Cangen Adnoddau'r Gymraeg mewn Addysg
Adran Addysg a Gwasanaethau Cyhoeddus

MANYLEB

Llywodraeth Cymru
Welsh Government

Dyfernir o dan amodau'r Fframwaith ar gyfer adnoddau Cymraeg a dwyieithog ynghyd â gwasanaethau arbenigedd cwricwlwm ac awduro

Rhif y Fframwaith: C017/2017/2018 **Rhif Contract:C358/2021/2022**

[ENGLISH VERSION BELOW]

Rhif Prosiect	2130
Teitl y Prosiect	Pecyn Iaith Arwyddion Prydain (BSL)
Maes Dysgu a Phrofiad/Pwnc	Ieithoedd, Llythrennedd a Chyfathrebu
Ystod oedran	Cam cynnydd 1 (defnyddwyr BSL byddar 3 i 5 oed / plant hŷn sy'n dechrau dysgu BSL fel ail iaith neu iaith ddilynol)
Iaith yr adnodd	BSL, Cymraeg a Saesneg
Lot (Rhif a Teitl)	3

Dylid defnyddio'r ffurflenni cais a ddarperir gan Lywodraeth Cymru yn unig wrth gyflwyno ceisiadau

1. Nod

Cynorthwyo dysgwyr i wneud cynnydd yn BSL a thrwy BSL.

2. Amcanion

Cynhyrchu adnodd sydd yn cyflwyno elfennau o BSL i ddysgwyr byddar, er mwyn galluogi'r dysgwr i wneud cynnydd yn BSL. Bydd angen i'r deunyddiau ddefnyddio amrywiaethau rhanbarthol Cymreig o BSL (gan roi ystyriaeth i amrywiadau gogledd a de Cymru hefyd).

Bydd yr adnodd yn cydfynd â'r disgrifiadau dysgu a canllawiau BSL y Cwricwlwm i Gymru.

3. Gofynion

Bydd yr adnodd yn cynnwys cyfres o glipiau fideos fydd ar gael o fewn un pecyn cynhwysfawr ar Hwb.

Rhaid defnyddio cyflwynydd byddar sy'n rhugl yn BSL i gyflwyno'r clipiau fideo, ac fe ddylai'r cyflenwr llwyddiannus gydweithio gyda'r gymuned fyddar ac eraill gydag arbenigedd ieithyddol BSL wrth ddatblygu'r adnodd.

i. Gofynion cynnwys:

- Bydd angen cyfres o glipiau fideo ar Hwb, gyda chyflwynydd/cyflwynwyr byddar sy'n rhugl yn BSL yn cyflwyno cynnwys y clipiau fideo unigol.
- Bydd angen delwedd yn y cefndir ar gyfer pob fideo er mwyn cyfleu yr hyn sy'n cael ei arwyddo. Ble na bo hyn yn bosib dylid cael opsiwn i ddangos y gair yn Gymraeg ac yn Saesneg ar sgrin ar gyfer yr athro/rhiant – bydd y cyflwynydd yn cyfleu'r ystyr trwy arwyddo hefyd. Fel isafswm bydd angen i'r adnodd gynnwys y canlynol:
  - Llythrennau'r wyddor Gymraeg (1 fideo i bob llythyren)
  - Llythrennau'r wyddor Saesneg (1 fideo i bob llythyren)
  - Lliwiau
  - Rhifau. Bydd angen 3 fideo:
    - fideo yn cyflwyno'r rhifau 1-10
    - fideo yn cyflwyno rhifau 11-20
    - fideo yn cyflwyno rhifau 30, 40, 50, 60, 70, 80, 90, 100, 1000)
  - Arwyddion/ymadroddion cyffredin (os gwelwch yn dda; diolch; mae'n ddrwg gen i; mae hynny'n ddiddorol; eto plîs; byddar; clyw; wedi byddaru (deafened);
  - Arwyddion sy'n gysylltiedig â gwyliau a dathliadau (er enghraifft y Nadolig, Pasg, gwyliau crefyddol eraill, blwyddyn newydd, penblwydd)
  - Arwyddion ysgol (ysgol, neuadd, dosbarth, iard, athro, amser egwyl/chwarae, cinio, gwasanaeth, adeiladu, chwarae rôl, llyfr, paent, glud, stori/amser stori)
  - arwyddion deunyddiau naturiol (dail, brigau, moch coed, tywod, dŵr)
  - Cyfarchion (helo, bore da, p'nawn da, noswaith dda, nos da, croeso)
  - Brawddegau a chwestiynau syml
  - Teimladau/emosiynau (sut wyt ti?, hapus, cyffrous, trist, ofnus, pryderus)
  - Arwyddion sy'n dangos amser (ddoe, rŵan, yfory, ar y penwythnos, yn y gwyliau ayb.)
  - Cysyniadau sylfaenol mewn iaith (mawr a bach; i fyny ac i lawr; mwy na, llai na, hafal)
- Dylid darparu costau am 2 weithgaredd rhyngweithiol ar gyfer pob topig fydd yn fodd o brofi ac atgyfnerthu dealltwriaeth y dysgwyr. **Yn ystod y broses o ddatblygu'r adnodd gall y bydd ymarferwyr yn gweld yr angen am ragor o weithgareddau a chynnwys - gofynnir i chi felly gynnwys cost ar wahân am bob gweithgaredd ychwanegol, yn ogystal â chost ar wahân ar gyfer creu fideos ychwanegol. Mae lle i gynnwys hyn ar ddiwedd y ffurflen brisio.**

- Bydd angen canllaw ar gyfer athrawon yn Gymraeg, Saesneg a BSL i gyd-fynd â'r clipiau fideo er mwyn cynnig syniadau ynglŷn â sut i ddefnyddio'r adnodd o fewn yr ystafell ddosbarth gydag unigolion ac/neu grwpiau bach.

ii. Gofynion technegol:

- Bydd angen i bob fideo gyflwyno'r arwydd yn glir. Dylai'r cyflwynydd ddangos yn glir beth ydy siâp y llaw, ynghyd ag ystum yr wyneb. Bydd angen ail adrodd yr arwyddion o fewn pob clip: arwyddo, dangos siâp y llaw, arwyddo eto.

- Bydd modd symud o un clip i'r llall, yn ogystal â dewis y clip o ddewislen o fewn yr adnodd (hynny yw does dim rhaid mynd trwy'r adnodd o'r cychwyn er mwyn cyrraedd clip perthnasol).
- Bydd modd defnyddio'r adnodd ar wahanol ddyfeisiadau digidol er mwyn eu defnyddio mewn grwpiau bach ac ar y bwrdd rhyngweithiol.
- Gallu clicio i weld y testun Saesneg/Cymraeg ar y sgrin.

Gofynion Cyffredinol
Mae'r holl ofynion, telerau ac amodau ar gyfer y contract hwn yn unol â'r Fframwaith ar gyfer adnoddau Cymraeg a dwyieithog a gwasanaethau ar gyfer arbenigedd cwricwlwm ac awduro C017/2017/2018.

4. Amserlen

Disgwylir i'r prosiect fod ar gael ar Hwb erbyn Medi 2022.

5. Ymateb

Wrth gyflwyno eich ymateb, gofynnir i chi:
- gwblhau'r ffurflen gais sydd wedi ei hatodi
- cynnwys eich costau ar gyfer pob agwedd o'r gwaith yn unol â'r atodlen brisio/costau gyflwynwyd wrth ymgeisio i fod ar y Fframwaith heb law am y costau hynny y gofynnwyd i chi nodi fel amcan ffioedd. **Gall cyflenwyr gyflwyno costau sydd yn is na'r hyn nodwyd fel amcan ffioedd wrth ymgeisio i fod ar y fframwaith ond ni ellir cyflwyno costau sydd yn uwch.**

Anfonwch eich ymateb drwy e-bost erbyn 2 Chwefror 2022 i:
comisynutendercommissioning@llyw.cymru

6. Meini Prawf Gwerthuso ar gyfer Dyfarnu'r Contract

Caiff y contract ei ddyfarnu i'r cynnig sydd fwyaf manteisiol yn economaidd o safbwynt gwerth am arian a gwneir hynny ar sail y meini prawf canlynol. Maent wedi'u rhestru yn nhrefn eu pwysigrwydd, gan gynnwys y pwysoli sy'n berthnasol i bob un o'r meini prawf unigol.

Nodwch y dylai'r cynnig sy'n cael ei gyflwyno gynnwys yr holl gostau sy'n cael eu rhagweld ar gyfer cyflawni'r gwasanaeth / darparu'r nwyddau, gan gynnwys costau Teithio a Chynhaliaeth. Gweler canllawiau CThEM (www.gov.uk) wrth i chi gyfrifo costau Teithio a Chynhaliaeth.

Meini Prawf Gwerthuso	Pwysoliad
1. Dealltwriaeth o ofynion y fanyleb* • Dangos tystiolaeth clir ac amlwg i ofynion y fanyleb	30%
2. Pris (Rhaid ei gynnwys yn yr Atodlen Brisio amgaeedig)	30%

3. Setiau sgiliau unigolion allweddol* • Tystiolaeth o arbenigedd personél sydd ynghlwm â datblygu a chyhoeddi adnoddau addysgol • Tystiolaeth o weithio'n adeiladol gydag ymarferwyr a dysgwyr • Gwybodaeth am y tîm o unigolion allweddol i gefnogi datblygu a chyflawni prosiectau.	20%
4. Rheoli prosiectau* Disgrifiad clir o fethodoleg rheoli prosiectau gan gynnwys • sgiliau rheoli prosiect • methodoleg risg • strwythur adborth a gweithredu • y gallu i gyrraedd a chadw at amserlen.	10%
5. Marchnata a hyrwyddo • Tystiolaeth o arbenigedd mewn marchnata a hyrwyddo adnoddau • Gwybodaeth a dealltwriaeth o'r angen am amrywiaeth o dechnegau marchnata er mwyn cyrraedd cynulleidfaoedd targed amrywiol.	10%

* Mae'n angenrheidiol i ymgeiswyr ddangos sut y byddant yn cyrraedd lefel trothwy ar gyfer pob un o'r meini prawf sydd wedi'i nodi â *. Bydd unrhyw gynnig na fydd yn cyrraedd y trothwy a nodir yn cael ei drin fel cais sydd ddim yn cydymffurfio ac yn cael ei ddiystyru o'r broses dendro ar y pwynt hynny.

7. Monitro

Rheolwyr y Contract ar gyfer y Cleient fydd:
Elliw Roberts

Rheolwr y Contract fydd y swyddog cyswllt dros gyfnod y contract. Gall gwrdd ag un o gynrychiolwyr penodedig yr ymgeisydd llwyddiannus yn ôl y galw i drafod unrhyw faterion a allai fod wedi codi wrth ddarparu'r gwasanaeth.

Os na fydd y contractwr yn cydymffurfio â'r Fanyleb, dilynir y gweithdrefnau canlynol:

- rhoi gwybod am y gŵyn a gofyniad i gydymffurfio;
- rhoi gwybod am arferion annerbyniol a/neu achosion sylweddol o fethu â chydymffurfio â Manyleb y gwasanaethau;
- cyfeirio at amodau'r contract.

8. Taliad

Bydd taliad yn cael ei wneud i'r cyflenwr (wyr) a benodwyd o fewn 30 diwrnod i dderbyn anfoneb/adroddiad o’r gwaith y cyflwynwyd a’r costau a gyflwynir yn gywir. Rhaid i'r cais am gyllid ddangos dadansoddiad llawn o'r costau sy'n cysylltu'n glir â'r dyfynbris a gyflwynwyd gan y cwmni llwyddiannus wth ymgeisio ar y Fframwaith.

Dim ond ar gyfer gweithgareddau sydd wedi cael eu cyflawni yn erbyn y prosiect y gwneir taliad, a dylid nodi hyn wrth hawlio taliad.

9. Newid i’r fanyleb

Mae'r fanyleb hon yn nodi gofynion gwasanaeth cyfredol y cleient. Mae'n bosibl, yn ystod cyfnod y contract, y bydd newidiadau, er enghraifft, i natur a swmp y gwaith a'r amserlen neu ofynion eraill yn codi.

Bydd newidiadau i'r fanyleb yn cael eu gweithredu drwy gyhoeddi diwygiadau ysgrifenedig i bawb y bydd y newidiadau yn effeithio arnynt.

Cangen Adnoddau'r Gymraeg mewn Addysg
Adran Addysg a Gwasanaethau Cyhoeddus

SPECIFICATION

Llywodraeth Cymru
Welsh Government

Awarded in accordance to the conditions of the Framework for Welsh and bilingual resources and services for curriculum expertise and authoring

Framework No: C017/20172018 **Contract No: C358/2021/2022**

Project no.	2130
Project title	British Sign Language pack
Subject/subject area	Languages, Literacy and Communication
Age range	Progression step 1 (deaf BSL users aged 3 to 5 and older learners starting to learn BSL as a second or subsequent language)
Language of resource	BSL, Welsh, English
Lot (No. & Title)	3

<u>You should only use the application forms provided by Welsh Government when submitting your application</u>

1. Aim

Support learners, enabling them to make progress in and through BSL.

2. Objectives

Produce a resource that introduces elements of BSL to deaf learners to enable the learner to make progress in BSL. The materials will need to use Welsh regional BSL variation (taking into account of the variations of north and south Wales).

The resource will need to be in line with the descriptions of learning Descriptions of learning - Hwb (gov.wales) and BSL guidance for Curriculum for Wales https://hwb.gov.wales/curriculum-for-wales/languages-literacy-and-communication/designing-your-curriculum/#british-sign-language-(bsl)

3. Requirements

The resource will include a series of video clips available in one comprehensive package on Hwb.

A deaf presenter who is fluent in BSL must present the videos, and the successful supplier should work with the deaf community in Wales and others with specialist BSL linguistic knowledge when developing the resource.

i. Content requirements:

- A series of video clips on Hwb. Each individual video must be presented by a deaf, BSL fluent presenter/presenters.
- An image is required as background for each video in order to convey what is being signed. Where this is not possible, there should be an option to display the word in Welsh and English on screen for the teacher/parent – the presenter will also convey the meaning in BSL. As a minimum, the resource needs to include the following:

- Fingerspelling - letters of the Welsh alphabet (1 video for each letter)
- Fingerspelling - letters of the English alphabet (1 video for each letter)
- Colours
- Numbers. 3 separate videos introducing:

  - numbers from 1 – 10
  - numbers from 11 – 20
  - numbers 30, 40, 50, 60, 70, 80, 90,100, 1000

- General/popular signs (please; thank you; I'm sorry; that's interesting; again please; deaf; deafened);
- Any sign that is relevant to festivals and celebrations (for example Christmas, Easter, other religious festivals, new year, birthday)
- School signs (school, hall, class, yard, teacher, break/play time, lunch, assembly, building, role play, books, paint, glue, story/story time)
- Greetings (hello, good morning, good afternoon, good evening, good night, you're welcome)
- Natural resources (leaves, twigs, stones, pine cones, sand, water)
- Simple questions and phrases
- Feelings/emotions (how are you?, happy, excited, sad, scared, anxious)
- Signs showing time (yesterday, now, tomorrow, the weekend, during the holidays etc.)
- General language conceptions (large and small, up and down, more than, less than, equal)

- 2 interactive activities are required for each topic - these will be a means to test and reinforce the learners understanding. **During the development process, practitioners may wish to include further activities and content – you should therefore include separate costs for each additional activity, as well additional cost for individual videos**. **There is space to include these costs in the price schedule.**
- Teacher guidance should accompany the video clips. They should include ideas on how to use the resource within a classroom with individuals and/or small groups.

ii. Format - Requirements

- Each video must clearly show the sign. The presenter should demonstrate clearly the shape of the hand, as well as the facial expression. The sign should be repeated within each video clip: sign, demonstrate the hand shape, sign again.

- It should be possible to easily navigate from one clip to another, as well as being able to choose a clip from the resource menu (rather than having to go through the resource from the beginning to reach the relevant clip)
- It should be possible to use the resource on all digital devices as well as an interactive whiteboard.
- Users should be able to click on an option to see Welsh/English text on screen.

General Requirements

The terms and conditions for this contract are in accordance with the requirements of the Framework for Welsh and bilingual resources and services for curriculum expertise and authoring C017/2017/2018.

4. Timescale

The project should be completed and on Hwb by September 2022.

5. Response

When presenting your response, you will need to:

- Complete the enclosed application form.
- Include your costs for every aspect of the work in line with the costs presented when bidding to be included on the Framework except for the costs presented as indicative fees. **Suppliers can submit costs lower in value than what was noted when bidding to be included on the Framework, however cannot submit fees that are higher.**

Your response should be sent via e-mail by 2 February 2022 to:
comisiynutendercommissioning@gov.wales

6. Evaluation criteria for awarding the contract

The contract will be awarded to the most economically beneficial proposal in terms of value for money, and this will be done based on the following criteria. They are listed in terms of their importance, including the weighting associated with each one of the individual criteria.

Please note that the proposal should include all anticipated costs with regard to the provision of the service/goods, including Travel and Subsistence costs. See HMRC guidelines (www.gov.uk) when calculating Travel and Subsistence costs. Simultaneous translation costs and the costs of translating the final resource should also be included as part of the project costs.

Evaluation Criteria	Weighting
1. Understanding of the specification requirement*	30%

• Evidence of a clear and a well demonstrated attention to the requirements of the specification •	
2. Price (include in the attached price schedule)	30%
3. Key individuals skill sets* • Evidence of expertise of key personnel in the development and publication of educational resources • A proven track record in working constructively with practitioners and learners • Details of the team of key individuals to support the development and delivery of the projects.	20%
4. Project management* A clear description of project management methodology incorporating • project management skill set • risk methodology • delivery and reporting structure • ability to meet projects timescales.	10%
5. Marketing and promotion • Provided evidence of expertise in marketing and promotion of resources • Presented knowledge and understanding of the need for a mix of marketing techniques to reach relevant target groups.	10%

Tenderers will need to demonstrate that they meet a threshold level for each of the criteria marked with a *. Any bids not meeting <u>any</u> of the stated thresholds will be treated as non-compliant and will be excluded from the tender process at that point.

7. Monitoring

The Contract Manager for the Client will be:
Elliw Roberts

The Contract Manager will be the point of contact during the course of the contract. He/she may meet any of the successful applicant's designated representatives as required to discuss any matters that may arise during service provision.

If the contractor fails to comply with the Specification, the following procedure will be followed:

- notification of complaint and requirement to comply;
- notification of unacceptable practices and/or substantial issues of non-compliance with the Specification for the services;

- reference to the conditions of the contract.

8. Payment

A payment will be made to the supplier(s) appointed within 30 days of receipt of an appropriately submitted invoice. Invoices must show a full breakdown of costs that are clearly identifiable with the quotation submitted by the successful company.

Payment will only be made for activities completed as part of the project, and this should be noted on the submitted invoice.

9. Changes to the Specification

This specification sets out the current service requirement for the client. During the contract period, there may be changed made, for example, with regard to the nature and volume of the work and the timescale or other requirements that may arise.

Changes to the specification will be implemented by issuing written amendments to all those affected by the changes.