

Terms of Reference (ToR) Project Video Production

1. Background

The Small Earth Nepal (SEN) is a Non-Governmental Organization (NGO) dedicated to the field of Environment. SEN emphasizes research and effective science communication initiatives, spanning from grassroots school-level engagement to high-level policy discussions. Serving as a vital bridge between the public and private sectors, academia, and government agencies, SEN facilitates collaborative efforts in Research, Capacity Building, Awareness and advocacy as its 3-pillar approach. SEN's priority working areas include Climate Change and Biodiversity; Water, Weather and Climate Information; Climate Smart Agriculture; Climate and Water Inducted Disaster Management; Conservation Education and Sustainable Lifestyles.

SEN is implementing a project [“Enhancing Climate Resilience in South Asia and China: Predicting Precipitation Shifts and Their Impacts for Disaster Risk Reduction and Resource Security”](#), supported by the Asia-Pacific Network for Global Change Research (APN) with regional research collaboration in Bangladesh, Bhutan, China, India, Nepal and Pakistan through the expertise support from China, Japan, and the USA. The project aims to understand precipitation shifts and phase change using regional climate models and apply that knowledge to reduce disaster risks and ensure long-term resource security in vulnerable communities.

2. Project areas

Since the project has regional collaborations, there are project sites in each collaborating countries. Mustang is the project site for Nepal.

3. Scope of work:

- Prepare the concept and script for the video and finalize with SEN team before developing the video
- Film and collect the project activities videos from Nepal and edit the video with existing footage from other collaborating countries.
- Conduct in-person or virtual interviews to collect testimonials of the project's program and activities from the researchers, collaborators and stakeholders
- Deliver a high quality 5-minute video incorporating visuals, infographics, animations (if needed) in English language with background music and subtitles in the sections where local language is used (as per requirement).

4. Duration

1 September 2025 - 30 June 2026

5. Coordination

The company will work closely in coordination with the Project Lead and Project Coordinator in Nepal.

6. Payment modality

The payment will be made in three installments:

- 30% at the time of agreement signing as mobilization advance
- 30% after submission of draft video.
- 40% after submission of final video.

7. For submission

Interested applicants should submit following documents to info@smallearth.org.np with the subject line: Application for the preparation of Project Video, no later than **21 August, 5pm (NPT)**

1. Proposal and budget
2. Portfolio – at least 3 relevant public video links
3. Company Profile with the following legal documents:
 - a. PAN/VAT registration
 - b. Tax clearance (FY 2080-81)
 - c. Company registration certificate

8. Desired criteria

- Strong storytelling, videography and video editing skills
- Proven experience in producing short documentaries or thematic videos in similar field and areas
- Familiarity with research-based content
- Prior experience working with NGOs, INGOs or academic institutions

Note: Applications received with incomplete documents and after the due date will be disqualified. Only shortlisted applicants will be contacted for further evaluation process. SEN reserves all the right to reject any or all applications without providing any reasons.