

## Terms of Reference (ToR) for Production of Organizational Introductory Audio-Visual Material CBM Global Disability Inclusion Bangladesh

CBM Global Disability Inclusion hereby call for proposals from eligible firms/companies having relevant expertise and experiences with a sound technical background to review to produce an audio-visual Information, Education, and Communication (IEC) material to introduce the organization, its mission, and its work. This material will be used across various platforms to raise awareness and promote the organization to stakeholders, partners, and the institutional donor.

### A. Key Info on the Assignment:

<b>Title of the Assignment</b>	Production of Organizational Introductory Audio-Visual Material
<b>Location</b>	Dhaka
<b>Duration of the Assignment</b>	30 working days from contract signing
<b>Purpose of the Assignment</b>	To create a 3.5-minute high-quality audio-visual IEC material. The video will highlight CBM Global Bangladesh's objectives and programs, making it accessible in both Bangla and English, with additional accessibility features such as sign language interpretation and captions.
<b>Assignment Type</b>	Contractual
<b>Commissioning Organisation</b>	CBM Global Disability Inclusion
<b>Team Members</b>	As per the vendor's requirements
<b>Deliverables of the Assignment</b>	The final deliverables should include two audio-visual IEC materials, one in Bangla and one in English, using the same content and information. Each video should be 3.5 minutes long, in high-quality MP4 and WEBM formats, with a resolution of 1080p and a bitrate optimized for streaming on web platforms
<b>Proposed Assignment Start and End Dates</b>	Start Date: As soon as possible End Date: 30 working days from contract signing
<b>Scope of work / Key task</b>	Create a 3.5-minute high-quality audio-visual IEC material as per Advertisement/ToR
<b>Recipient of Final Resources/Materials</b>	CBM Global Disability Inclusion Bangladesh

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