on UNHCR's global website at <http://www.unhcr.org/teaching-about-refugees.html> and in French at <http://www.unhcr.org/fr/enseigner-sur-la-thematique-des-refugies.html>

The full list of materials available for translation is available in the inventory of teaching materials included in Annex A of this RFP.

The Contractor signing a Frame Agreement(s) for the provision of production and design of translated versions of UNHCR teaching materials for primary and secondary education following this RFP may be tasked with production of several language version of (part of) the available teaching materials.

2. ESSENTIAL REQUIREMENTS

For the duration of the Frame Agreement(s), Contractors may be asked to produce and design translated versions of all, or a selection of, the teaching materials listed in the Annex A of this RFP.

Contractors may also be asked to do design and production work on other text-based or audio-visual teaching materials, on a per-hour basis.

Production will not include translation of text elements of the teaching materials.

All translations of texts needed for production of translated versions (contents of PDFs, Excel sheets, scripts of videos or animation voice overs and any other relevant elements) will be delivered before each production assignment by UNHCR in pure text in Word documents (or other formats if agreed with the Contractor).

The Contractor needs to be able to:

- Design and produce PDF documents adhering strictly to the visual style, typography and colour palette used in the existing PDF documents available in the Teachers' Toolkit section of the website <http://www.unhcr.org/teaching-about-refugees.html>
- Design and produce Excel sheets adhering strictly to the visual style, typography and colour palette used in the existing Excel sheets available in the Teachers' Toolkit section of the website <http://www.unhcr.org/teaching-about-refugees.html>
- Locate and contract voice over artists capable of reading exact translations of the dialogue and voice over text in the animations and video exercises available in the Teachers' Toolkit section of the website <http://www.unhcr.org/teaching-about-refugees.html>; in the case of the animation in the 'Words Matter' section of the Teachers' Toolkit, a single voice may be used; in the case of the video exercises in the 'Teaching Materials' section of the Teachers' Toolkit, voice overs need to match the age, gender and tone of voice of the children, parents and other interviewees featured in the video exercises.
- Record and post-process voice recordings needed for production of translated versions.
- Edit and mix the voice recordings and video images to make sure they match the original versions in English, or in the original spoken language, respecting original scripts which will be provided before each assignment by UNHCR for reference.
- Re-edit the translated video, if appropriate, to make sure they are usable in an educational setting in primary or secondary education.

As a minimum, the Contractor will need to have:

- Good knowledge of refugees, asylum and migration;
- Experience and expertise in producing age-appropriate educational materials on refugee, asylum and migration for UNHCR or similar organizations;
- Capacity to work in several languages simultaneously;
- Capable of coordinating several assignments at any given time;
- Deliver high quality end products respecting strict deadlines;
- Experience with production of animation films, graphic design, sound recording and editing, video production and editing, production of printed materials, production of on-line materials, production of social media content;
- Knowledge of UNHCR and its work in education and training;

- Knowledge of UNHCR's Teaching About Refugees website and its potential applications in outreach to teachers and schools;
- Knowledge of teaching materials resources in Europe that can be used for distribution of teaching materials.