

## TERMS OF REFERENCE (TOR)

Program	<b>HI Myanmar SEA Program</b>
Domain	Understanding Disability: Types and Practical Tips for Inclusion - materials produced under Activity 1.1.1.
Project	Mainstream disability in the humanitarian response in Myanmar in close coordination with MHF partners, humanitarian actors and Organization of Persons with Disabilities at national level and Southeast
Person In Charge	Project Manager & Technical Officers-Disability Inclusion
Type of mission	Professional Burmese Translation, Proofreading, and Formatting for Two Disability-Inclusive Humanitarian Action Courses
Duration	
Target Audience	The standard materials will be produced which could serve as standard reference materials to the humanitarian actors.

### 1. 1.CONTEXT OF THE MISSION

#### 1.1. HI SEA Programme

Humanity & Inclusion (HI - registered as the Federation Handicap International) is an independent and impartial aid organization working in situations of poverty and exclusion, conflict and disaster.

HI works alongside persons with disabilities and people in need of support, taking action and bearing witness in order to respond to their essential needs, improve their living conditions and promote respect for their dignity and fundamental rights. In emergency, HI's mandate widens to target the groups most in need within any population taking gender inequities into account – from isolated rural communities, to persons with disabilities, to excluded minority groups – to ensure their equal access to appropriate relief aid.

HI reopened its mission in Myanmar in 2013. Since then, HI and focused on activities in its core sectors of interventions: promoting inclusion and responding to the needs of persons with disabilities including landmine victims.

HI's programme strategy is built around 3 pillars:

Armed Violence Reduction (AVR) including Victim Assistance and community-based Risk Education;

Inclusion with projects covering: support to Disabled People Organisations and promotion of Rights; inclusive Disaster Risk Reduction, Growing Together; Disaster Safe Hospital Initiative; inclusive livelihood;  
Health and Rehabilitation with project covering psychosocial and physical rehabilitation.

## **2. Nature & Purpose of the Contract**

Humanity & Inclusion (HI), formerly Handicap International, under the project “Mainstream Disability in the Humanitarian Response in Myanmar” implemented in collaboration with the local organizations of persons with disabilities and supported by the Myanmar Humanitarian Fund (MHF), aims to strengthen disability inclusion within national and Southeast humanitarian coordination mechanisms.

The project works closely with humanitarian clusters, working groups, and Organizations of Persons with Disabilities (OPDs) to promote inclusive practices aligned with the Inter-Agency Standing Committee (IASC) Guidelines on the Inclusion of Persons with Disabilities in Humanitarian Action.

To support national capacity-building, HI will translate two internationally recognized courses on disability-inclusive humanitarian action into Myanmar (Burmese) language. These courses will serve as standard reference materials for humanitarian actors across Myanmar. HI seeks to recruit a professional Burmese translation consultant or firm to provide translation, proofreading, and formatting services.

## **3. Objective**

The objective is to provide high-quality, accurate, accessible Burmese translations of the following training packages:

- “Introduction to Disability-Inclusive Humanitarian Action – E-Learning Course (6 Modules)” Developed under the Leave No One Behind (LNOB) Initiative supported by HI and partners.
- “Introduction to Disability-Inclusive Humanitarian Action – Training Package (Facilitator-Led, 7 Modules + PowerPoints + 9 Videos)” Developed by the Disability Reference Group (DRG) under the authority of the IASC.
- The consultant must deliver professional translation, proofreading, and formatting, using inclusive and consistent terminology throughout.

## **4. Scope of Work**

The consultant will translate, proofread, and format the following:

### **4.1 LNOB E-Learning Course (6 Modules)**

- Full module content

- Learning objectives and summaries
- Technical explanations and exercises
- Script-based or embedded text
- Final formatting according to original structure

## 4.2 DRG/IASC Training Package (7 Modules)

- Facilitator Guides (7)
- Complete translation + layout preservation
- PowerPoint Slide Decks (7)
- Translation + formatting in Myanmar Unicode
- Maintain accessibility and consistency
- Video Materials (9 Videos)
- Translation of narration scripts
- Subtitle translation (SRT format)
- Time-aligned translation matching original pacing
- Worksheets / Handouts
- Translate and format all supplementary documents

## 4.3 Estimated File Types and Expected Volume (Indicative Only)

To support applicants in preparing accurate financial proposals:

- LNOB Modules: 6 modules, approx. 15–25 pages each
- DRG Facilitator Guides: 7 guides, approx. 20–35 pages each
- PowerPoints: 7 decks, approx. 20–40 slides each
- Video narration scripts: 9 scripts, approx. 3–12 minutes each
- SRT subtitle files: 9 videos, one SRT per video

Note: Final files will be shared with the selected consultant.

## 5. METHDOLOGY

The consultant must:

- a. Use clear, inclusive, rights-based Burmese language
- b. Apply consistent disability terminology aligned with IASC guidance
- c. Conduct translation → proofreading → formatting sequentially
- d. Use Myanmar Unicode (not Zawgyi)
- e. Maintain the original instructional structure
- f. Coordinate regularly with HI technical staff for clarification and review

## **6. The Pre-Production phase**

- The consultancy has to meet with the HI team (logistics, technical, and program) for technical confirmation and validation of content and creation.
- The consultancy must submit either the strategy for the video development process or the storyboard along with a detailed plan.
- The consultancy will account for the integration of narration, subtitling, and animation, syncing with background music in the videos. Narration and subtitles have to be in Myanmar languages.
- The supplier/ protection team is accountable for ensuring that the characters, gadgets, music and illustrated things used in the video are free from copyright issues.

## **7. Production Phase**

- The consultancy is responsible to meet with the HI team for technical confirmation and validation on content creation (eg. usage of characters, background color, font size, gadgets, music and illustrated things, narration, subtitling) and informing the update of the progress a weekly basis
- The HI team will provide tailored technical support and input to ensure compliance with expected technical standards throughout the production phase
- The consultant has to submit the semi-final products to HI for review for quality assurance with a minimum of three working days before finalization

## **8. Post-Production Phase**

- Any changes to materials must be notified to HI at least three working days before the dissemination of the final products
- Submit all finalized materials to HI at least two working days ahead of the effective contract ending date
- Consultant revises and resubmits updated version
- HI conducts final validation
- Consultant provides final formatted version
- No material is considered final until formally approved by HI.

## **9. DELIVERABLES**

### **9.1 Course A: LNOB (6 Modules)**

Translated Word documents

Final formatted versions

## **9.2 Course B: DRG/IASC**

Facilitator Guides translated and formatted

PowerPoints translated and formatted

Subtitle SRT files

Narration scripts translated

Worksheets translated

## **9.3 Other Deliverables**

Glossary of key terminology

Final organized digital folder of all materials

1–2 page quality assurance note

## **10. Timeline**

The expected consultancy period will be agreed upon at contracting.

Staggered submissions are expected for internal review.

## **11. BUDGET**

The applicant shall provide the technical proposal and financial breakdown related to this service with detailed descriptions including taxes. HI will not cover any additional payment that is not included in the proposal.

## **12. APPLICATION**

Interested candidates are required to apply before **26<sup>th</sup> January 2026** at the following email address: [t.myanmar@hi.org](mailto:t.myanmar@hi.org), indicating the subject **“Consultancy Service: Production of Understanding Disability: Types and Practical Tips for Inclusion.”**

HI commits to providing equal opportunities to all qualified applicants, regardless of nationality, gender, religious and ethnic backgrounds, including people with disabilities.

Humanity & Inclusion encourages qualified Consultants with disabilities or chronic illness and women to apply. HI commits to providing equal opportunities to all qualified applicants, regardless of nationality, gender, religious and ethnic backgrounds, including people with disabilities.

The application shall include:

*The CV of the Consultant and consultancy team*

*A Cover letter highlighting the consistency of the experience & profile in line with the terms of references (ToR)*

A technical proposal related to the service requested

A financial proposal: Price per video clip (in MMK and USD) **with price validity (at least one month)**

A copy of NRC (ID) of the Consultant and team

**For Consultancy firms, the following must also be included:**

- **CVs of the team of consultants**
- **A valid Business Registration**

**13. Minimum technical requirements are as follow:**

- Minimum 3 years of professional translation experience
- Proven experience with humanitarian or disability-related content
- Strong command of English and Myanmar Unicode
- Ability to format Word and PowerPoint professionally
- Familiarity with rights-based and inclusive terminology
- Experience with INGOs, UN agencies, or research institutions (preferred)
- Working experiences in the production of inclusive and accessible movie productions
- Having extensive experience in animated video production and networking with the translation process, including direct translation or sub-contracting.
- Working experience with the humanitarian and non-profit sectors.
- Working experience with persons and children with disabilities, organizations of persons with disabilities, and previous working experiences with HI will add value.

**14. Based on the following weighted selection criteria, applications that meet the minimum administrative and technical requirements will be considered and evaluated further**

Price- 40 % weight

Qualification – 60% weight

Including 45% experience / expertise

Including 10% relevance of technical offer to TOR / deliverables

Including 5 % consistency of budget with proposed technical offer

*Applications that do not meet the minimum administrative & technical requirements will be considered as non-compliant with HI requirements and will not be evaluated further.*

**15. Please note:**

- Price shall be inclusive of all applicable costs and taxes.
- payment will be done by wire transfer only
- payment will be transfer to a KBZ bank accounts only.
- For contracted bidder from foreign country: payment will be made upon agreements

## **16. Confidentiality and Intellectual Property**

- All provided documents are confidential.
- The consultant may not share, publish, or reuse content.
- All translated materials become the intellectual property of HI after final approval.

## **17. Due Diligence**

For selected consultants based on the comparative analysis:

HI verify that the Consultant(s) are not on donors' sanctions lists and will thus require the NRC of all consultants (in case of consultancy firms) if not previously submitted.

**“Humanity & Inclusion (HI)” is committed to protect the rights of children and opposes to all forms of child exploitation and child abuse and from harm. All consultants will be expected to comply with the child Protection and PSEA Policies. Applicants for this position will be assessed regarding their suitability to work with children and vulnerable adults.**