

## ANNEX II: TERMS OF REFERENCE FOR SCENOGRAPHY

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### BACKGROUND INFORMATION

#### 1.1. Current situation in the sector

Until COVID- 19 crises has emerged, we have provided our services face-to-face. The Center in Skopje, Prilep, Gostivar, Vinica and Cucer-Sandevu accommodated on daily basis more than 100 children and young adults from different age and disability groups, incl. autism, dyslexia, Down syndrome, ADHD, Asperger syndrome, epilepsy and mental disorders. Our employees-professionals in different fields, including special educators, speech therapists, psychologist, pediatrician, skills trainers-were engaged permanently in providing education, training and therapy in different programmes, mainly (i) Health and Wellbeing Training, incl. movement coordination, speech stimulations, early prevention, cooperation, friendliness, confidence, humor, enthusiasm, etc., and (ii) Skills Training, with focus on arts and crafts such as music and drawing, knitting, weaving, woodcarving, wrapping, but also gardening etc. We engage also young national volunteers, as well as international ones, whom we recruited through Peace Corps and Erasmus+ (one from Turkey is still here due to COVID-19 situation). Now, when the Center is closed, as of 10-th March this year, we put on hold most of our activities. We try to engage our staff, to the extent possible, and provide our services to the children, as much as possible, through currently available and affordable on-line tools (zoom.us video conferencing). We are currently operating sporadically. However, we feel that this kind of not structured approach is taking us too much time, we waist efforts, we cannot actively engage all our staff, and most importantly, we cannot provide the right service.

We have observed that the number of children engaged as such is decreasing. If we continue like this we are afraid that we will not be able to offer full capacity of support and education for children and young adults with disability. Hence, we maintain regular communication with parents and there is an increased need to continue with the education and training.

Therefore, our plan is to design a virtual e-center to replace our real center, where effective, attractive and easy to follow communication, training and rehabilitation courses shall be made available in future. Courses shall be additionally developed and expanded as video presentations, scheduled interactive lessons, and games and discussion forums. on various topics and subjects for different age and disability groups. Our staff shall be engaged also through providing on-line psychological support and counseling for parents, as well as exchange of experiences and training for teachers and instructors. Last but not least, we envision that the e-center in prospect shall link kindergartens and schools, so children can attend the formal education on-line when restrained from physical presence, as well as with all the centers for children with disability and shall serve as a platform where their crafts and designs can be publicly presented. We are fully aware that the e-center can expand the range of learning opportunities for PwDs and certainly help with overcoming of many other barriers, apart from COVID-19 isolation requirements. The e-center is going to be functional immediately, as soon as its developed. Part of the on-line counseling and training are going to start immediately, though the prearranged on-line courses are going to be gradually developed and uploaded. At the same time our staff and volunteers will be able to work effectively from home and provide on-line quality services.

## **2. OBJECTIVE, PURPOSE & EXPECTED RESULTS**

### **2.1. Overall objective**

The overall objective of the project of which this contract will be a part is as follows:

Our objective is to create educational videos, to support our members i.e. children and youth with disabilities, and their families who in these difficult times are facing a lot of challenges in order to get proper treatment. They can use the content online whenever they need to, for free. These educational videos are a part from our training and rehabilitation program which we implemented on daily bases before the pandemic.

The general objective for this expert is writing a scenography for all 5 videos before a start to recording

### **2.2. Results to be achieved by the expert**

*Result 1 - Improving and enhancing quality of services regarding online treatment of children and young people with disabilities*

*Result 2- Providing support and guidelines for families of children and young people with disabilities*

*Result 3- Ensuring continuance of program for treatments and rehabilitation during COVID 19 through our virtual e- center.*

### 3. SCOPE OF THE WORK

#### 3.1. General

##### 3.1.1. Target groups

The e-center shall ensure access for a large number of users, approximately 100 of our current children and young adults with disability who are the target group, and more in prospect, to a number of future on-line training courses, that shall be additionally developed as video presentations, scheduled interactive lessons, and games and discussion forums. The e-center is going to offer training and support on various topics and subjects for different age and disability groups.

#### 3.2. Specific work

##### *Task 1 Writing a scenography for 5 videos*

2.1. The special educator and rehabilitator need to writing a scenography for all 5 videos before a start to recording. In the scenography he must:

- to prepare how will be a space for performing the exercises
- to prepare the how special educator will exercise with children.
- to prepare the child with special needs for performing psychomotor exercises.
- how will be a text for psychomotor exercises.

#### 3.3. Project management

##### 3.3.1. Management structure

The Project manager will be responsible for coordination, communication monitoring and evaluation the of the project implementation and work of the expert , writing reports, respecting deadlines etc.

A **project manager** is a person who has the overall **responsibility** for the successful initiation, planning, design, execution, monitoring, controlling and closure of a **project**. ... The **project manager** should make sure they control risk and minimise uncertainty.

She needs to

**Develop the big idea:** Project managers are expected to pick up an idea and turn it into an executable project plan.

**Organize the project tasks:** You'll work with your team to figure out exactly what needs to be done to bring the project to fruition.

**Assemble the team:** You'll put together a team that can help bring the project idea into reality.  
Engaging stakeholders: Stakeholder engagement means working with the people affected by the project to ensure that they understand the coming changes and how the changes will impact them.

**Managing the money:** Projects cost money, and a project manager must be able to put together a project budget, managing how the money is spent and controlling costs.

**Lead the team:** You might be required to coach, train, mentor, and develop the people who work on the project. Leading the team involves setting up and managing collaboration on the team.

**Manage the handover:** Project managers are expected to provide a clear and complete handover to the team who will manage the project going forward or will be working with the output that the project team delivered.

The project manager will be provided by the our organization.

## 4. LOGISTICS AND TIMING

### 4.1. Location

< Skopje, Republic of North Macedonia

### 4.2. Period of implementation of tasks

3. Period of implementation of the contract will be < 2> months from starting date, as stated in the Guidelines

Contract signature and beginning of the implementation 22/02/2021.

## 5. REQUIREMENTS

### 5.1. Staff

#### 5.1.1. Experts<sup>1</sup>

##### Expert 1

*Special educator and rehabilitator(education VII<sup>1</sup>)* responsible for writing a detailed script for each video separately. The person in charge will give a narrative description of each exercise included in the following 5 videos.

Video 1 Development of awareness of the body model (description of each body part) Video 2 Developing Awareness of Space  
Video 3 Development of hand dominance  
Video 4 Developing a difference for yourself-for others  
Video 5 Developing muscle tone and sense of rhythm

This expert responsible for writing a detailed script and description of the exercises will realize the activity in a period of 20 days, and the total budget for this expert is 450 euro.

### **Professional Experience**

- At least ten (10) years' experience in special education
- More than 5 years' experience in designing core curriculum developmental programs to support and guide children in all areas of their learning and development, in ways that take into account each child's interests, strengths, experiences, culture and needs and script for specific areas of child development
- Outstanding communication skills,
- Another language ( English, French ) with minimum B2 level
- Proven ability to work under pressure and meet deadlines.

## **6. REPORTS**

### **6.1. Reporting requirements**

- Expert groups will report on a regular basis, at the meetings and by written reports, as appropriate.
- The written reports of experts should, to the extent possible, include detailed information on the work undertaken.
- Progress in the work of expert groups will be captured in the final project report.

