



**Library Bridges:** Promoting the integration and inclusion of third country nationals in Europe through libraries and local partnerships

## TORs Consultancy Creation of booklets and toolkits



Co-funded by  
the European Union



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## 1. About BSF

Founded in 2007, Bibliothèques Sans Frontières (BSF) is an NGO that empowers vulnerable populations by promoting access to culture, education, and information. BSF implements inclusive and innovative projects in over 20 countries, enabling people affected by crisis and insecurity to rebuild their lives. Thanks to its innovative tools, content library tailored for each project, and mediation expertise, BSF and its partners tackle the major challenges of the 21st century, such as education, culture, citizenship, community building, psychosocial support, health, employment and entrepreneurship.

At BSF, we believe that cultural mediation is at the heart of our actions and allows us to reach our objectives and meet our beneficiaries' needs. To this end, we offer our partners, among other things, pedagogical tools to deploy with their audiences as part of socio-cultural activities and in line with good mediation postures. The BSF Thema platform<sup>1</sup>, available and open to all with a free account, brings together these activities and postures.

## 2. Context of the project

Europe is facing a significant challenge regarding the reception, integration and inclusion of third-country nationals. In 2023, EU member states received over 1.1 million asylum applications—a record high over the past seven years. Additionally, the Ukrainian crisis has displaced more than 6 million individuals to Europe. These dynamics have transformed countries traditionally known as emigration hubs, such as Romania and Poland, into host nations. Moreover, in 2022, the risk of poverty and exclusion stood at 37% for third-country nationals living in Europe, compared to 14% for local populations. Therefore, it is essential to implement measures to reduce barriers to integration and inclusion by promoting access to education, culture, and information for migrants.

With over 65,000 libraries in Europe (according to EBLIDA), libraries are places of unconditional welcome, providing a trusted, essential public service that fosters interaction between newcomers, librarians, and citizens. They also offer access to information in multiple languages, lifelong learning opportunities, and internet connectivity. Libraries continuously adapt their services to meet the evolving needs of their visitors, including those of migrants. However, European libraries aiming to develop action plans on reception at a territorial level often encounter a lack of documentation, information, and public policies that have not yet fully embraced the issue.

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<sup>1</sup> It can be accessed here: <https://www.bsftHEMA.org/>





Acknowledging this, Libraries Without Borders, through the Library Bridges project, has assembled a consortium of organizations committed to library and reception-related issues. This innovative two-year project, co-funded by the European Union, seeks to establish a robust European network of libraries welcoming third-country nationals, particularly non-native speakers, vulnerable individuals, and displaced persons. Libraries Without Borders (BSF), together with ANVITA in France, the Information Society Development Foundation (FRSI) in Poland, the Culture and Information Systems Center (CIS) in Latvia, the Communities of the Future Association (ACV) in Romania, Biblioteche Senza Frontiere in Italy, and the European Bureau of Library Information and Documentation Associations (EBLIDA), will collaborate to map existing initiatives undertaken by libraries in these five countries and support 50 libraries in partnering with reception actors to implement actions that foster the integration of migrants.

LiBri will also develop tools such as guides for welcoming migrants in libraries, thematic mediation toolkits, and a manual on fostering synergies among local actors based on the consortium's experiences.

### 3. Consultancy objectives and deliverables

The objective of this consultancy is to provide 4 cohesive pedagogical guides, an assessment checklist and a training on “How European librarians can participate in the integration of TCNs in their local communities? answering the requirements below:

**Countries of the project:** France, Italy, Latvia, Romania and Poland are the main five countries of the project. However, the deliverables of this project aim to be disseminated throughout all Europe. Therefore, the material produced will need to be able to adapt as much as possible to the challenges and particularity of these countries while being general enough to speak to all European countries and librarian working with TCNs publics.

For more details on the context of the project’s countries, find here the [Desk Research](#). More information will be provided at the beginning of the mission.

**Language of the deliverables:** The deliverables of this mission must be produced entirely in English. They will be then translated into the five other languages of the project by another consultancy. Particular attention will have to be paid to the specific words which will require a specific translation.

**Target audience:** European librarians will be the first beneficiaries of the toolkits and booklets. However, the activities designed by the consultant must address TCNs needs as well as local communities' members. Activities will focus on different profiles of TCNs - from young children to elderly people - according to the theme and the objectives that have been identified in the documentary strategy.





If the topics identified are highly challenging, it must be noted that the activities and techniques proposed in the pedagogical guides will serve as an introduction to these topics for TCNs. Indeed, it has been highlighted that European librarians already answer a lot of tasks in their everyday work and don't wish to be overwhelmed with very technical and specific tools. It is then required to produce easy to handle toolkit with a solution-oriented approach.

**Thematic :** As four deliverables will be provided, each of them will focus on a specific thematic that has been identified thanks to a European Need Assessment phase:

- Social cohesion through culture
- Daily life skills
- Safe and welcoming information hubs
- Outreach strategies

For more details, find [here](#) the link to the documentary strategy which will lead to the creation of toolkits and booklets.

**Pedagogical objective:** Disseminate best practices and accessible and playful activities enabling European librarians to work on their techniques and postures for welcoming TCNs.

**Deliverables:** The consulting team is tasked with developing the following tools:

## 1. 4 pedagogical booklets and their toolkits

The 4 pedagogical guides are made of one thematic toolkit and one activity booklet each. The themes of the four toolkits and their activities are identified in the content strategy developed by the project. (Social cohesion through culture, Daily life skills, Safe and welcoming information hubs, Outreach strategies)

### **Definition of Terms:**

#### **The thematic toolkits:**

The thematic toolkits are 4 introductions of a few pages to each of the selected themes. It is intended for library professionals and defines the theme addressed in the booklet and the toolkit. It includes advice on professional conduct and contextual information about the needs of migrants. Ideally, it also compiles a selection of transversal and local resource websites where librarians can continue their learning on the theme. It should also refer to a bibliography of resources identified and collected by the project in each language in the desk research.

#### **The activity booklets:**

The 4 activity booklets are a collection of activity sheets that library professionals can organize with migrants on each of the 4 selected themes. The consultant will build upon the activities





identified by the project during the collection phase and supplement them with additional activities if necessary. Priority should be given to activities requiring minimal human and financial resources for libraries and that are in average fitting in one-hour sessions, though a few more ambitious activities may also be included (Native culture festivals...).

### **Key Requirements:**

- The booklets and toolkits must be easy to use for busy professionals, with content that is concise and focused on practical advice.
- The activity sheets should follow the BSF model and guidelines provided at the kick-off meeting.
- Each booklet should contain 8 activities
- Each toolkit should contain the essentials of the guide's theme, with basic knowledge and general attitudes for carrying out activities.
- Although we distinguish Thematic toolkits and activity booklets, the result will be 4 manuals each composed of the toolkit and the booklet on each thematic.

## **2. IFLA Guidelines**

The LiBri project also relies on the IFLA Guidelines, "[\*Guidelines for Libraries Supporting Displaced Persons\*](#)". that has been published at the end of 2024. The project will translate the guidelines and adapt them into a summary tool.

We would like to create a self-assessment tool for libraries and librarians based on the guidelines recommendations and the toolkits.

## **3. Training**

The consultant will be responsible for creating a training kit aimed at:

- Facilitating training (to trainers and then librarians) for the adoption of all tools created. (including the IFLA guidelines)
- Supporting the implementation of activities within libraries.
- Guiding librarians on the appropriate professional approach to adopt with people with a migration background.





### This training kit must include:

1. **A trainer's guide (TOT):** (Trainers will receive the same training as the librarians but will be provided with this additional tool to guide their training) - Word document that details the training step by step.
2. **A slide presentation**
3. **The training plan & content associated** available in:
  - a. **A version that is aimed to be used online in 1 or 2 zoom session meeting (maximum duration: 2 hours each meeting)**
  - b. **An in-person longer version** (maximum duration: 1 day)
4. A resource for the trainees with the key information to memorize.

A suggested training course for the libraries would be:

1. Fact checking about migration
2. Know and make use of the ecosystem of actors
3. Professional posture to adopt with a person who experienced migration & interculturality
4. Support & tips for specific pre-identified situations with role play
5. Presentation of the project tools & use of the guidelines to create an activity.

The Shorter version can focus on some chosen key elements that will be selected with the project team.

The training should adopt interactive pedagogy (involving case study, practice and role play for example)

## 4. Workplan

- Kick-off meeting: Week of the 10th of Mars
- 1 toolkit content table and structure as an example and reference for the other ones (It is an essential stage to allow us to launch the work of the graphic design team): Week 3
- **First Draft of all Toolkits, Pedagogical Booklets, & Adapted IFLA Guidelines:** Week 5
- **Final Submission of Toolkits, Pedagogical Booklets, & Adapted IFLA Guidelines:** Week 7
- **First Draft of Training Kit:** Week 10
- **Final Submission of Training Kit:** Week 12

## 5. Selection criteria





We are looking for a team of consultants who, as a team, will present the following characteristics:

- Expert on Migration journeys & integration and inclusion challenges in Europe (knowledge especially appreciated on French, Italian, Polish, Latvian, Romanian contexts)
- **Knows public libraries context & professional needs of a librarian** (especially appreciated in those same countries)
- Degree or proven & significant experience in instructional design (pedagogical engineering).
- C2 or Native in English, (Need to be able to produce the deliverables in English)

Selection criterias will be :

- Training and experience: training in pedagogical engineering, NGO experience preferred, knowledge of Libraries, Europe & migration contexts – 30 points
- Chronogram, detailed action plan, sampling of activities according to expected deliverables - 30 points
- Adequacy of the financial offer to the available budget - 20 points

We will be able to provide different contracts for each teammate, if necessary.

## 6. Budget

Maximum Budget: 30 000 € all tax included. Budget might be reduced according to the tasks coordination between BSF teams and the consultants.

**Desired start date: Week of March, 10<sup>th</sup> 2025**

**End of the mission: April 16th (final deliverable)**

**Location:** Can be in remote but preferred in France / Paris

## 7. How to apply?

**Send your Resumes, your technical & financial offer, as well as sample of a previous related project you worked on to the contact people below.** Candidates who do not send offers (but only resumes and motivation letters, for example) will be disqualified.

**Application deadline:** February 26th

Contact: [claire.helluin@bibliosansfrontieres.org](mailto:claire.helluin@bibliosansfrontieres.org)

Interviews on the week of the 3<sup>rd</sup> of March

