



**Terre des hommes**

Helping children worldwide.

# Call for proposals to create video subtitles, from English to Albanian, Greek and Romanian [i-RESTORE project]

- Start date** 5 February 2021
- Contract** Around 10 days of work, to be discussed upon receiving offers
- Location** Remote – Service Agreement with the Tdh Regional Office in Budapest, Hungary
- Eligibility** Contractor status, able to provide a VAT invoice, must be registered in Europe
- Deadline to apply** 1 February 2021 (*recruitment is on-going until the consultancy is filled*)

## ABOUT TERRE DES HOMMES

Terre des hommes (Tdh) is the leading Swiss organisation for children's aid. Since 1960, Tdh has helped build a better future for vulnerable children and their communities, making an impact with innovative and sustainable solutions. Active in around 40 countries, Tdh works with its own teams and/or local and international partners to develop and implement field projects which significantly improved the daily lives of over four million children and members of their communities in 2019, in the domains of health, protection and emergency relief.

Through our Access to Justice programme, we encourage states in Europe to provide effective access to justice for children in contact with the law. We support the implementation of non-custodial measures for children and of stronger procedural safeguards. With our partners, we promote the use of restorative justice processes in cases involving children, either as victims or suspects/offenders. Through innovative methodologies, we engage with children to ensure that we understand their views. At regional level, we facilitate the sharing of best practices and learning, awareness-raising and advocacy for child-friendly justice. We also support the creation of the [Barnahus](#) multi-disciplinary service that provides care for child victims and witnesses of violence and abuse.

## ABOUT i-RESTORE

Tdh Regional Office in Hungary is leading the project "[i-RESTORE - Better Protecting Child Victims Rights through Restorative Justice](#)" (September 2019 until August 2021). The project's main objective is to promote the use of Restorative Justice in cases involving child victims by improving knowledge amongst national stakeholders on child-victim friendly Restorative Justice and empowering children to advocate for better protection of child victims.

## OBJECTIVE OF THE CONSULTANCY

Within its i-RESTORE project, Tdh produced **four videos where professionals explain various concepts related to child-friendly justice**. The original videos are in English.

Tdh needs to **develop Albanian, Greek, and Romanian subtitles for these videos**. The subtitling work must be done in accordance with Tdh corporate guidelines as well as the donor's visibility requirements.

The consultancy has the following **specific objectives**:

- **Transcription of the following original videos:**
  - I. Video "Mediation and Child Justice in Belgium" – 30 minutes long;
  - II. Video "Explanation on how to use tools & materials in mediation" – 7 minutes long;
  - III. Video "Role-playing and examples on how to use tools & materials in mediation" – 15 minutes long;
  - IV. Video "Interview with Renate Winter" – 29 minutes long;
- **Translation of the four transcriptions** (videos I, II, III and IV) into Albanian, Greek and Romanian;
- **Conversion of the four translated transcriptions** (videos I, II, III and IV) into subtitles, which subsequently must be burnt in the original video files, taking into consideration the ongoing on-screen action;
- **Embedment of the three translated subtitles** (in Albanian, Greek and Romanian) into each of the videos (I, II, III and IV).

**Altogether, the videos comprise (approximately) 81 minutes.**

The videos will be shared with the selected candidate in mp4 format.

The service provider will work under the supervision of the Regional Project Coordinator for i-RESTORE. The service provider and the Project Coordinator will coordinate the schedule of the subtitling services.

## EXPECTED DELIVERABLES

**All deliverables should be produced within 10 days from the submission of the last video shared** with the selected candidate. The expected deliverables are the following:

1. Transcription in English and translated into Albanian, Greek and Romanian converted into subtitle file (.srt format) for the Video I "Mediation and Child Justice in Belgium" – 30 minutes long
2. Transcription in English and translated into Albanian, Greek and Romanian converted into subtitle file (.srt format) for the Video II "Explanation on how to use tools & materials in mediation" – 7 minutes long
3. Transcription in English and translated into Albanian, Greek and Romanian converted into subtitle file (.srt format) for the Video III "Role-playing and examples on how to use tools & materials in mediation" – 15 minutes long
4. Transcription in English and translated into Albanian, Greek and Romanian converted into subtitle file (.srt format) for the Video IV "Interview with Renate Winter" – 29 minutes long
5. Video I "Mediation and Child Justice in Belgium" (30 minutes long) with embedded subtitles in Albanian
6. Video II "Explanation on how to use tools & materials in mediation" (7 minutes long) with embedded subtitles in Albanian
7. Video III "Role-playing and examples on how to use tools & materials in mediation" (15 minutes long) with embedded subtitles in Albanian
8. Video IV "Interview with Renate Winter" (29 minutes long) with embedded subtitles in Albanian
9. Video I "Mediation and Child Justice in Belgium" (30 minutes long) with embedded subtitles in Greek
10. Video II "Explanation on how to use tools & materials in mediation" (7 minutes long) with embedded subtitles in Greek
11. Video III "Role-playing and examples on how to use tools & materials in mediation" (15 minutes long) with embedded subtitles in Greek
12. Video IV "Interview with Renate Winter" (29 minutes long) with embedded subtitles in Greek
13. Video I "Mediation and Child Justice in Belgium" (30 minutes long) with embedded subtitles in Romanian
14. Video II "Explanation on how to use tools & materials in mediation" (7 minutes long) with embedded subtitles in Romanian

15. Video III "Role-playing and examples on how to use tools & materials in mediation" (15 minutes long) with embedded subtitles in Romanian
16. Video IV "Interview with Renate Winter" (29 minutes long) with embedded subtitles in Romanian

**The service provider will deliver the final subtitle files for each video in .srt format and the twelve videos with embedded subtitles in mp4 format.**

## CONTRACTOR PROFILE

### Candidates can apply as:

- a) A team of consultants who all combined are fluent in English, Albanian, Greek and Romanian;
- b) An agency/a company who has in-house experts fluent in English, Albanian, Greek and Romanian;
- c) A single consultant fluent in English, Albanian, Greek and Romanian.

### Candidates should have:

- At least 3 years' experience working in subtitling services;
- Excellent writing skills English, Albanian, Greek and Romanian;
- Experience working in the Europe region;
- Capacity for rigor and precision;
- Ability to uphold high standards under pressure and with tight deadlines;
- Flexibility, availability, and adaptability.

## BUDGET AND RESSOURCES

The service provider is required to submit a financial offer, clearly indicating the **total costs for this assignment, based on an hourly rate**. Prices should be expressed in EUR, based on a total amount of no more than 10 days required to carry out the service. Prices should be **inclusive of all expenses**, charges, taxes incurred by the Contractor in fulfilment of its obligations.

Tdh will be responsible for VAT payment in Hungary, any other taxes will be paid by the Contractor.

The payment will be issued upon conclusion and final approval of the service.

## TO APPLY

Qualified applicants are requested to submit:

- 1. An updated CV for each consultant involved (if you wish to apply as a company, please submit the CV of the person(s) in charge)**
- 2. A Cover Letter (if you wish to apply as a company, please submit a short description of the company)**
- 3. At least one sample of a similar previous work**
- 4. An estimated timeline (timeframe will be a criteria of evaluation)**
- 5. A Financial offer**

Please send the complete documents package to: **[mariama.diallo@tdh.ch](mailto:mariama.diallo@tdh.ch)** and **[marcos.debarros@tdh.ch](mailto:marcos.debarros@tdh.ch)**. Please include "i-RESTORE Subtitling services, your name and surname/name of your company" in the subject line of the application email.

***Incomplete applications will not be taken into consideration.***

Applications will be analyzed by three evaluators and final scores will be given, using the following criteria and ratio: 70% for quality of the proposal (proven experience/skills, timeframe and quality of samples) and 30% as the financial offer (price/hourly rate).

Child Safeguarding Policy: To commit to respect Tdh Risk Management Policies including: Child Safeguarding Policy, Safety and Security Policy and Anti-Fraud/Corruption Policy, Whistle Blowing Policy.

Gender & Diversity Policy: To commit to respect Tdh Gender & Diversity Policy.

*Due to an anticipated high number of applications, Tdh is not in a position to respond to every applicant individually. Please note that only short-listed candidates will be contacted for the first interview.*