**Terms of Reference:**

**Developing Video Documentary on Disability Inclusion Practice**

1. **Background**

Handicap International – Humanity & Inclusion (HI) is an independent and impartial humanitarian organization that operates in contexts of poverty, exclusion, conflict, and disaster. HI works in close collaboration with people with disabilities and other vulnerable groups, aiming to meet their essential needs, enhance their living conditions, and uphold their dignity and fundamental rights.

As part of the ECHO-funded project, HI focuses on promoting disability inclusion across its consortium partner organizations-DRC, NRC, and IRC. To support this goal, HI provides technical support through various activities, including accessibility assessments, capacity building initiatives, exposure visits to HI centers, field visits to the centers of consortium partners, and continuous on-job support for strengthening inclusive programs.

HI has planned to produce a video documentary showcasing disability inclusion practices within the consortium, targeting donors, partner organizations, government agencies, and humanitarian actors as the primary audience.

This documentary will serve both educational and advocacy purposes. On the one hand, it will highlight key disability-inclusive features that contribute to making a project more accessible and inclusive. On the other hand, it will act as a powerful advocacy tool to promote positive organizational changes toward greater inclusion.

1. **Objectives**
* To capture and present key disability inclusion practices implemented by the consortium under the ECHO-funded project, highlighting their contribution to improving program accessibility and participation.
* To document practical examples of inclusive actions in different sectors, providing evidence-based learning for strengthening disability-inclusive programming
1. **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 -

* Showcase practical examples of disability inclusion implemented within the consortium under the ECHO-funded project, focusing on initiatives like DIWG formation, joint field visits, accessibility assessment etc.
* Showcase how inclusive actions such as capacity building training and cross-sectoral collaboration improve accessibility and participation for people with disabilities
* Highlights the role of partner engagement and coordination (e.g., referral systems and joint activities) in strengthening disability-inclusive programming
* Briefly highlights the impact of inclusive practices on enhancing access to services for people with disabilities.
1. **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 sharing with HI management and technical specialists 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 in different camps of Ukhiya and Teknaf (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
* 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’ “(The video footage will be produced in Bangla, including sign language interpretation and subtitles in English to ensure accessibility for diverse audiences)” in the video footages.
* Including ‘audio description’ for the background video frames that does not contain any description to allow the video documentary to be accessible by the persons with visual impairment.
* Submitting the final video documentary 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 people with hearing and visual difficulties. In order to do that the video documentary must contain closed captioning or subtitles 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 people with visual impairment to 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, photography, interviews taken from the concern of people with disabilities, project beneficiaries, and/or relevant other stakeholders must have prior consent in written using prescribed forms following HI’s Safeguarding policy.

1. **Deliverables**
The videographer will deliver the following:
* A storyboard/script for the video documentary
* All usable Raw footage
* Two final edited (accessible) video documentaries (one is 5 min and another is 2 min short version)
* Version of the final video that is compatible with different platforms and devices

**6. Timeline**
**Duration**

The documentation is expected to start in **July2025** and be completed by **August 2025.** 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**

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| --- | --- | --- | --- |
| **SL.**  | **Work**  | **HI expected**  | **Supplier Proposed plan** |
| **1.** | Orientation: How many days? | 2 days (1 day office orientation + 1 day field visit) |  |
| **2.** | Scriptwriting: How many days? | 8 working days (5 for supplier + 3 for HI) |  |
| **3.** | 1st Draft: How many days? | 10 working days (daily update to PM and COM)  |  |
| **4.** | Sharing the final version after final review: How many days? | 15 working days |  |

* 1. **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.
	1. **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 relevant HI department.
	+ Logistics: Logistic team will support the Project team and consultant in all type of administrative tasks 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.
	1. **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 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 shows 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.
	1. **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.

* 1. **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.
	1. **Selection criteria with weights**

**Selection criteria with weights:**

**1. Financial Proposal 20%**

**2. Technical Proposal -80%**

**Preference:**

* + - Experience on disability and advocacy focused video **(Subject to evidence, relevant experience and works submission)**-**20**
		- Experience on working with Different UN Organization / Diplomatic Mission /other INGO/NGO / Govt Department Corporate for this kind of assignment **(Subject to evidence, relevant experience and works submission)** -**10**
		- Experience on video documentation in Cox’sBazar Context (Host & Rohingya Community) **(Subject to evidence, relevant experience and works submission)** -**10**
		- Sample on previous works (Framing and editing-Audio Quality-Narration-Storytelling-Key message delivery)**(Bidders are instructed to submit a minimum of 2 videos)** - **40**

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

**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 a few previous works: any video documentary production that contains subtitles, sign language interpretation and audio description would be appreciated.
	1. **Application process**
* ***The application package must Include:***
* *Technical proposal: objective, methodology, work plan, time frame, experience on Training Need Assessment, developing training module and facilitation of training.*
* *Financial proposal*
* *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*
* *Last Tax Submission copy*
* *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* **2nd July 2025 (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 ; with the tender reference “**PD-TEKN-00727** **Developing Video Documentary on Disability Inclusion Practice”** in the subject).

\*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.

**Disclaimer: Supplier/Vendor have to declare conflict of interest if any one/more of the member involved with this procurement have personal or business relation them.**

**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 disability.**