**Terms of Reference (TOR): Consultancy (Videographer) for Covid Education**

1. **About us**

Beginning in 2007, families of children with disabilities gathered informally to share their problems of loneliness and helplessness and to explore ways and means to provide a better life for their children with moderate to severe disabilities, who often have to be left at home alone or at best with an untrained caregiver. This was a very critical situation for the Children with Disabilities and their families. It was during that time that the concept of ABS was initially conceived with the objective of helping each other to provide direct early intervention and assistance to their children with disabilities. Ability Bhutan Society (ABS) is a Public Benefit Organization founded on the recognition that children/persons with moderate to severe disabilities, primarily children and their families have special needs. It was registered with the Civil Society Organization Authority of Bhutan (CSOA) under registration no: CSOA/PBO-15 on the 10th of November 2011. The concept of ABS was inspired by the vision of His Majesty Jigme Khesar Namgyel Wangchuck, The King of Bhutan, of a Compassionate and Just society. It was inaugurated by Her Majesty Gyaltsuen Jetsun Pema Wangchuck, The Royal Patron of ABS, on the sixth of April 2012.

1. **Background**

The COVID-19 pandemic is having unequal impacts on Children/Persons with disabilities who are already experiencing educational and social disadvantages. Children/Persons with Disabilities lack access to public health information which acts as a significant barrier to implementing hygiene measures, and inaccessible health facilities. Children with Disabilities, particular those with underlying health conditions, are at higher risk of complications and death as a result of COVID-19 infection. Children/Persons with disabilities are less likely to have access to medical care for COVID-19 infection and miss the crucial message about COVID-19 safety and also on how to protect themselves as information is not sensitive to the needs of Children with Disabilities. These children may also miss out on crucial messages about the pandemic and how to protect themselves as information is not always accessible. Thus, the video aims to provide COVID-19 information such as recognizing signs and symptoms, seeking medical support and maintaining hygiene.

**III. Objectives**

The objective of the 3-5 minutes video aims:

* To recognize signs and symptoms of COVID-19
* To Children/Persons with Disabilities and their families to practice safe sanitation and hygiene practices including hand washing steps.
* Seek medical services and get vaccinated against COVID-19.

**IV. Target Audience**

The main audiences are parents/caregivers/families of the Children/Persons with disabilities and Children/Persons with Disabilities.

**V. Scope of work**

The consultancy services will include, but are not limited to:

* Produce one video with a duration between 3-5 minutes. The video will include subtitles in English, voice-over in Dzongkha and the Bhutanese Sign Language interpretation.
* Production of video (script writing, videography, editing, audio balancing, sub-titling, format exporting, archiving raw and edited work etc.) videos produced must be of the highest quality.
* The contractors shall use their own HD quality video camera and professional editing software;

**VI. Working Arrangements**

The videographer will report to the HR/Communication officer. Technical support on the content will be provided by Ability Bhutan Society. ABS welcomes innovative ideas and content from the Videographer. The consultant/videographer team will work and communicate closely with the Ability Bhutan Society team. The final product of this document will be solely owned by ABS.

**VII. Workplan, Deliverables and Timelines**

The videographer shall work for a duration of 21 days from the date of signing of the contract. For the avoidance of doubt, consultation meetings with the ABS team shall not be treated as working days.

Timing: October second week to November first week.

Location: Thimphu

**VIII. Payment**

The consultant shall be paid 30% of the total cost upon approval and signing of the contract- and 70% after the satisfactory production of the video.

**IX. Required Qualifications and Experience of the Consultancy firm/individual**

* Must have more than 3 years of proven experience in film production.
* Experience in covering disability issues, Children with Disabilities, COVID-19 videos, socio-economic issues, and humanitarian and development subjects will be an asset.
* Excellent technical capacities (Full High-Definition video) to ensure high-quality production.
* Must be tax compliant/Tax registration certificate indicating TPN.
* Accurate current addresses i.e., physical, postal, telephone and email.
* Certificate from a film institution will be an added advantage.
* Experience in working with Civil Society Organizations in Bhutan and International Non-Profit Organizations.

**X. Applications**

* All applicants must meet the minimum requirements described above. Each application should include the following
* Cover letter with the applicant’s current contact information including how the candidate’s previous experience matches the consultancy objectives as well as their interest for the position (no longer than two pages)
* Technical proposal on how they intend to carry out the assignment
* Financial proposal/detailed budget of the project;
* CV of videographer, professional references or letter of recommendation
* Samples of recent similar assignments: online portfolios and links to video work/documentaries.

Applications not including all of the above information will not be reviewed. Applications shall be submitted not later than 22nd September 2022. Applications should be addressed to the Executive Director, Ability Bhutan Society, Upper Motithang.