

Terms of Reference/Call for proposals

Consultancy to translate IT'S PLAY training materials for ECE teachers and school leaders

Deadline proposals: 1 April 2022, 10 AM UTC+2

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Summary of the consultancy

- **Title:** Consultancy to translate IT'S PLAY training materials for Early Childhood Education (ECE) teachers and school leaders
- **Contracting Authority:** VVOB – *education for development*, Rwanda-Kigali
- **Timeframe:** 15th of April 2022 – 30th of May 2022
- **Approach:** Desk work with regular online or in-person meetings
- **Reporting to:** Strategic Education Advisor, VVOB Rwanda

Important Notification: Interested service providers are invited to inform VVOB (contact person: lieve.leroy@vvo.org) the latest on 28th of March 2022 that they intend to submit a proposal. This is also the deadline to send questions about the Terms of Reference (ToR) to VVOB. All answers will be sent to anyone who has expressed interest by 28th March 2022. Full proposals should be submitted not later than the morning of 1st April 2022.

1. General Provisions

1.1. Tendering Organisation

This call is issued by VVOB – *education for development*, duly represented by its Country Programmes Manager in Rwanda, Ms Marianne Kiggundu.

VVOB works towards improving the quality of education in partner countries. Quality education ensures equal opportunities. It is key to achieving the Sustainable Development Goals and a more equitable world for all. We provide technical assistance to reinforce the capacities of the Departments of Education, universities and providers of professional development of teachers and school leaders. We align our work with the local education policy and develop education expertise based on strong partnerships. VVOB is operational in ten countries, including Rwanda.

The Call shall be followed up by Lieve Leroy, Strategic Education Advisor in Rwanda.

Address: KG 565 st, House No 6, Kacyiru, Kigali, Rwanda

Tel: +250 791 054 854

All correspondence regarding this call should be sent to: lieve.leroy@vvo.org and alezia.umwari@vvo.org.

1.2. Background

In March 2021, VVOB launched a LEGO Foundation funded project in Rwanda, Zambia, and Uganda to foster Learning through Play (LtP) in pre-primary education named IT'S PLAY (Improving Teaching Skills on Playful Learning for Africa's Youngest). In Rwanda, this project is piloted in collaboration with Rwanda Basic Education Board (REB) in Gicumbi, Muhanga, Karongi and Rwamagana districts, and will focus on emergent numeracy development.

Through this project, VVOB together with REB will promote learning through play by using teacher professional development (TPD) of teachers and school leaders as an entry point and by creating an enabling environment for teachers to improve their teaching methodology. This project aims at advancing the implementation of the Competence Based Curriculum while supporting the improvement of learning outcomes of pre-primary children through play in numeracy.

From September 2021 to March 2022 a series of capacity development sessions have taken place for government officials and Teacher Training College tutors who will train the project's beneficiaries (teachers and school leaders). These sessions doubled as co-creation moments for the development of teacher training materials on Learning through play for emergent numeracy in ECE.

The output of this process is:

1. The IT'S PLAY Rwanda teacher guide
2. The IT'S PLAY Rwanda trainer manual

Since the language of instruction in Rwanda ECE classrooms is Kinyarwanda, the project wants to translate the teacher guide.

To this end, VVOB in Rwanda is looking for a service provider to:

- Translate the teacher guide from English to Kinyarwanda

2. Overall purpose of the assignment

VVOB is looking for a translator who will conduct an accurate and professional translation of the teacher guide from English to Kinyarwanda.

Title: Learning through play in pre-school numeracy (working title)

Number of pages: 129

Number of words: 30051

Number of chapters: 7

File format: word

3. Methodology and approaches

The outputs of the assignment are structured in stages. Each stage consists of specific objectives and expected outputs:

Stage 1: First translation

The output of this stage is the **first version of the translated teacher guide** with clear indication of translation issues.

This step includes:

- Translate the full teacher guide

- Maintain the editing and lay out in the translated version as in the English version
- Verify specific jargon from the field of learning through play and pre-primary via consulting existing materials in Rwanda (EQUIP APIE, VSO, ...)
- Identify topics for discussion/clarification.
- Submit to VVOB

Stage 2: Discussion and clarifying

The output of this stage is the **approved report** which lists the conclusions on translation issues

This step includes:

- VVOB to review the first version
- Organise a meeting with VVOB to discuss translation issues.
- Report on conclusions.

Stage 3: Review and finalisation

The output of this stage is the **final version of the translated teacher guide** which has the same lay out/editing as the English version.

This step includes:

- Edit the draft translation
- Apply comments received and conclusions made during the meeting with VVOB
- Finalise translation

4. Timing of the activities and deliverables

Below is a tentative timeline proposed by VVOB. The consultant can propose any changes. The timeframe assumes a start of the assignment on 1 April 2022.

#	Activities	Outputs	Completed by
1	Stage 1: First translation	first version of the translated teacher guide indication of translation issues	15 May 2022*
2	Stage 2: Discussion and clarifying	Approved report which lists the conclusions on translation issues	22 May 2022*
3	Stage 3: Review and finalisation	final version of the translated Teacher guide	30 May 2022*

*The timeline is indicative. It will be adjusted in consultation with the selected provider based on the finalisation of the Teacher Guide.

Payments are based on the submission and approval of the deliverables (outputs) listed.

VVOB will

- provide the material in word format
- provide feedback on draft outputs under stage 2 through at least 2 rounds of feedback prior to the deadline.

The contract will run for the period 1 April – 5 May 2022.

5. Profile of the consultancy firm

The service provider must have:

- Minimum 5 years' experience in translating professional documents
- Proven experience in translation in the field of education and early childhood education. Experience in translation in the field of learning through play is desired but not required.
- Fluency in English and Kinyarwanda.
- Effective Communication (Oral & Written): Understands effective communication concepts, tools, and techniques; ability to explain complex technical concepts in clear language and accurately interpret ideas and information
- Ability to meet deadlines

6. Evaluation criteria

Administrative requirements

- Due diligence (check financial handbook, annex 23)
- Registration documents
- Tax compliance
- Annual accounts of last 3 years

Proposals will be evaluated on the following criteria:

Technical feasibility	Max. 60 points
Range and depth of experience and expertise with similar projects, sample work	50 points
Proposed timeframe	10 points
Price (maximum score assigned to the proposal with the lowest price)	Max. 40 points
Total	100 points

Only proposals that have at least 42 points (or 70%) on the technical feasibility, are considered for the evaluation of the financial feasibility (price).

If deemed necessary, VVOB may decide to further negotiate the proposal with one or more service providers. These negotiations may result in an adapted proposal by the consultant and subsequent modifications in evaluation and ranking of proposals. All qualified respondents

will be notified about the final decision. VVOB reserves the right to re-advertise the Call in case no suitable proposal was received.

7. How to apply

Interested consultancy firms should submit their proposal by email to lieve.leroy@vvob.org and alezia.umwari@vvob.org by 1st April 2022, 10 AM (UTC+02:00). Proposals should include a technical and financial component:

The technical proposal must include:

- Company profile
- Description of the company's experience and capacity relevant for the call
- Presentation of the team for this assignment, including CVs for each team member
- Detailed methodology and approach for the assignment
- Description and proof of expertise:
 - At least 3 relevant and signed references
 - Samples or links to samples of previous relevant work

The financial proposal must include:

- The overall price (in RWF, VAT inclusive)
- A price breakdown per stage, translation cost per word
- Detailed overview of any expenses.

Desired insurances and applicable taxes (see further) should be listed separately.

A maximum of 25% of the agreed performance fee can be paid in advance, upon request. Payments will be subsequent to approval of outputs and will be regulated through the contract with VVOB.

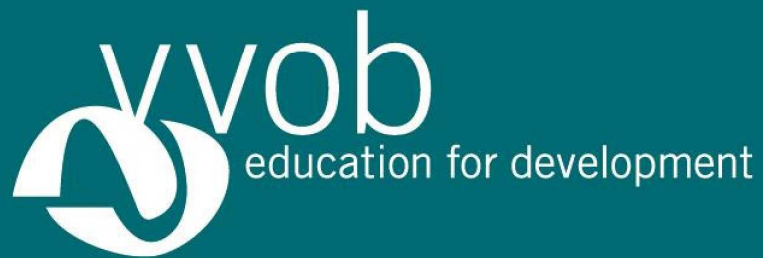
- Payment 1: upon signing the contract (upon request), max 25%
- Payment 2: upon submission and approval deliverables of Stage 1, 50% minus the % paid in Payment 1
- Payment 3: upon submission and approval of deliverables of Stage 2 and 3

The contract will be concluded with VVOB Rwanda, KG 565 St, Kacyiru, Kigali, Rwanda. Candidates therefore need to include in their financial proposal a 15% withholding income tax in case the service provider is based outside of Rwanda and any other VAT or sales tax as due in the country where the service provider is established. In case the service provider is based in Rwanda, local VAT rules apply.

8. Information, intellectual property and confidentiality

- The consultant(s) undertake(s) for the duration of this contract to grant VVOB immediate and free access to any documents, in written, printed or electronic form in his/her possession, that may contain information with respect to the assignment.

- Upon termination of this contract, the consultant(s) shall immediately and on his/her own initiative return to VVOB any documents in written, printed or electronic form, in his/her possession, that may contain information with respect to the assignment.
- The consultant(s) undertake(s), both during the term of this contract and after termination thereof, not to disclose to any third parties and not to use to his/her own benefit or the benefit of any third party, any confidential information with respect to VVOB that the consultant(s) may have acquired or that may have been communicated to the latter during the term of this contract.
- VVOB retains the intellectual property of all products developed as part of this assignments as well as any materials that are made available by VVOB to the consultant(s) such as manuals, video and other didactical material. Prior permission to publish, present or use the products in any other way must be obtained by VVOB.



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