

## TERMS OF REFERENCE (TOR)

PROGRAM	Myanmar
DOMAIN	Protection
PROJECT	Emergency Assistance to Communities Affected by Cyclone Mocha in Myanmar
PERSON IN CHARGE	Operations Manager
TYPE OF MISSION	<b>Development of Gender-Based Violence Mitigation Awareness Raising Materials (an animated movie, flyer and factsheet)</b>
DURATION	20 working days (starting from 2nd May 2024)
TARGETED AUDIANCE	Implementing partners and communities, including internally displaced persons (IDPs) affected by Cyclone Mocha in Myanmar

### 1. CONTEXT OF THE MISSION

Humanity & Inclusion (HI) is an independent and impartial aid organization working in situations of poverty and exclusion, conflict, and disaster. HI works alongside people with disabilities and vulnerable populations, taking action and bearing witness in order to respond to their essential needs, improve their living conditions, and promote respect for their dignity and fundamental rights. HI works to meet the needs and defend the rights of children, women, and men with disabilities. In emergencies, HI's mandate widens to target the most vulnerable groups within any population, taking gender inequities into account, from isolated rural communities to people with disabilities to excluded minority groups, to ensure their equal access to appropriate relief aid.

HI opened its mission in Myanmar in 2013 after a short-term intervention during Nargis Cyclone in 2008. Since then, HI has expanded its activities in Ayayarwaddy, Mandalay, Yangon, East Bago, Kayin, Rakhine and Kachin States. HI has registration until December 2025. HI's intervention in Myanmar and Thailand is based on 5 strategic pillars:

- 1) Emergency Response, including basic needs and inclusive humanitarian action
- 2) Armed Violence Reduction (AVR), including Victim Assistance and community-based Risk Education
- 3) Inclusive Health, including Physical and Functional Rehabilitation, MHPSS and access to medical services
- 4) Inclusive Preparedness based on DRR and logistics vulnerability
- 5) Inclusive Opportunities, including Inclusive Education and Economic Services

### 2. Objective(s) of the Mission

To enhance the capacity of local and community-based organizations in responding to reinforcing measures to shield disaster-affected populations from gender-based violence, Humanity and Inclusion (HI) will develop a series of advocacy and awareness-raising materials from a gender inclusive, sensitive and mainstreaming perspective. The key messages that will be categorized as a short-animated movie and a flyer and a factsheet. The developed materials will be used as resources for implementing partners, community mobilizers, and community volunteers for advocacy and awareness-raising sessions.

### 3. METHDOLOGY

The contents of the materials will be developed and shared with the production team. HI will provide guidance, input, and validation throughout the pre-production, production, and post-production phases to ensure the developed materials are in line with technical standards and specifications.

The consultant is expected to deliver the designated materials, with accessibility features, such as sign language interpretation, within the dedicated timeframe, ensuring technical consultation and validation throughout the production process.

Specifically, through these consultancy services, **HI expects to receive the following services:**

#### 1. The pre-production

- HI will provide the key messages and guidance, and an inclusion checklist for the production process.
- Coordinate with the HI team (logistics, technical, and program) for technical confirmation and validation on content creation.
- Submit either the strategy for the development process or the storyboard along with a detailed work plan.
- The consultancy will account for the integration of narration, subtitling, and animation, syncing with background music in the videos. Narration and subtitles have to be in Myanmar language.
- The consultant is responsible for ensuring that the characters, gadgets, music, and illustrated things used in the video are free from copyright issues.

***NB: As the sample for movie development, please refer to the movies per following link:***

- [Awareness Raising Material \(animation movie\): Care Giver Animation Movies:](#)

#### 2. Production

- The consultancy needs to work closely with the HI team for technical confirmation and validation on content creation (e.g., usage of characters, background color, font size, gadgets, music and illustrated things, narration, subtitling) and to inform the update of the progress as a weekly basis.
- Develop designated awareness-raising materials in line with detailed technical specifications, including animation effects, narration, subtitles, proper use of color, font size, syncing the music, etc.
- The HI team will provide tailored technical support and input to ensure compliance with expected technical standards throughout the production phase.
- The consultant has to submit the semi-final products to HI for review for quality assurance with a minimum of three working days before finalization.

#### 3. Post-Production

- Any changes to videos must be notified to HI at least three working days before the dissemination of the final products.
- Submit the package of finalized materials to HI at least two working days ahead of the effective contract ending date.
- A developed animated movie must include the features of animation (2D effect minimum), narration, sign language interpretation, subtitles, sound system syncing, and proper usage of color contrast and font size. Moreover, the movie has to be playable on all platforms.

#### 4. DELIVERABLES

1. Submit the final version of the developed materials.
  - i. The short-animated video have to meet the minimum accessible components: narration, subtitling, proper usage of color contrast, and font size with a 2D animation effect. The duration of movie is 5 minutes maximum. *In addition, the soft contents of the movies, such as audio files, designed graphics, characters, and images, have to be submitted together with the movies.*
  - ii. Designed IEC materials in Burmese version: Digital version of two IEC materials: 1) A4 size (factsheet), back-to-back, 8 pages maximum, and 2) one flyer (A4 size, 2-pager, back-to-back, 2-folded).
2. Develop and submit a minimum 2-page brief report of production process , including the modality, key findings, recommendation, and conclusion.

#### 5. TIMELINE

The duration of consultancy services will be effective starting from **2<sup>nd</sup> May 2024**. The duration of services provision is expected to be within **20 working days**.

#### 6. BUDGET

The applicant shall provide the technical proposal and financial breakdown related to this service with detail descriptions including taxes. HI will not cover any additional payment that are not included in the proposal.

#### 7. APPLICATION

Interested candidates are required to apply before **the 30<sup>th</sup> April 2024** at the following email address: [t.myanmar@hi.org](mailto:t.myanmar@hi.org), indicating the subject **“Consultancy Service: Development of Gender-Based Violence Mitigation Awareness Raising Materials (an animated movie, flyer and factsheet)”**

***HI commits to providing equal opportunities to all qualified applicants, regardless of nationality, gender, religious and ethnic backgrounds, including people with disabilities.***

***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.***

The application shall include:

- *The CV of the Consultant and consultancy team*
- *A Cover letter highlighting the consistency of the experience & profile in line with the terms of references (ToR)*
- *A technical proposal related to the service requested*
- *A financial proposal: Price per video clip (in MMK) **with price validity (at least one month)***
- *A copy of NRC (ID) of the Consultant and team*
- ***For Consultancy firms, the following must also be included:***
  - o ***CVs of the team of consultants***
  - o ***A valid Business Registration***

### Minimum technical requirements are as follow:

1. Minimum of two years of professional work experience in video production
2. Working experiences in the production of inclusive and accessible movie productions
3. Having extensive experience in animated video production and networking with the translation process, including direct translation or sub-contracting
4. Working experience with the humanitarian and non-profit sectors.
5. Working experience with persons and children with disabilities, organizations of persons with disabilities, and previous working experiences with HI will add value.

Based on the following weighted selection criteria, applications that meet the minimum administrative and technical requirements will be considered and evaluated further

- Price- 40 % weight
- Qualification – 60% weight
  - Including 45% experience / expertise
  - Including 10% relevance of technical offer to TOR / deliverables
  - Including 5 % consistency of budget with proposed technical offer

***Applications that do not meet the minimum administrative & technical requirements will be considered as non-compliant with HI requirements and will not be evaluated further.***

### Please note:

- *Price shall be inclusive of all applicable costs and taxes.*
- *For contracted bidder, due to banking restrictions in Myanmar:*
  - o *payment will be done only in MMK (Central Bank Exchange Rate of Myanmar),*
  - o *payment will be done by wire transfer only*
  - o *payment will be transfer to a KBZ bank accounts only.*

### Due Diligence

For selected consultants based on the comparative analysis:

- HI verify that the Consultant(s) are not on donors' sanctions lists and will thus require the NRC of all consultants (in case of consultancy firms) if not previously submitted.

**“Humanity & Inclusion (HI)” is committed to protect the rights of children and opposes to all forms of child exploitation and child abuse and from harm. All consultants will be expected to comply with the child Protection and PSEA Policies. Applicants for this position will be assessed regarding their suitability to work with children and vulnerable adults.**