



## **Terms of Reference- Illegal Wildlife Trade documentation video**

### **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.

Bagmati Province has Nepal's highest levels of wildlife seizures, Nepal being a transit and source country for Illegal Wildlife Products (IWP). These include parts from tigers, rhinos, pangolins, leopard and red panda, which are CITES listed and threatened by poaching. Bagmati Province reported Asia's 5th highest provincial IWT seizures and volume of tigers confiscated since 2000. Between 2015-2021, 59.3% of Nepal's IWT seizures occurred in Bagmati, through five trade routes and 10 transit points.

Socio-economically disadvantaged people (particularly youth) living in protected-area buffer zones are paid by traders to poach wildlife in Chitwan and Parsa National Parks, often unaware of the consequences for them and their families. In recent years, WWF has worked with these communities, through Buffer Zone User Committees (BZUCs) and the Community-Based Anti-Poaching Units (CBAPUs) in support of Nepal's ambition towards zero poaching. However, the pandemic reduced employment prospects in these areas and increased poaching. Within BZUC areas around Chitwan and Parsa, closely linked to major transport networks and identified as prone to IWT, young people (men and women) lack adequate education, income and employment prospects, making them vulnerable to repeated exploitation as poachers. Even individuals already working to raise IWT awareness through CBAPUs, lack skills that could provide them with rewarding employment locally, which risks losing these valuable advocates against IWT and threatening the sustainability of the CBAPUs, which depends on volunteers.

The IWT chain relies on the continued exploitation of transportation workers. When arrested, transportation workers often claim ignorance of IWT which must be addressed. Traders exploit this lack of awareness and pay for carriage of IWPs alongside legitimate goods, making them subject to severe legal consequences affecting their livelihoods, impacting families and communities.

In addition, despite recent progress, IWT enforcement remains challenging as officers have insufficient skills related to wildlife to effectively detect and prevent IWP being transported, and make simple mistakes on species identification, preventing seizures and prosecutions.

Since April 2023, WWF Nepal in partnership with WWF UK has been implementing a project 'Breaking the illegal wildlife trade chain in Bagmati Province, Nepal' funded by the UK Government through the 'Illegal Wildlife Trade Challenge Fund'. With the project, we are addressing these issues methodically and collectively to achieve a 50% reduction in IWP trafficking through Bagmati Province by the end of the 3-year period, as a result of improved capacity of transportation workers and police and enhanced employment opportunities for local communities who are helping protect wildlife. The Project has three distinct yet correlated outputs- i) Enhanced Conservation Champions networks and improved employability at source, ii) Capacity building of transportation sector through Community Police Partnership in transits, and iii) Capacity building for law enforcement officials along routes.

The project is currently on its final year. WWF Nepal is seeking the services of a consultant to produce a video about the work and impact made by the project on all three outputs within the three years.

## **2. Objectives**

The overall objective of this assignment is to document and show impact of WWF Nepal's project "Breaking the illegal wildlife trade chain in Bagmati province".

The specific objectives are listed below:

- To create 1 (7-8 mins long) video about the work done by the project on all three aforementioned outputs. The video will contain narration and bytes from the stakeholders as identified by WWF Nepal.

## **3. Scope of work**

Video to be created:

<b>Video</b>	<b>Time frame</b>
Project Documentation Video	March 2025

### Pre-Production:

- Briefing meeting with the communications team and IWT 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. A draft narration script and storyboard has already been prepared. The consultant shall refine it as needed.
- 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:

- Content for the video will be filmed in Chitwan, Makwanpur, Kavre, Nuwakot and the Kathmandu Valley
- Film footages of landscapes (including drone shots), 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 the use of drones and filming will be obtained by the consultant

### Post-Production:

- Design and editing of the video
- Voiceover
- Subtitling of the video
- Submit the video for comments from WWF Nepal
- Submit final video; (final version and clean version of all)
- Submit all footages and b-rolls collected as part of the assignment

## 4. Proposed timeline

SN	Activity	January				February				March			
		1	2	3	4	1	2	3	4	1	2	3	4
1	Planning, conceptualizing, Storyboarding												
3	Field travel and collection of footages												
4	First draft of video												
5	Feedback and finalization of video												

- Exact field plans will be decided with the team at WWF Nepal according to the organization's work plan.

Tentative field and filming days:

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Destination	Subjects	No. of Days
Chitwan	Bytes from youth champions, community members, local leaders, nature and wildlife shots, community B-rolls, etc	4
Kathmandu valley	Bytes from transportation workers, b-rolls of vehicles driving, checkpoints, awareness posters/displays, etc	1-2
Kavre/Nuwakot	Bytes from Police officials, b-rolls of checkpoints, confiscated materials, etc	1-2

## 5. Deliverables

- Submission of one final video (web compatible and high resolution) by **20<sup>th</sup> March 2026**
- Submission of b-rolls collected by **20<sup>th</sup> March 2026**
- Submission of Signed Media Release Forms for all photographs/videos featuring people by **20<sup>th</sup> March 2026**
- Submission of Final Financial Report along with Original VAT Invoice and timesheet of the Human Resources by **20<sup>th</sup> March 2026**

## 6. Copyright

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

## 7. Coordination and reporting

The consultant will work under the supervision of the Senior Communications Officer following the timeline above.

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

## 8. Proposal submission

Interested VAT registered organizations are requested to submit proposal electronically to: [proposals-communications@wwfnepal.org](mailto: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. Latest audit report
5. CVs of team members involved in the project

Note that payments are subject to tax deduction as per prevailing government rules.

The proposal must be submitted by 5:00pm Nepal Standard Time on **30<sup>th</sup> December 2025**. Please mention '**PROPOSAL – IWT Documentation Video**' as the subject in your email. Only organizations selected for further consideration will be contacted. Telephone inquiries are not entertained.

#### **9. 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
<b>1</b>	<b>Fees</b>					
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				
<b>2</b>	<b>Other Expenses</b>					
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					
	<b>Total</b>					

*Please edit as required*