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Mahatma Gandhi Institute of
Education for Peace and
Sustainable Development

TERMS OF REFERENCE

Title:	Firm/Individual Consultant – Hindi Translator for SEL and Development in Early Childhood Online Course
Organizational Unit:	UNESCO Mahatma Gandhi Institute of Education for Peace and Sustainable Development
Duty station:	New Delhi, India
Duration of contract:	4 months (starting from June 2026)
Type of contract:	Contract for services/Individual consultant contract

UNESCO Core Values: Commitment to the Organization, Integrity, Respect for Diversity, Professionalism

BACKGROUND

The UNESCO Mahatma Gandhi Institute of Education for Peace and Sustainable Development (UNESCO MGIEP) is UNESCO's Category 1 research institute in the Asia-Pacific region, dedicated to achieving Sustainable Development Goal (SDG) 4.7—education for building peaceful and sustainable societies.

One of the key ways the institute advances this goal is by promoting Social and Emotional Learning (SEL) to nurture peaceful mindsets. Through a range of programmes and online courses, MGIEP strives to strengthen core Social and Emotional Competencies (SECs), such as empathy, mindfulness, compassion, and critical inquiry, among teachers, students, and young people.

MGIEP's online courses are hosted on Framer Space, UNESCO MGIEP's digital learning platform, and are implemented across multiple regions. FS employs diverse digital pedagogies, including Storytelling, Reflection, Dialogue, Inquiry, and Gamification, to enhance learner engagement and motivation.

Course Description:

One of the newly launched courses by MGIEP is the 'SEL and Development in Early Childhood' course. The course is a certificate programme that is grounded in research from neuroscience and psychology. It is designed to equip educators, parents, and caregivers with practical knowledge and activities to strengthen social-emotional learning in early childhood. The course focuses on building five core competencies—Kindness, Interpersonal relationships, Self and Social Awareness, Mental focus, and Empathy (KISME). Developed by MGIEP, this self-paced online course is hosted on Framer Space and includes five modules, taking approximately 15–20 hours over four weeks to complete. It combines interactive content, practice tasks, and assessments to support real-world applications. The English version of the course can be found [here](#). You may have to first create an account on FramerSpace to access this course. Links to all videos can be found [here](#).

SCOPE OF SERVICES

To make the course accessible to teachers and caregivers from the Indian context, UNESCO MGIEP is seeking an individual consultant/firm to translate the course content and videos from English to Hindi and do a final proofreading of the Hindi version. The Individual consultant/firm will work closely with the ECCE programme team to translate the course into Hindi, ensuring the content is accurate, clear, and faithful

to the original. The translation should preserve the original learning objectives, meaning, and structure of the course, while maintaining linguistic quality and consistency. The translation should use clear, simple, and accessible Hindi that can be easily understood by a general Hindi-speaking audience, including those who are not Hindi language experts.

The work will involve content translation, proofreading of the course content, and translation of the videos in the course. The final submitted document by the Individual consultant/firm will be a Word file. The English version of the course document (referred to as source document henceforth) is estimated to contain approximately 22,000 English words (excluding videos). Payment for the translation will be calculated based on the **actual total word count** of the **source document** (English version). The number of videos to be translated is approximately 5 (total duration of 23-27 minutes). Payments for videos will be made on an actual per-minute basis, based on the final number of minutes translated.

Please note that all necessary documents will be shared by the programme team with the selected Individual consultant/firm. These include the course content (Word document), video links, digital resources, etc.

In particular, the Individual consultant/firm would be required to do the following:

1. Submit a detailed timeline with deliverables for the project
2. Develop a Hindi glossary list of the key terms in Hindi, in alignment with the course content.
3. Submit a draft version of the translated course content in Word format. This includes the text content on the course and the content on digital resources such as Padlet, Genially, and posters present in the course.
4. Translate 5 videos from English to Hindi. The list of videos can be accessed [here](#).
5. Proofread all the Hindi-translated Word documents.
6. Make iterations as per the suggestions of the programme team.
7. Submit the final translated version of the course content and the video translation in Hindi, in Word format, to the UNESCO MGIEP programme team.

KEY DELIVERABLES

Under the overall guidance of the Director of UNESCO MGIEP and the direct supervision of the Associate National Project Officer (research), MGIEP, the Individual Consultant/firm will deliver the following:

Deliverable 1:

- Detailed timelines with deliverables for the process.
- Hindi glossary of key terms and phrases used in the course, signed off by the UNESCO MGIEP program team.
- The finalized version of the Hindi translated and proofread document in a Word file for the first 2 modules (including submodules) and its digital resources (Padlet, Genially, and poster content) approved by the UNESCO MGIEP program team.
- Translation of 3 videos in Hindi into a Word document. The 3 videos for this deliverable will be shared with the selected candidate.

Deliverable 2:

- Finalized version of the Hindi translated and proofread document in a Word file for the remaining 3 modules and their digital resources (Padlet, Genially, and poster content) approved by the UNESCO MGIEP program team.
- Finalized pre- and post-assessment [complete in the same format]
- Translation of the remaining 2 videos in Hindi into a Word document.

DURATION OF CONTRACT

The contract shall be for 4 months, starting in June 2026.

LOCATION

The Individual consultant/firm may work remotely with occasional visits to UNESCO MGIEP's office if deemed necessary and mutually agreed between the Individual consultant/firm and UNESCO MGIEP.

ELIGIBILITY REQUIREMENTS**Eligibility Requirements for applying firms:**

1. At least 5 years of experience in providing translation services. Experience of translation services in the field of education will be an added advantage.
2. At least 5 successfully completed translation projects. Translation projects with universities or UN organizations will be an added advantage.

The individual consultant / personnel nominated by the firm should have:

- 1. Educational Background**
 - A Bachelor's degree in English, Hindi, literature, linguistics, journalism, communications, or related fields
- 2. Professional Experience**
 - At least 4 years of experience as an English to Hindi translator
 - English-to-Hindi translation projects undertaken in education will be an added advantage.
- 3. Technical Skills**
 - Advanced proficiency in English and Hindi with strong command of grammar, syntax, and cultural nuance; expertise in accurate translation and terminology management; and excellent editing and proofreading skills.

The following documents are expected to be submitted by both individual candidates and firms:

- A. A brief technical proposal (1000-word limit) outlining the Individual consultant/firm's proposed approach to the assignment, including their understanding of the scope of work, methodology for execution, and quality assurance processes.
- B. An updated CV highlighting your qualifications, skills, experience, and references relevant to the requirements and deliverables outlined in the Terms of Reference (TOR). Firms to submit CVs of nominated candidates.

- C. 2 past work samples with details of the organisation for which the work was done. Firms to submit work samples of nominated candidates.
- D. Hindi translation of the source text done by the candidate provided in **Annexure 1**
- E. Detailed quotation including pricing in prescribed format. Please provide your quotation as per the following:
 - i. Translation of English content into Hindi (approx. 22,000 words for 5 modules) – **quote per word rate basis (approx. 22,000 word count). Payment will be made based on the word count given for the source document and NOT the total words after translation.**
 - ii. Proofreading of translated Hindi document – **quote per word rate.**
 - iii. Translation of 5 videos from English to Hindi (total duration approx. 23–27 minutes) – **quote for per-minute basis of the video’s duration.**

Additionally, firms are requested to submit a detailed profile demonstrating their prior experience in translation services, as outlined in the eligibility requirements.

PAYMENT TERMS

Upon submission of detailed reports and documents, as mentioned in the aforementioned “Key Deliverables” section, along with the invoice and approval by the concerned programme staff, UNESCO MGIEP shall make the payment to the Individual consultant/firm.

1. First payment will be made upon submission of deliverable 1 and invoice to the complete satisfaction and approval of UNESCO MGIEP, the tentative submission deadline will be mid-July 2026.

2. Final payment will be made upon submission of deliverable 2 and invoice to the complete satisfaction and approval of UNESCO MGIEP, tentatively by the end of September 2026.

All payments will be made on the actual word count. Translation (based on source document in English) and proofreading (document translated to Hindi) will be paid on a per-word basis, while video translation will be paid on a per-minute basis.

PENALTY CLAUSE

1. The Individual consultant/firm is expected to maintain complete confidentiality by not sharing or using the resources/documents made available or created by him/her as part of this contract with any external agency outside of UNESCO MGIEP.
2. In the event of cancellation of any of the elements specified in the contract by UNESCO MGIEP, the Individual consultant/firm shall be paid only a part of the cost that shall depend on the extent of the task being completed as per the terms of the contract.
3. UNESCO MGIEP will have the right to withhold any part / full payment until there is 100% satisfaction with the deliverable.
4. In case the Individual consultant/firm cancels any part of the Contract, the cancellation cost shall be mutually agreed upon by UNESCO MGIEP and the Individual consultant/firm.
5. The Individual Consultant/firm agrees that any source code, scripts, or software provided or accessed during the term of this engagement shall remain the sole and exclusive property of the UNESCO MGIEP. The Individual Consultant/firm shall not copy, reproduce, modify, reverse-engineer, reuse, resell, disclose, or incorporate such code into any other project, product, or service.
6. Upon termination or completion of this Agreement, the Individual Consultant/firm agrees to promptly return or permanently destroy all Confidential Information, including any copies or



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derivatives thereof, and provide written confirmation of the same if requested by the UNESCO MGIEP.

TAX COMPLIANCE

Any liability arising out of non-compliance of tax regulations by the Individual consultant/firm will be borne and paid by the Individual consultant/firm, and UNESCO MGIEP will not bear any such liability on behalf of the Individual consultant/firm.

HOW TO APPLY

Please send all the requested documents mentioned in the eligibility section along with the quotation to procurement.mgiep@unesco.org with the subject line "**Firm/individual consultant – SEL for ECCE Hindi Translator**" by 11:59 PM Indian Standard Time by **May 31, 2026**. All supporting documents must be in English except for samples.

Additionally, please share the filled vendor form. Please download the vendor form and fill in, **DO NOT FILL ONLINE**. To download the vendor form, please click on the given link: [Vendor form for Individual Consultants](#) and [Vendor form for company](#). Any application submitted after the closing date, **May 31, 2026**, 11:59 PM Indian Standard Time will not be accepted.

Annexure 1 – Sample text for translation

Early childhood refers to the years from birth to age 8. Early Childhood Care and Education includes the care and education of children in this age group (UNESCO, 2024). It encompasses all practices and programmes that support their holistic development. ECCE may involve working directly with children or those who work closely with young children, such as parents, teachers, and other caregivers.

ECCE programmes can range from planning activities that build cognitive skills to finding creative ways for children to express themselves. These programmes may vary across different contexts and settings.

High-quality ECCE helps children stay healthy, learn effectively, develop social-emotional skills, and succeed later in life. However, ECCE is often not prioritised in education policies and funding, leaving many marginalised groups without access.

Based on the definition of ECCE we shared, which of the following is a low-quality ECCE program?

- a.** A home-based program teaching caregivers how to use play and songs to promote early language development.
- b.** A school readiness camp focusing on routines, early literacy, and confidence-building activities.
- c.** A mindfulness and movement session that helps 5-year-olds recognise and manage emotions.
- d.** A preschool class where children spend most of the day noting letters and numbers from the board. (correct answer)
- e.** A child health outreach program that includes immunisations and guidance for responsive caregiving.