



Terms of Reference

Information and Communication Technology Workshops for Children

Title of the service	ICT Workshops for children (Introducing programming; Game Design; 3D Modeling; Minecraft Education).
Location	Romania (Bucharest and Suceava)
Organization	World Vision Romania
Department	OPS – Project DEC 2

Terms of Reference

General Information

In the framework of the Project “DEC Ukraine Crisis Appeal Phase 2a” funded by World Vision UK, World Vision in Romania is seeking to contract an educational ICT expert /or agency with to deliver a quality ICT (information and communication technology) workshop’s/ courses for children in order to facilitate the access on digital education for refugee children in the program Ukraine Crisis Response in Romania.

1.1 Background

The number of refugees present in Romania continues to increase, and as of the 10th of December, 100,822¹ refugees were registered in Romania. This is the highest number of refugees present in the country since 24 February. The increase in numbers is believed to be driven by the attacks on energy infrastructure in Ukraine and the gradual deterioration of weather conditions – temperatures falling to below negative 20 degrees. The overwhelming majority of refugees are women and children, often separated from husbands and fathers who remained in Ukraine; older people; and unaccompanied children, including those from state care facilities². According to the Romanian National Council for refugees (CNRR), UNHCR, more than half of the refugees who are hosted in Romania (53%) plan to stay in Romania in near future, with safety, protection procedures and community ties as the main reasons. While (23%) plan to return to Ukraine in near future, (14%) plan to move to another host country and (10%) are uncertain about their plans. In the context of Romania, most of the refugees do not live in specific areas or camps. The Romanian government has given them the rights to move anywhere within the country or even cross the borders. Refugees who are staying for long - term are either staying with rented apartments, homes with host families, and locals’ unoccupied homes. Although the government supports refugees partially with housing; inflation, and the increasing energy and basic products prices make it much harder for the refugees to survive in this economic context and to cover all the basic needs for a family. World Vision is among humanitarian organization actively participated in the Ukraine Crisis Response since March, 2022. The organization reached over 120,000 refugees – over 50,000 being children - through education in emergencies (EiE), Protection including mental health and psychosocial support (MHPSS), food and hygiene support, among others. However, there is still needed to support the Ukrainian refugees to enhance their well – being.

1.2. The Project

In Romania, within the frame of the project, World Vision and partners will aim to reduce human suffering and increase and maintain dignity for conflict-affected and most vulnerable women, girls, boys, and men. The rationale of the project will be to support Ukrainian refugees by delivering life-saving in-kind assistance to meet basic needs of refugees in Romania on winterization and thus support these on accessing food and non-food items and access to education in emergency context. World Vision already works with partners to support Ukrainian refugees, including new arrivals in accessing necessary information’s for adults and facilitate participation of children to online education, digital education through non-formal activities using internet, computers and digital educational platforms – this are done in

¹ <https://reliefweb.int/report/romania/unhcr-romania-ukraine-refugee-situation-update-update-25-10-december-2022>

² <https://reliefweb.int/eport/romania/unhcr-romania-ukraine-refugee-situation-update-update-25-10-december-2022>

partnership with local organizations. Initiated Geek without Frontiers³ - N50 project⁴ and partners including World Vision, the Portable Connectivity Centres -PCC concept has been successful in meeting basic needs of over 15,000 refugees at their convenience as part of the response intervention.

The PCC's are located in Bucharest, Brasov-Codlea and Suceava. Additionally, the project ensure at the point of connectivity centres for refugees, also are sensitized on information relating to available services available around these locations, including internet connectivity to enhance online learning for their children. World Vision continue to collaborate with local authorities to deliver this project through local organizations NGO partners for Brasov-Codlea and engage in direct implementation in Bucharest and Suceava. The PCC's operating from Monday to Friday, 5 days/week from 9.00 am-17.00 pm and are child friendly space equipped as a digital classroom (10 laptops, access to internet) with a capacity to organize activities for 10 students/ per activity.

- **Bucharest – Romexpo PCC Center** - local partner – DGASMB . The PCC is part of the largest Social HUB which also operates a social store, child – friendly space and PCC centre for children and parents to access internet connectivity to access information and undertake Ukrainian online lessons respectively. At least 90% of the items are supported by WV through ongoing projects, and Romexpo's operations have grown from few dozens refugees to over 500 visiting this each day.
- **Suceava– PCC Center** - local partner – University of Suceava “ Stefan cel Mare” . The PCC is part of the largest Social HUB which also operates a social store, child – friendly space and PCC centre for children and parents to access internet connectivity to access information and undertake Ukrainian online lessons respectively. At least 90% of the items are supported by WV through ongoing projects, and Suceava Hub operations have grown from few refugees to over 100 visiting this each day.

General Program Description

In the framework of the Project “DEC Ukraine Crisis Appeal Phase 2a” funded by World Vision UK, World Vision in Romania is seeking to contract an educational ICT expert /or agency with to deliver a quality ICT (information and communication technology) workshop's/ courses for children in order to facilitate the access on digital education for refugee children in the program Ukraine Crisis Response in Romania.

The project has key integrated elements when it comes to the implementation in the field for the benefit and protection of children. The involvement of all stakeholders with a focus on inclusiveness and child protection from harm and exclusion contributes to a mutual transformation and development at the levels of the organisation, partnerships, and individuals.

DEC 2 project is implemented in eight areas in Romania where Ukrainian refugees were displaced, supporting educational centres and schools where refugee children can access formal and non-formal education. 1000 children were registered in a transparent way by ensuring that the parents and caregivers are well informed and give their formal consent. Every activity or interaction with children is followed by standards and policies in child protection and safeguarding. This project cooperates with different local partners with a similar vision and mandate as World Vision and promotes active participation of children in different processes empowering their voice and contributing to their wellbeing. At the same time WV policies ensure that there is care and child protection in all facilities supported by the UCR program.

Digital (ICT - information and communication technology) education promotes 21st century competencies which imply the use of modern technology and are related to lifelong learning and open education in a digital era. Last years development of science, technology, engineering, arts and robotics brought innovation in several industry sectors, providing care for an ageing population, safer transport, efficient healthcare, increased productivity in manufacturing, space exploration, renewable energy as well as new engaging and dynamic movie and videogames industries. As such it would be an interesting topic to share with children and help them understand how these fields of knowledge will impact and shape their future

³ <https://www.worldvision.org/about-us/media-center/world-vision-brings-internet-access-and-online-education-to-ukrainian-families-fleeing-the-conflict>

⁴ <https://www.n50project.org/ukraine>

For this reason, within the DEC 2 project we are looking for an organisation/ agency or expert to deliver a quality ICT (information and communication technology) workshop's/ courses for children.

The course will be max 1.5 hours each session and adapted to be child friendly and age appropriate ensuring an engaging learning process for children aged 6 to 18. However, we will need to be flexible on the training schedule, depending on the requests of the learning centre and time available.

The project keeps to the following logical framework:

Goal: Refugee and Host Community Children have access to education

Objective: Refugee and host community children have access to Education in emergency context

Activity: Provide children with ICT training/workshops

Activity description

The interest in the field of ICT has increased a lot recently. This interest is also because most children assimilate computer science concepts much more easily with a concrete example, the Robot, which works according to the program created by them. Proposed ICT workshops to be develop in the Portable Connectivity Centres - PCC run by World Vision in Bucharest and Suceava. The PCC's will assure the space and digital infrastructure, connection to internet to facilitate the access to education of children and organizing the ICT workshops.

Each child will participate at minimum 2 ICT sessions (3 hours) after registration. The ICT session is 90 minutes.

The workshops session will be organized for groups of 10 children. For Bucharest and Suceava PCC's we will have enrol 80 children (refugees and host communities, 40 children per each location).

A) WORKSHOP INTRODUCING PROGRAMMING (2 sessions in Bucharest + 2 sessions in Suceava)

Children work on visual programming platforms (eg Blockly Games, code.org, Kodable, Scratch) to understand basic programming concepts such as events, mathematical and comparison operators, algorithms, variables and loops.

B) Game Design WORKSHOP - Kodu Game Lab (2 sessions in Bucharest + 2 sessions in Suceava)

Kodu Game Lab is a program offered by Microsoft ideal for children who will take the first step in creating of multilevel video games. With the help of objects to which various attributes and behaviors can be attached, one can build the design of a virtual world and program the rules of a computer game.

C) 3D MODELING WORKSHOP (TinkerCad / 3D Models in Roblox) (2 sessions in Bucharest + 2 sessions in Suceava)

Children learn how to create their own 3D models. The kids will learn how to make various objects such as cars, rockets, houses, arrange the interior and the exterior of a house and not only that. Children can also recreate their favorite characters from games or cartoons. It's an age-appropriate start to learning 3D graphics skills. Children will study how we can use 3D shapes in Roblox Studio.

D) MINECRAFT EDUCATION EDITION (2 sessions in Bucharest + 2 sessions in Suceava)

MINECRAFT EDUCATION EDITION workshop children will familiarize with the educational platform created by to Microsoft to support children's education through the digital environment. Children will program the worlds of minecraft with blocks, and later we will translate these lines of visual programming into modern languages such as Python and JavaScript

2.1 RFP Timetable

RFP Release	May 03, 2023
Services Provider's Response of Intent to Bid	By May 11, 2023
Proposal Submission Deadline	17.00 hours (Romanian Time); May 11, 2023
Evaluation	May 11, 2023
Award	May 12, 2023
Contract Signing	May 12, 2023

Main activities and Time Frame:

It is envisaged that the ICT workshops for children to be complete by 30th of June – 2023.

Activity	Place	Date
Registration of 80 children for participation at workshops: (40 children -Bucharest+40 Children Suceava)	In PCC centres pcc containers in Bucharest and Suceava	12-19 May 2023
ICT Workshops = 16 workshop sessions (8 for Bucharest PCC + 8 for PCC Suceava) Description: One ICT workshop = 1.5 hours or 90 minutes for each session – for a group of max 10 children/session.	In PCC centres in Bucharest and Suceava	20 May – 30 June 2023

4. Expected Outputs/ Deliverables

4.1 The expected deliverables throughout the process of delivering ICT workshop for children include:

- Registration of 80 children for participation at workshops: (40 children -Bucharest+40 Children Suceava)
- Delivering ICT Workshop for 80 children (refugee +host community)
 - a) WORKSHOP INTRODUCING PROGRAMMING (2 sessions in Bucharest + 2 sessions in Suceava)
 - b) Game Design WORKSHOP - Kodu Game Lab (2 sessions in Bucharest + 2 sessions in Suceava)
 - c) 3D MODELING WORKSHOP (TinkerCad / 3D Models in Roblox) (2 sessions in Bucharest + 2 sessions in Suceava)
 - d) MINECRAFT EDUCATION EDITION (2 sessions in Bucharest + 2 sessions in Suceava)

4.2. The final report should be available in one versions (english):

- The ICT workshop presentations, list with registered participants + certifications of participants (thematic ICT workshop) + a short report with the digital skills that children learned after the participation on these workshops. Each child will benefit – 2 ICT workshop sessions and received a certificate of participation.

5.Required Qualifications and Expertise of the Consultant/Consultancy firm

- Previous experience in ICT and educational workshop for children
- Have proven experience conducting qualitative ICT workshops for children
- Proven capacity to engage an experienced team that conducted ICT workshops for children
- Ability to meet deadlines and maintain high-quality output while working under pressure and time constraints.
- To provide a list of 2 references for previous similar work conducted.

6. Ethical considerations: All persons working with World Vision must respect the Child Safeguarding Policy and General Code of Conduct.

7. Submission of Application

The Proposal should include the following:

- Letter of application that details the ability of the consultant/consultancy to deliver ICT workshops for children within the given time frame, including an overview of relevant work and technical experience
- CV of key personnel on the team
- Technical proposal and work plan for the process of developing and conducting the ICT workshops for children
- Overview of the ICT workshops for children
- Financial fee that is broken down with explanations for key lines including all applicable taxes
- Sign the Supplier Code of Conduct;
- If you are a registered company / organization / agency, please also provide Tax Registration certification (NUIS)

8. Payment/Fee expert

- The service is expected to be finalized by the end of June 2023.
- Actual workdays should not exceed 40 days for the consultancy.

9. Criteria’s for evaluation

Nr.crt	Criteria description	score
1	Consultant understands of the brief and the ICT workshop for children	15
2	Capacity and capability to handle the work	15
3	A proposed plan of action to achieve the objectives of the ToR should be submitted for evaluation.	25
4	The experience in the fields of ICT workshops	25
5	Price	10
	Total	100

10. General administrative information:

Technical proposal - In this part, the applicants will describe the approach of delivering ICT workshops for children for implementing the tasks. The proposal will include a statement outlining the rationale for the number and relevant experience of the experts/ agency that will be included for the service.

If more than one expert will apply, team composition and distribution of tasks should be a specific section of the technical proposal.

Financial Proposal - The applicants should provide a detailed budget for delivering all the tasks and activities foreseen in this call. The budget should, at least, distinguish between expertise days (fee days), and miscellaneous costs related with the preparation, presentation, and printing of the final report – that include the name of the ICT workshop + list with participants + certifications of participants (thematic ICT workshop) + a short report with the digital skills that children learned after the participation on this workshops.

*World Vision maintains the confidentiality of the offer and documentation you submit based on its strict procurement policies.

Final Evaluation and Award of Contract. The contract will be awarded to the best technically acceptable proposal considering proposed prices.

The following formula will be used for combined technical and financial evaluation of proposals: The lowest evaluated Financial Proposal (Fm) is given the maximum financial score (Sf) of 100.

The formula for determining the financial scores (Sf) of all other Proposals is calculated as following:

$Sf = 100 \times Fm / F$, in which “Sf” is the financial score, “Fm” is the lowest price, and “F” the price of the proposal under consideration.

The weights given to the Technical (T) and Financial (P) Proposals are: T = 70, and P = 30

Proposals are ranked according to their combined technical (St) and financial (Sf) scores using the weights (T = the weight given to the Technical Proposal; P = the weight given to the Financial Proposal; T + P = 1) as following: $S = St \times T\% + Sf \times P\%$.

Only Bidders that have passed the pre-qualification process of Technical and Administrative proposals will be considered for financial proposal evaluation Selection process The proposals received will be evaluated according to the following criteria (70 % technical and 30% financial offer):

11. Application procedure:

Deadline for receipt of applications 11 May , 2023

Questions/requests should be made by latest 11 May 2023 to the following e-mail address: achizitii@wvi.org

Applications should be submitted:

1. Only via email at this address: achizitii@wvi.org
2. Offers/applications received in other email addresses other than achizitii@wvi.org and after the deadline will not be accepted.
3. Suppliers/Service providers that fail to comply with required documents can result not to be considered for further comparison

Notes related to World Vision Child and Adult Safeguard Policy:

All people working for World Vision, or visiting its programmes are obliged to sign its Child and Adult Safeguard Policy and Behavior Protocols. This policy aims to create a child-safe organizational environment and is based on the principles of the UN CRC and its protocols.

Important note: The contract will be awarded to the winner upon submission of official documents that certify that the full team of the project – including field team – complies with the child protection rules and procedures. The selected applicant will be informed about the required documents before finalization of the contract. Child protection & data confidentiality

The consultant, along with all other trainers and sub-contractors, will be required to sign and follow World Vision International’s child and adult safeguarding standards and protocols of behaviour, which will be provided to the team selected.