

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 for Timor-Leste

Organizational Unit: UNESCO Bangkok Office, Section for Inclusive Quality Education

Type of contract: Contract for Services (Institution/Organization)

Duration: 9 April – 14 May 2021 (5 weeks)

Application Deadline: 24 March 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 nine Global Partnership for Education Sector Program Implementation Grants (GPE EPSIG)-eligible countries in Asia (Afghanistan, Bangladesh, Bhutan, Cambodia, Lao PDR, Myanmar, 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 five GPE EPSIG- eligible countries in Asia (Bhutan, Cambodia, Lao PDR, Myanmar, and Timor-Leste). aiming to support teachers with training courses in the following four modules:

- Module 1: Stress management and psychosocial support

¹ UNESCO-UIS

² UNESCAP, 2019. *Disability at a glance 2019: Investing in accessibility in Asia and the Pacific - Strategic approaches to achieving disability-inclusive sustainable development*. Bangkok

³ UNESCO, 2013. *UNESCO Global Report: Opening New Avenues for Empowerment — ICTs to Access Information and Knowledge for Persons with Disabilities*. Paris

- Module 2: Utilization of different assistive technologies
- Module 3: Developing emergency response plan
- Module 4: Transitioning back to school

2. Objectives:

- To translate the teacher training course modules from English into Tetun
- To translate the accompanying video scripts from English into Tetun, as sub-titles

3. Activities:

Under the supervision of Inclusive Quality Education Section (IQE) and Programme Specialist/Officer, ED/BGK/IQE, the Contractor shall carry out the translation of teacher training course modules and accompanying videos from English into the target language and undertake the following activities:

- 1) Accurately translate the four teacher training course modules from English into Tetun (each module tentatively has approximately 100 pages), provided by UNESCO Bangkok;
- 2) Accurately translate the accompanying 26 video scripts into Tetun for the teacher training course;
- 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 and accompanying video scripts to UNESCO Bangkok for final review and approval.

4. Deliverables and timeframe:

The contractor shall complete the following work assignment and reporting by the indicated tentative timeline for UNESCO's review and approval. To the extent possible, the contractor shall reflect comments and suggested modifications submitted by the project team.

No.	Deliverables	Latest date of submission
1	Four translated teacher training course modules in Tetun	23 April 2021
2.	26 translated accompanying video scripts in Tetun for subtitles of the teacher training course	7 May 2021
3.	Final report, including financial statement including detailed breakdown of expenditures	14 May 2021

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 14 May 2021 at the latest.

5. Submission of Expression of Interest:

At minimum, Expression of Interest 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:

o **Mandatory:**

- At least five years of professional translation (English/Tetun) 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.

o **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 ige.bgk@unesco.org no later than **17:00 hrs (Bangkok time) on 24 March 2021**. Only complete applications submitted before the deadline will be considered.