



Terms of Reference

Animated Video on FPIC and its processes

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.

Free, Prior and Informed Consent (FPIC) is a process of obtaining and documenting the collective consent of Indigenous Peoples' communities, provided freely and independently, following the sharing of detailed and timely information on programs, risks, and benefit sharing mechanisms that may affect their lives and livelihoods.

To support this process, the National Foundation for Development of Indigenous Nationalities (NFDIN), with the support of WWF Nepal, developed, endorsed and launched the Free, Prior and Informed Consent (FPIC) of Indigenous Peoples National Implementation Guidelines in 2023. To make these guidelines more accessible and comprehensible at the community level, WWF Nepal is seeking the services of a consultant to create one 4–5-minute animated video illustrating the step-by-step FPIC process.

2. Objectives

The overall objective of this assignment is to create a video that explains FPIC and its step-by-step process.

The specific objectives are listed below:

- To create one animated video on “Walking through FPIC” in Nepali language, based on the information and guidelines provided.

- **Scope of work**

Video to be created:

Video	Time frame
Completed animated video	November 2025 - February 2026

Pre-Production:

- Briefing meeting with the communications team and Inclusive Conservation team at WWF Nepal to have a clear understanding and expectations of the video contents.
- Video storyboard submission that best captures the enlisted objectives and discussions from the briefing meeting.

Production:

- Create video content based on agreed script and storyboard
- Addition of music, voiceover and subtitles

Post-Production:

- Submit the draft video for comments from WWF Nepal
- Submit final video; (final version and clean version of all)
- Submit all graphics, illustrations, audio, music and footages collected as part of the assignment

3. Proposed timeline

SN	Activity	Nov	December				January				February		
		4	1	2	3	4					1	2	3
1	Planning, conceptualizing, Storyboarding												
3	Production of video												
4	Submission of all deliverables												

4. Deliverables

- Submission of the video (including clean version) by **13th February 2026**
- Submission of Final Financial Report along with Original VAT Invoice and timesheet of the Human Resources by **13th February 2026**

5. Copyright

- All copyrights of the video should be credited to © WWF Nepal.
- For music, copyrights should be: © WWF Nepal.

6. Coordination and reporting

The consultant will work under the supervision of the Senior Program Officer-Inclusive Conservation following the timeline above.

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

7. Proposal submission

Interested organizations registered in Nepal 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
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 5:00 pm Nepal Standard Time on **23rd November 2025**. Please mention “**PROPOSAL – FPIC Animated video**” as the subject in your email. Only organizations selected for further consideration will be contacted. Telephone inquiries will not be entertained.

8. 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 1: Budget Template

S.N.	Description	Unit	Qty.	Rate	Amount (NPR)
1	Fee				XXXX
1.1	Team Leader-Name	Days			XXXX
1.2	Expert-Name	Days			XXXX
1.3					XXXX

1.4					
	Sub-Total Fee (1.1+1.2+1.3+...)				XXXX
	VAT 13% on Fee				XXXX
2	Other Expense				XXXX
2.1	Field Visit Cost				
2.1. 1	Accommodation	PersonxNight s			XXXX
2.1. 2	Food	PersonxDays			XXXX
2.1. 3	Transportation				XXXX
2.1. 4					
2.2	Training Cost				
2.2. 1					
2.2. 2					
	Sub-Total Other Expense (2.1+2.2+....)				XXXX
	VAT 13% on Other Expense				XXXX
	GRAND TOTAL (1+2)				XXXX