



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

## CALL FOR TENDERS

# Terms of Reference: Translation of the LiBri Toolkits and Booklets for Librarians



## Project : Library Bridges

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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 people with a migration background.

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 people with a migration background. 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 people with a migration background.

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 mission is to translate the toolkits and booklets LiBri is currently creating on that thematic “How European librarians can participate in the integration of people experiencing migration in their local communities?”

**The pedagogical objective** of those documents is **to** disseminate best practices and accessible and playful activities enabling European librarians to work on their techniques and postures for welcoming people experiencing migration.

**The tools are currently being developed by a team of pedagogical engineers under the coordination of the Libri Project Coordinator.**

**Language of the deliverables:** The tools content will be provided in English with a glossary of words that require specific attention. The objective of this mission is to translate them into the 5 other languages of the project: French, Latvian, Polish, Romanian and Italian.

**Target audience:** European librarians will be the first beneficiaries of the toolkits and booklets. However, people with a migration background as well as local communities' members are the final beneficiaries of the activities they contain. Activities will focus on different profiles of TCNs - from young children to elderly people.

**Deliverables:** The consultant and/or the consulting team are tasked with translating the following tools :

1. 4 pedagogical booklets and their toolkits





4 mini guides (each containing a toolkit and a booklet). 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.

### **Specification:**

As the guides are currently under development we cannot provide them for quotation. However, precise specifications have been given to the development team. [Here](#) is an example of activity booklets BSF developed in the past.

Each Mini guide (A4 format) will contain:

- 7 pages of introduction, tips and bibliography resource: 450 words each
- 8 activities: 750 words each.

In total for the 4 mini guides: 9150 words \* 4 = **36 600 words.**

### **Key Requirements:**

- Translation must be provided in a very precise table that will be provided by BSF to ease the work of the graphic designer that will finalize the tools in languages they do not speak.
- Specific attention should be given to maintaining an inclusive vocabulary. eg: rather use terms like 'people with a Migration background' rather than migrants.

## 2. IFLA Guidelines Self Assessment tool:





The LiBri project also relies on the IFLA Guidelines, "*Guidelines for Libraries Supporting Displaced Persons.*". The project is developing a self-assessment tool based on the recommendations from the IFLA guidelines & the 4 mini guides.

As the tools are currently under development we cannot provide them for quotation. However, precise specifications have been given to the development team.

### **Specifications :**

The document should be 5 pages long. Each page should contain about 400 Words. In total: 2000 words.

**In total, the tools represent 38 000 words.**

## 4. Workplan

Application Deadline : March 24th.

- Interviews: Week of March 24<sup>th</sup>
- Kick-off meeting : April 1<sup>st</sup>.
- First version of the translations : Maximum April 18<sup>th</sup>.
- One week review by project teams
- One week feedback implementation
- **Final submission:** May 5th

## 5. Profile we are looking for & Selection criteria

We are looking for a team of translators or a translation agency who is able to handle & coordinate the translations from English **to all of the other** project languages: Latvian, Italian, Romanian, Polish, French.

Each member of the translating team must meet these criteria:

- Proven professional experience as a translator, interpreter, or in a similar role
- Excellent proofreading skills with the ability to identify grammar, spelling, and punctuation errors
- Good knowledge of editing tools
- Familiarity with translation software





- Time management skills
- Additional certification in linguistics is an advantage
- Knowledge of the public library sectors, the project countries & the immigration topics would be a great advantage.

Selection criteria will be:

- Profile of the translators & complementarity of the team & Methodology proposed – 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

## 6. Budget

Maximum Budget: 30 000 € all tax included.

**Desired starting date:** March 31st, 2025

**End of the mission: May 5th (final deliverable)**

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

## 7. How to apply?

This procedure is a call for tender.

Send your Resumes to the contact below (with at least 2 references for each), your technical & financial offers.

The consultants/service providers commit to submitting an offer that will remain valid for a minimum period of forty-five (45) days from the submission deadline.

However, the prices and conditions specified in the contract signed with the selected provider must remain valid for one year after the contract is signed.

The offer must be received no later than Mars 24<sup>th</sup> 2025. The date and time of email receipt will serve as proof.

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

