



Terms of Reference

Consultancy for Documentation and Reporting (Multimedia Report)

Project: Enhancing Migration Services to Nepali Migrant Workers in Countries of Destination through strengthening institutional capacity of Non-Resident Nepali Association (NRNA)

Context

The Non-Resident Nepali Association (NRNA), as a global diaspora organization, has been actively working for the welfare and rights of Nepali migrants and Non-Resident Nepalis (NRNs) across various countries of destination (CoDs). Labor migration remains one of NRNA's core focus areas, where volunteers in different CoDs collaborate with Nepali diplomatic missions to support migrants through passport renewal, documentation assistance, legal aid, health and mental health awareness, emergency relief, and repatriation—often on a voluntary basis.

NRNA's engagement is particularly strong in the Middle East, Malaysia, and Europe, where it also provides assistance to undocumented and women migrant workers, among the most vulnerable groups. According to the MoLESS Annual Report (F/Y 2080/81), a total of 771,297 Nepali migrants received new labor approvals—661,125 male (85.71%) and 80,172 female (10.39%)—while undocumented cases remain unrecorded but are a significant concern.

Given the limited resources of Nepali diplomatic missions, stronger coordination among stakeholders is crucial for effective service delivery. With its trusted reputation and presence in around 90 countries, NRNA serves as a reliable partner to the Government of Nepal in addressing migrants' needs. Strengthening the institutional capacity of NRNA's National Coordination Councils (NCCs), regional, and international networks will help ensure sustainable support mechanisms for Nepali migrants.

Building on the successful collaboration with the International Labour Organization (ILO) during the COVID-19 response under the Migrant Rights and Decent Work (MiRiDeW) Project (Phase I), NRNA now aims to continue this partnership in the second phase of MiRiDeW project which is funded by Swiss Agency for Development and Cooperation (SDC) to enhance institutional capacity and promote sustainable, rights-based services for Nepali migrant workers.

Purpose of the Assignment

The main purpose of this consultancy is to ensure systematic and high-quality audio-visual documentation of all project activities and achievements under the MiRiDeW Phase II Project for a period of nine months.

The video materials will serve multiple purposes:

- Visibility and communication materials for NRNA and ILO.
- Documentation of project achievements and best practices.
- Reference material for future planning and donor reporting.
- Public awareness on migration, gender equality, and mental health issues.

3. Scope of Work

The consultancy will be responsible for all stages of video production:

1. Pre-Production

- Develop video production plan in consultation with NRNA.
- Prepare shooting schedules based on event calendar.
- Draft scripts for highlight videos and final documentary.
- Coordinate with NRNA focal points on interview subjects, locations, and consent forms.

2. Production (Filming)

- Provide full coverage of all project events (trainings, workshops, consultations, etc.).
- Capture interviews with project stakeholders, government officials, and returnee migrants.
- Capture high-resolution photographs from each event.

3. Post-Production

- Edit raw footage into professional highlight videos (2–5 minutes each events).
- Develop one final documentary (8–10 minutes) summarizing project activities and outcomes.
- Add professional voice-over narration in English and/or Nepali.
- Include subtitles, background music and branding (logos, intro/outro).
- Deliver all raw footage, photos, and final edited videos.

4. Expected Deliverables

S.No.	Deliverables	Quantity/ Frequency	Timeline	Responsible
1	Pre-production plan	1	Within 2 weeks of contract signing	Consultancy
2	Event coverage (video + photography)	Physical events- 8 events Virtual events- 6 events	Continuous	Consultancy
3	Short highlight videos (2- 3 min each)	8 Videos and one project summary	Throughout Project	Consultancy
4	Short Promotional Reels	As per requirements	Throughout Project	Consultancy
5	Final project documentary (8–10 min) with voice-over (English and Nepali)	2 (One English and One Nepali)-	May 2026	Consultancy
6	High-quality photographs	Min 20-30 per event Physical events: 8 events	Continuous	Consultancy
7	Delivery of all raw footage and final edited materials	All	Final Hand Over	Consultancy

5. Duration and Location

- Duration: 9 months (September 2025 – May 2026)
- Location: Kathmandu (Different Venues)

6. Qualifications and Experience

The consultancy must have:

- At least 5 years of professional experience in videography, photography, and editing.
- Proven portfolio of development/advocacy-focused video production.
- Experience in script writing and documentary-style filmmaking.
- Strong skills in post-production editing, voice-over coordination, and subtitling.
- Access to professional equipment (Lenses, lights, audio, gimbal, backups)

7. Technical Requirements

- Video format: Full HD preferred.
- Audio: Clear, noise-free.
- Branding: Inclusion of NRNA & ILO logos, intro slides.
- Subtitles: English
- Photography: Minimum 300 Photographs, suitable for publication.

8. Supervision and Reporting

The Consultancy will work closely with the NRNA Project Officer and Senior Communication and Foreign Employment Officer, under guidance from the Assistant Director, IT Department of NRNA.

All final products will be reviewed and approved by NRNA and ILO before release

9. Application Process

Interested firms are invited to submit:

1. Letter of interest with legal documents (Registration, VAT Registration, Tax Clearance and experience letter)
2. Portfolio/showreel of previous similar work.
3. Technical proposal including methodology, sample script and tentative timeline.
4. Financial proposal with detailed cost breakdown (including applicable taxes).

10. Evaluation Criteria

Technical Evaluation (70%)

S.No.	Criteria	Sub Criteria	Weight	Description/ Indicators	Remarks
1.	Understanding of the Assignment and Methodology	Clear understanding of objectives and scope. Practical and feasible methodology and production plan Appropriate approach to scriptwriting, filming, and editing Realistic and detailed timeline aligned with deliverables	25%	Clear understanding of project purpose Creative and practical video production approach Proven ability to deliver on time and coordinate effectively	

2.	Relevant Experience of the Consultant/Firm	Minimum 5 years of experience in videography, photography, and editing Experience with development, INGO, or donor-funded projects Proven track record in producing advocacy and awareness videos	20%	Prior work with NRNA, ILO, UN, or similar organizations High quality and impact of past productions Positive client feedback or references	
3.	Technical Capacity and Equipment	Professional equipment (camera, audio, lighting, gimbal, backup) Access to advanced editing and post-production tools Skilled team (videographer, editor, voice-over artist, etc.)	15%	Ready for indoor, outdoor, and virtual event coverage Strong technical capacity for Full HD production and editing	
4.	Creativity and Innovation	Original and high-quality creative work Innovative storytelling and visual style Gender-sensitive and inclusive approach	10%	Creative portrayal of migration, gender, and mental health stories Emotionally engaging and impactful visual storytelling	
5.	Portfolio and Samples Submitted	High-quality and relevant portfolio/showreel Diverse experience in documentaries, highlights, and event coverage	10%	Portfolio demonstrates professionalism, clarity, and strong visual storytelling Examples are relevant and aligned with the project's thematic areas.	

Financial Evaluation (30%)

S.No.	Criteria	Weight	Description/ Indicators	Remarks
1.	Cost Competitiveness	20%	Reasonableness of overall budget compared to scope and deliverables. Clear and transparent cost breakdown (equipment, manpower, logistics, taxes).	
2.	Value for Money	10%	Balance between proposed cost and quality of outputs. Cost efficiency in achieving the expected deliverables.	

Applications should be submitted to [**procurement@nrna.org**] by [**31 October 2025**]. For any information, please contact +977-1-4511530/ 4526005.