**RFP REF: B51/2021/COXB/­010**

**Request for Proposal (RFP) For Audio-visual production with a community-based approach**

**PSR REF: B51/2021/COXB/010**

Issue date: January 21, 2021

**Deadline of submission (on or before)**: **January 28, 2021 (4:30 PM)**

**Foreword**

Handicap International is an independent and impartial international aid and development organisation working in situations of poverty and exclusion, conflict and disaster. Working alongside people with disabilities and vulnerable groups, it takes action and provides testimony in order to meet their basic needs, improve their living conditions and promote respect for their dignity and their fundamental rights. Handicap International is a non-profit organisation with no religious or political affiliation. It operates as a federation made up of a network of associations which provide human and financial resources, manage projects and implement its actions and campaigns. Handicap International is present in Bangladesh since 1997.

**Objectives**

Handicap International, Bangladesh is looking for an established Audio-visual Production Company or individuals to design, record, & production of a Video for HI Project (Mobile Unit). If you are interested to make a business with us, please submit your Quotation/Proposal/Financial Offers per mentioned specification in **ANNEX-A** by ensuring the following information.

**General Terms & Conditions:**

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| --- | --- |
| **Delivery Time and place** | Consultant(s) are requested to **mention their available support** and **delivery time** clearly that they require after received of work order.  Items must be delivered at HI Cox’s Bazar Office to the focal person by Consultant(s) own cost and risk. |
| **Payment Terms:** | Payment will be transferred to your company bank account directly or will be made account payee cheque within 15 working days after satisfactory delivery and a notation on the delivery challan by the recipient. The Consultant must mention his Bank Account Name& Number, Bank Name & Branch Name and work order reference number in invoice / Bill with a company seal. |
| **Advance** | No advance payment will be entertained. |
| **VAT and TAX** | Consultant(s) must include VAT and TAX in their financial offer. If Consultant didn’t mention VAT and Other TAX information clearly, Handicap international will consider their offer in including Rate. VAT & AIT will be deducted as per Bangladesh Govt. Policy. |
| **Enclose with Financial Offer** | * Profile of Consultant (s) * Sample Video Link/Attachments of the previous work * Statement that Consultant will adhere to HI’s terms and conditions * Trade License (in case of company) * VAT Certificate (in case of company) * E-TIN Certificate (for both, either company or individual) * Bank Solvency Certificate (for both, either company or individual) - *Optional* * Insurance Certificate (for both, either company or individual) - *Optional* * Bank details: name of the account, Bank name, branch, swift code etc. * Proposal/Quotation must be submitted in BDT; |
| **Submission Deadline:** | * The Proposal/Quotation need to ne be submitted on or before January 18**, 2021 (4:30 PM)** * Proposal/Quotations submitted after the deadline will not be considered; * Any queries please send email: [logistics@bangladesh.hi.org](mailto:logistics@bangladesh.hi.org); CC: [nmaa.bhuiya@hi.org](mailto:nmaa.bhuiya@hi.org); |
| **Submission Method:** | **Electronic submission:** Consultant can submit your Proposal/Quotation by e-mail to: email: [logistics@bangladesh.hi.org](mailto:logistics@bangladesh.hi.org); CC: [nmaa.bhuiya@hi.org](mailto:nmaa.bhuiya@hi.org); Your email must not exceed 10MB.  Please specify **Proposal For Audio- Video Production with a community based approach, (RFQ REF: B51/2021/COXB/010)** in your email’s subject line.  OR **Mail courier:** Consultant can also submit hard copy of their financial offer to below address. Proposal/Quotation must be signed and stamped in all relevant places.  **Subject: Proposal For Audio- Video Production with a community based approach, (RFQ REF: B51/2021/COXB/010)**  Attn: HI Logistics Department  Address: Hotel Sea Palace, ground floor, Kolatoli road, Cox’s Bazar, Bangladesh  Contact: Tel: +88 01717378174 |
| **Selection Criteria** | Purchase committee of Handicap International will select most favourable Consultant considering the price, work experience and quality of work, Delivery time, Payment terms and modalities etc. |
| **Accept or reject of quotations** | Handicap International reserves the right to accept or reject any or all quotations without assigning any reason and Handicap International is not bound to select lowest bidder at any cause.  Handicap International can split the market considering product specification and market price. |

**Annex-A**

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| --- |
| **Terms of Reference (TOR) for Audio-visual production with a community-based approach** |

1. **Project title**

Emergency Protection, Psychosocial support and Health services (for vulnerable population in Cox’s Bazar district, Bangladesh, 2020-2021

1. **Background**

HI has operated in Bangladesh since 1997, implementing programs aimed at improving access to services for people with disabilities and other women, men, boys, and girls that are discriminated against. By working with local partners and through direct implementation both in host communities and in camps, HI’s programs include the provision of health and rehabilitation services, inclusive education and livelihoods, promoting the rights of people with disabilities by strengthening protective mechanisms, and inclusion mainstreaming.

In Cox’s Bazaar, HI has been working in registered camps and host communities since 2007 and has scaled up its interventions in response to the influx of Rohingya refugees in August 2017. HI currently operates eleven mobile units that provide rehabilitation, MHPSS, nursing care and Protection support in eleven camps in Ukhiya and Teknaf, manages a logistics platform that provides storage and transport support to various humanitarian partners, as well as reaches the most vulnerable families with complementary food, NFI, and shelter kit distribution.

The project relies on multi-sectorial mobile teams to provide specific support, including rehabilitation, inclusive sports assistance, psychosocial support, and protection services. Through this holistic approach, HI responds to the needs of persons of concern and reinforce their access to services, while facilitating their integration within the community. To complement this intervention, HI aims to strengthen the protection environment and wellbeing for persons with disabilities by empowering communities, including through training and mentoring community outreach volunteers, para-counsellors and community health workers, to safely identify and refer people with disabilities in the community as well as provide basic psychosocial support. Community outreach volunteers also disseminate key messages regarding disability rights and inclusion at community level.

1. **Summary of activity**

HI will contract with a video maker for the design, record and production of a video on HI Mobile Units activities to showcase the tangible results of EU-funded humanitarian Aid.

Linked to a community based approach, the project aims at promoting Inclusion among the Rohingya community through community-mobilization and collaborative art making, within camps 24 & 26. In this regard, a total of four artists (with a consideration for gender-balance) will be mobilized to lead a ten-day community-workshop aiming at raising awareness on Disability and Inclusion, within the Refugee community.

Following a one-day training provided by Handicap International-Humanity and Inclusion on Disability and Inclusion, artists will conduct focus group discussions with community-members selected by HI (including community outreach volunteers, Community health workers and para-counsellors) about barriers affecting persons living with disabilities- including policy and administrative/ environmental and physical/ social and attitudinal/ communication barriers. The aim of the present focus group discussion will be for community members to facilitate brainstorming sessions on the design and content of large-scale murals (mobile canvas). Along with the production of the mural design (to cover HI’s static point in camp 24 & 26- external), art-based games and team-building activities (including songs, theater) will be led by the artistic team.

The video provider will be able to both benefit from the results of the focus group discussions to highlight the barriers faced by persons with disabilities in the camps and from illustrations of community mobilization that reflect the HI's mobile unit approach.

**4. Deliverables**

The video maker will ensure the production of a video with the format, duration and edit in line with the current standards and best practices of social media dissemination (after validation of the storyboard by ECHO).

The community-based approach supplier will ensure the production of a canvas, painted with water-resistant painting, within the respect of the dimensions of HI’s static point in camp 24 & 26, Teknaf (between 5-6: 80 feet X26 feet). Each canvas size shall be 10 feet\* 12 feet and supplier will produce 7/8 canvas for each camp.

**5. General Terms and Conditions/Specific requirement**

* Respect timeline of the consultancy
* Be sensitive to the community, children, teachers and other stakeholders while developing content
* Non-discriminatory image or content towards children and community based on gender, age and disabilities
* Respect HI relevant policy on Child protection, Prevention of sexual exploitation and abuse etc.
* Supplier will ensure their own access permission inside the camp. If they need any assistance from HI regarding obtain permission from authority, they have to formally notify to HI at least one week before.
* Supplier need to ensure all the below things by themselves to produce the video & paintings:

|  |  |
| --- | --- |
| **Item** | **Description** |
|
| Materials | Paint, brushes, containers, rollers, paper, pencils, etc. |
| Transport of Materials | Pick up from Cox's Bazar and deliver to camp/ material transportation |
| Planning and Coordinating | Planning of activities, coordination of materials, preparation of materials, coordination of transport of artists, Transport of coordination manager to program, Coordinator Accommodation / Monitoring and evaluation. |
| Transportation/Artists | Teaching artists transportation |
| Artist Stipends | Teaching artists daily stipend, inclusive of per diem |
| Reporting | Reporting: Inception, Interim, Final and regular communication |

**5. Required Qualifications for consultant/firm**

The consultant should have a team with the following requirements:

* Consultant having professional degree/training/experience on design of video making.
* Prior understanding of the disability is an added advantage;

**6.** **Payment Modality**

* Payment will be made in account payee cheque or through Bank transfer ;
* HI will deduct Tax & VAT as per Govt. rules as source.

**7. Consultancy Location**

The community-based approach supplier will ensure the production of a canvas, painted with water-resistant painting, within the respect of the dimensions of HI’s static point in camp 24 & 26, Teknaf (between 5-6: 80 feet X26 feet).

**8. Estimated timelines for consultancy**

|  |  |  |
| --- | --- | --- |
| **No** | **Activities** | **Duration** |
| **1** | Inclusion and disability training provided by HI to the partner’s team. | 1 day |
| **2** | Location selection for the painting (indoor and outdoor). Opening discussions on the thematic of the mural, and team building activities | 1 day |
| **3** | Focus group discussions on community-based messaging through art and group activities to define the challenges faced by communities and the messages to share). | 2 days |
| **4** | Draft paintings on Disability and inclusion, developed jointly by HI team, artists and community members. | 1 day |
| **5** | Mural painting. | 1 day |
| **6** | Finalizing the mural and closing the workshop. | 1 day |
| **7** | Video editing | 3 day |
|  | **Total** | * + 1. **days** |

**9. Duration of the consultancy**

Between Two weeks- February 2021.

**10. Animation Video Copyright**

The video will be the exclusive property of HI with unfettered right over its usage, reuse, reproduce and sharing in any manner and that the contracting consultant(s) will neither claim any legal ownership or copyright over these video nor will they use, share, sale, exhibit or barter the video or section of the video for any purposes whatever, whether commercial or non-commercial.

**Issue by:**

N. M. Aftabul Alam Bhuiya

Area Supply Chain Manager – Cox’s Bazar

Handicap International – Humanity & Inclusion