

Right To Play

Terms of Reference:

Development of Basic Guidance for Contextualization of Play-Based Learning Resources

Type of Contract:	Individual or Firm
Closing Date:	October 5, 2023
Language:	English
Contract Length:	October to December 2023
Assignment Start Date:	As soon as possible
Location:	Remote

1. Background

1.1 About Right To Play

Right To Play is a global organization that protects, educates, and empowers children to rise above adversity using the power of play. We reach millions of children each year in some of the most difficult places on earth, helping them to stay in school and graduate, resist exploitation, overcome prejudice, prevent disease, and heal from the trauma of war. We do this by harnessing play, one of the most fundamental forces in a child's life, to teach children the critical skills they need to dismantle barriers and embrace opportunities, in learning and in life.

1.2 Right To Play Training and Capacity Enhancement Resources

Right To Play has developed a wide range of resources to support partners, teachers, coaches/frontline workers, children, youth, parents, and others to use play-based learning (PBL) to achieve outcomes in education, child protection, gender equality, peacebuilding, psychosocial support, health, and other areas. These resources commonly take the form of PBL activity manuals and trainer manuals, as well as workbooks, toolkits etc. Some resources are developed with a global audience in mind, with the expectation that they will be contextualized at country-level. Other resources are developed for specific country contexts but can be adapted for use by other countries as appropriate.

1.3 Purpose of the Contextualization Guidance

Right To Play currently operates in 15 countries and offers technical assistance to partners in additional countries. In project implementation, Right To Play Country Offices frequently select and contextualize resources that correspond to project outcomes.

The contextualization guidance is envisioned to provide overall principles and guidance to Right To Play Country Offices on how to contextualize an existing print resource, while leveraging on experiences and lessons learned that our Country Teams have to offer.

The guidance will also be used by Global staff who support Country Offices.

2. Scope of Work

Right To Play seeks a consultant to develop basic guidance for staff to consider when contextualizing an existing print resource.

It is anticipated that the assignment will have the following key components:

- Modify Right To Play’s resource development flowchart as needed to reflect any major steps that should be added, reordered, or removed when contextualizing a resource.
- Consult with at least three Right To Play Country Offices or programs and compile key lessons learned from country experiences; these lessons should be considered in developing the overall guidance and highlights can be shared as examples.
- Develop basic principles, practical considerations, and/or other simple guidance that staff should consider at the relevant steps of the resource development process. (**Note: The total guidance is expected to be approx. 3-5 pages, but it will be linked to on an interactive PDF where the guidance is divided into smaller portions that are accessed through the various links.**)
- Share first, second, and final drafts with Right To Play for review.
- Format all components (updated resource development flowchart and guidance for each section) in a consistent style that aligns with Right To Play’s brand identity guidelines, so that it will be ready to package as an interactive PDF.

2.1 Deliverables

1. Summary of lessons learned from each Country Team that the consultant engages.
2. Modifications to Right To Play’s resource development flowchart as required.
3. First and second drafts for Right To Play’s review.
4. Final version of the flowchart and guidance fully formatted, copyedited, and proofread.
5. Source files of the final product.
6. Versions of the final product that can be edited on basic Microsoft Office applications (e.g. PowerPoint or Word) to facilitate translation and updates.

The final product should meet the following expectations:

- Easy-to-understand for Right To Play teams with different levels of experience and skill in resource development and contextualization.
- Reflect key principles that govern Right To Play’s work and play-based learning approach, such as child safeguarding, gender responsiveness, and inclusion.
- Where external references are used, be fully referenced in APA style.

- All deliverables will be in UK English.
- All materials will be the intellectual property of Right To Play. The consultant will make sure Right To Play has the right to use any external images or icons that are part of the final product.

2.2 Timeframe

The consultant is invited to propose the methodology and timeframe in their workplan. All deliverables must be completed no later than **December 15, 2023**.

3. Skills and Experience

The desired specifications and qualities of the consultant(s)/firm are:

- Experience developing resources for trainers, teachers, and others who facilitate activities with children in different geographical locations, cultural contexts, and programming settings (e.g. development vs. humanitarian). Experience developing child-friendly resources is an asset.
- Knowledge of principles for integrating local forms of play into resources.
- Practical experience in qualitative and quantitative research methodology, research design, and implementation.
- Proven ability to communicate technical concepts in simple terms for a global audience.
- Formatting and design skills; ability to create an interactive PDF file is an asset.
- Detail-oriented with strong analytical skills.
- Excellent written and spoken communication skills in English.

4. Application Procedure

Interested consultants or firms are requested to submit:

- An Expression of Interest detailing the interpretation of the TOR and proposed methodology including work schedule and feedback loops.
- A detailed budget for proposed costs including all taxes liable to be paid.
- A capability statement demonstrating how they meet the required qualifications and competencies.
- Copies of all relevant Curriculum Vitae (CVs). Only CVs for the specific individuals that will form the project team should be included. CVs should indicate the technical background of the team members who will be directly involved.
- Minimum two samples of work (this will be treated as confidential and only used for the purposes of quality assurance).
- Two references from previous clients/employers.

The entire bid should be at maximum 7 pages including the budget. Bids not meeting this requirement will not be considered. (The page limit does not include CVs and work samples.)

Note: *Right To Play would not be responsible for any costs incurred for preparation of EOI or proposal.*

If you believe you qualify for this post and you are the candidate that we are looking for, please submit your applications as per the bid requirements in English by submitting proposals to flee@righttoplay.com.

The closing date for this post is October 5, 2023.

The shortlisted 3-4 candidates may be invited to submit modifications or make a short presentation for the final selection.

Candidates invited for an interview are requested to ensure that team members who would be directly involved in the work are available to attend.

We are committed to ensuring diversity and gender equality within our organization. All underrepresented qualified groups are highly recommended to apply.