
Terms of Reference

Consultancy for the production of five short 2D animations on physical accessibility for Persons with Disabilities

About us

With more than 35 years of experience, Cowater is Canada's global leader in management consulting services specializing in international development. Cowater is managing the Australia-Cambodia Cooperation for Equitable Sustainable Services (ACCESS) Program. ACCESS is a three-year (2018-2021) initiative by the Australian Government to improve the sustainability, quality, and inclusiveness of services for persons with disabilities and for women affected by gender-based violence (GBV) in Cambodia.

ACCESS reflects Australia's strong commitment to supporting human rights, gender equality and disability-inclusive development in our region. ACCESS works in partnership with the Royal Government of Cambodia (RGC) to support the implementation of the National Disability Strategic Plan (NDSP) and the National Action Plan to Prevent Violence Against Women (NAPVAW).

Background

Improvement in physical infrastructure, means of transportation, and means of communication and equipment for persons with disabilities in Cambodia are identified as priorities under the fourth strategic objective; i.e. "Accessibility" of the NDSP 2 (2019-2023) of RGC that was launched on December 2019. In addition, the Ministry of Social Affairs, Veterans and Youth Rehabilitation (MoSVY) and the Ministry of Land Management, Urban Planning and Construction (MLMUPC) issued an inter-ministerial Prakas number 248 dated 28 November 2018 to introduce the Technical Standards on the Physical Accessibility for Persons with Disabilities in Cambodia.

On September 2019, under the coordination and technical advisory role of Disability Action Council (DAC), these Technical Standards were jointly adopted and launched by MoSVY and MLMUPC. Key sections of these Standards include: Pathway and entrance; Car park environments, Building types; Facilities in buildings; and Sanitary facilities.

Objective

To contribute to the implementation of the priorities of NDSP2, ACCESS program in partnership with DAC and MoSVY is looking for a professional production team to develop five 2D animations that cover each of the five sections of the Standards.

Target Audience

The main target audiences of these videos are public and private service providers and decision makers, especially in the areas of health, employment, vocational training, and microfinance. These videos can be used by DAC and Disabled People's Organisations (DPOs) to advocate for disability inclusion in these areas.

Scope of Work

The services will include:

- 1) Develop the script for the five 2D Animations.
- 2) Coordinate and set up production team to produce the five 2D Animations. The duration of each video will be between 1.30 minutes to 2 minutes.
- 3) Export videos of the five 2D Animations in the format of 16:9, minimum resolution 720p. Each animation will include the Cambodia Sign Language (CSL) interpretation and subtitles in Khmer and English, in two separate versions of the videos.

Working Arrangement

The consultant will report to the DAC focal person and the Disability Lead of the ACCESS program. The consultant will also work and communicate closely with the ACCESS Communication and Media Specialist.

To ensure comprehensiveness of information captured by the final products, the consultant will be requested to consult with relevant stakeholders including DAC, MoSVY, the Cambodian Disabled People's Organisation (CDPO), Humanity & Inclusion (HI), and Agile Development Group.

In addition to the consultation with relevant stakeholders, the consultant will review key documents including the Inter-ministerial Prakas #248 of MoSVY and MLMUPC, the NDSP2 (especially strategic objective number four), the Technical Standards on the Physical Accessibility for Persons with Disabilities in Cambodia, with the objective to support the development of the scripts. The final products of this assignment will solely be owned by the DAC, ACCESS program and DFAT. Any publication on the supplier's website and social media has to be endorsed by DAC, ACCESS and DFAT.

Workplan, Deliverables and Timeline

The total number of working days for this assignment is estimated to be 30 to 40 days spanning over the months June-July 2020.

1. Pre - Production (5 to 10 days)

- a. Pre-meeting with DAC and ACCESS team
- b. Provide draft plan for the production of these five 2D Animations
- c. Develop a Script for each video.
- d. Script revision after receiving inputs from DAC/ACCESS
- e. Script approval

2. Production (20 to 25 days)

- a. Develop storyboard.
- b. Present mock-up version
- c. Develop all 2D animations

3. Post-Production (5 days)

- a. Editing
- b. Voice Over
- c. Subtitles
- d. Fine tuning
- e. Delivery of videos
- f. CSL interpretation with the arrangement of ACCESS Program

The service provider is expected to meet the quality expectations of the deliverables as determined by DAC, ACCESS Program and DFAT according to the following set of deadlines:

No.	Activities	Date	Deliverables/Outputs
1	Conduct video briefing, and develop a draft storyline	Early June	Draft storyline shared with DAC and ACCESS Program
2	Finalise video storyline	Mid-June	Final storyline shared endorsed by DAC and ACCESS Program
3	Production of first three videos	30 June	Submission of three videos
	Production of final two videos	10 July	Submission of two videos
4	Finalisation of five 2D animation Videos based on feedback from DAC, ACCESS and DFAT.	End of July	Submission of final products approved by DAC, ACCESS and DFAT

Description of the final deliverables:

Number of 2D animation videos	5
Length of each	2 minutes max
Type	Colour 2D animation
Language	Khmer
Subtitle	One version with Khmer subtitle and one version with English subtitle, in accessible format. Each version will include CSL interpretation.
Voice over	Yes
Sign language interpretation	Yes
Format	16:9, resolution 1080p and relevant resolution (720p) for social media dissemination.

Expressions of Interest (EOI)

The ACCESS program is seeking expressions of interest from qualified contractors in all or part of the work described above. EOI should be submitted via email to jobs@accesscambodia.org with the subject line: Consultancy for the development of 2D animations. The EOI must include a **brief proposal describing your approach to the assignment, CVs of the proposed members of the creative team, portfolio of recent productions, and proposed fees**. EOIs will be accepted until **24th May 2020**.