**TERMS OF REFERENCE**

**Developing Audio – Visual Training Module demonstrating disability concept (Module 1- 5 minutes), CFM/screening (Module 2- 10 minutes), community mobilization (module 3- 7 minutes and basic home care follow-up of Children with Disabilities (module 4- 10 minutes)**

**PD Ref : PD-UKHI-01239**

1. **Background:**

In the context of Rohingya camps, addressing disability and inclusive education is crucial. Studies highlight the need to access education for school-aged forced migrants with disabilities, emphasizing the neglect historically faced by disabled individuals in humanitarian settings. Furthermore, the education sector in the camps faces challenges, particularly in providing comprehensive education for Rohingya children and adolescents, highlighting the necessity for multicultural education to address the educational gaps and ensure inclusive learning environments. Under the leadership of Education Sector 44 national and international organizations are working to ensure the educational rights of Rohingya children. The concern is many children including children with disabilities are left out of Rohingya Camp’s Education System; there are many reasons behind this – (i) lack of awareness about the importance of education, (ii) negative attitude towards children with disabilities, (iii) maltreatment from community peoples and peers; (iv) lack of welcoming behaviour from the teachers and LC’s authorities; (v) inadequate knowledge and skills of education actors; (vi) Inaccessible environment and infrastructures; (vii) lack of educational achievements, educational knowledge and skill among the Rohingya teachers. Within the situation – HI has been working for ensuring technical supports in the field of disability and inclusive education.

HI, in partnership with UNICEF, has worked in Cox's Bazar since 2021. HI brings significant experience working on Education for more than 20 years on quality inclusive education for Children with Disabilities. UNICEF and Handicap International (HI) agreed to continue the partnership with a special focus on developing the capacities of Rohingya teachers to create inclusive and sustainable education environments and deliver personalized education support for Children with Disabilities. HI conducted training on (i) Inclusive Education, (ii) screening and identification of Children with Disabilities, (iii) Reasonable Accommodations, (iv) Referral Pathway and orientation on (i) Disability Inclusion, and (ii) Accessible Education Materials.

Under this project, HI wants to develop an audio-visual Training Module demonstrating disability concepts, CFM/screening, community mobilization and basic home care follow-up of Children with Disabilities. These audio-video materials will be used as a resource pack to facilitate training, workshops and orientation on disability, screening and identification of children with disabilities, disability and inclusive education focused community mobilization and individualized need-based support for children with disabilities for their daily living activities.

1. **Objective**

The primary objective of this ToR is to produce high-quality audio-visual content on the “disability concept, screening children through child functioning module (CFM), community mobilization and basic home care’’ that will be used to enhance awareness, understanding, and skills among the various stakeholders e.g., educators, volunteers, field level staff ensuring the sustainability and continuity of the services.

1. **Scope of Work**
* Produce audiovisual training materials on ‘understanding and basic concept of disability’; video length will be a maximum of 5 minutes.
* Produce audiovisual training materials on ‘screening and identification of children with disabilities through Child Functioning Module (CFM); video length maximum 10 minutes.
* Development of audiovisual training materials on ‘community mobilization/ conversation focusing on disability and inclusive education’; video length maximum 7 minutes.
* Development of audiovisual training materials on ‘basic home care/home-based rehab support for children with disabilities; video length maximum 10 minutes.
1. **Desired Deliverables from the Consultant(s):**

The consulting firm is expected to deliver the following outputs during the assignment:

|  |  |  |
| --- | --- | --- |
| **Expected deliverables** | **# of Unit** | **Expected timeline** |
| **Before signing the contract:** |
| * Descriptive/ technical and financial proposal with the detailed CV of the consultant(s).
* Team composition of experts
* And, other administrative documents & supporting documents to selection criteria
 | 1 | 18 August 2024 |
| * Discussion with HI’s Technical, Project and logistics personnel.
* To have a detailed presentation about the works (methods and products)
* Revision of the proposal (if required) based on practical needs.
 | Need-based | 20 August 2024 |
| **After signing the contract:** |  |  |
| Introductory meeting with HI’s technical and project staff to understand the assignment more clearly. | 2 | 27 August 24 |
| Content selection and finalization for audiovisual materials  | 1 | 29 August 24 |
| Submission of draft audiovisual training materials * audiovisual training materials on ‘understanding and basic concept of disability’; video length will be a maximum of 5 minutes.
* audiovisual training materials on ‘screening and identification of children with disabilities through Child Functioning Module (CFM); video length maximum 10 minutes.
* audiovisual training materials on ‘community mobilization/ conversation focusing on disability and inclusive education’; video length maximum 7 minutes.
* audiovisual training materials on ‘basic home care/ homebased rehab support for children with disabilities; video length maximum 10 minutes.
* **Submission of audiovisual materials separately as above-mentioned contents.**
* **Submission of draft total audiovisual training materials in together.**
 | 2 | 20 September 24 |
| Submission of draft audiovisual training materials as mentioned in the above row.  | 2 | 20 September 24 |
| Conduct a field test with the final audiovisual materials. |  | 25 September 24 |
| **Total** |  |  |

[All the audiovisual materials will be produced in English but subtitled in Burmese]

1. **Tentative Contents for audiovisual training materials (for understanding assignment and ToR**
* **Understanding disability (basic concept)**
	+ understanding various types of disability and impairment among children,
	+ early identification and referral
* **Screening and Identification of Children with Disabilities through CFM**
	+ Clear understanding of what/ how/ why screening and identification of children with disabilities
	+ Clear understanding of the Child Functioning Module (CFM) and each question and explanation.
* **Community Conversation & Mobilization**
	+ Empowering parents and caregivers of children with disabilities to be aware of their needs, protection issues, and access to services, including education
	+ Intersectionality of disability among the children/ persons refers to ‘the barriers, oppressions and discrimination to the different types of Children/ Persons with Disabilities. Being a Girl with Disability, lack of status, qualifications, age, ethnicity, gender, or sexual orientation may increase their barriers in society.
	+ Role of community members (Parents, caregiver, Teacher, Community leader – Majhi Imams and Block leader camp chairmen and other people) in supporting children with disabilities for inclusive education within Rohingya camps.
	+ Empowering parents and caregivers of children with disabilities on disability issues and for disability-inclusive education.
	+ Advocacy for disability rights including Education, Health, Rehab, Sports- Mixing and Playing with Other Children and Cultural and inclusive education.
	+ Building a supportive and inclusive community.
* **Basic Care and Home-based Rehabilitation:**
	+ detail assessment, rehabilitation plan and provision of AD- these trained volunteers will engage in follow-up care and referral to the different service providers in the camps including HI for further support if needed.
1. **Roles and responsibilities:**

|  |  |
| --- | --- |
| **Party**  | **Roles & Responsibilities** |
| **Steering Committee (Operation Manager/ Area Manager, Regional MEAL Manager, Country Manager)** | * Review and validate proposed audio-visual content and methodology.
* Assist in the recruitment process of the consultants by forming a review committee.
* Review the proposal (Technical & Financial) & evaluate the proposal based on the evaluation criteria
* Taking interviews of the shortlisted firms to finalize the award decision
* Participate in various project meetings such as the kick-off meeting and the interview of consultants.
* Review the draft report and provide feedback for improvement.
* Validate the final report using the HI quality checklist provided in the annexes.
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| **Operations Team (Area Manager and Project Manager)**  | * Ensure compliance of implementation with administrative, temporal and financial conditions.
* Plan the budgetary needs and process the supply requirements.
* Communicate and mobilize stakeholders about the study.
* Plan the agenda with stakeholders and beneficiaries as soon as the plan is elaborated.
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| **Country Finance Manager** | * Provide guidance on the financial aspects of the project.
* Share the budget available for the evaluation.
* Ensure payment is made to the consultant according to the agreed instalments and terms and conditions.
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| **Technical Team****(Technical Specialists, Technical Officers)** | * Review of analysis tools, including identifying needs and relevant infographics.
* Review and provide feedback on data collection tools.
* Review and provide feedback on the evaluation report.
* Participate in the implementation of evaluation recommendations.
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| **MEAL / Information Management Team****(Regional MEAL Manager/Sr. MEAL officer)** | * Recruit the consultant/firms and supervise their activities.
* Monitor the data collection and ensure quality.
* Review the analysis tool developed by consultant.
* Review analysis and provide feedback on the report.
* Oversee the entire evaluation process.
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| **Consultant/Firms** | * Researching and developing script/storyboard based on disability and inclusive education concepts.
* Ensuring the content is culturally appropriate and sensitive to the Rohingya community.
* Including real-life stories and scenarios, and expert opinions to make the content relatable.
* Producing high-quality videos and audio recordings.
* Including subtitles in Rohingya languages and Burmese
* Ensuring the content is accessible to persons/children with disabilities (e.g., sign language interpretation, audio descriptions).
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| **Logistics Team/HR** | * Assist in hiring a consultant(s) by publishing the job offer, and receiving processing the application including other assistance to complete the evaluation work.
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1. **Qualification and experience of the consultant(s)**
* Consulting firm must have expertise in making audiovisual materials in relation to disability and inclusive education.
* At least 5years of experience in producing disability and education-related materials e.g., audio, video and documentary.
* Developing audiovisual materials focusing on emergency contexts will add extra value.
* Must have skills to develop content for designing video clips.
* Should have good written and verbal communication skills in both English and Burmese/Chittagongian
* Experience in refugee and disability sector-related work and inclusive education would be an added advantage.
* Previous experience working with children/persons with disabilities and inclusive education.
* The consultant (s) should have the following academic qualifications and experiences:
	+ Master’s Degree in media and communication or any other development field related to producing audiovisual content.
1. **Termination of the agreement:**
* Humanity & Inclusion (HI) will terminate this agreement if one of the following situations arises:
	+ The consultant/s has breached the provisions of this agreement in any respect, including failure to provide services as per the requirements of the agreement.
	+ The consultant/s has committed fraud, or misappropriation in connection with the HI business.
	+ The consultant/s shall be able to terminate this agreement if the HI (the purchaser) substantively changes the expectations of the agreement without negotiation with the consultant or without amendment of the budget.
1. **Payment Method**

HI will make payment via bank after submitting the final report/ deliverables. The payment will be made via bank in two (2) instalments as mentioned below. VAT and tax will be deducted from the source at the time of payment as per the government rules.

* **1st Installment:** 50% of the total value in September after submission of draft manuals.
* **2nd/ final Installment:** 50% of the total value, after completion of producing audiovisual (both) contents.

**Caution:** Please note that the last payment is conditional on the validation of the final manual and not on the sending of the final report. By validation, we mean validation of the quality by HI and under no circumstances of the appreciation of the job done.

1. **Assessing the Consultants/ Firms**

**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.
* The selection criteria include:
	+ Financial Proposal, which accounts for **20%** of the total score.
* **Technical Proposal- 80%**
	+ Experience in designing content and developing audiovisual training materials. which accounts for 30% of the total score. **(Subject to evidence, relevant experience and works submission)**
	+ Experience in developing audio-video clips related to disability & disability screening, community mobilization and inclusive education, which accounts for **30%** of the total score. **(Subject to evidence, relevant experience and works submission)**
	+ Experience in developing audiovisual materials focusing on the emergency context, which accounts for **20%** of the total score. **(Subject to evidence, relevant experience and works submission)**

Valid documents will be considered for scoring based on these criteria

**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.
* Reference check will be done following the shared supporting documents of the bidder( If needed)
* Shortlisted candidates will be interviewed based on the selection criteria mentioned above.

**Stage 3: Selection**

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

It is to be mentioned that HI may engage 2 experts (organizations/ individual consultants) to consider the types of work.

**How to Apply:**

**The application package must Include:**

1. Technical proposal: objective, methodology, work plan, time frame, experience on Training Need Assessment, developing training module and facilitation of training.
2. Financial proposal
3. CV mentioning your relevant expertise and supporting Documents for the experience that he /she is mentioning on the offer. The score will be given on the weight scale analysis following the supporting experience documents shared from the bidder end.

**Application process**:

* Interested applicant(s) should email Cover letter and CV (maximum 4 pages; with references), NID copy, VAT and TIN Registration Copy, Trade license (If organization)
* Applicants must share technical & financial offers/proposals (maximum 5 pages) including the proposed training methods and proposed training schedule.
* Applicants will have to share documents showing their experience in the field mentioned above.
* The financial proposal should cover all the necessary costs.
* Quoted price must include VAT & TAX following the govt rule. If there is any amount which will be excluding VAT & tax it should be shown with the necessary breakdown.
* Payment Conditions should be mentioned on the financial offer as mentioned above.
* Bank details: name of the account, Bank name, branch, swift code etc.
* Proposal must be submitted in BDT.
* Mentors/Consultants that meet the requirements should submit an expression of interest by **18/08/2024.**

Applications that do not meet the minimum technical requirements will be considered technically non-compliant and will not be evaluated further.

**Physical Bid Submission addresses:**

* Proposals to be submitted to Handicap International Cox’s Bazar Site office, Sayeman Heritage Residence, Building-2, Floor-2, Sayeman Road, Cox’s Bazar
* The envelope should indicate the Invitation to reference as: “**Develop Audio-visual training module on specific contents.-PD-UKHI-01239**”
* All documentation submitted should be done in their own clearly labeled envelopes (e.g., technical proposal, financial proposal, Legal Documents etc.), which are submitted in one single envelope as detailed above.

OR

**Online Bid Submission addresses:**

Send a digital file in the form of an email\* sent to the dedicated email address: **log.cox@bangladesh.hi.org**; with the reference “**Develop Audio-visual training module on specific contents- PD-UKHI-01239** in the subject line).

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

**HI is committed to protecting children and vulnerable adults from harm. All consultants will be expected to comply with the child Protection and other Policies. Applicants for this position will be assessed regarding their suitability to work with children and vulnerable adults.**

**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.**