

Terms of Reference (TOR)

CONSULTING SERVICE

For developing video documentary of Big Sister mentoring journey

1. Contract period: 25 February to 25 March 2025

2. Background of VSO:

VSO is one of the longest-serving INGOs working in Nepal since 1964. It works through Volunteering for Development approach with volunteers (Local, National, and International) as central actors in its three priority areas of programming namely Resilient Livelihoods, Inclusive Education and Global Health. Gender and Social Inclusion, Social Accountability, and Resilience are embedded into VSO's all programmes and priorities. Our unique relational volunteering model provides the essential pre-conditions for systemic and sustainable change by fostering trust to create equitable, resilient, and inclusive locally driven solutions.

3. Background and rationale:

Since 2013, VSO Nepal has been implementing the Big Sisters (Community Volunteers) Mentoring Approach to enhance learning outcomes for the most vulnerable children. With extensive experience in this approach, VSO has made it a core part of its programs. Currently, through various projects, VSO has worked in the past and is working with hundreds of Big Sisters across Banke Lamjung, Parsa and Sarlahi, Baglung, Rautahat, Bara, and Surkhet districts. These mentors have played a crucial role in transforming the lives of children, especially girls and children with disabilities

The **purpose of the assignment** is to produce a video documentary on Big Sister mentoring journey from different projects. The video will showcase the evolution of the Big Sisters' work from the first cohort to the present, highlighting key milestones, challenges, and successes. It will celebrate the impact of Big Sisters in transforming the lives of marginalized children, particularly girls, through mentorship, education, and leadership. By sharing personal stories and achievements, the video will inspire new mentors and advocate for continued investment in the program. Ultimately, it will strengthen the legacy of the Big Sisters model, demonstrating its sustainability and potential for expansion. The target audiences for the video will be federal and provincial government authorities, local government representatives, representatives of Development Partners (DP), journalists, Civil Society Organizations, mentors, educators and practitioners.

4. Objectives:

The main objective of this consultancy is to document the Big Sisters mentoring journey from different projects through video, capturing its evaluation and progress from the beginning to the present.

5. Approach and Methodology:

Under the supervision of project team and Monitoring, Evaluation and Communication Manager, the consultancy firm will develop and produce the Big Sister journey video (Long and short) of the project and provide high resolution action-oriented photos collected during field visits. The videos and photos will deliver a comprehensive video documentary that captures the Big Sisters mentoring journey of several projects implemented by VSO in different districts.

The video will also demonstrate how VSO has started the Big Sister mentoring interventions, beginning stages of the Big Sister journey, the methods for enhancing their capacity, the mentoring methods used by Big Sisters, the challenges they have encountered and their mitigation measures, the achievement they have made, their own personal and professional growth, etc.

Overall, the documentary will visually narrate the entire journey of Big Sisters mentoring from its starting phase till date and its impacts on the marginalized community, children, girls and children with disability to promote inclusive quality education.

The process to be followed during the assignment:

- Receive an orientation about VSO, its projects and Big Sister mentoring approach including the project brand design along with VSO brand guideline.
- Develop a comprehensive plan, story board and timeline for producing video documentary, in line with VSO branding coordinating with VSO
- Review and incorporate the Big Sisters Mentoring Video Stories from existing and previous projects in this video.
- VSO representative will accompany during the field video collection for coordination with Big Sisters, stakeholders in different districts to support the consultant to collect the video clips as per video story board and plan.
- Field visit to collect the video clips and photos for video documentaries from more than **five different districts** namely Banke, Surkhet, Lamjung, Parsa and Sarlahi; where Big Sisters mentoring has been implemented.
- Collect photographs during the field and provide raw photographs to VSO.
- Provide video scripts, narrations, subtitles in both Nepali and English language for review and feedback to VSO latest by mid-March 2025.
- Maintain regular follow-up and feedback sessions throughout the design and production process of video production in collaboration with VSO.
- Finalize the project deliverables earliest by 25 March 2025.
- Signed consent documentation.

6. Deliverables and timelines

Video documentary:

Consulting firms should develop a video highlighting the required thematic topic as mentioned above.

- Produce 8–10minute video documentary about Big Sister's mentoring journey experience with sign language video captioning and English subtitles. This covers their

early experiences, capacity-building efforts, mentoring approaches, challenges faced and how they overcame them, as well as their personal and professional growth.

- The video will include sign language captioning and English subtitles for accessibility.
- 50 High resolution raw photos from field (captions not required). The consultant team is expected to capture these photographs during field visit while shooting for video, separate plan for this is not required.
- 2-3 reels/mini videos (Maximum 2-3 minutes) with English subtitles, highlighting key moments for social media engagement.
- Use of licensed music to enhance the storytelling and overall impact of the video.

**All these products must follow VSO and donors' visibility and brand requirements.*

Action / Output	Deadline
Inception Report and detail workplan	Within 27 February
Submission of script and finalization	Latest by 06 March
Initiation of field work	Latest by 08 March
Submission of draft long and short videos and photographs	Latest by 18 March
Submission of final long and short videos, photographs with English subtitles and sign language translation	Latest by 25 March

Note: Work plan with detailed steps, access, need to be designed and their implementation timeline need to be mentioned clearly on work plan.

7. VSO's roles and responsibilities

VSO will provide the following arrangements after the consulting firm is on board:

- Induction meeting with an orientation of the project and objectives of the assignments.
- Work with district partners and Big Sisters, including arranging meeting with communities and stakeholders if needed.
- Technical support on the developing video story board to capture the entire journey of Big Sisters mentoring
- Provide necessary documents related to Big Sisters mentoring as used by VSO, to ensure the video captures its true essence.
- VSO representative will accompany the consultant team during field visit as per need to ensure the video is collected as per planned.

8. Qualifications and Experience

The consulting firm will be required to have:

- Minimum 3 to 5 years' experience in videography and photography at good standards.
- Extensive experience in video production and media house or international development organizations.
- Ability to remain positive, upbeat, and hopeful in challenging development settings.
- Well informed and equipped with updated software and hardware required for videography and photography.
- Additional experience in development communication will be an added advantage.

- Experience of working with development organizations, specifically on Inclusive Education sector would be an advantage.

Please provide CVs Maximum 3 pages as per the template attached in Annex 1 of all those proposed in the Bid, clearly stating their roles and responsibilities for conducting the assignments. The proposed team members should include the technical expertise and practical experience required to deliver the scope of work and the outputs.

9. References

Please provide **two references** who we may contact to discuss experiences of working with you.

- Name of the organization:
- Contact person:
- Designation:
- Contact Number:
- Email:

10. Duration of Assignment

- The consultancy period will be for a period of maximum of 30 days effective from the contract signing date. Consultant will submit a detailed work plan schedule which will be approved by VSO.
- Arrangement of equipment required for the completion of this assignment will be the consultant's responsibility.
- No equipment to be purchased under this assignment.

13. Reporting

The consultant will work closely with VSO representative under supervision of the Monitoring, Evaluation and Communication Manager.

14. Financial Proposal and Payment

Provide a financial proposal that includes detailed breakdown of all the human resources, materials, logistics and travel cost including miscellaneous.

Prices must be quoted in Nepalese currency. Any cost not stated in the financial proposal will not be allowed as a charge under resultant contract. Bidders are required to organize and fund their own duty of care arrangements as required. Payment would be made once the assignment is completed.

15. Intellectual Property

The contract will work for hire. Therefore, all planning, work products and all final outputs of this project will be the property of VSO.

16. Ethics and Safeguarding

This video documentary must prioritize the safety of participants, especially children, at all stages of development, preparation, and finalization, please demonstrate your approach to protection and safeguarding throughout the entire process. This includes the initial video recording, taking photographs and the final presentation of all products. Please note, at a minimum, your proposed approach should comply with international good practice with regards

to research ethics and protocols particularly with regards to safeguarding children, vulnerable groups (including people with disabilities) and those in fragile and conflict affected states.

Consideration should be given to:

- administrative, technical, and physical safeguards to protect the confidentiality of those participating in videos and photos.
- physical safeguards for those conducting the assignment.
- data protection and secure maintenance procedures for personal information that needs to be informed by GDPR 2018.
- parental consent concerning video/photo collection from children or collation of data about children.
- age-appropriate participation of children, including in the development of data collection tools.
- Secure all video and photo consent.

17. Application

Following are the key instructions for bidders/Consulting firms who are interested in submitting a proposal.

- Study the TOR completely and prepare the bid proposal as per the instructions, and requirements provided.
- While submitting this bid, the firm should submit a valid company registration certificate, PAN/VAT certificate, tax clearance certificate of FY 2080/81, organizational profile, and areas of expertise.
- The length of the bidding document should be within 8-10 pages maximum. Please use Calibri font size 12.
- A detailed financial proposal with a necessary budget breakdown of human resource, logistics and miscellaneous involved.
- Interested firm should prepare both the “Technical” and “Financial” proposal.
- Must assign the technical individuals for this assignment and provide CVs of assigned individuals (maximum 3 pages for each in the attached template)
- Technical and financial proposals are to be submitted with clear subject lines along with electronic copies to VSO at procurement.nepal@vsoint.org, Nepal time, by 23 February 2025. Interested firm may be invited to give a presentation or attend a clarification interview, if required.
- VSO shall not be bound to accept any proposal and will not be responsible for any loss or expense incurred by firms/individuals in the submission of their proposals. VSO reserves the right to accept all or part of an offer.

Annex 1:

CV template



CV template.docx