﻿﻿﻿**Terms of Reference (ToR)**

**Documentary Production Consultancy Service: Document the work of Street Child of Nepal in Madhesh Province “She Leads: Life Skills and Entrepreneurship” project.**

**Location:** Janakpur District, Madhesh Province

**Duration:**9 months

**Organizational Context:**

**Street Child** is a non-profit organization established in 2008 that aims to support children living in vulnerable settings to ensure they have access to education, including the estimated 260 million schoolage children worldwide who do not attend school.

Street Child works to ensure children are safe, in school, and learning - even, and especially, in low resource environments and emergencies. Street Child specializes in working with local level organizations for lasting impact. Since 2008, Street Child has supported 750,000+ children and 50,000+ caregivers across 20+ countries in Eastern Europe, South Asia, and Sub-Saharan Africa. Street Child is a dynamic and fast-growing British NGO recognized for an agile, ambitious approach and has an annual programmatic portfolio of $28M across a range of conflict and crisis context. From 2021 to 2024 we aim to reach one million children – while our national partners reach millions more. We target the most marginalized children and communities who are forgotten or left behind, through consistent outcomeoriented programming that enables adoption, adaptation, and scaling of successful interventions through national partnerships.

**Overview**

Street Child of Nepal is currently implementing the "She Leads: Life Skills and Entrepreneurship" project aimed at empowering marginalized Dalit girls, aged 15-24, in Madhesh Province, Nepal. Disadvantaged Dalit girls, especially those who are married, face considerable barriers to social, economic, and educational inclusion. Building on the success of previous initiatives, this project will offer financial literacy, life skills, and entrepreneurship training, along with mentorship and resources, to enable these girls to start enterprises and improve their socio-economic conditions. The goal of the initiative is to break the cycles of poverty, exclusion, and exploitation while promoting sustainable, systemic change and enhancing the overall well-being of the participants.

To amplify the project’s impact, we seek a documentary filmmaker or production firm to chronicle the transformative journeys of selected participants over 9 months throughout the course of the project. The documentary will highlight their challenges, triumphs, and lessons learned, serving as a tool for advocacy, donor engagement, and community inspiration.

**Objectives of the Consultancy**

The consultant will provide videography services to capture the project activities and events of the ‘She Leads’ project and create a compelling narrative documenting 3 participant's journeys.

1. **Video Production:** Includes full production services, script writing, filming, editing, audio enhancement, subtitling, format conversion, and archiving both raw and final footage.
2. **Quality Standards:**All videos must be of the highest quality (Quad HD 1440p, HD 1080p, 16:9, 24fps/30fps) to effectively represent the organization’s values and impact.
3. **Editing & Approval:**Footage will be edited according to the pre-approved script in collaboration with the designated Street Child representative.
4. **Narration & Subtitling:** Voice-overs will be recorded and edited as needed, with subtitles added where necessary for clarity and accessibility.
5. **Audio & Format Optimization:**The final video will be audio-balanced and exported in formats suitable for TV, radio, and online use platform.
6. **Branding & Ownership:** The final product will include Street Child branding and proper credit of ownership.

**Click on the link below for the detailed TOR:**

[**https://drive.google.com/file/d/1Eul5uMS\_qR1Li4PUMmlYFRmEGzSEkCQO/view?usp=sharing**](https://drive.google.com/file/d/1Eul5uMS_qR1Li4PUMmlYFRmEGzSEkCQO/view?usp=sharing)

**Proposal Submission:**

Interested and eligible bidders are requested to submit their sealed bids to the Street Child of Nepal office at Thasikhel-13, Lalitpur, Nepal. The bid must be addressed to Street Child of Nepal and clearly labeled as '**Proposal for Documentary Production Consultancy'**. It should include the full details of the applicant, including the name and address of the submitting organization. Any inquiries regarding this solicitation may be sent to [**operations.nepal@street-child.org**](http://street-child.org/) by 10th April 2025. Responses to inquiries will be provided by 11th April 2025. The deadline for bid submission is **15th April 2025**.

**Required Documents**

1. Technical proposal outlining the firm’s understanding of the task, proposed methodology, team composition, and work plan.
2. Financial proposal detailing costs - should be submitted in a separate envelope as detailed.
3. CVs of the proposed team members.
4. 3 full-length documentaries or substantial excerpts (e.g., 5–10 minutes) of past documentary work
5. Firm/ company registration with VAT

***\*Note: Incomplete applications will not be considered.***

**Review and Approval:**

The consultant will work under the supervision of the Communication Officer and will report to the Programme Manager for review and approval of deliverables. Regular feedback and progress updates will be provided throughout the consultancy.

**Contact Information:**

For any inquiries or submission of proposals, please reach out to the contact person mentioned below, who will be able to provide further information and assist with any questions related to the assignment. Questions asked and information sought should not attempt to extract information that influences the procurement process.

**Name: Sabona Limbu**

**Position: Communications Officer**

**Email:**[**operations.nepal@street-child.org**](http://street-child.org/)

**Phone: 01-5444045**