**Terms of Reference (TOR): Consultancy (Videographer) for Parent’s Acceptance**

**I. About us**

 Beginning in 2007, families of Children with Disabilities gathered formally 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 individuals and their families. During that time, 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 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.

**II. Background**

Parents are the central and most important actors in the care, education and supervision of Children with Disabilities. Despite this major role, most of the parents/families of Children with Disabilities have difficulty in accepting their child’s disabilities due to their negative attitudes and social stigma associated with disabilities. Some of the biggest challenges Children with Disabilities face in Bhutan include: stigma and discrimination; poverty; vulnerability to violence, abuse and neglect, knowledge / attitudes / behaviours of family and communities, gaps in services, delay in seeking services and lack of acceptance of parents/caregivers of child’s disability. In the rural setting of Bhutan, people still strongly believe that children with disabilities are not capable of doing things like others and think that it is a burden for the parents to raise such Children with Disabilities. These children are less likely to attend school, utilize health services, and thus experience limited opportunity for emotional, social, and intellectual growth. Thus, the advocacy video aims to empower parents and caregivers to come forward in seeking the services and become an advocate for their children.  Encourage other parents/caregivers to seek early intervention services for their children with disabilities and reduce the stigma and discrimination in our society.

**III. Objectives**

The objective of the 3-5 minutes video aims:

* To promote early acceptance of Children with Disabilities by the parents/caregivers and the community.
* To encourage parents/caregivers to seek early intervention services including medical, education, and social services.
* To reduce stigmatization and discrimination toward children with disabilities in society.

**IV. Target Audience**

The main target audiences are parents, caregivers, and families of Children with Disabilities.

**V. Scope of work**

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

* Review key documents, especially the reports on Children with Disabilities in Bhutan and journal articles related to parents of Children with Disabilities in Bhutan.
* 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.
* Make field visits with the ABS team to either Tsirang or Samtse for production of video (Transportation will be provided by ABS).
* The consultant 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 first week to the third week.

Location: Either Tsirang or Samtse for the production of the video.

**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, 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 and excellent technical capacities (state of art filming equipment preferably High Definition) to ensure smooth and high-quality production.
* 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 no later than 22nd, September 2022. Applications should be addressed to the Executive Director, Ability Bhutan Society, Upper Motithang.