**Terms of Reference**

**EOI Call for a Videographer**

**Background**

WaterAid is an international not for-profit, determined to ensure access to clean water, sanitation, and hygiene (WASH) for everyone, everywhere within a generation. Only by tackling these three essentials in ways that last can people change their lives for good. Our vision aligns with Sustainable Development Goal 6 – everyone, everywhere with access to sustainable WASH services by 2030. We believe this is only possible with a strong WASH sector; a sector led by national governments that prioritise WASH and aim to protect, promote and fulfill their citizens’ rights.

**Objective**

The main objective is to capture videos/footage of all WaterAid Nepal-related activities and programmes, provide cinematic advise for programmatic videos, and travel in WAN’s working areas to capture visual stories as and when assigned by WaterAid Nepal (WAN) office.

**Videographer’s responsibility and requirements**

* The consultant/individual/videographer will work both within the Kathmandu Valley as well travel to WaterAid Nepal’s working areas in different provinces in Nepal.
* The consultant/individual/videographer will adhere to WaterAid Nepal’s branding guidelines and ensure the same in all productions.
* The consultant/individual/videographer upon selection will have to attend mandatory training of Child Safeguarding.
* The consultant/individual/videographer must have their own camera equipment (full-frame DSLR, suitable lenses, tripod, pin mic, external flash, reflector, lens filter, Drone, etc). S/he/they will be responsible for the maintenance and safety of all the aforementioned pieces of equipment).
* The consultant/individual/videographer submitting the proposal must have PAN registration and the latest Tax clearance certificates as required by the Nepal Government.
* The consultant/individual/videographer must have a valid A/C Payee (NPR) bank account and proof of the same should be submitted along with the proposal.
* A detailed CV/resume of work experience as a videographer is mandatory. An application elaborating on association with other international organisations in Nepal and the snapshot of the same.
* A link to previous works (YouTube, social media channels, drive link) is mandatory while submitting the proposal.
* An expertise in developing both professional videos/documentaries as well as short videos for social media reels and stories.
* The consultant/individual/videographer will be responsible for all post productions, including subtitles and should be available for editing of productions when requested by WaterAid Nepal.
* A good understanding of Hygiene, Health, WASH, and Sanitation will be an added advantage.

**Reporting mechanism**

The consultant/individual/videographer will work closely with the Senior Communications and Fundraising Coordinator along with the Head of Business Development for all assigned assignments. All videos/footage taken under assignment will only be submitted to the Communication Unit of WaterAid Nepal. S/he/they must keep a backup of all productions but will not be permitted to publish/reproduce without formal approval from WaterAid Nepal. WaterAid Nepal reserves the copyright to all assigned productions.

**Budget**

The consultant/individual/videographer shall propose a daily consultancy rate. Payment shall be made upon successful completion of the assignment.

**Terms and** **Conditions**

* WaterAid reserves the right to accept and reject any proposal without giving any verbal and /or written rationale
* The consultant shall maintain confidentiality of the information shared with him/her during the process of this task and shall not disclose it to others without written consent from WaterAid.
* Delay and untimely deliverables and poor-quality deliverables will effect on contract amount payment.
* WaterAid will deduct Tax at source according to the government policy.
* Delay and untimely deliverables will effect on contract amount payment.
* Poor quality deliverables will effect on contract amount payment.

# Submission of Proposal and deadline

The consultant is required to submit the technical and financial proposal along with detailed breakdown.

Legal documents of the company such as company registration, VAT certificate, tax clearance certificate of Fiscal year 2078/2079 OR tax clearance extension for FY 2079/2080.

The proposal should demonstrate sound knowledge, technical skills and capability as required by the nature of the work of the assignment and understanding of the requisite tasks set forth in the scope of work.

The submission of your proposal shall be in PDF file with the subject line mentioning **“EOI call for Videographer”** through

email : [nepal-procurement@wateraid.org](mailto:nepal-procurement@wateraid.org).

The deadline for submission of proposal is 20th December 2023.