



Terms of Reference-

Production of documentary video on “Community-led conservation of wetlands and migratory birds in Narayani, Nepal”

1. Background

WWF is the world’s leading independent conservation organization originated in Switzerland in 1961 and currently running in more than 100 countries across 6 continents. WWF initiated work in Nepal with a rhino conservation program in Chitwan in 1967 while the WWF Nepal set up its office formally on 19 May 1993. Currently, WWF Nepal works in five thematic areas- Wildlife, Freshwater, Forests, Climate and Energy and Governance. WWF Nepal’s focus has progressed from its localized efforts in conservation of a single species in the 1960s, to integrated conservation and development approach in 1990s, to a new horizon of landscape-level conservation encompassing national, regional, and global scales of complexity since the early 2000s.

WWF Nepal in close coordination with Department of National Parks and Wildlife Conservation (DNPWC) and Department of Forests and Soil Conservation (DoFSC), has been implementing landscape level conservation programs for more than three decades. Wetlands in Nepal, particularly in the Narayani River floodplains and Chitwan National Park (CNP), play a vital role in the Central Asian Flyway. This flyway stretches from Siberia down to South Asia, with millions of migratory birds depending on it for food and shelter as they travel across continents. Yet, these wetlands face so many threats ranging from climate change and drought to pollution, rampant development, invasive species, and illegal human persecution . To address these threats, WWF Nepal is joining hands with DNPWC and DoFSC in the Terai Arc Landscape specifically to conserve wetlands and migratory birds through the project entitled “Community-led conservation of wetlands and migratory birds in Narayani, Nepal”.

In line with this, WWF Nepal seeks the services of a consultant for the preparation of communication materials for knowledge documentation, management and dissemination of the project in form of a documentary video as well as five short videos. The video will be based in Narayani River and floodplains focusing on Lamichaur and Kalabajar Buffer Zone Users Committee (BZUC) of CNP, capturing community led efforts to restore degraded wetlands and create safe alternate feeding habitats for migratory and wetland birds. It will include footage of restored habitats, wildlife, youths, communities and experts.

2. Objectives

The overall objective of this assignment is to produce eight videos for knowledge documentation, management and dissemination of the project “Community-led conservation of wetlands and migratory birds in Narayani, Nepal”.

The specific objectives are listed below:

- To create 1 (7-8 minute) video about the project outputs and immediate outcomes. It will include footage of ongoing and completed project field works, bytes of duty bearers, right holders, youths, project partners, stakeholders and community, wetland habitats and wildlife.
- To create 5 (30-50 seconds) videos covering different topics related to the project from the long 7 to 8-minute video mentioned above
- To create 1 (2-minute video) for World Wetland Day on 2nd February Day
- To create 1 (2-minute video) for World Migratory Bird Day on 9th May 2026.

3. Scope of work

Videos to be created:

Video	Time frame
7- 8 min Documentary video	May 2026
5 (30-50 secs) Short videos	May 2026
World Wetland Day Video	30 th Jan 2026
World Migratory Bird Day	1 st May 2026

Pre-Production:

- Briefing meeting with the communications team and Freshwater team at WWF Nepal to have a clear understanding and expectations of the video contents and background of projects to be featured.
- Video storyboard submission (concept/script) that best captures the enlisted objectives and discussions from the briefing meeting.
- Selection of characters/stakeholders to be featured in the video in conjunction with WWF Nepal. WWF Nepal to provide contact details/information for all characters.
- Finalize travel plans in consultation with WWF Nepal team. WWF Nepal staff will support coordination in the field

Production-Filming phase (2 field travels to same location):

- All content will be filmed in Chitwan National Park and its buffer zones (focused on Lamichaur and Kalabajar BZ)
- Film footages of landscapes and wildlife, project activities and interview clips of identified characters and stakeholders based on approved storyboard.

- Sign consent form/media release form to be provided by WWF Nepal
- All permissions for filming including filming within National Park will be obtained by the consultant

Post-Production:

- Design and editing of the videos
- Voiceover if required
- Subtitling of the videos
- Submit the draft videos for comments from WWF Nepal
- Submit eight final videos: (final version and clean version of all)
- Submit all footages and b-rolls collected as part of the assignment

4. Proposed timeline

SN	Activity	December				January				February				March				April				May			
		1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2		
1	Planning, conceptualizing, Storyboarding																								
2	First Field travel																								
3	Video on World Wetland Day																								
4	Second Field travel																								
5	Editing and preparation of videos																								
6	Video on World migratory bird day																								
7	Feedback and finalization																								

- Further field plans will be decided with the team at WWF Nepal according to the organization's work plan.
- The field visits will last around 1.5 week each.

5. Deliverables

- Submission of one 7- 8 min Documentary video about the project (web compatible and high resolution) by **31st May 2026**

- Submission of 5 short videos in 16:9 format as well as 9:16 formats by **31st May 2026**
- Submission of 2-minute video for World Wetland Day by **30th January 2026**
- Submission of 2-minute video for World Migratory Bird Day on **1st May 2026**.
- Submission of b-rolls collected from first field trip by **30th January 2026**
- Submission of all B-rolls collected from second field trip **31st May 2026**
- Submission of Signed Media Release Forms for all photographs/videos featuring people by **31st May 2026**
- Submission of Final copy of soundtrack and voiceover if any in separate files by **31st May 2026**
- Submission of Final Financial Report along with Original VAT Invoice and timesheet of the Human Resources by **31st May 2026**

6. Copyright

- All copyrights of the videos should be credited to © WWF Nepal.
- For photographs, copyrights should be: © WWF Nepal.
- All music produced for the purpose of the video will be credited to © WWF Nepal.

7. Coordination and reporting

The consultant will work under the supervision of the Head of Freshwater Programs, WWF Nepal following the timeline above.

The consultant will be available from December 2025- May 2026. The consultant must be fully responsible for documenting the scope of work and shot list mentioned in the Terms of Reference.

9. Proposal submission

Interested VAT registered organizations are requested to submit proposal electronically to: **proposals-communications@wwfnepal.org**. The proposal must include following documents submitted in the same email:

1. Technical proposal
2. Relevant past work samples
3. Financial Proposals

The financial proposal should include the following:

1. Organization Registration and latest renewal, if applicable,
2. VAT registration certificate
3. Latest tax clearance certificate
4. Registration with Social Welfare Council (applicable to NGO)

5. Tax Exemption Certificate (applicable to NGO)
6. Latest audit report
7. CVs of team members involved in the project

The proposal must be submitted by 5:00pm Nepal Standard Time **7th December 2025**. Please mention **‘PROPOSAL –Migratory Bird Video** as the subject in your email. Only organizations selected for further consideration will be contacted. Telephone inquiries are not entertained.

10. Mode of Payment

The payment will be made as per WWF Nepal norms and upon submissions of satisfactory deliverables. Note that payments are subject to tax deduction as per prevailing government rules.

Annex: Budget Template

S. N	Description	Unit	Quantity	Rate	Total	Remarks
1	Fees					
1.1	Director/ Project Coordinator	Days				
1.2	Content writer	Days				
1.3	Camera Person/s	Days				
1.4	Editor/s	Days				
1.5	Voiceover artist	Days				
1.6	Music Producer	Days				
1.7	Translator	Days				
2	Other Expenses					
2.1	Equipment Rental Cost (if any)					
2.1.1						
2.2	Field travel					
2.2.1	Airfare	Trip*Person				
2.2.2	Food and Accommodation	Person*Days				
2.2.3	Local vehicle	Days				
2.3	Other Support Cost					
2.3.1	Stationaries					
2.3.2	Communication					
	Sub-Total					
	VAT					
	Total					

Note: Please add/edit rows as required

