

**TERMS OF REFERENCE
VIDEO DOCUMENTARY DEVELOPMENT**

Terms of Reference (TOR) for Video Documentary Development of Generating Opportunities in Agriculture and Livelihoods (GOAL II) project in Pyuthan and Rolpa Districts.

Hiring Office: ADRA-Nepal Country Office, Bakhundole, Lalitpur

Background and purpose: ADRA Nepal is an International non-Government Organization working in Nepal to uplift the living standard of people through various projects and programs. ADRA Nepal's '**Generating Opportunities in Agriculture and Livelihoods project Phase 2 (GOAL-II)**' funded by Australian Aid and ADRA Australia is being implemented in 2 rural/municipalities of Pyuthan and Rolpa districts since July 2019 in partnership with Fulvari Integrated Rural Development Organization Nepal (FIRDO Nepal) and Rural Development and Awareness Society Nepal (RUDAS Nepal).

The main goal of the project is to **Empower women** and **increase the income of poor and vulnerable people** of Swargadwari Municipality of Pyuthan and Runtigadhi Rural Municipality of Rolpa.

The key activities proposed in the project comprises- *Farmer/Entrepreneur Groups trained on business and entrepreneurship skills, trained and supported on resilient and market-led livelihood options, Farmers Field School (FFS) in vegetable and goat rearing to promote experimental learning among project participants, support to establishment and maintenance of small irrigation system, demonstration of improved climate adaptive technologies and practices, strengthening community saving and credit scheme, Farmers Market School to improve understanding about market, develop/strengthen capacity of agriculture collection centre for expansion of coverage area and market information dissemination, development of local service providers, collective marketing approaches goat and vegetable products through agriculture collection centre, gender awareness and analysis in farmer groups, capacitate local government representatives on gender responsive planning and budgeting, support to strengthen GBV networks, and organizational capacity building of farmer groups for coordinated production and access to municipal resources.*

The project has come to an end and will exit the working areas by June 2025. Therefore, to capture and showcase the project outcomes, video documentary development has been planned.

Scope of work: The consultant will perform the following activities as a part of this consultancy work:

(Description of services, activities, or outputs)

- Desk review of project documents and other relevant documents, and interact with the project team to have a clear understanding of the project.
- Based on review and interaction, prepare an inception report including documentary scripts, methodologies, time schedule, and steps to carry out the documentary process.
- Revise and finalize the documentary script after collecting feedbacks from the ADRA Nepal team. Also, finalise the visit itinerary in support of the GOAL-II project team.
- Visit field office, meetings with field level project team, share documentary plan/schedule, and adjust visit itinerary if required.

- Project site visit for capturing videos, photos, bites, etc covering all project areas as per agreed plan by using high-quality cameras and other instruments.
- Share overall impression/experiences with field level project team before leaving to the consultant's office.
- Editing, and mixing of all collected information (video, photographs etc.) by using high quality equipment.
- Organize meetings with the ADRA Nepal team to share the overall impression of the project, and methodology used, mention if the different methods used than agreed, and share the first draft of a documentary. Collect feedback from the team.
- Finalise the documentary after incorporating all feedback received. Submit all collected information from the field to ADRA Nepal

Expected outcome:

Following outcomes were expected from this activity,

- High quality video documentary both in Nepali and English language for 5-6 minutes (covering all target areas of the GOAL-II project's progress) will be developed,
- 4 high-quality short videos (2-3 minutes) on Farmer Field Schools, project support small irrigation systems, Climate-smart agricultural technologies and Farmers Market School (FMS) to improve understanding about the market, collective marketing through collection centers.
- The documentary should be broadcasted in National/Online Television in a relevant forum to show the GOAL-II progress.

Duration and working schedule:

The total duration of video documentary development will be 30 working days. The assignment will start from 15 March 2025 to 15 April 2025.

Place where services are to be delivered:

- ADRA office at Bakhundole, Lalitpur for preparation and postproduction of documentary.
- Pyuthan (Swargadwari municipality) and Rolpa (Runtigadhi rural municipality) for information collection, and video/photographs collection.

Delivery dates and how work will be delivered (e.g., electronic, hard copy etc.):

Deliverables	Timeline	Remarks
Develop and submit high quality video documentary of GOAL-II project to ADRA Nepal.	15 March to 15 April 2025	(30% Advance Payment; Final Instalment Payment after final report)

Monitoring and progress control, including reporting requirements, periodicity format, and deadline:

The consultant will work in close coordination and collaboration with the Project Manager and the Livelihood Team Leader.

Supervisory arrangements:

The consultant will report to the Project Manager.

Expected travel:

To GOAL-II project areas for Pyuthan (Swargadwari municipality) and Rolpa (Runtigadhi rural municipality) for information collection including video/photographs as soon as the documentary scripts are finalized. ADRA Nepal will cover the airfare and local travel costs. The consultant is responsible for the lodging and food during the travel.

Required expertise, qualifications, and competencies, including language requirements:

The documentary development will be led by a senior professional with ample expertise, and experience in research, community work, and the documentary sector (working in the national or local television sector will be preferred). The Consultant should have expertise in various documentary development, and have knowledge and proven skills in digital creative media – film and photography like

pre-production, planning, filming, and postproduction editing techniques. Camera operative experience, ability to light a scene particularly for the interview, knowledge of up-to-date legislation, working practices, and health/safety procedures, ability to well communicate with the community, diligence about the process and procedural tasks, string IT and digital skills are the essential specification of consultant. In addition, understanding of child safeguarding and protection is also a must.

Inputs/services to be provided by ADRA

- Facilitation in the field mobility and meeting
- Guidance of the project and field visit

Evaluation Criteria

Firm/ individual consultant's qualification and experience, understanding of TOR, and financial proposal are key criteria for selection. The selection process will be carried out by ADRA Nepal procurement and financial policy.

Evaluation Weightage:

Technical Proposal Evaluation – 70 %

Financial Proposal Evaluation – 30%

COA/cost

ADRA Supplies

Signature

Date:

Signature of ADRA:

Date: