

TERMS OF REFERENCE (TOR)

A PRECISE STATEMENT OF OBJECTIVES:

In order to familiarize our children to learning dzongkha, the commission aims to develop Dzongkha nursery rhymes. The developed rhymes should be compatible and distributed through popular social media platforms (wechat, whatsapp, facebook, youtube) used by general and mass audience.

AN OUTLINE OF THE TASKS TO BE CARRIED OUT:

This ToR is prepared for the development of 2D/3D animation **Dzongkha Nursery Rhyme**. The animation should be between 3 to 4 minutes. The language used for purposes of dialogues/narrations etc. must be in Dzongkha.

- a) The animation must be in 2D/3D format and of higher quality.
- b) The consultant must submit the produced programs for review to the Procuring Agency and incorporate changes desired by the Procuring Agency. Review will be carried out as follows:

1. Character review within 3 weeks from the day of signing contract agreement
2. Tune and music review 4 weeks from the day of signing contract agreement
3. Submit raw footage(s)
4. First review for comments
5. Second review to check whether the comment are incorporated or not
6. Final review for endorsement

- 1 All copyrights should be respected. Any disputes arise from reproducing of materials/music etc., the firm shall be responsible.
- 2 SCHEDULE FOR COMPLETION OF TASKS: within 6 months, all reviews would be carried out as per the work schedule submitted by the client. No time extension shall be accepted.
- 3 DATA, SERVICES AND FACILITIES TO BE PROVIDED BY THE CLIENT: Funding and lyrics (based on which the rhyme will be produced) will be provided by the Dzongkha Development Commission.
- 4 FINAL OUTPUTS (i.e., REPORTS, DRAWINGS etc.) THAT WILL BE REQUIRED OF THE CONSULTANT: The consultant must submit two copies of produced program in AVI format; format compatible to BBS and cable operators. The firm must also submit a cover design of the series (all).
- 5 COMPOSITION OF REVIEW COMMITTEE TO MONITOR CONSULTANTS WORK: committee members shall visit to check the work progress as and when deemed necessary
- 6 PROCEDURE FOR REVIEW OF PROGRESS REPORTS, INCEPTION, STATUS, FINAL DRAFT AND FINAL REPORTS: strictly follow the work schedule/plan submitted by the consultant firm.
- 7 Please note that (i) the costs of preparing the proposal and of negotiating the contract, including a visit to the Client, are not reimbursable as a direct cost of the Assignment; and (ii) the Client is not bound to accept any of the proposals submitted.

