

# TERMS OF REFERENCE FOR VIDEO PRODUCTION SERVICES

**Project Title: CHANGE ENVIRONMENT VIDEO TUTORIALS FOR TEACHERS**

**JRS Europe seeks a service provider to develop and produce tutorial videos for teachers**, to guide them in the implementation of the project and on how to use the pedagogic curriculum in their classes in a flexible way, so that can be adapted to their subject and national context.

## 1. Project Description

### About CHANGE Environment

CHANGE Environment is a project coordinated by JRS Europe and implemented in 7 countries – Belgium, Hungary, Ireland, Italy, Lebanon, Spain and Uganda. The goal of the project is to educate young students on the issues of environmental change and human migration, and how they interact. To achieve this, the project proposes 1. A 4-stage educational course for students on environmental migration, 2. Training curriculum/modules for Teacher on Climate Change & Migration to foster critical thinking skills and engagement among Secondary Students and 3. Students Ambassadors Good practices to raise awareness about Climate Change and Migration.

This is an ongoing project that started in February 2022 and will finish in September 2024, aiming to reach to at least 7000 students in Europe and Uganda.

Implementation update:

The 1) educational course for students was developed and is being promoted in schools partner countries. The 2) training curriculum for teachers is under development and requires external creative and visual services for final product.

### About the Jesuit Refugee Service

Jesuit Refugee Service (JRS) is an international Catholic organisation with a mission to accompany, serve and advocate for the rights of refugees and others who are forcibly displaced.

JRS sees a need to invest energy in educating young people by raising awareness about the challenges encountered by forced migrants. Through a combination of a fact-based curriculum and storytelling, creating classroom encounters with migrants, and supporting their own voices in schools and local communities, our CHANGE raising awareness methodology fosters critical thinking skills among young people on the positive c Discuss the benefits of implementing the project contribution of forced migrants to society.

## **2. Scope of the work**

The service provider is expected to develop a creative video tutorial to guide and support the teachers when discovering the website and related content and materials.

The final product should be a maximum 5-8 minute practical and engaging video tutorial. The video tutorial should be created using a mixture of stock footage, motion graphics, animation and/or any other engaging visual technique. It should also include music and narration and it may include testimonies. The video tutorial should be clearly structured into modules that could be later split into smaller videos.

The content to be covered should follow this scheme:

1. Project Overview:
  - Highlight the importance of addressing climate change in the classroom
  - The CHANGE Environment project background (objectives and background)
  - Key components of the CHANGE methodology and overview of the stages of the CHANGE Environment pedagogical curriculum
  - Show how to navigate the online website / material
2. Resources and recommendation on how to implement the project:
  - The role of the teacher and how to prepare the pedagogical session
  - The importance of the encounter with climate migrants' testimonies and how to prepare it
  - Video testimony from teacher on how to gain support of management and student to implement the project

References for the content of the final product:

1. CHANGE Environment Project website: <https://jrschange.org/projects/change-environment/>
2. CHANGE Environment pedagogical materials: <https://change.jrs.net/resources/change-environment/?type=teacher&language=en>

## **3. Target group:**

The final product is designed for teachers of secondary pupils from different course subjects, in all partner countries. The product will be disseminated via our partner network in schools and other educational platforms that we currently work with but also be promotional in nature in order to reach a wider education audience. The product will also be published on our JRS Change website.

## **4. Evaluation Criteria**

The technical evaluation will be considered in accordance with the following information:

EVALUATION CRITERIA MATRIX				
MEAT	Overall Weighting	Category		
<b>PRICE</b>	30%	Service quality	30%	Cost competitiveness
<b>Quality</b>	70%	Technical	20%	Clarity / pertinence of the objectives /
		Capacity	30%	Methodology: quality and effectiveness of the work plan /
		Efficiency / implementation	20%	Efficiency of the work plan / appropriateness of the tasks / resources and deliverables
	100%			

Evaluation score	
<b>0 -n/r</b>	The proposal fails to address the criterion or cannot be assessed due to missing or incomplete information
<b>1 Poor</b>	The criterion is inadequately addressed, or there are serious inherent weaknesses
<b>2 Fair</b>	The proposal broadly addresses the criterion, but there are significant weaknesses
<b>3 Good</b>	The proposal addresses the criterion well, but a number of shortcomings are present
<b>4 Very Good</b>	The proposal addresses the criterion very well, but a small number of shortcomings are present
<b>5 Excellent</b>	The proposal successfully addresses all relevant aspects of the criterion. Any shortcomings are minor.

## 5. Approximate timeframe

(A more precise timeframe will be agreed upon after the contract agreement)

Publishing of the Terms of Reference: 11 September 2023

Deadline for providing offer: Sunday 24 September 2023 at 23.59

Evaluation of the offers: 25-26 September 2023

Communication of the results of the evaluation: 26 September 2023 COB

Kick-off meeting with JRS Europe – 27 September – 6 October 2023

Concept presentation – October 2023

Product development – October and first week of November 2023

Delivery of the final product: 13 November 2023

To ensure specific customs procedures insight of the process, the evaluator will work in close contact with the JRS Europe Programs Managers.

## **6. Required Qualification**

- Proven experience in creative content development in the field of education
- At least 2 similar works
- Experience developing content for teachers is an asset
- Fluency in English is required

## **7. Application process**

The service provider is expected to send a short offer as well as 2 previous similar works by Sunday 24 September. Moreover, JRS Europe requires a written estimate of the cost of the service.

## **8. Contact**

Please send it by email to [nale.barbieri@jrs.net](mailto:nale.barbieri@jrs.net) / [sara.jouhari@jrs.net](mailto:sara.jouhari@jrs.net) with "CHANGE Environment - *Teacher Training TOR*" as subject heading.