

JOB TITLE Webinar & Learning Events Consultancy – BRACE Programme	
REPORTING TO BRACE Programme Manager	LOCATION Remote (global); hours able to overlap the BRACE countries
REPORTING TO POSITION BRACE Programme Manager	BUDGET USD 144,000 total across the project period, inclusive of all production, language access, accessibility, and post-production
CHILD SAFEGUARDING As part of these responsibilities consultant will support the establishment of child safeguarding systems, promote a culture of keeping children safe, and ensure that potential harm to children (by our own staff and/or as a result of how we do our work) is identified and addressed on an ongoing basis. The post holder should report and respond to interventions as determined by position related responsibilities identified in the SCA Child Safeguarding Policy and Code of Conduct.	
INTRODUCTION Save the Children Australia (SCA) is implementing the Building the Climate Resilience of Children and Communities through the Education Sector (BRACE) programme, co-funded by the Green Climate Fund (GCF) and the Global Partnership for Education (GPE), operating in Cambodia, South Sudan and Tonga, and globally. There is a global component aiming to strengthen coordination, collaboration and cross-learning among education and climate stakeholders, with a focus on climate finance. As part of this, BRACE will organise up to 11 webinars, thematic sessions and learning events across the project period. These events will share guidance, evidence and lessons learned with education and climate actors in the BRACE countries and beyond. All events must be accessible and translated into different languages, tailored to audience needs.	
ROLE SCA owns all content — themes, speakers and agendas — and provides the live host/moderator who chairs each session. The consultant(s) (individual consultant or organisation) is responsible for end-to-end delivery of webinars and learning events , including: <ul style="list-style-type: none"> platform setup and operation (using SCA systems such as MS Teams where appropriate, or recommending alternatives where needed) registration and participant management speaker onboarding and technical rehearsal run-of-show preparation and live technical production post-production and reporting The consultant(s) is also responsible for designing and managing multilingual access across the series , including sourcing, coordinating and quality-assuring interpretation, captioning and translation services (whether delivered directly or through subcontractors). A lean, flexible delivery model: All events will follow a consistent format (typically 50–200 participants, with flexibility to scale). Language access and production inputs should be tailored per event , ensuring a practical and cost-effective approach within the overall budget envelope. Audience. Primarily education and climate-finance actors connected to Cambodia, South Sudan and Tonga, plus CSESI-country participants, who may join from low-connectivity settings. Volume. Up to 11 events over the project period (maximum 2 in 2026), commissioned through individual assignments; no guaranteed minimum. The emphasis is on a practical, efficient delivery model rather than high-end production, with inputs scaled appropriately to each event.	
MAIN RESPONSIBILITIES SCA owns the content and provides the host/moderator who chairs each session live. The consultant(s) manages and delivers everything else set out below. Platform, registration and content library <ul style="list-style-type: none"> Configure and run a professional low bandwidth webinar platform (MS teams is what SCA currently uses) 	

- Manage registration, confirmations and reminders
- Maintain a searchable on-demand recording library suitable for the climateandeducation.org site.

Technical production & live operation

- Set up each event with SCA and prepare simple promotional/registration assets
- Conduct speaker technical briefings and rehearsals
- Develop run-of-show for each session
- SCA and speakers provide content and slides; the consultant(s) will provide light-touch guidance and formatting support to ensure slides are suitable for webinar delivery, including basic accessibility considerations (e.g. readability, contrast, and alignment with WCAG standards).
- Act as **technical producer during live events**, including:
 - platform operation
 - participant management
 - Q&A, chat and polls
 - timekeeping
 - live troubleshooting and support

Language access (translation and interpretation)

The consultant(s) will lead the design and delivery of multilingual access across all events. This may be delivered directly or **subcontracted**, but the consultant(s) retains full responsibility for coordinating, managing and quality-assuring all language services.

- **Baseline:** English live captions on every event (via platform such as MS Teams)
- **Per-event:** Interpretation and/or multilingual captions matched to audience needs — typically French, Spanish, Portuguese, Arabic and Khmer, with additional languages added where required
- **Approach:** The consultant(s) will recommend a practical, cost-effective solution per event (e.g. translated captions, human interpretation, AI-assisted interpretation or hybrid), and manage all providers end-to-end
Provision should be proportionate to each event, prioritising cost-effective solutions where appropriate (e.g. captions), with interpretation used where clearly required.

Accessibility & inclusion (demand-led)

The consultant(s) should support inclusive participation **through:**

- **Needs-led:** a short accessibility survey is circulated with each registration, and provision is matched to actual need.
- **Sign language on request:** where a participant needs it, the consultant(s) sources and coordinates sign-language interpretation — International Sign or the participant's national sign language — using qualified interpreters (deaf-hearing teams where relevant). This may be subcontracted.
- **Universal measures:** accessible (WCAG-aligned) slides; live English captions active from the start; low-bandwidth access and a telephone dial-in backup (important for South Sudan, Cambodia and Tonga); recordings published with captions and transcripts for asynchronous access across time zones.

Post-production

- Standard outputs per event: edited recording, English captions, translated subtitles where interpretation/captioning was provided, and a transcript — uploaded to the library within 5 business days.
- Short clips, quote cards and audiograms available as an optional add-on, not a per-event default.

Reporting

- Registration/attendance data, engagement metrics, and a short feedback summary per event
- Where participants consent, disaggregate engagement data by gender, country and disability to evidence inclusive reach.

Child safeguarding in live events

- No identifiable child content, and no child or young person as a live speaker, without prior written SCA confirmation of informed consent (and guardian permission where needed).
- The technical producer maintains direct contact with SCA during live events and can mute speakers, remove content or pause the event if instructed.

- Recordings are reviewed before publication; published recordings can be edited or removed within 2 business days if issues arise.
- Interpreters, moderators and technical staff sign SCA’s safeguarding policy and complete required checks; incidents are reported within 24 hours

CORE BEHAVIOURS/ DELIVERABLES

Key deliverables across the project period (2026–2030):

- Webinar delivery model and platform set up established
- Speaker-briefing and run-of-show protocols agreed .
- Up to 11 webinars / learning events delivered end-to-end, each with the agreed language access, accessibility provisions and standard post-production.
- A short engagement report after each event.

QUALIFICATIONS & EXPERIENCE

Essential

- Demonstrated experience managing end-to-end webinar delivery (production, speakers, live delivery) for international, NGO or multilateral audiences.
- Demonstrated management of multilingual access — human interpretation, AI-assisted interpretation/captioning, or a hybrid — with clear quality-assurance processes.
- Demonstrated ability to source and coordinate sign-language interpretation (including International Sign and national sign languages) where required
- Post-production capability: editing recordings, captions, subtitles and transcripts.
- Experience delivering accessible, low-bandwidth-friendly online events; familiarity with professional webinar / RSI platforms.
- Strong written and spoken English.

Desirable

- Working knowledge of an additional programme language (French, Spanish, Portuguese, Arabic or Khmer).
- Experience with International Sign and accessibility (WCAG) for global events.
- Experience working with GPE, GCF or UN / multilateral knowledge or events.
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GOVERNANCE

The consultant(s) reports to the BRACE Programme Manager and participates in periodic check-in calls. A short report is submitted within 5 business days of each event.

The indicative budget is USD 144,000 in total across the project period, inclusive of all coordination/production, language access (interpretation, translation and captioning) and post-production. Work is commissioned through individual assignments (per event or small batches of events) against this envelope; annual expenditure is subject to BRACE workplan approval.

Consortium and subcontracted proposals are welcome subject to Save the Children's prior written consent and subcontractors' compliance with equivalent contractual terms and applicable Policies. A production-led prime may subcontract interpretation, sign language or post-production.

Bidders should provide indicative unit rates to support per-event planning:

- coordination, platform and live production of an event (incl. English captions) — per event;
- additional spoken-language access (interpretation and/or multilingual captions) — per language, per event;
- sign-language interpretation (International Sign or national), when requested — per event;
- standard post-production (edited recording, captions, subtitles, transcript, upload) — per event;
- optional add-ons (short clips, quote cards, audiograms);
- any light annual coordination / account-management fee (state “included” if built into per-event rates).

Design note: English captions as the always-on baseline, with interpretation and sign language matched to each event’s audience, is what keeps the full series of 11 events deliverable within the envelope. The emphasis is on a practical, efficient delivery model rather than high-end production, with inputs scaled appropriately to each event.

WORKING CONDITIONS

- Remote delivery; the consultant(s) should have reliable high-speed internet and professional equipment suitable for virtual event management.
- Capacity for occasional sessions outside standard hours to suit Cambodia (UTC+7) or Pacific (Tonga, UTC+13) audiences.
- All intellectual property produced (recordings, transcripts, subtitles, slide and platform assets) vests in SCA unless otherwise agreed.
- The consultant(s) maintains data-protection practices compliant with applicable law and SCA policy, including GDPR where relevant.

Application closing date: 19 July Anticipated commencement: Mid August