

PROPOSAL Submission

Consultancy Title: Video Documentary Production - Climate Impacts on Children in Nepal

PR No. PR 754671

Date of Proposal Submission: <Insert date>

This instruction & template for proposal development consists of the following sections:

1. **Section A:** Instruction for Proposal Development
2. **Section B:** Proposal Development Form
3. **Section C:** Essential Evaluation Questions

Section A: Instruction for Proposal Development

Please **READ** and **FOLLOW** the instructions before completing the proposal form

1. A proposal will not be considered for review if:
 - It is received after the deadline
 - It is not sealed properly (**NA in case of email proposals**)
 - There are any missing documents mentioned in the ToR
 - Information submitted by the company is found to be false
 - It is incomplete
2. A proposal should have three (3) separate envelops (**NA in case of email proposals**):
 - 1st for CVs of Proposed Consultants listed in Section B, Part 2 below.
 - 2nd for technical proposal
 - 3rd for financial proposal

Each of the above envelopes should be sealed, and properly labelled respectively as “supporting documents,” “technical proposal” and “financial proposal.” Each page of the proposal should be stamped and signed. All these three (3) envelopes then should be kept in **another envelop sealed with wax** (*laha chhap*).

3. Only shortlisted bidder/s will be contacted by Save the Children at each stage of the selection process.
4. Shortlisted bidder/s will be invited to deliver a 15-minute presentation to the Procurement Committee on their technical proposal.

Section B: Proposal Development Form**I. Organization Information (NA in case of individual consultant)**

Name of the organization :

Address :

District/State :

Country :

Phone number :

E-mail :

Website :

II. Details of contact person

Name :
Position :
Phone Number : (Landline) (Mobile)
E-mail :

III. Major topics and sub-topics for proposal development

1. Organization Background (NA in case of individual consultant)

1.1 Please provide your organization's relevant experience in video documentary. (Video documentary production of development or climate impact on children in Nepal is preferred), for last three years.

S. No.	Project Title	Client Name	Date	Provide link to video documentary production
1				
2				
3				
4				

1.2 Please provide your organization's relevant experience in video documentary of development or climate impact on children in Nepal specially in emergency context (preferred work experience in the Himalayan terrain and remote field settings).

S. No.	Project Title	Client Name	Date	Provide link to video documentary production
1				
2				
3				
4				

2. Signatory and Proposed Consultants Information:

SN	Full Name (Avoid abbreviations)	Date of birth (dd/mm/yyyy AD)	Proposed role for this assignment	Designation	Academic Qualification

3. Please provide your understanding of ToR, proposed modality, creative approach and workplan to conduct this assignment.

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.....

4. Proposed Budget with clear breakdowns (specify the proposed cost is inclusive / exclusive of VAT).

Please provide your financial proposal in a separate file.

Section C: Essential Evaluation Questions

ESSENTIAL CRITERIA (Exclusion if not met)

In order to qualify as a bidder you must be able to answer 'Yes' against all of the Essential Criteria. After passing the essential criteria you will be scored against Capability and Commercial criteria.

S. No.	Criteria	Please specify Yes / No						
a)	Do you have a legitimate business/official address OR are you registered for trading or tax purposes with the authorities. If yes, have you attached a copy of registration documents with this proposal? (not applicable to individual bidders)							
b)	We, the Bidder, hereby confirm we compliance with the following policies and requirements: <table><tr><td>Terms & Conditions of Bidding</td><td> 1. Terms & Conditions of Biddii</td></tr><tr><td>Terms & Conditions of Purchase</td><td> SC-C-01 Short Form Goods and Services</td></tr><tr><td>Supplier Sustainability Policy and the included mandatory policies</td><td> SCI Supplier Sustainability Policy.</td></tr></table>	Terms & Conditions of Bidding	 1. Terms & Conditions of Biddii	Terms & Conditions of Purchase	 SC-C-01 Short Form Goods and Services	Supplier Sustainability Policy and the included mandatory policies	 SCI Supplier Sustainability Policy.	
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Terms & Conditions of Purchase	 SC-C-01 Short Form Goods and Services							
Supplier Sustainability Policy and the included mandatory policies	 SCI Supplier Sustainability Policy.							
c)	Do you confirm that the company is not linked directly or indirectly to any terrorism related activity, and does not sell any Dual-Purpose goods / services that may be used in a terror related activity?							
d)	Do you confirm that you are not a prohibited party under applicable sanctions laws or anti-terrorism laws or provide goods under sanction by the United States of America or the European Union and accepts that SCI will undertake independent checks to validate this?							
e)	Do you confirm that you are not a prohibited party or on government blacklisting							

Terms of Reference (ToR)

Video Documentary Production: Climate Impacts on Children in Nepal

Background on Save the Children

Save the Children is the leading global independent organisation for children. Save the Children believes every child deserves a future. Around the world, we work every day to give children a healthy start in life, the opportunity to learn and protection from harm. When crisis strikes, and children are most vulnerable, we are always among the first to respond and the last to leave. We ensure children's unique needs are met and their voices are heard. We deliver lasting results for millions of children, including those hardest to reach.

We do whatever it takes for children – every day and in times of crisis – transforming their lives and the future we share.

Our vision: A world in which every child attains the right to survival, protection, development and participation.

Our mission: To inspire breakthroughs in the way the world treats children, and to achieve immediate and lasting change in their lives.

Our values: Accountability, ambition, collaboration, creativity and integrity.

We are committed to ensuring our resources are used as efficiently as possible, in order to focus them on achieving maximum impact for children.

Background Information of the Assignment

Nepal is among the countries most exposed to the impacts of climate change, despite contributing less than 0.1 percent of global greenhouse-gas emissions. Rapid-onset hazards (floods, landslides, glacial lake outburst floods) and slow-onset processes (shifting monsoon patterns, rising temperatures, glacier retreat and drought) are increasing in frequency, intensity and magnitude across the Hindu Kush Himalaya.

Children experience climate-induced loss and damage through interrupted education, displacement, family separation, child labour, early marriage, malnutrition, water insecurity and lasting psychosocial impacts. These non-economic losses are frequently invisible in official damage assessments, yet they often outweigh measurable material losses and fall most heavily on the most marginalized.

The catastrophic Bhotekoshi-Trishuli flash flood of 26 August 2026, triggered by a large glacier-rock mass failure near Langtang Lirung, caused widespread death, displacement and infrastructure destruction across Rasuwa, Nuwakot, Dhading and downstream districts. Thousands of children were affected: many lost parents or caregivers, schools were damaged or destroyed, water and sanitation systems collapsed, and large numbers of children require immediate psychosocial support and safe learning spaces. This event starkly illustrates how mountain climate extremes translate into profound, multi-dimensional harm for children and communities.

In this context, short, high-quality video documentaries show that centre children's lived experiences are powerful tools for advocacy, public awareness, resource mobilisation and policy influence. They can make non-economic loss and damage visible, amplify children's voices, and strengthen Save the Children's and partners' engagement with national and international loss-and-damage and climate-finance processes.

This assignment therefore seeks to produce two distinct short video documentaries that capture the human dimensions of climate impacts on children in Nepal, with a focus on water-related hazards and the specific impacts of the Bhotekoshi flood.

Objective of the assignment

The overall objective of this assignment is to conduct Systematic Reviews using PRISMA (Preferred).

The overall objective of this assignment is to produce two high-quality, child-centred video documentaries (approximately 1.5 minutes each) that document the lived experiences of children and communities affected by water-related climate impacts and the Bhotekoshi flood, in order to support advocacy, awareness-raising, programme design and resource mobilisation for inclusive recovery and climate resilience.

Specific objectives are to:

- Produce Video 1 – “Water and Children” that centres children’s experiences with water-related climate impacts, highlighting challenges related to floods, water insecurity, safety, education disruption and wellbeing, under the key theme “How Mountain Climate Extremes Are Affecting Children.”
- Produce Video 2 – “Bhotekoshi Flood Impact Story” that focuses specifically on the impacts of the Bhotekoshi flood on children, youth and communities, incorporating personal stories, testimonies and recovery challenges, and highlighting loss and damage, displacement, education disruption and resilience efforts.
- Ensure both videos are ethically produced, child-safeguarding compliant, gender- and inclusion-sensitive, and suitable for use in advocacy, social media, donor engagement and public communication.
- Deliver final videos in formats ready for digital dissemination, together with raw footage, transcripts, consent documentation and a short production report.

Scope of Work

The assignment covers production cycle of two separate short video documentaries. The scope includes:

Video 1: Water and Children

- Focus on children’s experiences with water-related climate impacts in mountain and related ecological contexts.
- Highlight challenges related to floods, water insecurity, safety risks, education disruption and psychosocial wellbeing.
- Key theme: “How Mountain Climate Extremes Are Affecting Children.”
- Approximate duration: 1.5 minutes.

Video 2: Bhotekoshi Flood Impact Story

- Focus specifically on the impacts of the Bhotekoshi flood (August 2026) on children, youth and communities.
- Include personal stories, testimonies and recovery challenges.
- Highlight loss and damage, displacement, education disruption, family separation, water and sanitation impacts, and community and child resilience efforts.
- Approximate duration: 1.5 minutes.

Requirements

- Child-centred storytelling that prioritises the voices and perspectives of children and young people (with appropriate safeguarding).

- Gender, disability, caste/ethnicity and location sensitivity in selection of protagonists and narrative framing.
- High production values suitable for national and international audiences, including clear audio, professional editing, subtitles (English and Nepali) and branding consistent with Save the Children guidelines.
- Full compliance with Save the Children's child safeguarding, informed consent, data protection and ethical research standards.

Approach and Methodology

The consultant/academic institutions will apply PRISMA (Preferred Reporting Items for Systematic Reviews and Meta-Analyses) methods for systematic review of the existing scientific and gray.

The following phases are indicative; refinements may be agreed during the inception stage.

Production:

- Review and use of relevant background materials (including recent assessments of the Bhotekoshi flood and Save the Children's child-centred climate work).
- Location filming in relevant affected areas (primarily within or near the Bhotekoshi/Trishuli corridor and selected mountain/mid-hill contexts), coordinated with Save the Children field and COMS teams.
- Sensitive, child-centred interviewing and observational filming that prioritises dignity, agency and minimisation of distress.
- Capture of high-quality visual and audio material suitable for short-form documentary storytelling. Including Voice Overs required.

Strict adherence to child safeguarding, informed consent, and data-protection protocols at all times.

Post-production

- Editing of two distinct 1.5 to 2-minute films with clear narrative arcs, appropriate pacing, and professional sound design including both diegetic and non-diegetic sound.
- Inclusion of English and Nepali subtitles, Save the Children branding, and any required end credits or disclaimers.
- Copyright-free music appropriate to the visuals should also be mixed.
- Incorporation of feedback from Save the Children on draft cuts.
- Delivery of final master files in agreed formats (e.g., 4k high-resolution for broadcast/events and optimised versions for social media).
- Presentation of near-final cuts to Save the Children (and, where appropriate, selected stakeholders or community representatives) for validation.
- Handover of all project assets, consent documentation, transcripts and a short production report summarising process, challenges, ethics compliance and lessons learned.

Expected Deliverables

The consultant/production team is expected to deliver the following. Deadlines are indicative and will be confirmed in the contract; all outputs are subject to Save the Children's review and acceptance. Final delivery deadline: 5 November 2026.

S.N.	Deliverable	Description	Indicative Timeline
1	Inception agreement	Refined methodology and agreement	Within 1 week of contract signing
2	Draft Scripts / Storyboards	Detailed scripts or annotated storyboards for Video 1 and Video 2, incorporating feedback from the inception review.	By Week 2
3	Footage collection and Field Visit and Collection of footage	Field Visit with SCI	By Week 3
4	Fine Cuts with Sound design (Both diegetic and non-diegetic sound)	Revised versions incorporating Save the Children's feedback (at least one major revision round).	By Week 4
5	Final Videos and hand over	Two final master files (high-resolution) and social-media optimised versions of Video 1 and Video 2, with English and Nepali subtitles, proper sound design, branding and credits.	By 5 November 2026

All reports, videos, footage and related materials produced under this assignment will remain the property of Save the Children. The consultant/production team may not use them for other purposes without prior written approval.

Duration of the Assignment

The total duration of the assignment is up to 4.5 weeks from the date of contract sign, including systematic review, validation and finalization of deliverables. A detailed schedule will be agreed during the inception phase.

Location and travel involved

Filming is expected to take place primarily in areas affected by the Bhotekoshi flood (Rasuwa, Nuwakot, Dhading and related locations) and, where relevant, other mountain or mid-hill contexts that illustrate water-related climate impacts on children. Travel outside the Kathmandu Valley will be required for production.

The consultant/production team is responsible for arranging travel, accommodation and logistics in line with the approved budget. Save the Children will facilitate introductions to field teams and communities where feasible and may provide limited logistical support subject to operational capacity. Any travel costs must be clearly itemised in the financial proposal and will be reimbursed on an actual basis only if pre-approved.

Ethical Considerations

Ethical approval will be taken from SCI Ethics Review Board (ERB). Following aspects will be strictly followed during entire study:

Safeguarding – demonstrating the highest standards of behaviour towards children and adults.

Sensitive – to child rights, gender, inclusion and cultural contexts.

Openness - of information given, to the highest possible degree to all parties involved.

Confidentiality and data protection - measures to be put in place to maintain confidentiality and protect any other information.

Broad participation - the relevant parties should be involved where possible.

Reliability and independence - findings and conclusions are correct and trustworthy.

Reporting, Supervision and Assumptions

- The consultant/production team focal point will report to the designated Save the Children focal point and submit deliverables according to the agreed schedule.
- Save the Children will provide overall guidance, facilitate key introductions where feasible, review draft scripts and cuts, and provide timely feedback.
- Payment will be made against satisfactory, quality-assured deliverables as per a schedule agreed between Save the Children and the consultant/production team.
- Save the Children reserves the right to terminate the contract in the event of unsatisfactory performance, safeguarding breaches, or failure to meet agreed standards during the assignment period.

Required Experience and skill

- Registered production companies, media organizations, or qualified teams with proven expertise in short-form documentary/advocacy film; must designate a Team Leader/Lead Producer responsible for quality and timely delivery.
- Institutional eligibility: Legally registered entity with a minimum 2 years' track record in documentary/advocacy video production (preferably child rights, climate, humanitarian or development themes in Nepal/region); not required for Nepali academic institutions/universities with relevant capacity.
- Team Leader/Lead Producer: Demonstrated experience directing/producing high-quality short documentaries or advocacy films; strong storytelling, interviewing and editing skills; familiarity with child-centred and ethically sensitive approaches; Nepal or similar-context experience highly desirable.
- Team must demonstrate proven ability to work sensitively with children and vulnerable communities (documented safeguarding adherence); strong technical capacity in filming, sound, editing and subtitling (English & Nepali).
- Team must also have solid understanding of Nepal's climate, disaster and child-rights context (including non-economic loss and damage); excellent English and Nepali fluency among key members; strong commitment to child safeguarding, research ethics, informed consent and data protection.

Proposal evaluation and scoring criteria

Criteria	Sub-Criteria	% Weight
ESSENTIAL	Compliance with Save the Children International standard policies	Mandatory submission
	Firm Registration as per the prevailing act of the Nepal Government.	Mandatory submission
	- Copy of VAT registration - Tax Clearance 2081/082	Mandatory submission
Commercial	Measured on an Inverse proportional Basis (overall Rate)	40
Capability	1. Understanding of the ToR: 5% 2. Methodology, Creative Approach, Strategies and Work Plan: 15% 3. Relevant Experience especially in emergency (preferably work experience in Himalayan terrain): 10% 4. Quality of Previous Work: 10% 5. Technical Production Capacity, Team Composition, and Host / Moderator Quality: 5% 6. Presentation (For shortlisted bidders only): 15%	60
Total	Resulting Weighted (Commercial + Capability)	100

How to apply for the services: Requirements for Submission of Proposals are as follows:

- Save the Children reserves the right to accept or reject any or all proposals without assigning a reason and to cancel the procurement process for this assignment at any time.
- Shortlisted applicants will be asked to present their proposed approach.
- Interested firms, production houses or consultant teams are requested to submit the followings:
 - Technical proposal: understanding of the ToR, detailed methodology, participatory and inclusion approach, workplan and team composition.
 - Financial proposal: detailed budget including professional fees/daily rates and all associated costs (inclusive of all costs, overheads and expenses, including travel, subsistence and accommodation etc.)
 - Filled out Consultancy Proposal Forms (enclosed with this ToR)
 - CVs of the proposed team members, with relevant work samples.
 - Firm / institution registration, VAT certificate and tax clearance certificate FY 2081/82
 - Any other supporting documents, as applicable.

The selected consultant may be required to sign confidentiality and safeguarding agreements.

Deadline of submission: 05 October 2026, Monday.

Estimated Commencement Date: 09 October 2026

Estimated Completion Date: 05 November 2026