



## Background

The Office for Climate Education (OCE) was created in 2018 as a foundation sheltered by the Fondation de coopération scientifique La main à la pâte. Its founding members are: Météo France, IRD, Météo et climat, Sorbonne Université and CNRS.

OCE is also a category 2 center under the auspices of UNESCO and an observer member of the IPCC.

OCE has developed a number of educational tools for primary and secondary school classes, based on IPCC reports (turnkey manuals for teachers, summaries of IPCC reports, multimedia animations, video capsules, etc.). These resources are available free of charge on the OCE website ([www.oce.global](http://www.oce.global)) in French, English and Spanish.

OCE is coordinating the translation of all its [educational](#) resources into Arabic, to have them in a free of charge access to Arabic-speaking teachers worldwide.

## Objectives

OCE's resources will be translated into Arabic by professional translators who, a priori, are not familiar with climate science or education.

It is therefore needed to verify that the translated content is of the same scientific and pedagogical quality as the original content, and that the spirit of these resources has been followed .

OCE would like to contract an Arabic-speaking scientific consultant, an expert in climate science, to verify the translation of its educational resources.

## Scope of work

The consultant will compare the original versions (in either French or English) with the versions translated into Arabic, and verify :

- the integrity of the translated resources (no activities or key messages have been removed or added)
- the scientific quality of the translated resources (no misunderstandings or errors induced by the translation)
- The pedagogical quality of these resources (no change in the nature of the activities carried out and the pedagogical approach proposed)
- Respect for the source (citation of original authors).

The consultant will work in suggestion/comment mode on the basis of the documents provided by the translators (Word or PDF), and will coordinate directly with OCE appointed human resources (he or she will not, interact directly with the translators).

## Work volume

Educational resources to be verified include:

- An educational kit based on the IPCC report "ocean and cryosphere": a turnkey manual (202 pages), a teacher's summary of the IPCC report (32 pages), 2 training protocols (36 pages), 4 multimedia animations (approx. 2 pages of text stitched together), 10 video capsules (approx. 3 pages of text stitched together).
- A teaching kit based on the IPCC report on climate and land: a turnkey manual (approx. 300 pages), 2 teacher's summary of the IPCC report (approx. 43 pages), 4 multimedia animations (approx. 2 pages of text put together), 10 video capsules (approx. 3 pages of text put together).

The total number of resources to be reviewed is therefore around 650 A4 pages (including illustrations and graphics). NB: this number of pages refers to the French version.

## Timetable

The provisional timetable for translation and validation of the teaching resources is :

- Proofreading of the translation of the "ocean and cryosphere" teaching kit: between February 1 and March 4, 2024
- Final validation of the "ocean and cryosphere" kit (incorporation of changes requested following proofreading of the kit and final layout): between April 15 and May 1, 2024
- Proofreading of the translation of the "climate and land" teaching kit: between March 20 and May 1, 2024
- Final validation of the "Climate and Emerging Lands" kit (incorporation of changes requested following proofreading of the kit and final layout): between June 17 and June 29, 2024.

## Budget

OCE has a maximum lump-sum budget of six thousand euros (€6,000) for this service.

## Proposal submission and format

The deadline for receipt of proposals is January 24, 2024. All submissions will be acknowledged.

Proposals with the subject line "Arabic translation proofreading" should be sent by e-mail to: [djian.sadadou@oce.global](mailto:djian.sadadou@oce.global)

OCE reserves the right not to award a contract.

A decision will be taken as soon as possible after receipt of the offers, with a clarification meeting in person or online if necessary.



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AND THE FOUNDATION LA MAIN À LA PÂTE

## Tender content

Tenders must include :

- CV(s) of the person(s) involved;
- a brief portfolio of similar projects, if relevant
- the names and contact details of 2 scientific referees who can act as referees.