



Terms of Reference- Otter conservation 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.

The Lower Karnali Watershed in Nepal's Terai Arc Landscape is home to indigenous river-dependent communities and diverse aquatic biodiversity. The watershed provides a rich mosaic of habitats that includes rivers, riverine forests, floodplain grasslands and oxbow lakes which is suitable for a large number of fish species and provides habitat for many IUCN Red List species such as Gharial Crocodile (critically endangered), Mugger Crocodile (vulnerable), Gangetic River Dolphin (endangered) and Smooth-Coated Otter (vulnerable). However, illegal, and destructive fishing and habitat disturbance caused by river aggregates extraction have severely depleted fish populations, threatening the biodiversity as well as the traditional livelihoods of Tharu and Sonaha communities.

In the last three years, with support and funding from the UK Government through the Darwin Initiative, WWF Nepal and WWF UK are working with indigenous river dependent communities to engage in community river stretch management groups to manage at least 10 kms of the river alongside local government authorities, improving their knowledge of river resource conservation and ensuring implementation of inclusive river management plans. This effort will promote more sustainable fishing practices, protect fish spawning sites, and contribute to the increased abundance of fish. By doing so, we're not only securing food and livelihoods for communities but also supporting otter populations in the Lower Karnali Watershed. The project is a collaborative effort involving the Nepal Government, WWF Nepal and local partners Sonaha Bikash Samaj (SBS), Freed Kamaiya Women Development Forum (FKWDF),

Dolphin Conservation Center (DCC) and the Small Mammals Conservation and Research Foundation (SMCRF)

The project aims to secure viable populations of otters in Western Nepal and improve the wellbeing of 200 marginalised river dependent households. Through inclusive community-based conservation of freshwater resources and livelihood diversification, and the conservation of otter habitats by addressing the challenges of intensive fishing practices, habitat destruction, and unsustainable river aggregates extraction.

Furthermore, the project has worked on institutional capacity strengthening of government agencies and creating enabling conditions for otter conservation.

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 “Strengthening communities’ livelihood and stewardship to conserve Otters in the Karnali”.

2. Objectives

The overall objective of this assignment is to document and show impact of WWF Nepal’s project “Strengthening communities’ livelihood and stewardship to conserve Otters in the Karnali.”

The specific objectives are listed below:

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

3. Scope of work

Video to be created:

Video	Time frame
Project Documentation Video	March 2025

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. 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 Kailali and 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
Kailali	Bytes from otter champions, community members, local leaders, partners, nature and wildlife shots, community B-rolls, etc	4 (not including travel days)
Kathmandu valley	Bytes from WWF staff	1

5. Deliverables

- Submission of one final video on (web compatible and high resolution) by **20th March 2026**
- Submission of b-rolls collected by **20th March 2026**
- Submission of Signed Media Release Forms for all photographs/videos featuring people by **20th March 2026**
- Submission of Final Financial Report along with Original VAT Invoice and timesheet of the Human Resources by **20th 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 2025. 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**. The proposal must include following documents submitted in the same email:

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

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. 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 **30th December 2025**. Please mention '**PROPOSAL – Otter conservation documentation Video**' as the subject in your email. Only organizations selected for further consideration will be contacted. Telephone inquiries are not entertaining.

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
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					

Please edit as required.