

Request for Proposals – Educational video development Consultant TOR (content development)

Consultant TERMS OF REFERENCE:

I. PROJECT IN BRIEF:

EQIE Program is a 5-year program (2020-2024) funded by the Norwegian Agency for Development Cooperation (NORAD). It aims to improve the reading skills for 10000 children and youth aged 3 to 10 years old, through a school and community-based and e-learning approach through engaging teachers and coaches in RTP's PBL Methodology. In addition, the program will increase the enrollment of children with disabilities in schools. Complimenting school-based activities, initiatives at the community level will aim to create an enabling, safe and inclusive learning environment that is supportive of children's wellbeing. In order to respond to the country's context, the program will maintain a broadened target group to include Syrian refugees, in addition to Palestinian refugees, and disadvantaged Lebanese host communities. Target locations will include 10 Palestinian refugee camps in addition to settlements where many Syrian refugees reside, spread out across 3 Governorates: Beirut, South, and North. Acknowledging that the geographical areas with the highest concentration of refugees are also the areas most affected by poverty, disadvantaged communities in surrounding areas will also be targeted. Further building on its established relationships with civil society organizations, RTP will continue collaborating with a range of community-based implementing partners throughout the program implementation.

II. OVERALL PURPOSE OF EDUCATIONAL VIDEO DEVELOPMENT CONSULTANCY:

RTP is seeking for an expert to provide consultancy on the following objectives of producing a social media Educational Video Tool:

- Increase the awareness of parents on:
 1. The importance of the rights of education for children with disabilities
 2. How to create a positive learning environment for their children with disabilities through a play-based approach at home (down syndrome, learning difficulties ...)
 3. How to contribute to changing vocabulary and terms used with children with disability

4. The negative behavioral manifestations and ways to treat them (including bullying).
- Contribute in creating social media educational video tool assessment and content preparation (20 -25 videos) which could be delivered remotely to parents WhatsApp, Instagram, Facebook, YouTube, google, etc...
 - Deliver tips for parents on how to deal positively and participate with their children with disabilities through play and games
 - Monitor the progress of parents in fostering the positive learning environment for their children with disabilities

III. CONSULTANT(S) WILL INCLUDE THE FOLLOWING:

Consultants selected will have to start with this required deliverable. This deliverable will be conducted in the Palestinian camps and/or with UNRWA/Education Support Centers.

1. Assessment

- Conduct an assessment with the Education Support Centers to identify the level of interaction of parents with educational videos that enhance a positive learning environment for children with disabilities.
- Conduct pre- and post-assessment. The process should:
 1. Include focus group, questionnaire, or one on one meetings.
 2. Analyze the data of the post-assessment to find out the first 2 problems that prevent parents from enhancing a positive learning environment and the readiness of parent to utilize educational videos.
- Follow up for each prepared video by an assessment conducted with the parents and children.
- Conduct a final pre-assessment - after delivering all the videos - that should be delivered to parent for analyzing the impact of the educational videos on mothers and children thinking and behaviors.
- Follow up with parents and children to collect their feedback.
- Set practical sessions with the parents on how to use the educational videos.

2. Material's creation

Prepare the content of the educational videos for parents of children with disabilities on how to create a positive learning environment through play-based methodology consist of:

- a. Deliver tips for parents on the positive learning environment principles, the importance of education for children with disabilities and the inclusive learning
- b. Create appropriate storyboard in Arabic with introduction, content and conclusion taking into consideration the post assessment data and the play-based methodology
- c. Adapt the created educational videos to include children with different abilities
- d. Follow up with the video developers on:
 - Choose a background music that contributes to learning
 - Monitor and approving the voice over recording which should be clear with distinct pronunciation in a contextualized language that is understood by children
 - Add subtitles for the videos (English/Arabic/French).
- e. Pilot the first 3 videos with a sample of parents and collect feedback

N.B. Each video developed should be approved by the consultant of the content, the video developer and Right To Play.

N.B. Same process should be followed for all videos regardless the time and quantity of videos created.

IV. RTP RESPONSIBILITIES WILL INCLUDE THE FOLLOWING:

- Provide documents on the project to be reviewed by the consultant.
- Orient the consultant to Right To Play's programs and its M&E strategy, procedures and systems.
- Orient the consultant on RTP Policies and Procedures.
- Provide feedback to preliminary results.
- Review reports submitted by the consultant.

The consultant will directly report to the Project Officer at Lebanon office, who will serve as the focal point person.

The consultant will sign a Protection against Sexual Exploitation and Abuse (PSEA) along with agreement.

V. TIME FRAME

The consultant should create and provide between (20 -25) educational awareness videos for parents of children with disabilities to be disseminated through WhatsApp and social media.

The assessment and educational videos' creation process will begin as soon as a contract with the consultant is signed and must be completed with the submission of final report, the approximate timelines for regular activities are as per below:

Assessment and Educational Videos' Creation

Activity/ Task	Deliverable(s)	Timeframe	Price in USD \$ (Price including the VAT)	Comments
Pre - Assessment – With RTP, UNRWA and other stakeholders if needed	Data analysis for parents on the effectiveness of the educational videos is identified	2 weeks		
Resource Development	Educational videos for parents' awareness on creating a positive learning environment is designed (creating a story board – choosing music for the voice over-)	4 to 5 weeks		
Follow up with the video developers	Capacity sharing for using the educational videos for parents	10 to 13 weeks		
Follow up with parents	Capacity sharing for using the educational videos for parents	10 to 25 weeks		
Post - Assessment – With RTP, UNRWA and other stakeholders if needed	Data analysis for parents on the effectiveness of the educational videos resource is identified	2 weeks		
Final Report of the activity	Final Report	1 week		

N.B. The collaboration will take the form of a consultancy. The detailed process/timeline would be discussed in detail with the selected consultant.

VI. BUDGET AND PAYMENTS

The prospective consultant should provide a budget which includes their daily consultancy rate. Please note that the budget will be covered by RTP, the consultant should include his/her fees. RTP will provide a payment of 20% of the total contract sum for subsistence upon signing the contract. The remaining amount will be delivered to the consultant upon two payments (the second payment in September 40% and the last one 40% within 30 days after completion). Under no circumstances should the consultant invoice for more than the agreed contract. The consultant should send RTP the final outcome assessment. Full payment will be contingent on receipt of all deliverables as detailed above with approval of the Final Report by the assessment committee.

VI. Qualifications of the consultant

A consultant is needed who should have the following competencies and experience:

- Proven 5 years and more of experience and knowledge in special needs education
- Demonstrated experience, high background and knowledge in creation and maintenance of safe learning environments
- Demonstrated understanding and support of principles of equity, participation, and inclusion

How to Apply

Interested applicants are requested to submit the following documents:

- Cover Letter, Suggested approach, and methodology (1 page max)
- CV of key staff involved, and roles envisioned
- CV of key staff involved, and roles envisioned financial proposal signed and stamped
- Preferred payment method should be mentioned
- Registration and legal permits

The proposal must be submitted no later than Friday, **August 19, 2022** to:

1-Mr. Kevork Dersarkissian, Logistics Coordinator, Right To Play Lebanon
at: kdersarkissian@righttoplay.com.

2- Mrs. Mariam Zaytoun, Logistics Officer, Right To Play Lebanon
at: mzaytoyn@righttoplay.com

N.B. Incomplete proposals will not be considered.

The following should be clearly stated in the email heading: **“Educational video development Consultant”** Early submissions are encouraged and appreciated. While we thank all applicants for their interest, only those selected for interviews will be contacted. Competitive budgets would be considered.

Right To Play is a child-centered organization. Our recruitment and selection procedures reflect our commitment to the safety and protection of children in our programs.

To learn more about how we are and what we do, please visit our website at www.righttoplay.com