Terms of Reference (ToR)

Hiring of a Consulting Firm for Developing Short Video Documentaries for the program titled "Meaningful participation and inclusion of children and youths with disabilities in all domains of CBR/CBID"

1. Background

The Centre for Disability in Development (CDD) is implementing a multi-annual program titled *"Meaningful Participation and Inclusion of Children and Youths with Disabilities in all Domains of CBR/CBID (MAPinCBR)"* with the support of Liliane Fonds (LF), Netherlands. The program aims to ensure that children and youth with disabilities enjoy an improved quality of life and are able to realize their full potential, irrespective of gender, age, or type of disability.

Under this program, CDD serves as the Grants Manager, while ten Partner Organizations (POs) are responsible for implementing activities at the field level in five districts of Bangladesh. In addition, CDD is implementing another LF-supported project:

- *"Meaningful Youth Participation for Children & Youth with Disabilities / Affected by Leprosy (MYP)".*

According to the budget plan of the MAPinCBR program, six video documentation were to be developed in 2026. CDD, upon consultation with LF, decided to produce four video documentation that highlight the MAPinCBR, and MYP initiatives showcasing the inspiring stories, good practices, and key achievements emerging from the three projects. These videos will be used for advocacy, awareness, donor visibility, and knowledge sharing among government agencies, partner organizations, and development stakeholders.

For this purpose, CDD seeks to engage a **professional consulting firm** with proven expertise in producing short development-focused video documentaries.

2. Objective of the Assignment

The main objective of this consultancy is to produce a series of short, high-quality, and visually engaging video documentaries (2–3 minutes each) that:

- Highlight good practices, success stories, and impact of the MAPinCBR and MYP projects;
- Showcase the meaningful participation and inclusion of children and youth with disabilities; and
- Promote awareness and advocacy for disability inclusion at community and institutional levels.

3. Scope of Work / Tasks

The consulting firm will be responsible for:

A. **Concept Development and Planning**

- Develop creative concepts, storyboards, and scripts for each video in consultation with CDD's Communication and Program teams.
- Propose shooting locations and participants (children, youth, families, community members, etc.).

B. **Field Visits and Filming**

- Conduct field visits to selected project areas for video shooting (two districts).
- Capture high-quality visuals and audio, including interviews, activities, and environmental footage.
- Ensure gender balance, diversity, and ethical representation of persons with disabilities.

C. **Editing and Post-Production**

- Edit raw footage into short, compelling videos (2–3 minutes each).
- Include subtitles (in English and Bangla), background music, graphics, and logos according to CDD and LF branding guidelines.
- Include sign language interpretation for persons with speech and hearing disability
- Deliver final outputs in HD video formats suitable for web and social media platforms.

D. **Review and Finalization**

- Incorporate feedback from CDD and LF.
- Submit final approved versions along with all raw footage and editable project files.

4. Expected Deliverables

Deliverable	Description	Timeline
Inception Report	Concept note, work plan, and shooting schedule	Within 1 week of contract signing
Storyboards & Scripts	Drafts for each video for approval	Within 2 weeks
Draft Videos	First-cut versions of all videos	As per agreed schedule
Final Videos	Final approved HD versions (with subtitles and branding) + raw footage	After feedback incorporation

Number of videos: *Four (4) short video documentaries, each 2–3 minutes long.*

- Total amount included all cost for conducting evaluation consolidated consultant fee, transport cost (local/inter district), accommodation and food.
- VAT and TAX will be deducted at source as per applicable Bangladesh government rules.
- Payment will be made on submission of bill by A/C Payee Cheque / EFT issued against the consultant/Firm.

10. Application Process

Interested consulting firms are requested to submit:

- **Technical Proposal** (max 5 pages) including understanding of the assignment, methodology, and proposed timeline.
- **Financial Proposal** (itemized budget in BDT or other currency).
- **Company Profile** with examples/links to similar previous work along with all relevant documents i.e. trade license, TIN certificate, BIN certificate, etc.
- **CVs of Key Personnel** to be involved in the assignment.
- **Submit the application** to following address or through email by November 8, 2026.

11. Contact Address

Centre for Disability in Development (CDD)
A-18/6, Genda, Savar, Dhaka-1340
Mobile No. 01713021695
Email: info@cdd.org.bd

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