
Terms of Reference

Consultancy for the production of three short videos on Inclusive Workplace 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 an initiative from 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

The National Disability Strategic Plan (NDSP) 2019-2023 has prioritised the improvement of access to work, economic security and to Technical, Vocational and Educational Training (TVET) as stated in Strategic Objectives one and three of the plan. To increase the access of persons with disabilities to employment, the RGC through the Ministry of Social Affairs, Veterans and Youth Rehabilitation (MoSVY) has also adopted the quota system for employment of persons with disabilities by public and non-public legal entities.

To better progress these above legal frameworks, as well as to support the public and non-public legal entities to provide inclusive workplace, MoSVY through the Department of Welfare for Persons with Disabilities (DWPD) with the ACCESS support has initiated the development of the guidelines on Inclusive Vocational Training and Employment for Persons with Disabilities in Cambodia.

Objective

To contribute to the implementation of the above legal frameworks including the upcoming guidelines on Inclusive Vocational Training and Employment for Persons with Disabilities, ACCESS and MoSVY/DWPD are seeking a professional production team to develop three short video spots that will provide key messages to ensure a full participation of persons with disabilities in public and private employment sectors regardless of their disabilities.

Target Audience

The main target audiences of these videos are public and private service providers in the areas of employment, TVET, other social welfare services, and the general public. These video spots can be used by MoSVY/DWPD, Secretariat General of the Disability Action Council, Provincial Offices for Social Affairs (POSVY), and representatives of persons with disabilities to support the main target audiences to ensure inclusive services and/or inclusive workplace and to contribute to the inclusive development agenda to live no one behind.

Scope of Work

The consultancy services will include, but not limited to:

- 1) Review key documents, especially the draft guidelines on Inclusive Vocational Training and Employment for Persons with Disabilities, and the Technical Standard of Physical Infrastructure Accessibility for Persons with Disabilities and its training toolkits;
- 2) Develop the script for the videos in consultation with DWPD and ACCESS Program;
- 3) Consult with persons with disabilities and selected service providers;
- 4) Produce three videos with a duration between 3-5 minutes/each. These videos will include sub-title in Khmer and English, voice over in Khmer (where is applicable) and the Cambodian Sign Language (CSL) interpretation.

Working Arrangement

The consultant/consultancy team will report to the ACCESS Program Coordinator. Technical support on the content will be provided by DWPD, ACCESS Disability Lead and ACCESS Disability Strategic Advisor. The consultant/consultancy team 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/consultancy team will be requested to consult with relevant stakeholders including DAC and ACCESS Partners.

The final products of this assignment will solely be owned by DWPD, ACCESS Program and DFAT. Any publication on the supplier's website and social media has to be endorsed by DWPD, ACCESS Program and DFAT.

Workplan, Deliverables and Timeline

The total number of working days for this assignment is estimated to be 35 days spanning over the months of March to May 2021.

1. Pre - Production (8 days)

- a. Pre-meeting with DWPD and ACCESS
- b. Provide draft plan for the production of the videos
- c. Develop scripts with technical input from DWPD and ACCESS
- d. Script revision after receiving inputs from ACCESS
- e. Script approval

2. Production (20 days)

- a. Develop storyboard.
- b. Present mock-up version (consult with DWPD, ACCESS)
- c. Develop videos

3. Post-Production (7 days)

- a. Editing
- b. Voice Over
- c. Subtitles with CSL interpretation
- d. Fine tuning
- e. Delivery of videos

The service provider is expected to meet the quality expectations of the deliverable as determined by 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	1st week of March 2021	Draft storyline shared with DWPD and ACCESS
2	Finalise video storyline	End of March 2021	Final storyline shared endorsed by DWPD and ACCESS
3	Production videos	1 st -3 rd week of April 2021	Submission of videos
	Production of final videos	1 st week of May 2021	Submission of videos
4	Finalisation of a video based on feedback from DWPD, ACCESS and DFAT	End of May 2021	Submission of final product approved by DWPD, ACCESS and DFAT

Description of the final deliverable:

Number of Video	3
Length of each	3 to 5 minutes/each
Language	Khmer
Subtitle	One version with Khmer subtitle and one version with English subtitle, in accessible format, CSL interpretation,
Voice over	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 that are familiar with Cambodia context. EOI should be submitted via email to jobs@accesscambodia.org with the subject line: Consultancy for the development of Inclusive Video spot. 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 14 February 2020