

# Filming and Production Services: Documenting Early Childhood Intervention (ECI) Practices in Malaysia

## 1. Background

The National Early Childhood Intervention Council (NECIC) is implementing a project funded by UNICEF Malaysia to strengthen inclusive Early Childhood Intervention (ECI) in Malaysia. As part of this project, we aim to document examples and non-examples of good practices across multiple locations to inform training, advocacy, and policy engagement.

## 2. Purpose of Assignment

To produce a series of short, high-quality video materials that demonstrate both effective and ineffective practices in ECI settings across Malaysia, with a focus on:

- Strength-based approaches to intervention and therapy for children with disabilities
- Family-centred approaches
- Family-professional collaboration

Where applicable, the video materials can also include the following to demonstrate rights-based practices, or lack thereof, in these areas:

- Inclusive practices involving children with disabilities
- Accessibility and accommodations (adaptations)

## 3. Scope of Work

The selected vendor will be responsible for the following:

### Pre-production

- Develop filming plan and script outline, if applicable, with input from the project team
- Scout locations (estimated 4–6 sites across Peninsular and East Malaysia)
- Identify visual stories and prepare a filming schedule
- Coordinate with early childhood intervention centres, families, and staff
- Provide a clear child safeguarding plan and obtain informed consent from parents/caregivers and/or children under 18 years old

### Production

Conduct on-site filming including:

- Classroom/home sessions
- Interviews with parents, practitioners, and stakeholders
- Environmental/contextual shots
- Ensure respectful and ethical representation of children and families

### Post-production

- Edit footage into 5-7 short videos (3–5 minutes each) and 1 compilation video (8–10 minutes)
- Add subtitles/captions in Bahasa Malaysia, English, and Mandarin
- Provide Malaysian Sign Language (BIM) interpretation overlay or inset

- Produce alternative versions of each video with audio descriptions for audience who are blind and visually impaired
- Include music, voice-over, transitions, and basic motion graphics (where relevant)
- Deliver final videos in multiple formats (HD for projection, compressed for web)

#### 4. Expected Deliverables

- Video concept
- Consent forms and safeguarding documentation in accessible formats
- Raw and edited footage
- 5–7 short videos, 1 compilation video for usage on YouTube
- Accessible features: subtitles (BM, English, Mandarin), sign language interpretation, audio description
- Final media files and editable project files in high resolution formats (4K preferred) suitable for online and offline use.

#### Intended Use of Videos

The final videos will be:

- Uploaded to **YouTube** and/or other online platforms managed by NECIC
- Used in **training, workshops, and advocacy events** conducted by NECIC and partners

#### 5. Timeline

Project duration: January to April 2026

##### Expected timeline and milestones

Finalization of concept, consent forms, securing dates and consent for filming	Mid-January 2026
Filming	Late Jan-Feb 2026
Rough cut for review	Mid-March 2026
Accessibility review	Mid-April 2026
Submission of Final videos	End of April 2026

#### 6. Qualifications and Evaluation Criteria

Demonstrated experience with children/adults with disabilities – 30%

Understanding of disability-inclusive and ethical documentation – 30%

Subtitle/caption in 3 languages, inclusion of BIM interpretation – 30%

Quality of past video production work – 20%

Timeline and turnaround efficiency – 10%

## **7. Submission Requirements**

Interested vendors must submit the following:

- Company profile
- Portfolio of relevant past work
- Proposed team members and roles
- Technical proposal and timeline
- Cost breakdown / quotation
- Statement on safeguarding and informed consent procedures

## **8. Budget and Payment**

The budget range is RM150000 – RM170000, including logistics. Payment will be made in milestones upon satisfactory delivery of:

- Plan and structure
- Raw footage
- Rough cuts
- Final approved videos

## **9. Ownership and Usage Rights**

All footage and materials produced under this assignment shall be the property of the National Early Childhood Intervention Council (NECIC), with unrestricted rights to use, edit, and distribute for educational and advocacy purposes.

## **10. Application Closing Date**

10 November 2025