**ICE pictorial Materials on Inclusion and disability**

Cox’s Bazar, 8 August 2019

1. **Project Information**

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| **Project Title** | Inclusive Emergency Assistance to crisis affected populations in Cox’s Bazar, Bangladesh |
| **Type of support**  | Develop drawings for inclusive Information, Education and Communication (IEC) Materials.  |
| **Focal person at the field:**  | Tatiana Giraldo Mobile Unite Project Manager Email: t.giraldo@hi.org |
| **Other referents**  | Muhidin Adan Abdulla Technical Unit Coordinator Email: ma.abdulla@hi.org |
| **Date and duration** |  Three weeks– TBC |
| **Mission location**  | Ukhyia- Cox’s Bazar, Bangladesh  |

1. **Purpose of document**

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| This document aims to serve as a Terms of Reference (ToR) for the develop of drawings for inclusive Information, Education and Communication (IEC) Materials. The IEC materials will be use: I. for training purposes in two modules: 1. Understanding disability and 2. Understanding Inclusion, and II. for inclusive communication tool for social workers to interact with the beneficiaries with various types of disabilities in the assessment and service information stage.  |

1. **Strategy and context of intervention**

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| 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-sectoral 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 for persons with disabilities by empowering communities, and enhancing the capacities of community protection structures, namely, community outreach volunteers, 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. To support inclusive behaviors and knowledge HI is providing trainings to Community Health workers (CHW) and Community Outreach Members (COM) recruited by UNHCR through different actors on disability, causes and types of disability, rights of person with disabilities, inclusion. Additionally, HI is providing through the staff, but specially trough the social workers, information about the services available in the camps and conducting external referrals.  |

1. **Specific objective of the product**

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| The IEC materials will enhance the dissemination of information about Disability, causes and types of disability, rights of persons with disabilities, the inclusion of person with disabilities in decision making, and services of HI implementing in camps. And will be use in training sessions for CHW, COM and HW. The drawings and the methodology that HI developed within this ICE package, will help to diminish language barriers ensuring more comprehensive understanding through pictorial presentations. The IEC materials for Social workers’ communication tools will improve the interaction of the social workers with persons with disabilities, allowing the first contact with the beneficiaries to be more inclusive, comprehensive and autonomous as it will be adapted to different types of disabilities. This tool will improve the recollection of data and comprehensive understanding of the condition to make proper assessment and referral during identification, while also allowing the beneficiary to interact directly expressing their needs for the assessment to the social worker.  |

1. **Scope of work**

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| * The consultant will familiarize her/himself with HI guidelines on inclusion and communication materials. As well as the project’s.
* The consultant will work closely with Technical Unit and Project inclusion team to develop the drawings for the IEC materials, a supervision work plan will be developed and agreed between HI and the consultant within the time frame of the contract.
* The consultant will discuss and get approval from HI Technical Unit, Inclusion officers and relevant program managers on the proposed ideas and elaboration of the overall product.
* The pictures must reflect the ideas behind the ICE tool, must be easy to understand and remember, fit with local culture, custom and practice, and comply with the project expected outputs and donor’s requirements.
* The consultant will modify (if any) and finalize the pictures after testing to familiarize with the project target beneficiaries and community
* The consultant will ensure by official document the copyright of the pictures to HI.
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1. **Deliverables**

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| The supplier will deliver 35 drawings full color, in soft copy on high quality format ready for printing and a sample laminated. For the I. and II. product the size will be A4 and for the III. Product 6R (6x8inch).All the products are expected to have UNHCR and HI logos (prior authorization of the Donor) included in each picture.The final description of the drawings will be shared with the selected supplier, the work will be divided into three main products, as is noted below:1. Understanding Disability:

Understanding of disability, impairments. Pictorial presentation of different types of people with disability: the images will include but will not be restricted to the following generic descriptions of: Person with Physical Impairments, Person with Visual Impairment, Person with Hearing impairment, Person with intellectual impairment, Person with mental impairment, Person with speech impairment. A Final detail description will be provided to the selected supplier.1. Understanding Inclusion: Pictorial presentations of Inclusion to represent environmental barriers for person with disabilities, pregnant women, children, and older aged people. and the removal of these barriers represented in equal access to service, inclusive sports, inclusive DRR, Inclusive protection, Inclusive education. The final and detail description will be provided to the selected supplier and will be based on HI’s understanding of inclusion criteria.
2. Inclusive Communication Materials for Social Worker:

One drawing per selected questions on the Social workers screening process. As an example but not limited the topics will refer to: Family Type, Pregnant mother, Elderly people in a home, Safety, Isolation, Aggression, Trouble Sleeping, Sick/Injured. The final list and description of the drawings will be shared with the selected supplier.  |

1. **Timeline**

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| **Activities** | **November**  | **December**  |
| 1 | 2 | 3 | 4 | 1 | 2 | 3 | 4 |
| **Drawings and feedback from HI TU** |   |   |   |   |   |   |   |   |
| **Testing and Corrections if needed** |  |  |  |  |  |  |  |  |
| **Final delivery of the product** |  |  |  |  |  |  |  |  |

1. **HOW TO APPLY**

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| To apply as an expert to this TOR, please email us to tender.cox@bangladesh.hi.org with the following information:* Letter of interest
* Described previous experience developing IEC materials, if any.
* 3 relevant examples of previous works.
* Delivery Time (Meeting proposed timeline)
* Quotation with your best offer including VAT and TAX as per government rules
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DEADLINE:

This advertisement will be posted for 2 weeks, from 18th November, but the screening of applicants will be done per week basis, until suitable candidates are found. First screening of applicants will be done on 25th November.