

Date: May 21, 2023

Proposals due by June 5, 2023

Reference No. : ERB-23-0007

Subject: Request for Proposals for Children's Author

SEED Foundation with the support of the Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH is implementing the 'Protecting, Empowering, and Improving the Wellbeing of Adolescents in the Kurdistan Region of Iraq' program. The aim of the program is to promote well-being and empower and protect adolescents from violence through the creation of a comprehensive 'whole school' approach and curricula, targeting adolescent girls and boys, as well as their support networks to strengthen protective factors at home and at school; and empower adolescents to lead healthy lives, playing a positive and contributing role in their families and communities.

Scope of Consultancy:

SEED Foundation seeks an experienced children's author with a proficient command of Kurdish Sorani language. The author will be responsible for developing a short children's book aimed at imparting crucial lessons informed by SEED's Girls curriculum, including but not limited to leadership, self-confidence, anti-bullying, and physical and online safety.

The author will be expected to conceptualize a minimum of four narrative pitches based on the curriculum and, upon approval from SEED Foundation, produce a full draft of the storybook. The storybook will undergo up to two rounds of revisions, subject to review and feedback by SEED Foundation. Additionally, the author will be required to work closely with the illustrator to ensure the alignment of images with the text.

Furthermore, the author will be responsible for assisting in the preparation and execution of focus group discussions with the target audience to verify the validity and appropriateness of the book. The author will be requested to conduct any remaining needed edits and attend any launch activities, if applicable.

The author will be duly credited as the sole author of the book, in collaboration with SEED Foundation and with support from the Government of Germany through the Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH.

Applicants would need to be available for programs beginning in June 2023.

DURATION

In accordance with the requirements above, the expert is expected to commit to the assignment between June 10, 2023 and January 31, 2024, including remote work and time in the Kurdistan Region if applicable, as requested by SEED. The expert must complete the work within the agreed timeframe.

TERMS AND CONDITIONS

- The expert will be managed by SEED's Communications Manager. The expert will also work closely with technical experts (remotely and/or in-person).
- The expert will be required to utilize his/her own technology equipment and maintain workable Skype, google meets, and email accounts for communication.
- All materials produced by the expert during the period of this consultancy will belong to SEED.
- The expert must sign SEED's Code of Conduct, and abide by all provisions of these policies for the duration of the consultancy period.
- The expert may need to travel to areas of program implementation. This cost should be mentioned in the financial proposal section.

PROPOSAL SUBMISSION

Please submit the following before June 5, 2023, at 5:00 PM Iraq time:

1. Letter outlining experience including:
 - a. Please describe your educational background, highlighting relevant qualifications.
 - b. Please describe your relevant experience including the number of years of experience.
 - c. The three storybook samples should be submitted in a Zip format or shared through a link in the same email along with the documents.
 - d. Please add a work plan for conducting and implementing the deliverables in the RFP and their milestones including the dates you are available for the assignment. The timelines mentioned in the RFP may be confirmed.
 - e. Commitment and interest to the work outlined in this RFP.
 - f. Daily rate in USD.
2. Resume/CV no longer than three pages (As an annex to the technical and financial proposal form including evidence of experience and Bank details).

For more information about evaluation and scoring please find the table below:



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EVALUATION

Your proposal will be evaluated based on the following criteria:

Criteria	Points	Weight (%)
1) Education	(10)	
Degree in English, Kurdish Literature, Creative Writing or similar..	10	10%
2) Knowledge and Experience	(15)	
Evidence of at least 7-10 years of experience working as a published author of children's literature.	15	15%
3) Language Skills	(20)	
English and Kurdish Sorani is a must.	20	20%
4) Sample Check	(20)	
Sample check includes: <ul style="list-style-type: none">• Clear storyline• Tone & flow• Life lessons communicated through text	20	20%
5) Work plan	(5)	
Completed within the proposed timeframe	5	5%
6) Total Cost	(30)	
Daily rate, please note that the prices should be in USD.	30	30%

Technical and financial proposals should be submitted by e-mail to SEED Procurement and Logistics Department through the email procurement@seedkurdistan.org by the date stated



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above. This RFP in no way obligates SEED Foundation to award a contract, nor does it commit SEED Foundation to pay any costs incurred.