

Scope of work

Development of set of Tamil medium videos on psychosocial wellbeing of school children for the Learning Management System (LMS) in Family Health Bureau

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Scope of work

Development of set of Tamil medium videos on psychosocial wellbeing of school children for the Learning Management System (LMS) of School Health Unit, Family Health Bureau

1 Introduction

The Family Health Bureau (FHB) of Ministry of Health (MOH) is the focal point for Maternal and Child Health (MCH) in Sri Lanka. School health Unit (SHU) of the FHB plans to develop an online training package indicated in the proposal (**Contact SHU- for further details - 0112692746**)

2 Background

School children comprises of nearly one fifth of Sri Lankan population. Children are the most important assets of any country and the most valuable human resource for overall development for the country. Double burden of malnutrition, non-communicable diseases, communicable diseases, mental health issues, substance abuse, violence, injuries, and risk behaviours are common issues among school children. Empowering the students, parents, teachers and health staff with necessary knowledge and skills will be helpful to overcome the issues. Considering the post COVID situation, economic crisis and evolving popularity for e-learning among public, FHB has developed a website and e-Learning platform in 2021, with the support of WHO, to reach the target groups directly.

<https://schoolhealth.fhb.health.gov.lk/lms/mod/page/view.php?id=21>

At present there are two e-learning modules included in it. They are,

- Parenting – English, Sinhala & Tamil medium
- Psychosocial well-being of school children – English & Sinhala medium only

The present work is focussing on development of Tamil medium teaching learning materials for e-module on psychosocial wellbeing of school children.

3 Objectives

1. To design and develop series of videos as teaching- learning materials in Tamil language, as per the attached table based on already available Sinhala videos

4 Scope of the work

4.1.1 Topic

Development of set of Tamil medium videos on psychosocial wellbeing of school children

4.1.2 Target group

This module is targeted to the teachers and parents of school children

4.1.3 Objective of the module

The objective of this module is to improve the knowledge, skills, and attitudes of teachers and parents of Tamil speaking communities on promoting psychosocial wellbeing of school children.

4.1.4 Contents of the module

The module is based on the already developed Sinhala module- details are attached

4.1.5 Mode of delivery

E- learning module will be developed using PowerPoint presentation, explainer videos, interview videos, and live videos (Annex 1). PowerPoint in Sinhala and English language will be Translated to Tamil languages, whereas videos will be developed only in Tamil. All videos except V 1, should be developed fresh using Tamil speaking resource persons.

4.1.6 Responsibilities and tasks of the vendor

A. General

All the activities should be carried out in consultation of the technical working group (TWG) appointed at the FHB

1. Conduct a requirement identification and analysis with SHU, FHB and submit a report with the BID comprising of the following
 - a. Requirement Specification
 - b. Main Contents of the module
 - c. Schedule for the content preparation
2. The TWG will provide the technical guidance, while the vendor will be responsible for design and development of e-learning materials in a client friendly and appealing manner.
3. Time schedule to be agreed upon at the beginning of the work. progress meetings will be held at regular basis with FHB, WHO (TWG) on a frequency agreed upon at the beginning.
4. The script and storyboard should be discussed with the technical team of FHB and approval needs to be taken before production of any material (Maximum 3 rounds of edits to be allowed before finalizing the script).
5. Vendor should edit and reshoot as necessary as per the modifications proposed by the Technical working group (TWG) (maximum 2 re-shoots /edits - to be entertained)
6. Videos must be engaging, emotive and heart-warming and to represent the personality of Sri Lankan Tamil speaking parents, teachers and children. Cultural appropriateness of the production is essential.

7. Sound proof studio facilities within the Colombo city limits is desirable since it will be easily accessible for resource persons (for live and explainer videos).
8. The vendor should choose the appropriate location for live videos. Vendor should facilitate transport of resource (rates agreed at the beginning) and pay the resource payments for experts appearing for explainer videos and for experts engaged in proof reading (Tamil) at a rate agreed upon.
9. Maintain written communication policy preferably via email with identified single focal point for communication. Both parties (FHB or vendor) should respond to any query within 2 working days

B. Design and development of e-module

1. PowerPoint presentation

- 09 presentation with total of 240-260 slides in Tamil. Google translates are not accepted.
- Sinhala and English presentations will be provided by the FHB and these presentations need to be translated & formatted into uniform design and font style and need to be enhanced by adding infographics, pictures and illustrations.
- Edited Tamil presentations will be used for production of explainer videos.

2. Explainer videos

- There will be 09 (V2-10) explainer videos (Tamil).
- Presenters will be provided by the FHB.
- 09 (V2-10) Explainer videos are produced with video of the presenter and the PowerPoint slide in the background.

3. Dubbing

1 video (V-1) – should be developed based on dubbing of Sinhala video – without shooting again

4. Live video

1 video (V-11) – should be freshly developed based on existing of Sinhala video

4.1.7 Deliverables

5. Edited PowerPoint Presentations in Tamil in pptx format (Total No: 09- translated , typed and formatted and proof read by a suitable expert). Google translates are not accepted.
6. Videos –
 - 09 explainer Videos (V2–10) in Tamil language – voice over, freshly made - Edited video with the resolution of 1080p in mp4 format delivered in DVD format
 - 01 existing Sinhala live video (V 1) dubbed to simple Tamil language
 - 01 live Sinhala video (V 11) made in simple Tamil language

- All the resources files used in the development procedure including, templates, modules, plugins, images, audio and video files in their original format (should be amendable later-on).

7. 01 white board display in Tamil language (To be used for V-11)

4.1.8 Ownership and copyright

- If use any proprietary materials (including video/music/etc..) proper authorisation should be taken from the authors and all information should be submitted to WHO at the complete project delivery date.
- Ownership of the product including all its components should be given in writing to the WHO at the complete project delivery date, to use, reproduce and distribute under any software licence.

4.1.9 Compatibility

Materials should be responsive and compatible to view with computers, tabs, and mobile devices (Android, Apple and Windows operating systems).

4.1.10 Quality assurance

All materials should be checked for flaws and language corrections **BEFORE submitting for review by the TWG/ FHB/ WHO.**

5 Timeframe

Tentative time frame **2023 March 01- 2023 June 15**

The Development part should be completed and bills needs to be submitted before **30th May 2023.**

	2023			
	March	April	May	June
Call for bid, selection of vender and agreement				
Video development				
Incorporating to the e- module				
Finalizing the contract - -signing off				

6 Selection process


Mandatory:

- Developer must prove that they have solid technical background and operational strength to undertake and take this work forward without hindrances.
- **Developer must also have adequate technical ability, resources, human resources and processes.**
 - Must have 05 or more years of general experience in ICT business in Sri Lanka. Evidence should be submitted with the BID.

- Must have at least 03 years proven track record in similar video production. Evidence should be submitted with the BID.
- Need to have competent full-time manpower/consultants in the team. Vendor will have to submit CV of each expert working with the company mentioning their positions – not just photos

Desirable

- previous experience in work with the Ministry of Health or Government agencies.
- Previous work experience in open source LMS / CMS development



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Videos for Psychosocial wellbeing e-module – Tamil language

Type	Topic	Duration	No of slides in PPT
1. Dubbing the existing Sinhala video in Tamil language (https://www.youtube.com/watch?v=067cuJPd6Tk&t=4s)	Introductory video including D/MCH, H/SHU Presentation 1	17 mins	No slides
2. Explainer video (PPT slide in background)	PPT 2 Adolescent psychosocial health	20 mins	13
3. Explainer video (PPT slide in background)	PPT 3 special needs children	20 mins	40
4. Explainer video (PPT slide in background)	PPT4 Stress and educational problems in adolescence	20 mins	42
5. Explainer video (PPT slide in background)	PPT5 Prevention of Bullying	20 mins	27
6. Explainer video (PPT slide in background)	PPT6 Prevention of child abuse	20 mins	20
7. Explainer video (PPT slide in background)	PPT7 Impact of IT and social media on adolescents	20 mins	47
8. Explainer video (PPT slide in background)	PPT8 Prevention of substance abuse	20 mins	11
9. Explainer video (PPT slide in background)	PPT9 Sharing experience	20 mins	7
10. Explainer video (PPT slide in background)	PPT10 Practicing Mindfulness	20 mins	28
11. Live video based on existing Sinhala video in Tamil (https://youtu.be/R1IYR8TgPgl)	1.Stress reduction 2.Protecting oneself from sexual abuse Presentation 11	20 mins	No power point slides

