

Terms of Reference

Project Title: Videography and Editing Support/Filmmaker for ICIMOD

Contract Modality: Individual Consultancy

1. Background

The International Centre for Integrated Mountain Development (ICIMOD) is an intergovernmental knowledge and learning centre dedicated to the Hindu Kush Himalaya (HKH) region. Based in Kathmandu, Nepal, ICIMOD works across its eight regional member countries: Afghanistan, Bangladesh, Bhutan, China, India, Myanmar, Nepal, and Pakistan. Their mission is to improve the lives and livelihoods of the HKH's population while protecting mountain environments and cultures. ICIMOD generates knowledge and facilitates its sharing to empower HKH communities to be more resilient, seize opportunities, and prepare for change. Additionally, their work strengthens regional cooperation for conservation and sustainable mountain development.

2. Objective

ICIMOD requires the services of skilled and experienced Videographers/Editors/Filmmakers **that are already based or working within the Hindu Kush Himalaya (HKH) region** to create compelling video content that supports their various mountain development initiatives. These videos will be used to:

- Raise awareness about critical mountain issues, particularly using lived experience of mountain communities.
- Showcase ICIMOD and our partners' work and achievements.
- Educate stakeholders and the public.
- Advocate for policy change and the promotion of sustainable practices.

3. Responsibilities

ICIMOD Videographers/Editors/filmmakers will work under the guidance of the ICIMOD Communications Unit and collaborate closely with relevant project teams. Key responsibilities include:

- **Pre-production:**
 - Participate in project meetings to understand communication objectives and target audiences.
 - Develop creative concepts for video content, considering filming locations, interview subjects, and visual storytelling techniques.

- Assist in storyboarding and scriptwriting, ensuring clarity, accuracy, and cultural sensitivity.
- Source and secure any necessary filming permits and logistics.
- **Production:**
 - Conduct filming on location, capturing high-quality visuals and audio using professional equipment.
 - Manage filming schedules and collaborate with any required crew members (e.g., sound technicians).
 - Conduct interviews with experts, community members, and other stakeholders as needed, following ethical image policies and securing consent forms.
- **Post-production:**
 - Edit video footage to create engaging and informative final products.
 - Integrate motion graphics, animation, and music to enhance storytelling.
 - Develop subtitles in English and/or other relevant local languages.
 - Ensure final videos meet industry standards for quality and technical specifications.
- **Delivery:**
 - Deliver final video files in agreed-upon formats and specifications.
 - Provide a detailed breakdown of project costs, if applicable.
 - Participate in video review and feedback sessions with the ICIMOD team.
 - Submit final consent forms.

4. Skills and Qualifications

- Proven experience in videography, editing and filmmaking, with a strong portfolio showcasing work on environmental or social justice issues (preferred).
- Excellent storytelling skills and the ability to translate complex information into engaging visuals.
- Experience working in remote locations (desired).
- Strong understanding of video editing software (e.g., Adobe Premiere Pro, Final Cut Pro).
- Excellent communication, collaboration, and time management skills.
- Fluency in a local language spoken within the HKH region and English is a strong asset.
- Cultural sensitivity and an understanding of the Hindu Kush Himalaya region and ICIMOD's portfolio of work (preferred).

5. Deliverables and Timeline

The specific deliverables and timeline will be finalized based on the agreed-upon project scope. However, they will typically include:

- Storyboards and scripts for each video project.
- High-quality video footage, including B-roll for ICIMOD's asset library.

- Edited video content in agreed-upon formats and specifications.
- Subtitles in English and/or relevant local languages (if applicable).
- A detailed breakdown of project costs (if applicable).

6. Reporting Requirements

The Videographer/Editor/Filmmaker will report to the designated ICIMOD Communications Unit staff and provide regular progress updates throughout the project.

7. Budget, if applicable

The Consultant should provide their per-day fee rate in USD, inclusive of applicable taxes. The consultant who is based outside Nepal is responsible for tax payments in their home country, following their home country's tax law. ICIMOD does not fund flights into the region.

8. Contract Duration and Termination

The contract duration will be determined based on the specific project requirements. Standard termination clauses will be included in the final contract.

9. Selection Process

Interested candidates should submit a proposal outlining their experience, skills, relevant samples of work, and hourly/daily or project rates by sending an email to hrod@icimod.org with the following documents:

A cover letter and showreel (and/or links to past work) demonstrating sound knowledge, technical skills, and capability required by the nature of the work and an understanding of the requisite tasks set forth in the terms of reference.

- Up-to-date CV/resume
- A day rate inclusive of all taxes
- At least two positive references/ recommendations from past employers/ clients
- A copy of the citizenship certificate/ passport for identity verification

Only shortlisted candidates may be invited for an interview and may be required to complete a test.

**** Please note that cost of flights or travel into the region will not be covered by ICIMOD.**