

## ANNEX II: TERMS OF REFERENCE FOR SERVICE PROVIDER

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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-Sandvo 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 will be Recording , Audio processing Editing, and color post-production and graphics for 5 videos.*

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

*Result 1 – Recording for 5 videos in total. Videos will be available in 4K and HD resolution, for TV and online use.*

*Result 2 Audio processing for 5 videos*

*Result 3 - Editing, color post-production and graphics for 5 videos*

## **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

Specific tasks for the service provider

**Task 1** The service provider will be is required to do the following:

- . Develop the overall concept of the video
- . Develop the documentary story to be used in the film.
- . Perform appropriate video and audio video recording

**Task 2** Recording, audio processing, editing, color post-production and graphics for 5 videos .

The tasks to be completed by the professional recording studio Tulip Pro are:

- preparation of recording equipment
- preparation for audio processing
- successful editing of the recorded material
- successful post-production and graphic processing

The video will be recorded by a professional recording studio Tulip Pro in compliance with the protection protocols from KOVID 19. This activity will be realized in a time frame of 20 days. The total budget for activity is 1000 euros. For recording 5 videos - 150 euros. For audio processing - 150 euros. For editing -200 euros. Post-production in color and graphics - 500 euros.

### 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.

## **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 10/03/2021.

## **5. REQUIREMENTS**

### **5.1. Staff**

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

##### **Expert 1 Service provider**

- The following will be required of the service provider:
- More than 5 years of experience working in a similar field
- More than 5 years experience in preparing development work papers for publication and documentaries for international organizations in order to reach both local and international publications.
- Excellent technical capacities (state-of-the-art recording equipment, preferably high Definition) to ensure smooth and high quality production
- Experience in developmental communication.

This activist will be realized in the period of filming the experts for performing exercises for school and preschool children for a period of 30 days, with a total amount of 1000 euros

## **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.

