



Terms of Reference

Preparation of Project Videos – TBP Nepal

1. Background

WWF Nepal started its conservation work in Nepal from 1967 when it launched rhino conservation program in Chitwan. Since then, WWF Nepal has been working closely with Government of Nepal (GoN), Civil Society Organizations (CSOs), Community Based Organizations (CBOs) and local communities to achieve its mission to stop the degradations of Nepal’s natural environment, and to build a future in which people live in harmony with nature. WWF Nepal contributes to national priorities specially in achieving Government of Nepal’s biodiversity and climate targets, while aligning with the global goal of protecting and restoring nature for the benefit of people and the planet through zero loss of natural habitat, zero extinction of species and reduction of carbon footprint by half – ultimately attaining the target of “Bending the Curve” to conserve nature by 2030.

In such, WWF Nepal is implementing the Triple Benefit Program- Nepal (TBP-Nepal), a 4-year project ending in December 2026 covering two watersheds -Khageri (Chitwan) and Gindri (Nawalpur) in Lower Narayani River Basin and two sub-watersheds – Kandra and Kateni in Mohana watershed. The Triple benefits the project aspires for benefit to Community, Wildlife and Climate Adaptations. The project aims for a climate resilient Lower Narayani River Basin and Mohana watershed with improved ecosystem services that supports community well-being and thriving biodiversity. The project has supported local communities to implement nature-based solutions (NbS) to protect, restore and manage freshwater and forest ecosystems and to diversify their livelihoods so that their dependency on natural resources is reduced. The project has been supporting duty bearers to sensitize and internalize the impacts of unsustainable natural resource use and importance of NbS.

In line with this, WWF Nepal seeks the services of a consultant to produce a documentary video as well as six short project outcome videos. The video will be based on nature-based solutions intervention in Lower Narayani basin (Khageri and Gindri Watersheds) and Mohana watershed (Kandra and Kateni Sub-watersheds) across Chitwan, Nawalpur and Kailali districts.

2. Objectives

The overall objective of this assignment is to document outputs, outcomes and impacts from Triple Benefit Project - Nepal.

The specific objectives are listed below:

- To create 1 (7-8 mins) long video about the project ‘TBP-Nepal’. It will include footage of ongoing and completed field works, bytes and wildlife.
- To create five (120 - 240 secs long) short videos covering five intermediate outcomes envisioned by the project.

3. Scope of work

Videos to be created:

Video	Time frame
Project Documentary video	November 2026
Short videos covering five intermediate outcomes	November 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 – before/during monsoon and after monsoon to same location):

- All content will be filmed in Khageri watershed (Chitwan), Gindri watershed (Nawalpur) and Kandra and Kateni subwatersheds (Kailali)
- Film footages of landscapes and wildlife (*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 within the project areas covering Chitwan National Park’s buffer zones will be obtained by the consultant

Post-Production:

- Design and editing of the videos
- Animation & infographics (where required)
- Voiceover (where required)
- Subtitling of the videos
- Submit the draft videos for comments from WWF Nepal
- Submit six final videos (final version and clean version of all)
- Submit all footages and b-rolls collected as part of the assignment

4. Timeline

SN	Activity	June				July				August				September				November			
		1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4
1	Planning, conceptualizing, Storyboarding																				
2	First Field travel																				
3	Second Field travel																				
4	Editing and preparation of videos																				
5	Feedback and finalization																				

- Further field plans will be decided with the team at WWF Nepal according to the organization’s work plan.
- The two field visits in Chitwan and Nawalpur will last around 1.5 week each.
- One field visit in Kailali will last around half week (3-4 days).

5. Deliverables

- Submission of one final project video (web compatible and high resolution) by **30th November 2026**
- Submission of b-rolls collected from the field trips by **30th November 2026**
- Submission of Signed Media Release Forms for all photographs/videos featuring people by **30th November 2026**
- Submission of five short videos in 16:9 format as well as 9:16 formats by **30th November 2026**
- Submission of Final copy of soundtrack and voiceover if any in separate files by **30th November 2026**
- Submission of Final Financial Report along with Original VAT Invoice and timesheet of the Human Resources by **30th November 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 in close coordination with Communications and Freshwater team of WWF Nepal following the timeline above.

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. Relevant past work samples
3. Financial Proposals, (*please refer annex 1 for template*)

The financial proposal should include the following:

1. Organization Registration and latest renewal, if applicable,
2. VAT registration certificate
3. Latest tax clearance certificate for FY 081.82
4. 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 **10th June 2026**. Please mention '**PROPOSAL – TBP Nepal Videos**' 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 1: 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	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					