|  |  |  |
| --- | --- | --- |
| **Heading:** **National Consultant for** **translation of children’s story books into ethnic languages to support learning during COVID-19 pandemic and beyond**  **Section in Charge**: **Education**  **How does the consultancy relate to work plan:** Output 1 Sub activity 1.1. Expand access to Preschool Services for children in rural and remote areas and improve Preschool Quality to better prepare children for primary schools through supporting capacity development of key actors.  **Outcome reference**: **203 Education Programme:** By 2022, children, especially the most disadvantaged, will acquire knowledge and skills in an inclusive, safe, quality learning environment to complete pre-primary, primary, transition to secondary and complete lower secondary education  **Output reference**: Output 1 Early Learning: MOE and other partners at National and Subnational level have increased capacity to give a head start to children 3-5 years old through quality preschool and kindergarten education to be reflected under Output 2 for COVID (0600/A0/05/203/002/024) | | |
| 1. Background:   Myanmar reported its first case of COVID-19 on 23rd March 2020. As of 20th September, 5263 cases and 81 deaths have been reported by the Ministry of Health and Sports, with figures increasing almost daily. While the outbreak’s burden on health systems is increasing rapidly, necessary mitigation measures are affecting livelihoods and access to public services.  With regards to education specifically, children are affected by closure of early childhood care and development (ECCD) centers and use of schools as quarantine facilities. While attempts to reopen schools in phases, high school first, was carried out starting 21st July, now these high schools were closed again since 28th August due to increasing new cases.  Starting in April 2020, Myanmar County Office has contacted 90 ethnic groups, that were engaged in development of bilingual big story books for Early Learning in Mother Tongue, to translate the COVID-19 related parenting tips from Parenting for Lifelong Health. There are twelve topics including one on one time, structure up, learning through play etc. Altogether 25 ethnic groups participated in the translation. (https://www.covid19parenting.com/#/tips)  Myanmar Country Office has put some children’s story books, developed as part of Let’s Read Initiative (2006-2010) and from Early Learning in Mother Tongue, on UNICEF webpage since April 2020 and engaged celebrity to read some of these books to promote reading to children and also to increase the awareness of these books online. These reading with celebrity were shared weekly through UNICEF facebook page and facebook page of celebrity during August 2020.  As there is recent surge of new cases, many more townships were under locked down. Schools which were prepared for reopening were now under preparation to be used as quarantine centers. Preschools will be the last to be opened, in contrary to EAPRO’s back to preschool guideline.  Young children, especially from those of ethnic communities, are most vulnerable during the times of crisis and usually forgotten as their voices cannot be heard. In addition, young children are particularly vulnerable given their lack of understanding of germs and hygiene and the number of people with whom they may have contact. They are also likely to exhibit stress by being irritable, having sleep or eating problems, exhibiting regressive behaviors and being particularly needed. Providing support specifically for young children may help them better understand the situation, and find appropriate ways to deal with stress, express their feelings better in their mother tongue. Disruptions in early childcare services due to lockdowns added to the stress of parents. The parents need support to turn this period as opportunity and create positive nurturing experiences for children at home. While parents of ethnic community can use daily routines and parenting tips available to help their children develop, there is only limited books available to be read to their young children to develop early literacy in mother tongue.  In 2006, UNICEF Myanmar in collaboration with Ministry of Education, Ministry of Social Welfare Relief and Resettlement, Ministry of Health and Sports and Ministry of Information has developed 18 children’s story books in Myanmar language as part of Let’s Read Initiative and distributed one set each to all preschools and kindergarten across Myanmar. Since 2014, UNICEF Myanmar has supported 90 ethnic language and cultural committees for the development of early learning materials in mother tongue. Each ethnic language group developed between 6-10 bilingual big story books as a result of that engagement. These books were distributed through language and cultural committees with the support of Ministry of Ethnic Affairs and UNICEF.  For this COVID-19 pandemic, there is a need to make available more reading materials to young children especially to those of ethno-linguistic minorities, by translating the existing 18 storybooks that are currently written in Myanmar language only into 90 ethnic languages. The translation is best to be done by respective ethnic language and cultural committees. The consultant is expected to facilitate the work, by engaging with the committees, and also engaging graphic designers who are familiar with ethnic fonts and their complexities. | | |
| 2**. Objectives of the consultancy:**  This consultancy is to ensure the good quality early learning materials are available to support learning of young children of ethno-linguistic minority groups during COVID-19 pandemic and beyond.   1. Orientate the ethnic language and cultural committees on the purpose and content of the story books 2. Facilitate the translation 3. Ensuring quality of integrating translated text into camera ready, pre-designed formats of illustrated story books | | |
| 3. Geographic Area: Yangon (Mostly remote and occasional face to face if situation allow) | | |
| **4.** Duration (including potential extension): **145** working days spread across **7** months (15th October 2020 to 15th May 2020) *(with possibility for extension if planned activities were delayed due to conditions beyond UNICEF’s control)* | | |
| 5. Supervisor: Education Specialist (ECD), UNICEF Myanmar | | |
| 6. Type of Supervision/support required from UNICEF:  Periodic update on the engagement with ethnic language and cultural committees | | |
| 7. Description of assignment: | | |
| **Tasks** | **End Product/deliverables** | **Duration/**  **Deadline/ % of fee Payable** |
| A. Orientate the ethnic language and cultural committees on the purpose and content of the story books  1. B. Facilitate the translation of 18 story books into ethnic languages  (Home base, in country) | 1.A. Report with list of ethnic language groups committed to do translation  1.B. Report with translated narrative files of each ethnic language group in microsoft word format  For this, payment will be done based on actual number of participating ethnic language groups and deliverables received | 53 working days  End December 2020  12% |
| 2. Integrate translated narratives into camera ready pre-designed illustrated story books (18 books in total) to develop bilingual story books  (Home base, in country) | 2.Camera ready translated bilingual illustrated story books in 4 color  a.) 2 set of softcopies provided in  memory sticks (One for web posting, and one with high quality for printing) and  b.) one proof read hardcopy printed in 4 colors  Delivery can be done in 4 batches  For this, payment will be done based on **actual number** of **languages** received as deliverables. | 90 working days  Mid April 2021  78% |
| 3. Report with recommendations  (Home base, in country) | 1. Final report with recommendations | 2 working days  End April 2021  10% |
| 8. Advertisement / Invitation / Request for Expression of Interest  This TOR will be posted in UNICEF Intranet, UN Job List, UNICEF Website, LinkedIn, through ECCD Technical working group and also in MIMU. | | |
| 9. Selection process (EOI to be attached to TOR)  Interested candidates are required to complete the Expression of Interest Form circulated with the call for proposal, answering the technical questions included.  The consultant will be identified by UNICEF based on a competitive selection process, taking into account the candidate’s experience, the quality of the answers produced, and of the lump-sum requested. All expenses inclusive (and related costs, **mentioned under 13. Other Conditions,** should be reflected in the proposed budget.  If deemed opportune, UNICEF will require a telephone interview with shortlisted candidates. | | |
| 10. Qualification and specialized knowledge/experience required for the assignment:  The consultancy is expected to be conducted by a qualified professional who has experience working with ethnic groups and also illustrator/designers.  At a minimum, the consultant is expected to meet the following qualifications:  A. At least Bachelor degree, (Master is an asset), in one of the following fields is required: pedagogy, sociology, child development, or other relevant technical fields  B. More than 5 years of experience in early childhood development programmes in Myanmar  C. Demonstrate experience working with illustrator/ designers  D. Demonstrate experience working with ethnic communities  E. Demonstrate experience facilitating development of story books of good quality  F. Able to show examples of similar work done for past clients;  G. Demonstrate ability to deliver on time and with exceptional results;  H. Capable of working in sensitive situations and under tight deadlines; | | |
| 13. Other conditions:  The consultant has to coordinate with focal persons of 90 ethnic language and cultural committees provided by UNICEF.  Each participating language and cultural committee is to be provided with 100 USD for associated cost of translation of whole set of 18 story books after satisfactory completion. This needs to be included in Expression of Interest and claimed with receipt by respective language and cultural committees on actual basis.  The 18 story books developed are illustrated books and **short narrative of single sentence is used per each page**. There are altogether **165 pages of content (single sentence per each page) and 18 pages of cover sheet** for translation.  The deliverable to be submitted are camera ready version of translated story books in book format. Among 90 ethnic groups, 2-3 ethnic groups have challenge in computing as they do not have readily available font styles. Therefore, there needs more hours of layouting. Therefore, this needs to be also considered and included in the proposal.  **In lay out, all black text must be one color black (K=100)**  **Color mode should be CMYK.**  Though most ethnic groups speak Myanmar, some of them has limited understanding of Myanmar and has some communication barrier in terms of access to internet and email. Most use Viber and messenger more than email.  Consultant is required to use his/her own laptop and submit all deliverable in digital format. All effort must be made to protect the intellectual property right of these digital materials.  List of contact phone number and email address of ethnic language and cultural committees to be provided by UNICEF. UNICEF will introduce the selected national consultant to the group mail and Viber groups established. As there is challenges in communication from the side of ethnic language groups, flexible working hours should be observed by the consultant to accommodate the needs of these groups.  **Life and health insurance**  UNICEF does not provide or arrange life or health insurance coverage for consultants and individual contractors. Consultants and individual contractors are not eligible to participate in the life or health insurance schemes available to United Nations staff members. Consultants and individual contractors are fully responsible for arranging, at their own expense, such as life, health and other forms of insurance covering the period of their services as they consider appropriate. The responsibility of UNICEF is limited solely to the payment of compensation for service-incurred death, injury or illness as per the provisions detailed below.  **Insurance for service-incurred death, injury or illness**  Consultants and individual contractors who are authorized to travel at UNICEF expense or who are required under their contract to perform services in a UNICEF or United Nations office shall be provided with insurance coverage, through a UNICEF-retained third party insurance provider, covering death, injury and illness attributable to the performance of official UNICEF duties. Compensation in the event of service-incurred death, injury or illness shall be equivalent to amounts stipulated in the agreement between UNICEF and the insurance provider.  **Payment**  Payment schedules should be directly linked with deliverables at specific time intervals. Payments should be processed based on satisfactory delivery of the services/products as certified by the supervisor/ manager.  **Confidentiality:**  The documents produced during the period of this consultancy will be treated as strictly confidential, and the rights of distribution and/ or publication will reside solely with UNICEF.  The contract signed with the consultant will include the other general terms defined by UNICEF. | | |
| 14. Nature of Penalty Clause to be stipulated in the contract:  UNICEF Myanmar reserves the right not to pay the Contractor or withhold part of the payable amount if one or more requirements established for this assignment is not met or deadline set for the accomplishment of the tasks is missed. | | |