

TERMS OF REFERENCE
Webinar Production & Multilingual Events Specialist(s)
 BRACE Programme

JOB TITLE	
Webinar Production & Multilingual Events Specialist(s)	
REPORTING TO	LOCATION
BRACE Programme Manager	Remote (global)
REPORTING TO POSITION	BUDGET
BRACE Programme Manager	The indicative budget value for this assignment over the life of the award (2026-2030) is USD 144,000 , this will be confirmed after bids
CHILD SAFEGUARDING	
<p>Save the Children Australia (SCA) is committed to the safety and wellbeing of all children and young people. All contractors engaged under this ToR must comply with SCA's Child Safeguarding Policy and Code of Conduct. The following specific safeguarding requirements apply to the delivery of this webinar programme.</p> <p>1. Content & Consent</p> <p>No identifiable child content may be used without written confirmation from SCA that informed consent was obtained. All materials must be checked for child-identifying content; concerns must be raised at least 5 business days before events.</p> <p>2. Youth/Child Speakers</p> <p>No child or young person may appear as a live speaker, panelist, or contributor without prior written approval from SCA. SCA must confirm full informed consent and guardian permission where needed.</p> <p>3. Recordings</p> <p>All recordings must be reviewed before publication to ensure no unapproved child content appears. A process must exist to edit or remove recordings within 2 business days if issues arise.</p> <p>4. Staff Vetting</p> <p>Interpreters, moderators, and technical staff must sign SCA's safeguarding policy and complete required background checks.</p> <p>5. Live Event Response</p> <p>The technical producer must maintain direct communication with SCA during all live events. They must be able to mute speakers, remove content, or pause the event if instructed. Any incidents must be documented and reported within 24 hours.</p> <p>Failure to comply may result in immediate contract termination.</p>	
INTRODUCTION	
<p>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 across Cambodia, South Sudan, and Tonga, as well as globally.</p> <p>Component 3 of BRACE is a global coordination and learning component, bridging education and climate globally to connect, coordinate, and collaborate for enhanced climate action in the education sector. A central element of this programme is a 12 part-webinar/learning event series to be delivered over 2026–2030, targeting climate and education actors</p> <p>SCA is seeking to engage a specialist contractor/organisation with demonstrated expertise in multilingual webinar production and international virtual events management to plan, design, and deliver the webinars end-to-end.</p>	
ROLE	

The Webinar Production & Multilingual Events Specialist(s) will serve as the end-to-end delivery partner for the BRACE webinar series. The contractor is responsible for all technical delivery, logistical, production, and linguistic aspects of the webinar/learning event series, ensuring a polished, accessible, and professionally branded experience for a high-profile global audience.

Save the Children Australia (SCA) retains responsibility for webinar content direction, including theme selection, speaker identification, and agenda design. The contractor will support and implement this direction through speaker briefing and preparation, slideshow collection and projection, technical rehearsals, moderation support, and delivery of accessible, high quality virtual events.

The 12-part webinar series is structured across three tiers (number tbc):

- **Flagship (minority, likely 3-4):** High-profile events co-branded with GCF, GPE, or equivalent partners, typically featuring senior speakers and a large global audience. Full multilingual language access across French, Spanish, and Arabic; International Sign (IS) interpretation included as standard. Khmer interpretation may be required for selected Flagship events where Cambodia-specific speakers or audiences are involved; this will be confirmed by SCA on an event-by-event basis. Bidders should propose their recommended interpretation approach for Flagship events, which may include human RSI, a human/AI hybrid, or another model; proposals must demonstrate how high-quality interpretation will be assured for a high-profile global audience, and the approach for each event must be confirmed with SCA in advance. Bidders should also indicate their capacity to provide Khmer interpretation where requested. Comprehensive post-production including English captions, translated subtitles, and transcripts in all interpretation languages.
- **Standard (majority, likely 8-9):** Thematic learning sessions and community of practice events, typically smaller in scale and more interactive in format. English-primary with AI-assisted captions as the primary accessibility provision across French, Spanish, and Arabic; International Sign (IS) interpretation available on request, to be confirmed with SCA no later than four weeks before the event. Bidders should set out their proposed approach to AI captioning quality at this tier, including any human review processes applied to live or post-production captions. Standard post-production including English captions and translated subtitles.

The contractor(s) must be capable of managing the full programme as a single accountable partner, including sourcing and managing interpreters, operating the webinar platform, applying branding to materials, and delivering all post-production outputs.

MAIN RESPONSIBILITIES

1. Platform & Branding

- Configure and manage a professional webinar platform suitable for audiences of 150–500 participants
- Apply BRACE-branded visual identity across all platform touchpoints: registration pages, waiting rooms, slide templates, email communications, and recording interfaces
- Manage co-branding requirements for all partner organisations
- Maintain an on-demand recording library, organised and searchable, suitable for embedding in the [climate change and education website](#)

2. Event Planning & Invitations

- Manage end-to-end registration, confirmations, reminders, and follow-ups.
- Maintain attendee lists and access controls.
- Coordinate scheduling with SCA and develop promotional assets.

3. Speaker Management

- Prepare speaker agreements and briefing packs.
- Run technical rehearsals.
- Manage a virtual green room on event days.

4. Slide Design & Presentation Materials

- Use BRACE-branded, accessible slide templates and materials.

- Ensure practical slide accessibility standards are met, including but not limited to: sufficient colour contrast ratios (minimum 4.5:1 for body text); alt-text applied to all images, charts, and graphics; correct reading order set for screen readers; minimum body text; and no sole reliance on colour to convey information.
- Review speaker slides for Web Content Accessibility Guidelines compliance.
- Produce title cards, interstitials, and overlays.

5. Interpretation & Captioning

- Deliver high-quality simultaneous language access across all required language pairs: French, Spanish, and Arabic (and sometimes Khmer). Bidders should propose and justify their recommended approach for each event tier, which may include human Remote Simultaneous Interpretation (RSI), AI-assisted interpretation, or a hybrid model. Proposals must clearly specify quality assurance standards, including how accuracy and consistency will be monitored during live events.
- Provide qualified International Sign (IS) interpreter for all relevant webinars, displayed in a dedicated on-screen video window
- Operate an RSI platform integrated with the webinar platform, enabling attendees to select their preferred language channel
- Share all presentation materials, scripts, and speaker notes with interpreters and IS interpreter in advance of each event
- Monitor interpretation quality during live events and provide technical support throughout
- AI-enabled tools may be used, where appropriate, to support captioning, transcription, subtitle drafting, translation drafting, and interpreter preparation, including accessibility features, efficiency gains and improved turnaround times
- Where AI tools are used to support live interpretation or captioning, the contractor must demonstrate how quality will be assured and must obtain SCA approval for the approach prior to each event. All AI-assisted outputs (captions, subtitles, transcripts, translations) must undergo human review and quality assurance

6. Live Production & Moderation

- Provide a technical producer to run each webinar, including speaker management, polling, Q&A, and language channels at least 4 days before the event
- Prepare a detailed run-of-show.

7. Post-Production & Knowledge Products

- Edit polished event recordings.
- Produce English captions and translated subtitles.
- Provide transcripts in all captioned languages.
- Create short clips, quote cards, and audiograms.
- Upload all materials to the on-demand library within 5 business days.
- Use AI-enabled tools, where appropriate and approved by SCA, to support efficient post-production processes (e.g. transcription, captioning, subtitle drafting, content clipping), with human review and quality assurance applied to all final outputs.

8. Analytics & Reporting

- Provide registration and attendance data for each event.
- Deliver post-event engagement reports and a consolidated end-of-series analysis.
- Run post-webinar feedback surveys and compile results.

9. Accessibility & Inclusion

- Ensure all materials and platform elements meet Web Content Accessibility Guidelines (Version 2.1)
- Manage IS interpreter logistics for flagship events.
- Ensure recordings include captions, transcripts, and language options.
- Provide live captions in English as a minimum during all events, with multilingual captions as specified per event tier; captions must be active from the start of the event and not require participants to enable them manually.

- Ensure the webinar platform supports low-bandwidth access and provides a telephone dial-in option as a backup channel, given that participants may be joining from South Sudan, Cambodia, Tonga, and other low-connectivity environments.
- Circulate a short pre-event accessibility survey to registered participants ahead of each webinar to identify any accommodation requirements, and implement reasonable adjustments where requested.

CORE DELIVERABLES

The following key deliverables are expected across the 5-year programme (2026–2030), with a maximum of 2 webinars delivered in 2026:

Deliverable	2026	2027	2028	2029	2030
1. Platform setup, branding and configuration complete; all co-branding assets and partner brand guidelines integrated (GPE, GCF, SCI and others as needed)	✓				
2. Speaker management system and briefing pack templates established; rehearsal and run-of-show protocols agreed with SCA	✓				
3. Webinars 1–2 delivered (translations, captions recordings, and post-production complete)	✓				
4. Webinars 3–5 (translations, captions recordings, and post-production complete)		✓			
5. Webinars 6–8 (translations, captions recordings, and post-production complete)			✓		
6. Webinars 9–10 (translations, captions recordings, and post-production complete)				✓	
7. Webinars 11–12 (translations, captions recordings, and post-production complete)					✓

QUALIFICATIONS & EXPERIENCE

Essential

- Demonstrated experience delivering professional multilingual webinar series or virtual events programmes at international scale
- Demonstrated experience delivering high-quality multilingual language access across at least 4 languages for international events, whether through human Remote Simultaneous Interpretation (RSI), AI-assisted interpretation, or a hybrid model; evidence of quality assurance processes for each approach
- AI literacy, including demonstrated experience using AI-enabled tools (e.g. Microsoft Copilot or equivalent) to support accessibility, captioning, transcription, analytics, and production efficiency, with appropriate human oversight.
- Experience operating professional webinar/virtual event platforms (e.g. Interprefy, KUDO)
- Demonstrated experience in post-production of webinar recordings, including captioning, subtitle creation, and multilingual transcript production
- Experience working with international NGOs, UN agencies, or multilateral organisations on knowledge management or global events
- Ability to manage a complex multi-event programme independently, with clear account management and project reporting
- Strong written and oral communication in English; working proficiency in at least one additional programme language (French, Spanish, or Arabic)

- Experience with International Sign (IS) interpreter logistics for international events

GOVERNANCE & INDICATIVE BUDGET

The contractor will report to the BRACE Programme Manager on a regular basis, with post-event reports submitted within 5 business days of each webinar. The contractor is expected to participate in check-in calls as required.

Proposals must include a fully inclusive and detailed cost breakdown by service area (e.g. platform and production management, interpretation and captioning, post-production and knowledge products, speaker management and event logistics), clearly setting out assumptions and unit costs.

The scope of work will be delivered within an approved BRACE programme budget envelope. SCA reserves the right to negotiate scope and budget prior to contract execution, and annual expenditure is subject to BRACE workplan approval

WORKING CONDITIONS

- This is a remote contract engagement; the contractor may be based anywhere globally, but preferred contractor base is Europe or Africa (UTC-1 to UTC+3). Webinars will be scheduled to maximise accessibility for audiences
- The contractor must have reliable high-speed internet access and professional equipment suitable for virtual event management,
- Some webinars may require delivery outside standard business hours to accommodate participants in Cambodia (UTC+7) or Pacific island nations — the contractor must have capacity to accommodate early morning or evening sessions
- All intellectual property produced under this contract, including recordings, transcripts, slide designs, and platform assets, vests in Save the Children Australia unless otherwise agreed
- The contractor must maintain appropriate data protection practices in compliance with applicable law and SCA's data governance policies, including GDPR where relevant

Application closing date: 23 June 2026 | Anticipated commencement: 10 July 2026