TERMS OF REFRENCE (TOR)

Program	HI SEA Programme
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 and two Technical Officers-DI
Type of mission	Led by HI, in close collaboration with Technical Advisory Group in Disability Inclusion (TAG in DI), a standard short training on disability inclusion will be designed that includes. Also, animated videos in mainstreaming disability into humanitarian action based on IASC guidelines on inclusion of persons with disabilities in humanitarian action
Duration	January,2026
Target Audience	The standard materials will be produced which could serve as standard reference materials to the humanitarian actors.

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:

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

b) 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;

c) Health and Rehabilitation with project covering psychosocial and physical rehabilitation.

1.2. Nature & Purpose of the Contract

Humanity & Inclusion aims to support partners organization working in situations of conflict, disaster and poverty. Humanity & Inclusion works with disabilities and vulnerable population. HI works to meet the needs and defend the rights of children, women, and men with disabilities. In emergencies, HI's mandate widens to target the most vulnerable groups within any population, taking gender inequities into account, from isolated rural communities to people with disabilities to excluded minority groups, to ensure their equal access to appropriate relief aid.

This will include 5 ethnic languages productions

a. 1 Education and Communication (IEC) materials on disability inclusion

b. 3 videos regarding translation of full and easy to read version of IASC guidelines, Inclusive DRR preparedness and Understanding disability on inclusion of persons with disabilities in humanitarian action

c. 4 Tipsheet on accessibility guidelines/criteria/Standard indicator on disability inclusion for project/ programs/ process to mainstream disability into humanitarian programming

2.Objective

Under the MHF project, the consortium HI and MILI will work closely with the cluster and working groups at national level. Once collaboration with clusters and working groups are agreed, the engagement will facilitate a participatory assessment on the gaps, priorities and challenges to identify gaps in the inclusion of persons with disabilities in humanitarian action (e.g. gaps in capacity, guidance, available secondary data, data collection tools, etc.) by facilitating workshops with key stakeholders among the cluster and working group members. The assessment will be carried out through an online survey among the cluster members. HI will take the lead in close coordination with Technical Advisory Group on Disability Inclusion (TAG in DI) for designing the survey questionnaire, finalizing online survey platform, dissemination of survey link to clusters and working groups, collect and analyze data, produce report. Based on the findings, HI and MILI will coordinate to organize workshops with respective clusters and working groups in producing or revising tools and materials from disability lenses. This will ultimately contribute to producing national level standard guidance and materials, which could be part of the standard toolkit. In line with those objectives, this working group will create a toolbox which aims to be a useful resource to support all humanitarian actors in their efforts to mainstream

disability inclusion in humanitarian coordination and response. HI will ensure all of the tools are accessible for all.

METHDOLOGY

- Collecting existing tools such as guidelines, checklists, tip sheets, and IEC materials, assessment, etc. from the different working group members.
- All tools will be developed and adapted in order to leave no one behind through respecting different intersectionality components (gender, age, type of disability- vision, hearing, Intellectual, mobility (wheelchair user, walking aid user, upper body impairment), speech and communication, mental and psychosocial-, ethnicity, language, religion, social status, socio-economic capacity, etc.). This means that all relevant tools will be made accessible in multiple formats (easy-to-read, reading format, audio format, etc.).
- All tools should be useful and simple and adapted to a conflict and emergency context.
- All tools will be made when relevant, accessible in Myanmar and local languages.
- Specifically, through this consultancy, HI expects to receive the following services

1. The Pre-Production phase

- HI will provide the soft technical package, including scripts and sample photos for graphics design and, as needed, documents for the video production process.
- 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 five langueages, Shan, Mon, Kachin, Poe Karen and Sakaw Karen.
- The supplier/ protection team is accountable for ensuring that the characters, gadgets, music and illustrated things used in the video are fee from copyright issues.

2. 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 basic
- The consultancy must develop IEC materials, Tipsheets, series of animated movies with 2D animation effects, narration, subtitles, and proper use of color, font size, and music accordingly and recorded audio files for broadcasting

- 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

3. **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
- Develop digital versions of IEC materials and package of audio recordings, short animated videos must include the features of animation (2 D effect minimum), narration, subtitles, sound system syncing, and proper usage of color contrast and font size. These videos have to be playable on all platforms, including audio and MP4 players

4. DELIVERABLES

1. Submit the final version of the up soft package of materials, including a digital version of the package of IEC material, Tip sheet, and animated movies and audio recordings. The videos have to meet minimum accessible components: narration, subtitling, proper usage of color contrast, and font size with a 2D animation effect. **In addition, the soft contents of the movies, such as audio files, designed graphics, characters, and images, have to be submitted together with the movies.**

   The list of materials that need to be submitted is:
   a) Designed 4 tipsheets and 1 IEC materials in five ethnic languages: Digital version of one IEC material

   b) Animated Movies (3 videos between 10 minutes- (1. Understanding Disabilities ,2. Inclusive DRR preparedness, 3. Introduction to the IASC guideline on disabilities inclusion) which will cover Disability Inclusion messages, provided by the HI technical team with five ethnic languages
2. Develop a PowerPoint presentation (PPT) and conduct a minimum 30-minute presentation, including challenges, experiences, and good practices encountered from the development to the finalization of video clips.
3. Develop the tip sheets and IEC materials which cover the disability inclusion messages also provided by HI technical team.

4. Develop and submit a minimum 3-page report, including the modality, key findings, recommendation, and conclusion.

5.Timeline

The duration of consultancy service will be effective starting from <mark>30/1/2026</mark> and would be ended on <mark>31/03/2026.</mark>

6. 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.

7. APPLICATION

Interested candidates are required to apply before <mark>**26th January 2026**</mark> at the following email address: t.myanmar@hi.org, indicating the subject **"Consultancy Service: Production of Understanding Disability: Types and Practical Tips for Inclusion with five ethnic languages".**

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) 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: o CVs of the team of consultants

- A valid Business Registration

Minimum technical requirements are as follow:

1. Minimum of two years of professional work experience in video production
2. Working experiences in the production of inclusive and accessible movie productions

3. Having extensive experience in animated video production and networking with the translation process, including direct translation or sub-contracting.

4. Working experience with the humanitarian and non-profit sectors.

5. Working experience with persons and children with disabilities, organizations of persons with disabilities, and previous working experiences with HI will add value.

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.

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.

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.