

Request for Proposal (RFP) For Designing and Developing of short 2D animation (Character Based) Videos

Issue date: October 25, 2020

Deadline of submission (on or before): November 1, 2020 (11.59 AM)

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 Video Production Company or individuals to conduct Animated Video Drama (2D) Production for HI Project. 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:

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 Dhaka 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.

<p>Enclose with Financial Offer</p>	<ul style="list-style-type: none"> • 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) - <i>Optional</i> • Insurance Certificate (for both, either company or individual) - <i>Optional</i> • Bank details: name of the account, Bank name, branch, swift code etc. • Proposal/Quotation must be submitted in BDT;
<p>Submission Deadline:</p>	<ul style="list-style-type: none"> • The Proposal/Quotation need to ne be submitted on or before November 1, 2020 (11.59 AM) • Proposal/Quotations submitted after the deadline will not be considered; • Any queries please send email: logistics@bangladesh.hi.org; CC: nmaa.bhuiya@hi.org
<p>Submission Method:</p>	<p>Electronic submission: Consultant can submit your Proposal/Quotation by e-mail to: logistics@bangladesh.hi.org; CC: nmaa.bhuiya@hi.org; Your email must not exceed 10MB. Please specify Proposal For Animated Video Develop, (RFP REF: PSR REF: B51/2020/COXB/235) in your email's subject line.</p> <p>OR</p> <p>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.</p> <p>Subject: Proposal For Animated Video Develop, (RFP REF: PSR REF: B51/2020/COXB/235) Attn: HI Logistics Department Address: Handicap International,House # Sayeman Heritage Residence, 1st floor,Sayeman Road,Jhawtola,, Cox Bazar-4700, Bangladesh Contact: Tel: Mobile: +8801717378174, +8801685327281</p>
<p>Selection Criteria</p>	<p>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.</p>
<p>Accept or reject of quotations</p>	<p>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.</p>

Annex-A

Terms of Reference (TOR) for design and development of short 2D animation (Character based) videos

1. Project title

FCDO (former DFID) Consortium Project to improve the well-being and health amongst the refugee and host communities in Cox's Bazar

2. Background

Handicap International- Humanity and Inclusion (HI) has been working in Bangladesh since 1997, with a focus on creating sustainable changes in terms of ensuring rights and inclusion of persons with disabilities in society. HI promotes an inclusive approach by focusing on access to services for all whenever possible rather than only developing specific actions for persons with disabilities. HI works not only with persons with disabilities but also with their families, their communities and the society.

At present HI is implementing the project “Consortium Project to improve the well-being and health amongst the refugee and host communities in Cox's Bazar”. The project aims to contribute to educational and social inclusion for children with and without disabilities. School and community based activities will be used as a means to foster child development, and challenge social barriers. Parents and caregivers along with school teachers will facilitate to create an enabling environment in the classroom and in the home. The children will be supported through trained community volunteers to ensure/increase their participation in mainstream learning facility. The key elements/activities of the project can be mentioned below:

1. Project participants: 185 Vulnerable children (specially children with disability) have access to safe inclusive education opportunities
2. 30000 community people are reached with inclusion and COVID-19 awareness message;
3. 32 mainstream school teachers are trained to support students with disabilities at school and within the classroom;
4. 30 volunteers are trained to support children with disabilities in their community

To reach intended beneficiaries HI intends to develop short 2D animation (Character based) videos on disability and Inclusion in this regard, under FCDO Consortium Project, HI intends to develop of the following

- **6 animation (3 videos recorded in two language) video recorded in Rohingya-3 and Bangla-3 language (Maximum 2- 2:30 min per video), based on a script (Bangla and English versions) provided by HI.**

The final copies of video will also be provided in USB to disseminate through other platforms members. The nominated firm will follow all needful HI guidelines and Standards Operating Procedures to avoid any sensitive topics, words or phrases while developing the video. The video is targeted to reach out to following specific group of children with disabilities:

Target group of children	Speech, language and hearing impairment	Physical disabilities	Intellectual disabilities
Format	Targeted messages	Targeted messages	Targeted messages

Language	Bangla, Rohingya and Sign Language	Bangla, Rohingya and Sign Language	Bangla, Rohingya and Sign Language
Time	Approx. 2- 2:30 min for each video (depends on content and flow)		
Service required	Design and Development of Inclusive 2D Animation video (Character based)		

3. Rationale of the assignment

To produce animation videos with the aim to raise awareness on the rights of children with disabilities to education and social inclusion. It will be also used as an advocacy tool at Education Sector, ISCG, CWC WG, ADWG among others

4. Objective of assignment:

Animation videos aims to:

- Increase awareness and understanding of impairment, disability and their rights to education and social inclusion to live with dignity
- Increase understanding of the specific barriers of children with physical (mobility, self-care and ADL related) disabilities
- Increase understanding of the specific barriers of children with intellectual disabilities
- Increase understanding of the specific barriers of children with speech, language, hearing, etc.
- Increase awareness of caregivers, family members, teachers and other community people on the specific needs of children with different type of impairment/disability mentioned above. Increase support for future projects on Inclusive Education from the government of Bangladesh and/or additional donors.
- Raise awareness within NGOs, schools, other actors and community people on the rights to education for all children including children with disabilities
- Highlight HI expertise in the area of Inclusion Mainstreaming and Inclusive Education

5. Role of the parties

Role and responsibilities of HI:

- ✓ Providing script and technical support on key messages related to Inclusion
- ✓ Payment to the consultant as per agreement upon submission of the invoice;

Role and responsibilities of consultant:

- ✓ The Consultant should work closely with Project focal and HI technical expert to finalize the script
- ✓ The video should be accessible for various range of software that is used by person with disabilities
- ✓ Handover soft copy of video

6. Deliverables

- Develop six high standard inclusive animation videos (3 in Rohingya and 3 in Bengali languages) in coordination with HI focal persons
- Deliver all copies of final product in USB.

- Sign Language and subtitle for each video

7. 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

8. Required Qualifications for consultant/firm

The consultant should have a team with the following requirements:

- Consultant having professional degree/training/experience on graphics and animation
- Prior understanding of the disability is an added advantage;

9. 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.

10. Consultancy Location

NA.

11. Estimated timelines for consultancy

No	Activities	Duration
1	Induction and planning	1 day
2	Script and Technical specification finalization	3 days
3	Draft content preparation and send to HI for approval	25 days
4	Final product handover	2 days
	Total	31 days

12. Duration of the consultancy

Between 1st week of November to 1st week of December 2020

13. Animation Video Copyright

The Animation 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:

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Area Supply Chain Manager – Cox’s Bazar

Handicap International – Humanity & Inclusion