

Terms of Reference
Non Resident Nepali Association

Documentary Production on COVID-19 Response to Nepali Migrant Workers-Relief and Repatriation Program:

Project Title	COVID 19 Response Video Documentary Production
Type of Assignment	Video Documentary Production
Expected Delivery Date	30 January 2022

1. Background of the Organization

Non-Resident Nepali Association (NRNA) was established with the purpose of uniting and binding the Nepali Diaspora under one umbrella on 11 October, 2003. In the course of completing 18 years of its existence NRNA has developed into a non-governmental global organization and a network of Nepali origin by establishing National Coordination Council (NCC) in 84 countries.

2. Background of the Project

Due to the effect of Covid-19, the Nepali migrant workers have to face multiple problems at the destination countries and particularly the undocumented migrants are the most vulnerable compare to the migrant workers who are at legal work permit at the destinations. In order to address the multiple needs of the migrant workers at this difficult situation; NRNA-ILO joint initiatives (relief and repatriation program) are able to provide support to address the multiple immediate need of the vulnerable Nepali migrant workers at major destination countries in Middle East, Malaysia as well as country of origin.

So, to raise public awareness and share the impact of the project to larger audience, NRNA intends to produce a video documentary that captures the key issues, interviews of the project beneficiary; returnee migrant and migrant's family from the projects.

3. Objective of the Assignment

The overall objective of the assignment is to produce a 20 minutes long high quality video documentary and cover the impact of the COVID Response project, role of the NRNA in the relief and repatriation both in project destination and country of origin, voices of the returnee migrant and their family.

4. Scope of the Work

Under the direct supervision of the Project Manager, the media company/documentary filmmaker will be required to do the following:

- Develop the overall concept, script, and schedule of the documentary jointly with NRNA Project team.
- Interview of selected 7 beneficiaries (4 migrant and 3 family members of returnee, 1 NRNA Member , 1 Donor)
- 7 Visit to TIA Kathmandu (4 for returnee migrants interview and 3 interview of the family member)
- 2 visit to NRNA Secretariat 1 for an interview and other for the background shooting
- 1 visit to Migrant's Family in Kathmandu
- 1 visit to collect bite of donor member (need to confirm with donor)

5. Methodology:

The selected documentary filmmaker/media company/firm shall;

- Assemble a team of script writer, editors, camerapersons, sound persons and other personnel as required.
- Use the latest filming process, HD quality
- Submit a work schedule and hold a meeting with NRNA Secretariat periodically (preferably at every stage of development) for feedback
- Make recommendations to NRNA Secretariat Nepal in technical aspects related to the assignment whenever needed
- Ensure quick and quality pre- and post-production process

6. Expected Deliverables

The selected media company/documentary filmmaker is obliged to work jointly with NRNA Project Team for carrying out all pre to post production activities and deliver the following;

- Submit a storyboard and draft of the script of the documentary along with interview questions to NRNA Secretariat Nepal for review before filming
- Voiceover (narration) in Nepali, and subtitles in English
- Hand over two master copies of each version to NRNA Secretariat Nepal in MP4 or a

similar or better format

7. Duration of the Assignment

The assignment may require 27 working days and is expected to be completed within twelve weeks from the date of signing of the contract. By the end of this period, a draft version of the documentary must be submitted to NRNA Project Team for review and it shall be finalized by the media company/documentary filmmaker within one week after obtaining comments and feedbacks.

SN	Task	Work Days
1	Inception meeting with NRNA Project Team	1
2	Preparation of detailed methodology (script, storyboard, narration, questionnaires, checklists, documentary guidelines)	4
3	Filming in Airport, 3 interview with beneficiaries , Filming NRNA Secretariat Office Nepal,1 Interview of Project Director, 1 Interview of Donor,4 interview of Migrant's Family Member	8
4	Post-production	10
5	Feedback incorporation after 'pre-finalized' documentary submission	3
6	Final documentary submission	1
Total Number of days required		27

The media company/documentary filmmaker shall submit a total budget with a detailed breakdown including applicable taxes at the time of proposal submission. The budget covers consultancy fees, the amount of which will be agreed between NRNA COVID Response Project Team and the media company/documentary filmmaker.

The media company/ documentary filmmaker shall bear all tariffs, duties, and applicable taxes or charges levied at any stage during the execution of the work.

NRNA Secretariat will make payment in three installments;

- **First installment:** 30% of the agreed amount upon submission of storyboard, script, and documentary filming plan.
- **Second installment:** 40% of the agreed amount upon submission of an acceptable 'pre-finalized' documentary.
- **Third installment:** 30% of the agreed amount upon submission of the finalized documentary.

8. Acceptance of Proposal

All rights are reserved with NRNA Secretariat Nepal either to approve or disapprove any proposal without giving any reasons whatsoever. If needed, the media company/ documentary filmmaker will be asked for modifications and presentations of the proposal before approval.

9. General Qualifications of the Media Company/Documentary filmmaker

The media company/documentary filmmaker will be required to have the following:

- Comprehensive experience in film/documentary making, film editing and post production
- Extensive experience in producing migration related news, documentaries or interviews of returnee migrants

10. Composition of the Team Members

All of the team members should have a proven experience in documentary/film making.

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- Comprehensive experience in film/documentary making, film editing and post production
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12. Composition of the Team Members

All of the team members should have a proven experience in documentary/film making

Responsibilities of NRNA Secretariat Nepal

The following are the responsibilities of NRNA Secretariat Nepal;

- Providing outline for the Video Documentary
- Reviewing and approving the work plan, including schedule for filming, timeframe, and approaches
- Facilitating in establishing contact with concerned field staff and interviewees (beneficiaries , and other stakeholders)
- Coordinating field visits and interview appointments
- Guiding the entire pre and post production process and provide feedback as and when required
- Paying relevant costs related to this assignment and agreed upon in the contract

13. Responsibilities of Media Company/ Documentary filmmaker

The media company/documentary filmmaker will be responsible for carrying out all of the tasks outlined in this Terms of Reference (ToR) and ensure the delivery of outputs stated above within the agreed budget and timeline.

14. Termination of the Contract

NRNA Secretariat Nepal will terminate the contract if the media company/ documentary filmmaker commits a breach in the performance or observance of its obligation under this ToR. The media company/ documentary filmmaker shall be notified in written form within a week prior to the termination of the agreement.

15. Confidentiality

During the performance of the assignment or any time after expiry or termination of the agreement, the media company/documentary filmmaker shall not disclose to any person or otherwise make use of any confidential information which the company/documentary filmmaker has obtained or may

obtain in the course of the project relating to NRNA Project.

Except for purposes of this assignment, the information shall not be disclosed to the public nor used in whatever form without written permission of NRNA Secretariat Nepal.

16. The application shall contain following documents:

Technical and Financial Proposal

- Proposal: Detailed Concept Note
- Financial Proposal: Detailed budget breakdown including taxes

Details of the Media Company/firm

- Media Company/documentary filmmaker's profile with relevant experiences
- CV of the team leader
- A copy of company/organization registration
- A copy of tax clearance certificate
- VAT/PAN registration

The EOI should reach to the address below via courier or e-mail at eo@nrna.org by 9thth October 2021, 17:00 hrs (Nepali Time). Please, enclose the application and proposals in an envelope and mark it "EOI for Documentary Production on COVID-19 Response to Nepali Migrant Workers-Relief and Repatriation Program":

Contact:

NRNA COVID -19 Response to Nepali migrant Workers Relief and Repatriation Project
Non-Resident Nepali Association
Baluwatar, Subarna Shumsher Marga, Ward No. 4
POB 1189, Kathmandu, Nepal
Tel: 977-1- 4426005; 4411530
URL: www.nrna.org

Interested firm and institution should send their RFP on eo@nrna.org before 9th October 2021 or drop at the COVID Project Desk at NRNA Secretariat.