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 reopened its mission in Myanmar in 2013 after a short-term intervention during Cyclone Nargis in 2008. Since then, HI has expanded its activities promoting inclusion and responding to the needs of persons with disabilities, including landmine victims, in Ayeyarwady, Mandalay, Yangon, and East Bago Regions, as well as in Kayin, Rakhine, and Kachin States. HI has signed an MoU with both the Ministry of Social Welfare and the Ministry of Health and Sport. HI has five offices: the main one in Yangon, bases in Hpa’an covering the Southeast, Myitkyina for Kachin, one in Sittwe covering Rakhine, and one in Mae Sot on the Thai border. HI’s program strategy is built around three pillars:

- Armed Violence Reduction (AVR), including victim assistance and community-based risk education;
• Inclusion with projects covering: support for disabled people's organizations and promotion of rights; inclusive disaster risk reduction; Growing Together; Disaster Safe Hospital Initiative; inclusive livelihood;
• Health and Rehabilitation, with projects covering psychosocial and physical rehabilitation.

In Rakhine, under the DFAT grant, Save the Children International (SCI), Plan International Myanmar (PIM), Lutheran World Federation (LWF), and Humanity & Inclusion (HI) are partnering together to deliver a three-year integrated and inclusive education programme to meaningfully contribute to the wellbeing of children, their families, and communities in Rakhine State, Myanmar. This partnership is uniquely equipped to respond to the vast and diverse crisis contexts where children need education, protection and wellbeing support.

In addition, HI will focus on disability inclusion and strengthened to increase the quality and access for children with disabilities including children most affected by inequity. Link to this, and aiming to improve for more inclusivity of education activities and accessible for all learners through different learning platforms for the project targeted children, including children and adolescents with disabilities, community-based volunteers and education staff in a safe and inclusive manner, HI will be adapting and developing educational learning materials including production animation movies and inclusive documents, reinforcing community links between education activities and children with disabilities, and adapting learning methodologies and strategies.

2. Objective(s) of the mission

The main objective of this mission is to:

- translate three documents relating to inclusive education from English to Burmese language. These documents are: 1) Establishing a buddy system to improve learning for children with and without disabilities, 2) Child buddy curriculum for awareness raising, and 3) Creating child-friendly learning environment. The documents range in page numbers from 18 to 25.
- design the layout of these documents.
- produce a 45 minute or an hour Burmese-language video that highlights the concepts presented in the three documents mentioned above.

3. Methodology

The HI team will provide the three inclusive education documents to the consultant.

The soft technical package (scripts, PowerPoint presentations, and narrated voice recordings) will be prepared by the consultant. Through this consulting (production team) support, 3 voice-over PowerPoints will have to be produce as video clips with the above-mentioned accessibility features. In addition, support design layout for those documents to be able to print by the team.
and or consortium project partners. The consultant is expected to work together with the HI team to ensure technical consultation and validation throughout the production process.

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

1. **Initial conceptualization**
   
   a) Pre meeting and discussion between HI and production teams.
   b) HI will provide the three adopted and developed inclusive education documents to the consultant
   c) The production team has to provide the three translated version of the documents into Burmese.
   d) Provide design layout for those above translated documents to be ready for printing process if needed
   e) The HI team will provide technical review, feedback and inputs on the translation.
   f) The production team has to provide the soft technical package (scripts, PowerPoint presentations, and narrated voice recordings) including the characters, gadgets, and illustrated things used in the video are free from copyright issues.
   g) The production team has to produce video clip with accessibility features (narration, animation, subtitling, sign language interpretation, etc.) to the HI team.
   h) The HI team will provide inputs to ensure compliance with expected technical standards.

2. **Submission of Sample Work**
   
   a) The consultant has to submit a work plan and concept note in which the design and process to be illustrated in the video have to be presented.
   b) Sample of developed video clip has to be shared with the HI team for technical review and quality assurance before moving to the production phase.

3. **Deliverables**
   
   a) Produce the package of three translated inclusive documents into Burmese.
   b) Produce the soft technical package (scripts, PowerPoint presentations, and narrated voice recordings) including the characters, gadgets, and illustrated things used in the video are free from copyright issues.
   c) Produce the video clip with accessibility features (animation -2D effect minimum, narration, subtitles, sign language interpretation, and proper usage of color contrast have to be considered and included in these videos).
   d) Provide design layout for those above translated documents to be ready for printing process if needed
   e) Prepare and submit a minimum 5-page completion report, including the modality, key findings, recommendation, and conclusion.
4. **Timeline**

The duration of consultancy services will be effective starting from 15th March 2024 and shall be ended on 30th April 2024.

5. **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.

6. **Application**

Interested candidates are required to apply before the 11th March 2024 at the following email address: t.myanmar@hi.org indicating the subject “Consultancy Service: Production of inclusive education and learning support video clips”

**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
- A copy of NRC (ID) of the Consultant and team
- **For Consultancy firms only, the following must also be included:**
  - CVs of the team of consultants
  - 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 sign language interpretation (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:
  - payment will be done only in MMK
  - payment will be done by wire transfer only
  - 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.