

## TERMS OF REFERENCE

### Consultancy: Conducting Animation Movie Workshop with Children

#### I. Background on Save the Children

Save the Children works to ensure that every child survives, learns and is protected. Hence, Save the Children believes that every girl and boy has the right to thrive and develop to their fullest potential and that they can learn, play, be healthy active citizens and be protected from any type of violence including economic exploitation and harmful work. Save the Children is committed to seek sustainable solutions to this problem in line with Article 32 of the UN Convention on the Rights of the Child, ILO Convention 182 on the elimination of the Worst Forms of Child Labor, and ILO Convention 138 on the Minimum Age of Employment.

Save the Children supports implementation of international standards into national policies through a best interest of the child lens. The respect for the views of the child, recognizing the child's evolving capacity to make decisions and participate in society are cornerstones of our work. In addition, the "do not harm" principle is central in Save the Children's approach on harmful child work. We ensure that we do not put in place or advocate for any actions that could expose the child to further harm, or to increased risks to their health and safety.

Save the Children believes that programmatic interventions aimed at addressing and combatting against worst form of child labor requires a holistic approach including a strong focus on strengthening household livelihoods, community based child protection systems and social cohesion for the most marginalized communities. Hence, a project by Save the Children in partnership Refugee up focuses on equipping Syrian and vulnerable host community adolescents and youth with skills that enable them to move forward to a brighter future by choosing between an Employability or an Entrepreneurial Pathway. Besides, to enhance awareness, resilience and social connectedness among children and youth, a series of structured PSS programs developed by SC will be conducted within the project. Moreover, to effectively identify and respond to child protection concerns, with the support from the community itself, referrals mechanisms will be established to ensure that youth from most vulnerable households, where children are engaged in child labor or at high-risk of becoming involved in harmful work, have access to the livelihood component.

The beneficiaries of this project's structured PSS program, formed a child-led initiative on child rights with a specific focus on the issue of child labor and they wanted to express their position through animation movies. Therefore, under the course of above explained project, Save the Children is looking for a consultancy by an individual or a team to conduct animation workshops with refugee and local children.

#### II. Statement of Purpose

**Save the Children is seeking a skilled consultant/consultancy team ("Applicant") with an explicit specialization in animation and with a demonstrated experience in conducting workshops with children to conduct 8-session-workshop on animation with children (aged 13-16) and produce a child-led short animation movie on child rights, of the highest possible quality.**

### III. Definition of Services

The purpose of the animation workshop is to conduct workshops with children (aged 13-16) from refugee and host community in order to, first, teach introductory level animation methods and, second, guide these children to make their own animated movies is that children are encouraged and learn to express their creative ideas fictitiously as they learn to apply traditional animation techniques within this workshop.

Through 8 sessions, we expect that children would practice short animations by learning traditional animation techniques such as cut-out and clay-motion; besides. in the short animation movie production process; they would experience stages of animation movie production including writing scenario, creating storyboard, and designing characters. They will complete the workshop with short animated movies written and directed by themselves. These movies will be shared publicly to make refugee and local children's voice heard and to raise public awareness on the issue of child rights. The planned 8 sessions are below:

- Session 1: Cut-out animation technique
- Session 2: Clay-motion technique
- Session 3: Stop-Motion Studio application (*free of charge*)
- Session 4: Imaginary expression
- Session 5: Character design
- Session 6: Animating the character designed in previous session
- Session 7: Production process of short animation movie (design stages)
- Session 8: Production of original short animated movies

*Any other session suggested by the applicant should be included in the Proposal.*

The session will last 2 hours, be held weekly, with 8-10 children aged 13-16 in a face to face modality. If conducting face-to-face sessions would be unsafe due to increase in COVID-19 numbers, the modality would be changed to online. Hence, the applicant should plan their modules that could be applicable to these two modalities. Youth workers from Refugee Support Centre will attend the sessions to support the applicant.

The space where the sessions will be held is arranged by Save the Children.

The materials needed for the session will be procured by Save the Children. *The applicant is expected to list all the needed materials for children in the sessions (railroad boards, drawing books, pencils, crayon, modelling clay, etc.). Yet, Save the Children will not provide tablets for the production of movies, hence, tablets (minimum 1 or 2) should be brought by the applicant.*

#### **IV. Scope of Work**

##### **a. The overall process**

The Applicant will undertake the following tasks in consultation with Save the Children and its partner organizations:

- Preparing the content for the sessions for the workshop and submit to Save the Children before the workshop starts.
- Receiving Child Safeguarding Training from Save the Children.
- Conducting the animation workshop for 8 weeks, (most probably) on Saturdays for 1.5-2 hours.
- Producing weekly workshop reports and submit to Save the Children.
- Guiding children to produce their short movies and providing the final touches and submit to Save the Children.
- Preparing a Final Report (based on weekly reports) summarizing these 8 weeks and results.

##### **b. Duration of the service**

The consultancy should start as soon as possible. In the first week a kick-off meeting will be held with participation of Save the Children and Refugee Support Centre where the applicant should bring session module contents. After Save the Children's approval for the content, the sessions will start in week two and end in week nine. The final report and short animated movies will be submitted to Save the Children in week ten. All in all, it is expected that the consultancy will take a maximum of 10 weeks.

##### **c. Standards and Procedures**

The following standards should be mainstreamed throughout the assignment:

- The principles of Gender-sensitiveness, Inclusiveness, Non-Discrimination, meaningful Participation as well as Accountability, should be central throughout the process.
- Adherence by all staff to Save the Children's Code of conduct, Child Safeguarding practices and confidentiality throughout the process (including when interviewing or photographing children).
- Regular briefings will take place between the consultant, Save the Children and its partners, to reflect on any adjustments necessary or the developments that occur in the area (i.e. safety and security related updates).
- Save the Children has exclusive copyright of the movies, reports, and any other product of the workshop.

##### **d. Outputs/ deliverables**

In accordance with the scope of work, the key deliverables are:

- Workshop content to be presented in the kick-off meeting
- Weekly session reports within a week after each session explaining progress
- Final Report based on weekly reports explaining this 8-week- process of movie making
- Short child-led animated movies produced during workshops.

All deliverables will be subject to Save the Children's approval before payments can proceed.

## V. Organizational Roles and responsibilities

### Save the Children's responsibility:

Save the Children and its partners will be involved throughout the process, and provide technical assistance (i.e. provision of the necessary documents and information, review of the submissions) as well as sign-off of critical mile stones (Kick-off meeting and Final Report). Practical assistance will not be provided (i.e. in-country travel, accommodation).

### Applicant's responsibility:

Applicant will prepare the content of the animation workshop, hold 8 sessions with children and lead children to produce their own short movies on child rights.

Please note that the Applicant shall not have copyright of the short animated movies and reports.

## VI. Qualifications and Requirements

The Applicant should have the necessary expertise to conducting this animation workshop of the highest possible quality. The technical expertise and practical experience should consist of one that can deliver the scope of work and deliverables, in particular, with regards to:

- **Technical skills:** The Applicant must propose a multi-sectoral team as necessary, with technical expertise in animation. The Applicant must also demonstrate proven experience in conducting workshops with children.
- **Language Skills:** The Applicant must possess advanced Turkish writing and speaking skills.
- **Working with children, adolescents and youth:** The Applicant must have proven experience and knowledge in the use of participatory and/or adolescent/youth friendly tools and methodologies.
- **Legality in Turkey:** The Applicant must hold a Turkish Citizenship and should either own a legally registered consultancy firm in Turkey or work as consortium of consultants eligible to issue receipts.
- **Guiding Principles and Values:** The Applicant must commit to adherence to Save the Children's Code of conduct, Child Safeguarding practices, confidentiality and Best Interests of the Child at all times.
- **Skills and personal traits:** The Applicant must demonstrate respect for diversity and the principle of non-discrimination.

## VII. Essential Requirements

The application must include the following:

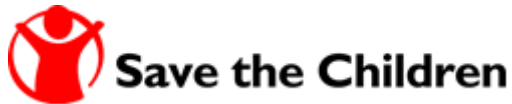
- The Applicant must either have a legitimate business /official premises, and must be registered for trading and tax as appropriate OR apply as an individual but hold a Turkish Citizenship in Turkey OR work as consortium of consultants eligible to issue receipts.
- Technical Proposal (either in Turkish or English) (max 5 pages) articulating the proposed approach and method for the assignment. The Technical Proposal should demonstrate the Applicant's technical expertise in the area.
- Detailed work plan (either in Turkish or English) (including plan for all required services).
- Financial proposal (either in Turkish or English) including a detailed budget breakdown, including any related tax & other operational expenses (currency unit: TRY). This should realistically and adequately present specific items, frequencies and costs.
- The Applicant must accept to receive a half-day orientation training (online) on Child safeguarding and project objectives from SC.

### Legal documentation:

- The Applicant must provide necessary documentation for proof of your registration in country (**Trade Registry Gazette, Chamber of Commerce Registration, Tax Documentation, Circular of Signature for signatory person for the offer submitted**)
- The Applicant must be compliance with Save the children International standard policies (**Please sign and stamp our Policies and send together with your bids**)
- **RFQ-IST-2021-0302 document** (attached) should be filled with required information and be submitted **signed & stamped**.

### Professional experience:

- Cover letter and outline of relevant past performance (max 2 pages). The outline should include descriptions of relevant past work. (either in Turkish or English)
- An overview of the qualifications of the key individuals who will be participating in the assignment, specification of the activities they will be carrying out, and a summary of their relevant qualifications/experience. (either in Turkish or English)
- Complete and updated CVs & Portfolios of the named individuals and covering letter. (either in Turkish or English)
- A sample of a relevant past experience in Turkish or English.



## VIII. Evaluation Criteria

### Capability Criteria (60%)

- Qualification and experience of the Applicant (and quality of the previous work samples) (15%)
- Experience in conducting workshop with children (15%)
- Proposed detailed work plan (5%)
- Technical proposal (15%)
- The bidder demonstrates experience and understanding of local context and community (10%)

### Commercial Criteria (40%)

Financial proposal including **a detailed budget breakdown** of estimated costs

## IX. Submission of Bids

**Deadline for "Request for Clarifications": 22 September 2021, 1700 TK Time**

**Deadline for "Submission of RFQ": 24 September 2021, 1700 TK Time**

Please submit your respective bids electronically to [eren.cam@savethechildren.org](mailto:eren.cam@savethechildren.org) via email before the given deadline above. Any bid received after the mentioned deadline will not be considered eligible.

For clarifications purposes please contact us at [eren.cam@savethechildren.org](mailto:eren.cam@savethechildren.org)

