



## **Development of Short Animations/Films**

### **1. SUMMARY**

The Northern Ireland Human Rights Commission (NIHRC) is seeking to raise awareness of human rights and to ensure greater accessibility to the public through its website and across its social networking sites. In order to improve the accessibility of its services, the NIHRC wishes to expand its current range of digital materials.

### **2. THE CLIENT**

The NIHRC was created by section 68 of the Northern Ireland Act 1998, in compliance with a commitment made by the UK Government in the Belfast (Good Friday) Agreement 1998. Its role is to promote awareness of the importance of human rights in Northern Ireland, to review existing law and practice, and to advise government on what steps need to be taken to fully protect human rights in Northern Ireland.

The Commission is mandated under S 69 (6) of the Northern Ireland Act to:

promote understanding and awareness of the importance of human rights in Northern Ireland; and for this purpose it may undertake, commission or provide financial or other assistance for –

- (a) Research; and
- (b) Educational activities.

### 3. CONTRACT REQUIREMENTS

The purpose of this project is to:

Raise human rights awareness through the use of audio-visual aids which will be promoted and distributed through the NIHRC's website, social networks, education and promotion work.

The successful contractor will be required to:

- Research and produce four high quality, short **animations or films** (each lasting approximately 4-6 minutes) on the following themes:
  1. Issues affecting members of the Lesbian, Gay, Bi-sexual and Transgender community
  2. The work of the NIHRC
  3. The rights to freedom of thought, conscience and religion
  4. Educational video on United Nations treaties

The NIHRC welcomes creative proposals on how the successful contractor intends to portray the four themes, through either short animations or films.

Any questions about the project should be emailed to [claire.martin@nihrc.org](mailto:claire.martin@nihrc.org) who will arrange for a prompt response.

The successful contractor will be expected to email a project plan to Claire Martin at [claire.martin@nihrc.org](mailto:claire.martin@nihrc.org) **by Monday 11 September 2017** for comment. It is essential that the final project is completed and provided to the NIHRC by **Friday 17 November 2017**.

Claire Martin will be available to liaise with the successful contractor for the duration of the project, to resolve any queries concerning the project or the NIHRC's requirement in respect of the final work.

#### **4. REQUIREMENT FOR SUBMISSION**

Those interested in submitting a quotation for the project should submit their quote under the following headings and weighted as highlighted.

##### **Understanding of the Contract Requirements**

A summary (no more than four A4 pages) on how the contractor plans to meet the specification to include: **30%**

- an outline of the proposed approach to the project, including the methods the contractor will employ for ascertaining and ensuring that the NIHRC's requirements are met
- evidence of quality assurance methodology
- evidence of completion of similar tasks envisaged in this project.

##### **Expertise and Experience**

Composition of proposed team including CVs, relevant qualifications and experience and any other relevant information including referees who can comment on the contractor's ability to deliver the type of project described in the specification **30%**

##### **Cost**

Fixed price of no more than £20,000 Sterling (inclusive of VAT) **40%**

#### **5. CONFLICT OF INTEREST**

Contractors wishing to quote for work must ensure and provide assurance that there are no real, or perceived, conflicts of interest, which would prevent them from undertaking the Development of Short Animations/Films for NIHRC.

#### **6. PERIOD OF CONTRACT**

The contract shall commence upon award with the final project completed by **Friday 17 November 2017**.

#### **7. PAYMENT**

Payment will be made upon completion of the project and on receipt of an invoice to the Finance Department by the Contractor.

## **8. PROCEDURE FOR AWARD**

All quotations will be assessed using the criteria as set out in Section 4. Completed quotations should be returned by **12 noon on Friday 18 August 2017** to be considered by the panel. Contractors will be advised week commencing 21 August 2017.

NIHRC are not obliged to accept the lowest or any quotation.

The NIHRC reserves all copyright on the films produced.

## **9. COMPLETED QUOTATIONS**

Completed quotations should be marked '**QUOTATION FOR DEVELOPMENT OF SHORT ANIMATIONS/FILMS DUE 12 NOON ON FRIDAY 18 AUGUST 2017**' and returned by post to:

Lorraine Hamill  
Finance and Administration Manager  
Northern Ireland Human Rights Commission  
Temple Court  
39 North Street  
Belfast  
BT1 1NA

or by email, to:

[Lorraine.hamill@nihrc.org](mailto:Lorraine.hamill@nihrc.org)