



**Government of Nepal  
Ministry of Forests and Environment  
CBIT Project**

**Terms of Reference -Production of Animated Videos**

## **1. Background**

The Paris Agreement, adopted in the 21st Conference of the Parties of the United Nations Framework Convention on Climate Change (UNFCCC), aims to limit global average temperature to well below 2°C above pre-industrial levels and pursue initiatives to limit warming to 1.5°C. To facilitate the effective implementation of the Paris Agreement and build mutual trust and confidence among the Parties, Article 13 of the Agreement established an Enhanced Transparency Framework (ETF). The ETF aims to clearly understand climate change actions and track progress toward achieving Parties' Nationally Determined Contributions (NDCs). ETF requires each Party to provide a national inventory report of emissions by sources and removals by sinks of greenhouse gases, information necessary to track progress in implementing and achieving its NDCs, information on climate change impacts and adaptation, and support needed and received.

To build institutional and technical capacity to meet the requirements of the ETF, Paragraph 84 of the COP decision adopting the Paris Agreement decided to establish the “Capacity Building Initiative for Transparency (CBIT).” Nepal is implementing the Capacity Building Initiative for Transparency (CBIT) to strengthen its national transparency system and enhance compliance with the Enhanced Transparency Framework (ETF) under the Paris Agreement. The project supports institutional capacity, data management systems, and technical expertise to prepare and submit the Biennial Transparency Report (BTR), Nationally Determined Contributions (NDCs), and related climate reporting requirements.

To raise awareness and communicate about the CBIT project and the requirements of ETF to policymakers, stakeholders, and the general public, an animated explainer video will be developed. The video should simplify technical concepts, highlight Nepal's progress, and emphasize the importance of transparency in achieving climate goals.

## **2. Objective**

The overall objective is to produce two animated videos (one 2-3 minutes and another 5 minutes) that explains the role of CBIT and ETF in Nepal's climate transparency system, in an engaging, visually appealing, and easy-to-understand format.

### 3. Scope of Work

Video to be created:

<b>Video</b>	<b>Time frame</b>
Completed animated video	December 2025

## Pre- Production

- Briefing meeting with MoFE/ CBIT team to have a clear understanding of and expectations of the video content.
- Develop a detailed concept note and storyboard for the video, in consultation with the MoFE/CBIT project team.

## Production

- Prepare script(s) in English and Nepali, ensuring technical accuracy and accessibility for both expert and non-expert audiences.
- Design graphics, illustrations, and animations that reflect Nepal's context, climate priorities, and transparency commitments.
- Create videos content based on agreed script and storyboard
- Addition of music, voiceover and subtitles
- Provide voiceover in English and Nepali with clear, professional narration. Incorporate background music and sound effects suitable for professional dissemination.

## 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, editable files and footages collected as part of the assignment.

## 4. Proposed Timeline

S.N.	Activity	September				October				November				December			
		1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4
1	Planning, conceptualizing, Storyboarding																
2	Production of videos																
3	Feedback and finalization																
4	Submission of all deliverables																

## 5. Deliverables

- Submission of **both videos** (including clean version) by 15th December 2025
- Submission of Final Financial Report along with Original VAT Invoice and timesheet of the Human Resources by 15th December 2025

## 6. Copyright

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

## 7. Coordination and reporting

The consultant will work under the supervision of the CBIT- National Project Manager, following the timeline above.

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

## 8. Proposal Submission

Interested VAT-registered Nepal-based organizations are requested to submit a proposal electronically to: **[proposals-communications@wwfnepal.org](mailto:proposals-communications@wwfnepal.org)**. The proposal must include the 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 the 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 **14<sup>th</sup> September 2025**. Please mention '**PROPOSAL – CBIT Animated Videos**' as the subject in your email. Only organizations selected for further consideration will be contacted. Telephone inquiries will not be 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					
1.2	Content writer/ script					
1.3	Graphic designer/illustrator					
1.4	Editor/s					
1.5	Voiceover artist					
1.6	Music Producer					
1.7	Translator					
<b>2</b>	<b>Other Expenses</b>					
2.1	(if any)					
2.3	Other Support Cost					
2.3.1	Stationaries					
2.3.2	Communication					
	Sub-Total					
	VAT					
	<b>Total</b>					

*Note: Please add/edit rows as required*