



### Term of Reference: Developing Video Documentary on Project Activity

**Project title:** Inclusive specialized services for vulnerable persons, including persons with disabilities in Cox's Bazar Rohingya camps and host communities.

**PD Ref:** PD-UKHI-01204

#### Rational of the assignment

Handicap International implementing this project with an aim to enhance protection and dignity among the crisis-affected population - vulnerable refugees and host community members (including persons with disabilities, women and the elderly) in Cox's Bazar through inclusive Rehabilitation, Protection, Sexual and Reproductive Health (SRH), Psychosocial Support (PSS), and Basic Health Care services.

HI planned to develop a video documentary on disability inclusion aspect of the project during the implementation period of September 2023 to August 2024. This documentary will be used for education and advocacy purposes. In one hand this video documentary will support to educate the community about the challenges faced by Persons with disabilities and the importance of inclusive practices as well as breakdown of stereotypes and misconceptions. On the other hand, this documentary can be used to advocate for positive changes both in authority and community level. In addition, it will support to empower and inspiration for person with disabilities by showcasing strengths and abilities of person with disability.

#### Objectives of the assignment

The primary objective of this assignment is to produce 3 short audio-visual documentation (2 minutes, 5 minutes, and 10 minutes long commercial style) of the project approach, accomplishments, and lessons learned capturing the voices of direct and indirect beneficiaries and the good practices of the project.

This assignment aims specifically -

1. To capture the audio-visual of **HI service provision activities**, emphasizing the inclusion of persons with disabilities, older persons, and other at-risk groups of people among Rohingya or host communities.
2. To gather **feedback from beneficiaries to evaluate the impact** of HI services.
3. To **amplify the key messages** that aim to influence relevant stakeholders, such as humanitarian actors, sector leaders, policymakers, I/NGO leaders, and community leaders.
4. To **demonstrate progress towards achieving the "Program Objective"** as the provision of HI services is leading to improved protection and a more dignified life for beneficiaries.

#### Key message

The audio-visual documentary developed under this assignment will focus on the following key messages while capturing the programmatic interventions under the objectives laid out in the project -

- Integrate functional Rehabilitation services into the mainstream healthcare system at all level including primary, secondary and tertiary level.

- Incorporate and introduce MHPSS services to the health system network to improve accessibility and understanding.
- Aware community people and leaders about protecting the rights of the persons with disabilities to avail an inclusive society.
- To ensure a coordinated and effective humanitarian response, all service-providing actors will adhere to the IASC guidelines for including persons with disabilities in humanitarian actions.
- Disaster risk reduction interventions should be disability inclusive adhering to the Sendai framework.

### Scope of work

The consultant is expected to address this assignment through the following activities with close collaboration of project team and communication unit of HI:

Preparatory stage:

- Reviewing all project relevant documents such as project proposal, narrative reports, project evaluation (if any), case stories and research reports (if any) to understand the approach, interventions and results/impacts of the project.
- Developing a storyboard/**script** for the video documentary and share with HI management for review and approval.
- Identifying relevant characters, project participants, beneficiaries and/or stakeholders to be interviewed.
- Identifying specific project interventions to capture.
- Working out the field visit plan in detail jointly with HI project team and communications unit
- Coordinating with project team, logistics and communications for better execution of the plan.

Filming:

- Visiting multiple locations (according to the plan and agreement with HI team) with all necessary audio-visual equipment along with relevant technical experts to capture the audio-visuals of project interventions, individuals and B-roll footages.
- Capturing audio-visual footages of the different stages of the project interventions, **including interviews** with the project team, beneficiaries, community members and any other stakeholders.

Post filming stage:

- Editing all the audio-visual footage to create a final video documentary in **3 different versions**, respectively of approximately **02, 05 and 10 minutes**.
- Sharing draft versions of the products to HI for their review and inputs.
- Incorporate branding and messaging that aligns with HI's values and mission
- Including 'sign language' interpretation and 'subtitles' in the video footages.

- Including 'audio description' for the background video frames that does not contain any description to allow the video documentary be accessible by the persons with visual impairment.
- Submitting the final video documentary (3 versions) in a format that is compatible with different platforms and devices

#### Accessibility:

The produced documentary must adhere to the digital accessibility guidelines to ensure that it is accessible for persons with hearing and visual difficulties. In order to do that the video documentary must contain closed captioning or subtitle of the audio. It must contain sign language interpretation in it. Moreover, there should be one version of the video that contains audio description of the visuals on the frames that will enable persons with visual impairment can follow the video.

#### Gender:

The video shooting must consider gender aspects of the project. The video content will ensure that the voices of women and men, girls and boys with disabilities are heard. The video documentary must ensure that the role of women and girls with disabilities are depicted and represented in respectful, responsible and dignified manner. The documentary should abstain from use of any derogatory language, visuals and role of women and girls with disabilities.

#### Safeguarding children and adult-at-risk:

The consultancy work must consider safeguarding aspects of children and adults-at-risk as well as safe communication during the entire documentation process where children and adults-at-risk are involved. Video shoot, footage, still photography, interview taken from the concern of persons with disabilities, project beneficiaries, and/or relevant other stakeholders must have prior consent in written using prescribed forms following HI's Safeguarding policy.

### Deliverables

The videographer will deliver the following:

- A storyboard/script for the video documentary
- Raw footage of the different stages of the project
- Three final edited (accessible) video documentaries
- Version of the final video that is compatible with different platforms and devices

### Timeline

#### Duration

The documentation is expected to start in July **2024** and be completed by **August 2024**. The videographer should be available to film on-site during the different stages of the project, as well as for editing and post-production.

## Work plan

SL.	Work	HI expected	Date	Supplier Proposed plan
1.	Orientation: How many days?	2 days (1 day office orientation + 1 day field visit)	28 and 29 July	
2.	Scriptwriting: How many days?	1 week	30 July to 6 <sup>th</sup> August	
3.	1 <sup>st</sup> Draft: How many days?	2 weeks (daily update to PM and COM)	7 <sup>th</sup> August to 21 <sup>st</sup> August	
4.	Sharing the final version after final review: How many days?	1 week	22 <sup>nd</sup> August to 28 <sup>th</sup> August	

## Consultation's profile

### Required Qualifications for consultant/firm

The film company/consultant should have a team with the following requirements:

- Professional experience: At least five years of experience in the field of NGO related documentary, particularly professional experience in high-level videography, scriptwriting, and sound portfolio of previous work;
- Prior experience developing documentary videos on disability issues for international NGOs is desirable and an added advantage.
- Prior understanding of the disability is expected.

## Responsibility of the consultant

The Consultant should work closely with the Project team & Logistic for the accomplishment of the tasks:

- To hold preparatory discussions with the HI relevant department.
  - Logistics: Logistic team will support Project team and consultant in all type of administrative task and support needed to produce the video.
  - Coordination: Project manager will act as an overall coordinator and ensure relevant support from relevant department.
  - Communication officer: The Communication Officer will accompany PM during all meetings with the vendor. Also, he will brief about communication and organizational policy.
- The rewarded consultant team will have to physically visit project locations to sit with the relevant parties to get a clear message about our requirement

- Produce and get approval the script/storyboard before starting the filming.
- English subtitles, sign language interpretation and audio description (HI technical Unit will support for review & validation);
- To prepare draft videos and submit it to HI for final Feedback before the deadline of the contract.
- Finalize the videos incorporating feedback provided by the project team;

### Selection criteria

When it comes to selecting an experienced videographer, there are a few key criteria that you should keep in mind. These include:

1. **Technical expertise:** The videographer should have a strong technical background and is skilled in using professional-grade equipment. They should be able to operate the camera, lighting, and sound equipment with ease, and have a proven understanding of composition and framing.
2. **Creativity:** The videographer should also be highly creative and able to come up with unique and engaging concepts for your video. They should have a portfolio that showcases their creativity and ability to think outside the box.
3. **Attention to detail:** The videographer should be highly detail-oriented and takes the time to ensure that every shot is perfect. They should be able to spot potential issues with lighting, sound, or other technical aspects of the film and be able to make adjustments quickly.
4. **Communication skills:** The videographer should be able to communicate effectively with the project team, and be open to feedback and suggestions. They should also be able to explain technical concepts in a way that is easy to understand.
5. **Professionalism:** Finally, the videographer should be professional and reliable. They should be punctual, organized, and able to meet deadlines. They should also be able to work well under pressure and be able to adapt to unexpected changes or challenges that may arise during the shoot.

### Contact person

During the performance of the service, the consultant will be required to work in liaison with Handicap International's teams, notably with the Project team, HI Communication team, Relevant person from Technical Unit of HI for technical part administrative issues will go with Supply Chain, logistics.

### Assessing the consultant/Firm

#### Stage 1: Screening of Applications

- All submitted applications will be screened to ensure that they have all necessary documents and requirements.
- Bidders without all necessary documents and information will not be considered for further analysis.

## Selection criteria with weights

### Selection criteria with weights:

1. Price 20%
2. Technical -80%

### Preference:

1. Experience on disability and advocacy focused video -**20**
2. Experience on working with Different UN Organization / Diplomatic Mission /other INGO/NGO / Govt Department Corporate for this kind of assignment -**10**
3. Experience on video in Cox'sBazar Context (Host & Rohingya Community) -**10**
4. Sample – **40** (Framing and editing-Audio Quality-Narration-Storytelling-Key message delivery)

**Bidders are instructed to submit a minimum of 2 videos and up to 5 videos. (Uploading four or more videos will provide benefits when marking.)**

### Stage 2: Shortlisting of Applications and Interview

- Applications that meet the minimum requirements in the preliminary screening will move to the next step.
- Shortlisting will be based on the selection/screening criteria mentioned.
- Shortlisted candidates will be interviewed based on their experience with HI sectors of intervention, proposed tools/ methodology, soft skills (communication, English, writing, consortia) and means and planification.

### Stage 3: Selection

- After evaluating all components, a final report will be created, and the best candidate will be selected and offered a contract.

### The technical proposal should specify:

- Analysis of the ToR showing the consultants' understanding of the subject to be assessed;
- Proposed video documentary developing plan showing how the consultants intend to proceed for capturing/designing and delivering
- CV mentioning qualifications and experience of the consultant in video documentation, script writing, designing and developing
- Strength of the consultant on disability-inclusive service provisions considering humanitarian context is highly preferred.
- Purchase order/ Contract/Completion certificate from Agency / UN/ Diplomatic Mission /other INGO/NGO / Corporate for this kind of assignment
- Sample links of few previous works: any video documentary production that contains subtitle, sign language interpretation and audio description would be appreciated.

## Application process

- To apply, interested applicants must send an email containing:
  - Cover letter and CV (maximum 4 pages) with references
  - TIN Copy, NID copy

- If the applicant is a company, they must also provide the following documents:
  - Company profile(s)
  - Documentation of legal status, including registration as a company
- Last TAX Submission Copy (Mandatory for Both Individual and Firm)
- Bank Solvency Certificate (optional for both individuals and companies)
- Insurance certificate (optional for both individuals and companies)
- Applicants must include a technical and financial proposal (maximum 15 pages) that outlines proposed methodologies and schedule.
- The financial proposal should cover all the necessary costs
- Quoted price should include VAT and TAX following government rules. If any amount is excluding VAT and TAX, it should be shown with a necessary breakdown.
- Payment conditions should be clearly mentioned in the financial offer.
- Bank details, including the name of the account, bank name, branch, swift code, etc., must be provided.
- Proposals must be submitted in BDT.
- Interested consultants who meet the requirements should submit a proposal by **21/07/2024 (11.59 PM BGD Time)**

*Applications that do not include the above will be considered administratively non-compliant and will not be evaluated further*

**Online Bid Submission address:**

Send a digital file in the form of an email\* sent to the dedicated email address: [log.cox@bangladesh.hi.org](mailto:log.cox@bangladesh.hi.org) ; with the tender reference “**Developing Video Documentary on Project Activity, PD-UKHI-01204**” in the subject).

\*If the file is too big to fit into 1 email (limit 15MB per email), bidder should split the submission into multiple emails. Please include numbering also in the subject.