

## Terms of Reference (ToR)

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### Consultancy Summary

Program/Project, Project Number	Project Number: 4132-CDD-MYP Project Name: Putting Persons with Disabilities at the Center of Humanitarian Preparedness and Response (PPDCHP&R)
Partner Organisation	Centre for Disability in Development (CDD)
Duration of Project	May, 2021 – December, 2023 (32 Month)
Consultancy Purpose	The purpose of hiring consultant/consultancy firm is to develop a series of interactive accessible Bangla tutorials on IASC (Inter Agency Standing Committee) on inclusion of persons with disabilities Bangla Guideline which has been developed aiming inclusion of Persons with Disabilities in DRR and Humanitarian Action.
Consultancy Type	Short term contract
Commissioning organisation/contact person	Centre for Disability in Development (CDD) Tareq Ahmed, Project Manager, PPDCHP&R Project, Centre for Disability in Development (CDD) Email: <a href="mailto:tareq.cdd@gmail.com">tareq.cdd@gmail.com</a> ; Contact# 01683976565
Consultancy Team members (if known)	External consultant (qualified individual/media house) having extensive knowledge and experience on audio-visual productions as well as on Disability inclusive Disaster Risk Reduction and Humanitarian Action.
Primary Methodology	Based on study on IASC (Inter-Agency Standing Committee) on inclusion of persons with disabilities Training Manual, the interactive tutorial concept will be finalized, script will be written and accordingly accessible tutorials will be developed. The complete design, contents development, manuscript preparation, accessibility feature confirmation, interactive tutorial, English subtitle, voice & sign language attachment, alignment of relevant animations etc. It is mention worthy that close subtitle of English and sign language interpretation will be added in the video.
Proposed Consultancy Start and End Dates	Consultancy work will start after completing consultant team/individuals hiring process. The allocated time to complete the work will be Six (06) weeks after hiring the consultant team/individual.
Recipient of Final Video Document	Nazmul Bari, Director, Centre for Disability in Development (CDD)

## 1. Background of Project

**Centre for Disability in Development (CDD)** is a development organization working on disability issues focusing on disability inclusion in mainstream development since 1996. CDD with the support of CBM is implementing a project “Putting Persons with Disabilities at the Centre of Humanitarian Preparedness and Response (PPDCHR&P) at Jatrapur Union, Kurigram Sadar Upazila under Kurigram district in Bangladesh.” This project focuses on strengthening capacities of global and national governmental and non-governmental key humanitarian action and disaster preparedness actors and organizations of persons with disabilities (OPDs) in the area of inclusive, humanitarian preparedness and action.

PPDCHP&R project has been implementing series of activities for innovative capacity building of the Organizations of Persons with Disabilities (OPDs), Self-help Groups (SHGs) of persons with disabilities, at risk group people, volunteers and local Disaster Management Committees (DMCs) so that community people including persons with disabilities, OPDs, SHGs, at risk group people, volunteers and local Disaster Management Committees (DMCs) can access to early warning as well as preparedness and risk reduction to support and empower more persons with disabilities. The project has also been doing advocacy for accessibility to the services including shelters, evacuation boats, inclusive WASH (Water, Sanitation and Hygiene) facilities, climate resilient livelihood program and rehabilitation facilities etc.

One key component of PPDCHP&R project is to roll-out of the IASC Guidelines for capacity building of national governmental and civil society actors (working in DRR and/or humanitarian response) through training and mentoring. There is an activity aimed to develop online interactive accessible tutorial series on IASC on inclusion of persons with disabilities Bangla Training manual and make available in website with promo video in YouTube for inclusion of Person with Disabilities in DRR (Disaster Risk Reduction) and Humanitarian Action.

## 2. Consultancy Objective, Scope and Intended Use

The main purpose of hiring a consultant/consultancy firm is to develop an accessible interactive tutorial on IASC (Inter Agency Standing Committee) on inclusion of persons with disabilities Bangla Guideline including manuscript preparation of interactive tutorials, lecture videos, voice attachment of each and all video tutorials, alignment of relevant animations, pictures, cases, English subtitle, adding sign language etc.

### ***Scope of the Consultancy***

- To design online interactive accessible IASC tutorial,
- To develop and add quiz on each chapter of IASC tutorial,
- To prepare IASC tutorial contents, relevant animations,
- To develop one IASC tutorial for one chapter is preferable,
- To design and develop participant’s online registration process,
- To work closely with project team and consult with stakeholders,
- To add accessibility features in IASC tutorial,
- To design Participation Certificate for the participants,
- To produce auto generated Training Participation Certificate in soft copy,
- To add voice of each and all episodes,
- To add English subtitles to each and all IASC tutorials,

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ASB, CBM, CDD, and MI are members.

- To add Sign language to each and all IASC tutorials,

### **Target Audience and Intend Use**

The video documentation is intended for national governmental and civil society actors working in Disaster Risk Reduction and/or humanitarian response. All videos will be uploaded in website for wider coverage of learning for inclusion of Person with Disabilities in Humanitarian Action by individuals/organizations.

## **3. Guideline for Content Development and Shooting**

### **Child and Adult Safeguarding**

The consultant/ each team member of the firm should have to fully comply with and sign CDD's and CBM's Code of Conduct and Child and Adult Safeguarding Policy as well as commitment to data security and privacy. The consultancy work must consider child and adult safeguarding aspects, safe communication.

### **Methodology**

The following are the scope of work which will determine the methodology of conducting the consultancy assignment for IASC Tutorial.

- Consultant will study the project as well as IASC training manual to understand the approach, interventions and results/ impacts the IASC tutorial,
- Consultant will develop a script based on the training manual. Then she/he will submit the script to CDD and CBM for review and approval.
- Consultant will develop necessary videos as per the agreed plan with the consultation of CDD.
- Consultant will review, prepare contents, develop design, prepare subtitles in accordance with approved script to CDD and CBM for review and final approval
- Any music that will be used/recycled in tutorial episode must be aligned with copyright laws. Consultant will use music that fits better for story and creates emotion of the audiences.
- Consultant will edit the video episode/clip according to approved script and share to CDD and CBM for review and feedback.

## **4. Consultancy Team and Management Responsibilities**

### **Commissioning responsibility**

Consultancy work will be commissioned by CDD by contracting the Consultant(s), approving the design proposed by the Consultant. The video documentation will be provided to CDD and finalized based on comments from CDD and CBM.

### **Eligibility of Consultancy Team**

- Sound knowledge on disability terminologies, inclusion and Disability inclusive Disaster Risk Management (DRR) in Bangladesh,

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- At least 3-5 years' relevant working experiences on online interactive accessible tutorial production,
- Technical expert persons specially accessibility expert, will be in the consultant team and prefer to have persons with disabilities in the team,
- Contents development and technological expertise to produce interactive and accessible tutorials in HD format,
- Available evidence of previous relevant works,

## 5. Management of the documentation and logistics

### Consultancy Team

- Organizing team and managing work processes
- Managing any conflicts of interest if arise
- Managing collection, collation and confidentiality of data
- Developing script of the documentation
- Develop animation character based on the need
- Ensuring Products are delivered by due dates

### CDD

- Selection and finalization of Consultant in consultation with CBM and providing contract
- Organize meeting with Consultant
- Provide logistics support to the consultant. Ensure project related documents and relevant information are provided to the consultant
- Identify accessible locations for consultation meeting/interviews to take place
- Ensuring that access and inclusion factors are addressed, so that people with disabilities can participate fully
- Provide feedback on draft tutorials, video content, approving final episode and making payments

### CBM

- Confirming video content/script proposed by consultant
- Providing feedback to draft video episodes

## 6. Expected Documents and Outcomes from Consultant:

Selected consultant/team will provide following deliverables considering digital accessibility:

- Draft script of the IASC video tutorial,
- Master copy version of all interactive accessible video tutorials in HD format, in DVD format and in pen drive which are both accessible by all possible types of persons with disabilities and inaccessible version considering all visibility issues like branding and logo etc. (including subtitles in English, sign language, voiceover),
- Provide technical support to CDD to install total IASC video tutorial package in existing website,
- Provide one accessible promo video on IASC Video tutorial for YouTube channel,
- All raw footage in portable hard drive,

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- The language of the version will be Bangla with English sub-titles.
- Completed time-based transcripts (in English through Word document or similar) and original 'clean' files to be delivered too, to allow subtitling in other languages

Script submission due by: 12<sup>th</sup> December 2022

Draft Video Clips/Episode due by: 20<sup>th</sup> December 2022

Finalized and submission of Video Clips due by: 31<sup>st</sup> December 2022

### **Standard procedures in the delivery of the products**

Copyright of film and all raw materials belongs to CDD and CBM. All documents in support of the implementation of the task will be provided by CDD upon assignment of the concrete tasks. CDD and CBM reserve the right to withhold all or a portion of payment if performance is unsatisfactory, if work/output is incomplete, not delivered, or for failure to meet deadlines. The consultant undertakes to maintain confidentiality of all information that is not the public domain and shall not be involved in another assignment that represents a conflict of interest to the prevailing assignment. The Consultant shall undertake to refrain from promoting any political or religious beliefs in the documentary film, which is the subject of this contract.

### **7. Specific Activities**

It can be considered a planning meeting with CDD that is scheduled weeks before the work start, where methodology and sampling is discussed.

<b>Task</b>
MoU signing and project brief
Review of documents and development of online tutorial script and plan
Submission of draft interactive tutorial script, presentation and plan
Review and feedback from CDD on tutorial script
Reviewed interactive online tutorial script submission by consultant
Draft tutorial episodes preparation (by consultant), editing and submission
Feedback on draft online tutorial episodes by CDD
Finalizing accessible online tutorial on IASC and submission to CDD

### **8. Costs and Payments**

CDD will make payments by bank transfer to the firm's/individual's bank account according to the ToR. Payment will be made based on deliverables upon submission of invoice and complete of work.

- 1<sup>st</sup> Payment: 20% of contract value will be paid based on submission and acceptance of interactive accessible tutorial script
- 2<sup>nd</sup> Payment: 50% of the contract value will be paid based on submission and acceptance of all draft deliverables
- 3<sup>rd</sup> Payment: 30% of contract value will be paid based on submission and acceptance of final interactive accessible tutorial document on IASC, and other deliverables mentioned in the above

**VAT and tax will be deducted from source as per government's NBR policies.**

## 9. Applications

Expressions of Interest shall be submitted by **13 December 2022** to [info@cdd.org.bd](mailto:info@cdd.org.bd) and shall include:

- Brief description of consultancy team/consultant/firm
- Understanding of this ToR, Technical Proposal and Financial proposal
- Evidence of previous similar work documents/links
- Legal documents (registration certificate; Vat/Tax TIN etc.)

Only complete applications will be considered for the next stage of selection. CDD may ask for references and/or examples of previous work during the recruitment process.