

## **TERMS OF REFERENCE**

### **Producing a video on the Awareness of Physical Rehabilitation Services in Cambodia**

#### **1. Context:**

HI, founded in 1982, 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 to respond to their essential needs, improve their living conditions, and promote respect for their dignity and fundamental rights.

In 2018, Handicap International's global movement became Humanity & Inclusion. The Federation, which runs projects in around sixty countries, is now working under the operating names of "Humanity & Inclusion", "Handicap International" or "Atlas Logistique". Any document with the letterhead "Humanity & Inclusion" applies de facto to Atlas Logistique and Handicap International teams.

Everyone in a lifetime will experience disability. Disability is continually increasing due to many reasons including non-communicable diseases and population aging. In the Pacific region, 1 every 4 people is age 60 and over. Rehabilitation services benefits for people with disabilities such as children can access to school, adults to return to work, or perform in other daily activities. Other hands, Assistive Technology includes physical rehabilitation services, wheelchairs, walking sticks, eyeglasses, hearing aids, and prosthetic and orthotic devices that enable persons with disability to live independently, study and work, and enjoy every moment that many of us take for granted.

#### **2. Project background:**

ATscale, the Global Partnership for Assistive Technology (AT), is a cross-sector global partnership with a mission to transform people's lives through AT. ATscale's vision is to ensure every person can access and afford the AT they need, enabling a lifetime of potential. Significant progress has been made in the provision of vision and mobility services in Cambodia over the last 30 years. Today, there are 11 physical rehabilitations centers (PRCs) reaching approximately 28,000 people each year.

Assistive Technology (AT) plays an important role in supporting people with disabilities (PWDs) living an independent and productive life. In Cambodia, the need for AT is high with an estimated number of 2.2 million people living with disabilities, including over 320,000 people with very significant difficulties functioning.

#### **3. Description of the expected service:**

##### **3.1 General Objectives:**

- To make people aware of rehabilitation services in the 11 Physical Rehabilitation Centers in Cambodia allowing for understanding about the available services in the PRCs including the community mobile outreach services and the importance of rehabilitation services.

### **3.2 Specific Objectives:**

- To make the general population, local authorities, communities, and other stakeholders aware and understanding of the physical rehabilitation services, the specific information and services available in the 11 PRCs in Cambodia.

### **3.3 Target group:**

- This video targets all populations including government institutions, local authorities, communities and especially people with disabilities who need physical rehabilitation services and other assistive technology.

### **3.4 Providing support from HI:**

- HI will provide some scripts in English and the concepts of the video;
- Sample of similar concepts of video spot produced will be shared after signing a contract with HI;
- HI will coordinate with the consultant on the production based on the work plan;
- HI will facilitate the actors and actresses including people with disabilities and all PRC centers where relevant to shoot the video
- HI will support in drafting the sub-title in English
- Provide feedback on the drafts production video.

### **3.5 Production team responsibilities**

- Requested service: 4-5 minutes of video awareness of PRCs services
- Develop production plan;
- The supplier needs to review, comment, and feedback on the storyboard/video script produced by HI;
- Providing the first draft of the video sport;
- Editing/making graphic video;
- Insert voice overs and sign language interpreter in the video;
- Include English sub-title;
- Deliver the final video by the expected deadline mentioned below.

## **4. Consultant profile:**

- HI is looking for individual consultant or a firm with qualifications and experience, to produce a video sport as requested in this ToR;
- Must be a legal entity;
- Experience with Rehabilitation and disability inclusion is desirable;

## **5. Duration and place of performance of the service:**

- The deadline for submission of quotations: on the **18<sup>th</sup> June 2024**;
- Location of shooting: PRC-Phnom Penh, PRC-Takeo and PRC-Kampong Cham
- Expect to start: **24<sup>th</sup> June 2024**;
- End date: **19<sup>th</sup> July 2024**;

## 6. Work Plan

- Submit a technical work plan & process of the production.
- HI propose a contract start on 21 June 2024
- Video shooting duration from 24 June 2024
- First draft video share with HI by 4 July 2024
- Feedback by HI and PWDF from 10 July 2024
- **Final draft submission by supplier by 19 July 2024**

## 7. Delivery Product

- Content (plan), language, format, methodology, and quantity;
- Video quality: Minimum **Full HD** (1920 x 1080) pixels **and one video standard;**
- **Album of pictures as well during the video shoot**
- Final submission date to HI Office **19<sup>th</sup> July 2024 at 5:00 pm**

## 8. Contact person:

- During the performance of the service, the consultant will be required to work in liaison with Handicap International's teams, notably with Mr. CHOR Rada, the Project Manager, who will be the contact person.
- Contact by mobile phone: 069 588 050

## 9. Financial proposal:

- Submitted financial offer must include professional service fee, production cost, sign language interpretation, travel, accommodation, per diem cost, any applicable tax (withholding tax or VAT) etc.
- HI will cover only cost related to participants (persons with disabilities), like transport, allowance, etc.

## 10. Submission:

Interested service providers, please submit your application as follow:

- a cover letter / motivation letter
- the proposed technical proposal including the work plan and budget plan
- Some samples of Videos

Evaluation of the expression of interest will be made through a selection committee only if a complete application is received.

The completed application should be sent to the Procurement Team:

[procurement@cambodia.hi.org](mailto:procurement@cambodia.hi.org) and [r.chor@hi.org](mailto:r.chor@hi.org)

The deadline for the submission of the application is the **18<sup>th</sup> June 2024 at 05:00 PM**. Applications submitted after the deadline will not be considered.

Only shortlisted candidates will be contacted. Selected applicants may be invited for an interview