

Terms of Reference (ToR)

Translation EN>FR and EN>NL

1. Background and Context

Inclusive Schools is a project co-funded by the European Commission, under the Erasmus+ Programme, Key Action 3 'Social Inclusion and Common Values: the Contribution in the Field of Education, Training and Youth' call for proposals (call reference: EACEA/10/18). It is led by the British Council (UK) in partnership with six organisations from Belgium, UK, Spain, Greece and Poland. The project activities will last for 24 months and have started on 15 January 2019.

The project aims to shape school communities into actors of cultural change to address discrimination, and to uphold bottom up initiatives for inclusion. It will support the improvement of schools management as well as of inter-cultural education by supporting leading actors of school communities, students, teachers, heads of schools as well as policy makers to further design Inclusion Strategies for schools in Europe.

This project aims at bringing together a pool of teachers, professors, school leaders and policy makers in a focused effort to make tangible change to school communities in Europe and set up an action plan through participatory methodology for future inclusion strategies in European schools. The action evolves around:

- Supporting schools to create or build upon existing Inclusion Strategies
- Providing schools and stakeholders the tools to advocate for necessary educational reforms
- Capturing the added value and benefits in schools and their communities

All the above will be based on the development and compilation of educational material and appropriate methodology. We will also be delivering training for trainers and teachers as well as direct implementation of workshops in schools with the aim to engage multiple actors through enhanced cooperation and focused networking and advocacy actions.

Based on the objectives and the design of the activities, the expected results are:

- An international pool of 13 trainers equipped to spread inclusive schools best practices and pilot activities in schools across Europe.
- A thorough methodology that will allow at least 61 schools to understand and embrace the diversity of their own school community, identify the needs of these diverse groups and assess the impact of the school activities and culture to these groups leading to an Inclusive School strategy and action plan.
- An innovative communication and raising awareness campaign reaching at least 500 school communities around Europe through the Inclusive Schools Certification scheme and participation in Inclusion Week.
- Direct engagement of 13,000 students through the pilot of activities in schools as well as indirect outreach to 75,000 students across Europe through the communication campaign, the participation in Inclusion Week and Inclusive Schools scheme.

2. Outputs to translate

- Website content (ca. 5.000 words)
- Educational material (ca. 60.000 words)
- Any other material (foresee extra 1.000 words)

The website content and a partial draft of the educational material can be shared for the creation of the quote. It can be requested sending an email to giuseppina@obessu.org.

We expect a translation from English to French and a translation from English to Dutch. We are open to contracting the same physical person or agency for both languages or sign 2 different contracts.

3. Timing and deliverables

The following are expected deliverables, with respective timing:

- Website content: June/July 2019
- Educational Material: August 2019 the latest
- Website content second round: August 2019.

Timetable might change, depending on the needs of the project consortium. Any change in timeline shall be agreed upon in writing, as specified in the contract.

4. Evaluation team composition and required competences

We welcome proposals by individual freelance translators, teams of translators as well as organizations or companies.

The selected translator(s) shall have a proven record of translation capacity. Experience in the translation of educational material will be considered an asset.

5. Management arrangements

In annex a draft contract agreement is provided.

6. Budget and payments

The budget for the translation is 5.000 € gross including tax and any other financial surcharge related to the way of payment. This has to include all the fees.

Subcontractors are exclusively responsible for the payment of all income and other taxes and social contribution related to or incidental to the payment of the above amounts. OBESSU is not

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responsible and shall therefore not pay any remuneration, benefits of health and retirement plans.

The bidder is free to propose a budget within this price.

The payments will be arranged as follows:

- 30% at signature of the contract
- 70% when the work has been finished

7. Proposal submission

There is no defined format for the proposals.

The proposals should include following elements:

- CV(s) of the translator(s) or company portfolio
- A sample of previous work, similar in scope and approach
- A financial proposal (**please specify price per word**)

Please send your proposal to jobs@obessu by 10th June 2019 at 23.59 CET

The evaluation will be carried out by a the Secretary General of OBESSU.



Annex 1: project description excerpt

The vision of the Inclusive Schools project is to gradually reshape school culture into an inclusive school ethos by fostering long-term inclusion strategies in schools around Europe and engaging school communities in concrete action plans and collaborations that promote equality and value diversity.

The project aims to embed inclusive education principles in schools management in Europe by favouring the emergence of a community of leaders standing for inclusion, consisting of heads of schools, teachers and students. More specifically key project activities include: developing tools for Screening Diversity and Strategy development, creating educational manuals, training trainers at local and international level, setting up an Inclusive Schools certification scheme and delivering social inclusion workshops in 61 schools in Europe. The project will rely on a thorough quality assurance framework and external evaluation process. It will also include an innovative communication and raising awareness campaign reaching school communities around Europe and a detailed exploitation plan to open dialogue channels between the school community and policy-makers on the issue of Inclusion in Schools.

Inclusive Schools will reach school communities (school leaders, teachers, professors, students, parents, school advisors, school psychologists), policy-makers and public authorities staff (ministries, local authorities), and institutions and organizations of educational focus on a local and European level. Schools everywhere deal with ways to embrace diversity as society itself is becoming more diverse every day; although methodology is relevant for all, for the purposes of the project, pilot implementation will be done in selected participating schools dealing with high percentages of children from marginalised groups. The consortium will select schools based on diverse characteristics: schools with students with a migrant/refugee background, schools with students with Special Education Needs as well as schools with students of low socio- economic background.

Inclusive Schools is led by the British Council (UK) in partnership with six organisations from Belgium, UK, Spain, Greece and Poland. The project will last 24 months.



Annex 2: Draft Procurement Contract

Contract Agreement

Project Reference:

Whereas OBESSU needs the service of a specialised **consultant/firm** to realise a set of translation for the Inclusive School - INSCOOOL Project; the current work is part of the Project Ref. No. 604449-EPP-1-UK-EPPKA3-IPI-SOC-IN co-funded by the Education, Audiovisual and Culture Executive Agency through the Erasmus+ programme, under the call for proposals EACEA 10/2018 "Social inclusion and common values: the contribution in the field of education, training and youth" (KA3 – Support for Policy Reform – Initiatives for Policy innovation);

It is decided to establish the following contract agreement

Between:

Name:

Address:

Represented by:

And:

Name: OBESSU

Address: Rue de l'Industrie 10, 1000 Brussels

Represented by Giuseppina TUCCI, Secretary General

Preamble: The Consultant and OBESSU are hereafter referred to as "the Parties" and individually as (a) "Party". This contract specifies the conditions under which the Consultant will supply services to provide translation for certain outputs of the project in object according to the specifications and instructions given by OBESSU.

Objectives:

This contract is solely intended for the evaluation of the Inclusive Schools -INSCOOOL project in which OBESSU is a partner under the contract signed with the EACEA. (Ref. No. 604449-EPP-1-

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UK-EPPKA3-IPI-SOC-I). OBESSU, in the framework of the project, is responsible for the translation of the following project outputs:

- Website content (not including website article)
- Translation of the educational material

The translation will be carried out from English to **English and/or Dutch** by the consultant.

Duration:

This agreement is to enter into force on **XX/XX/2019** and shall continue until delivery of the finalised translation. Any modification in the duration of the present Agreement must be approved by both parties, the project lead and the EACEA where applicable.

Job Specification:

During the period of this contract, The Consultant will carry out the tasks as agreed upon by OBESSU defined in the annexed document to the present agreement and which constitute an integral part of the agreement itself.

Financial Conditions, Price and Payment Schedule:

It is estimated that the total cost of the work will be of **XXX EUR** VAT included. This has to include all the fees, as well as necessary material, travel and subsistence costs related to implementation of the evaluation activities. Both parties agree that the contractor is exclusively responsible for the payment of all income and other taxes and social contribution related to or incidental to the payment of the above amounts and that OBESSU is not responsible, and shall therefore not pay any remuneration, benefits of health and retirement plans.

Payment will be processed upon issuance and receipt of the invoices from the Consultant and after acceptance by the Secretary General of OBESSU of the work realized by the Consultant. The schedule of payment is outlined in the Terms of References and is subject to change, upon agreement of both parties in written form.

If, during the execution of this job, it appears that the proposed amount will be exceeded because OBESSU needs additional work, the Consultant shall present to OBESSU a new budget for approval.

Copyright, confidentiality and personal data

- a. All reports, papers and other materials produced by the translator in the course of this Agreement will belong to the Project Consortium and he/she hereby assigns to it the copyright and all associated rights in such reports and materials.

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- b. The translator undertake that during this Agreement and after the termination of this Agreement, no disclosure to any third party of any information arising from it will be made (other than in the proper performance of duties), except by prior written agreement with OBESSU.
- c. The translator shall ensure that all personal data disclosed to them by the project consortium under this Agreement or which may at any time during the term come into their knowledge, possession or control, shall be kept confidential and shall not be used for any purposes other than those required or permitted by this Agreement and shall not be disclosed to any third party except to own employees, agents or sub-contractors who need to know the same and only to the extent required in order to perform her obligations under this Agreement.
- d. The translator shall promptly notify OBESSU if any personal data is required by law to be disclosed by them or by any other person receiving them under or by reason of this Agreement and shall co-operate with the project consortium regarding the manner of such disclosure (but without prejudice to any obligation to comply with any law).

Data protection

General Data Protection Regulation (EU) 2016/679 (GDPR) represent the minimum international standard the project consortium operates to in the absence of more stringent local regulation.

In the case that personal data will be acquired under this Agreement, then both parties shall process the Personal Data only to the extent, and in such a manner, as is necessary for the performance of their obligations under this Agreement under the terms and conditions described specifically in an Addendum which will be signed in full compliance to the General Data Protection Regulation (EU) 2016/679 (GDPR).

Contact Persons:

Giuseppina TUCCI shall be the contact person for **OBESSU**.

Email : giuseppina@obessu.org

Phone number : +32 2 893 24 14

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Mobile number : +32 485 17 72 05

Office address : Rue de l'Industrie 10 / 1000 Brussels / Belgium

Modifications:

Modifications of the terms and conditions of this contract shall be binding when mutually agreed in writing by both parties.

Disputes:

All Disputes on the execution, the validity, or the interpretation of the present Agreement that cannot be resolved mutually and amicably by the parties shall fall under the exclusive jurisdiction of the courts of Brussels.

Drawn up in two originals, each Party acknowledging receipt of one original.

In Brussels:

The Consultant

OBESSU
Giuseppina TUCCI

Brussels

Date _____

Brussels

Date _____

