



PLAN
INTERNATIONAL



Consultancy Terms of Reference

CONSULTANCY TITLE

Main Facts Table	
Request for Proposal (RFP) Reference	Hiring service provider; Translator for the translation of children's stories from Myanmar to Kachin and Rakhine and Audio Recording Service of children stories in Myanmar, Kachin and Rakhine Language
RFP launch date	23rd April 2024
ToR clarification date	26th April 2024 at 4:00PM -5:00PM (See meeting link in submission of offer clause)
Deadline for submission of application	3rd May 2024

Submission of offers to (Myanmar.Procurement@Plan-international.org)



1. Background Information on Plan International

We are Plan International; we work with children and girls in over 80 countries to help create a world where we are all equal.

We work together with children, young people, supporters and partners to strive for a just world, where we are all equal. To do that we tackle the root causes of the challenges and inequalities that children and young girls face. We're there for children from birth until adulthood and we enable children to prepare for and respond to crises and adversity.

About the commissioning office

Plan International Myanmar has been implementing life-changing humanitarian and development programmes in marginalized communities since 2012. We believe in the power and potential of every child but know this is often suppressed by poverty, violence, exclusion and discrimination. And it is girls who are most affected. Working together with children, young people, supporters and partners, we strive for a just world, tackling the root causes of the challenges girls and vulnerable children face. We support children's rights from birth until they reach adulthood, and we enable children to prepare for and respond to crises and adversity. We drive changes in practice and policy at local and national levels using our reach, experience and knowledge. We won't stop until we are all equal.

2. Background/Context

Early Childhood Care and Development Program

A child's early years are the most critical. Key brain connections made during this time provide the foundation for future learning, wellbeing and success. It is during this period of early childhood that children develop the foundation to be physically healthy, cognitively stimulated, emotionally resilient and socially competent. Our ECCD programming focuses on the physical, cognitive, social and emotional development so that children may learn, lead, decide and thrive.

Rakhine ECCD Integrated Project Background

With the project goal; Girls, boys and children with disabilities aged 0 – 8 years in Minbya Township grow and develop to their full potential, the new phase of the ECCD project in Rakhine is expanding ECCD programs to 10 villages and additional 5 new villages. The project will improve access to early learning for children, support parents in their parenting role and integrate health and nutrition actions. This project is reaching out to many more parents on Parenting Under Pressure (PUP) curriculum, including parents from ethnic minorities, by using the information, education, communication (IEC) materials such as audio/video and other forms of reduced text materials for the project's low-literacy populations.

3. Description & Objectives

Purpose

Rakhine ECCD Integrated Project is developing Children Media plan which includes 30 stories in illustrated version, developing these stories in audio version and also translating these audios in Kachin and Rakhine languages under project outcome 2; Girls, boys and children living with a disability (aged 2-8 years) that participate in inclusive, community-managed early learning opportunities have improved development outcomes.

Language helps children to understand and make sense of the world. Books and stories help children develop language and thinking. Storytelling provides children with a window to new worlds. It gives them the opportunity to learn new ideas and information; without realising it, they are learning valuable life lessons through hearing an engaging, exciting story.

The first step of our activity; producing 30 children's stories in illustrated version has been going. As the second step of the activity, project will translate 30 children's stories in local languages; Kachin and Rakhine languages. And project will also produce these 30 children's stories in audio version for Myanmar, Kachin and Rakhine languages using studio services.

Users

The key users of the deliverables are children under 8 years old and parents and caregivers in our targeted community. Audio recording of story books can help children's imagination because children must picture the scenes and characters described what they hear. Children can listen these audio recording stories at anywhere if their parents or caregivers have electronic devices like mobile phone and Bluetooth speaker box. Audio story books are excellent tools for children with reading disabilities.

4. Deliverables and Timeline

Key Deliverables of this consultancy work are-

- To translate 30 stories which are developed in Myanmar Languages to Kachin and Rakhine Languages (Script writing form)
- To make recording of 21 stories which are developed in Myanmar Languages to Myanmar, Kachin and Rakhine Languages using child friendly and pleasant narrator voice with relevant background sound of different characters and contents
- To make recording of 9 stories which are developed in Myanmar Languages to Kachin and Rakhine Languages using child friendly pleasant narrator voice with relevant background sound of different characters and contents

Scope of work

Translation (Kachin and Rakhine)

Plan will provide 30 stories outline and service provider; translation and audio recording have to provide the following deliverables until they meet with project expected outcomes. Plan will review after receiving draft version of translation and give comments on it. Service provider have to submit final version of translation in line with comments by Plan International Myanmar.

Deliverable	Format	Length	Due	Detail (Intended User)
Draft version of first 15 stories translation	Google link or one drive link (PDF)	1 page per 1 story	After 7 days from agreement start date	Children and caregivers
Final version of first 15 stories translation	Google link or one drive link (PDF)	1 page per 1 story	After 2 days from comments received date	Children and caregivers
Draft version of second 15 stories translation	Google link or one drive link (PDF)	1 page per 1 story	After 7 days from first 7 stories submitted date	Children and caregivers
Final version of second 15 stories translation	Google link or one drive link (PDF)	1 page per 1 story	After 3 days from comments received date	Children and caregivers

Audio Recording (Myanmar, Kachin and Rakhine)

Deliverable	Format	Length	Due	Detail (Intended User)
Draft version of first 10 audio stories	Google link or one drive link	5-6 minutes long per story	After 7 days from agreement start date	Children and caregivers
Final version of first 10 audio stories	Google link or one drive link	5-6 minutes long per story	After 2 days from comments received date	Children and caregivers
Draft version of second 11 audio stories	Google link or one drive link	5-6 minutes long per story	After 7 days from first 7 audio stories submitted date	Children and caregivers
Final version of second 11 audio stories	Google link or one drive link	5-6 minutes long per story	After 3 days from comments received date	Children and caregivers

Audio Recording (Kachin and Rakhine)

Deliverable	Format	Length	Due	Detail (Intended User)
Draft version of 9 audio stories	Google link or one drive link	5-6 minutes long per story	After 7 days from agreement start date	Children and caregivers
Final version of 9 audio stories	Google link or one drive link	5-6 minutes long per story	After 2 days from comments received date	Children and caregivers

Time Frame

Service Provider; translation and audio recording are expected to work on all translation of stories from Myanmar to Kachin and Rakhine Languages and to work for audio recording in Myanmar, Kachin and Rakhine Languages within one month starting from service agreement date; proposed date 10th May, 2024. Final completed version must be submitted in agreement date; proposed date 14th June, 2024. And he/she have to follow timeframe mentioned in scope of work for the specific deliverables.

5. Budget

The payments will be paid to the following outputs:

- 1st instalment of 30% of total amount will be paid against an invoice upon signing the service agreement contract along with the detailed work schedule with team members.
- 2nd and last instalment of 70% of the total amount will be paid against an invoice upon

acceptance of the satisfactory final services as mention above.

Table of Payment Schedule

Milestone	Detail	Amount to be Paid (%)	Expected Timeframe
1 st payment	After signing the contact	30%	10 th May, 2024
Final payment	After sharing all deliverables	70%	14 th June, 2024

6. Expected qualifications of consultant

The following skills and competencies, the experience and the formal qualifications are expected the service provider to have.

- Prefer professional working experience in carrying out the same type of deliverables for both translation and audio recording
- In depth knowledge of cultural awareness and sensitivity of local languages
- Accurate articulation and clear pronunciation maintaining a steady recital voice
- Advanced language knowledge and Fluency in Myanmar, Kachin and Rakhine languages
- Excellent writing skill with an impeccable knowledge of spelling and wording
- Understanding of early childhood development (ECD) and Gender concept
- Experience in working with International Organizations
- Able to work with a collaborative team to reach the target outcome according to deadline
- Understanding of respected and protected dignity, right and safety of Children

7. Contact

Include the full contact details of the relevant contact person in Plan International.

8. List of documents to be submitted with the Request for Proposal (RFP)

The interested applicants provide a proposal covering the following aspects:

- Detailed response to the RFP/ToR
- Proposed methodology
- Ethics and safeguarding approaches,
- Proposed timelines
- CVs
- Example of previous work
- Reference
- Detailed budget, rates, total working days, etc.

All consultants/applicant are required to agree / follow and adhere to Plan International's Non-Staff Code of Conduct, Non-Disclosure Agreement, Global Safeguarding Policy and PO General term & Condition and Anti-Fraud Global Policy.

9. Submission of offers

*Please send your application to Plan International <Myanmar.Procurement@Plan-international.org> by **3rd May 2024** > referencing "Hiring service provider; Translator for the translation of children's stories from Myanmar to Kachin and Rakhine and Audio Recording Service of children stories in Myanmar, Kachin and Rakhine Language".*

Interested service providers are encouraging to contact above email address for their interest.

- a) To contact for expression of interest to above email is 25th April 2024 with CV or business profile.
- b) ToR clarification meeting will conduct with interested service provider on 26th April 2024 via MS team at 4:00PM to 5:00PM.

Meeting link: [Join the meeting now](#)

Meeting ID: 342 100 128 444

Passcode: oJqUWD

- c) Deadline for financial proposal submission: 3rd May 2024, 17: 00 PM.
- d) Selection process will conduct at 1st week of May 2024.
- e) Expected starting period of the project is 2nd week of May 2024.

10. Evaluation of offers

Shortlisted suppliers may be invited to discuss their proposals in more detail at Plan's discretion.

Plan International, at its sole discretion, will select the successful supplier.

Plan international shall be free to:

- Accept the whole, or part only, of any submission
- Accept none of the proposals
- Republish this Request for Quotations

11. Contract & Payment terms

Please note that, if successful, Plan International's standard terms of payment are **30 days** after the end of the month of receipt of invoice, or after acceptance of the Goods/Services/Works, if later.

12. Plan International's Ethical & Environmental Statement

The supplier should establish environmental standards and good practices that follow the principles of ISO 14001 Environmental Management Systems, and in particular to ensure compliance with environmental legislation.

13. Safeguarding and PSHEA

Plan International is dedicated to fostering a safe environment for children and program participants. All individuals associated with Plan, including consultants, suppliers, and others representing the organization, are obligated to adhere to the tenets of the Global Safeguarding Policy and PSHEA policy. They must pledge to cultivate an atmosphere that deters violence, whether within the workplace or beyond its confines.

Service Provider has adherence Plan's Global Safeguarding and PSHEA Policy. He/she acquire a sound knowledge of Plan's safeguarding procedures and ensures that all activities are carried out in line with Plan's policies including content not to be put at risk to all Children and Programme Participants including ensure their local context and cultural practices, and respected and protected their dignity, rights, and safety.

14. Clarifications

The onus is on the invited individual/companies to ensure that its offer is complete and meets Plan International's requirements. Failure to comply may lead to the offer being rejected. Please therefore ensure that you read this document carefully and answer fully all questions asked.

If you have any queries in relation to your submission, or to any requirements of this RFP, please email: <Myanmar.Procurement@Plan-international.org>

Thank you for your proposal