

TERMS OF REFERENCE (ToR)

# **Consultancy services for audiovisual communication product development**

Action Area: Economies

Strategic Group: Resilient Economies and Landscapes



ToR

## About ICIMOD

The Hindu Kush Himalaya (HKH) region stretches 3,500 km across Asia, spanning eight countries – Afghanistan, Bangladesh, Bhutan, China, India, Myanmar, Nepal, and Pakistan. Encompassing high-altitude mountain ranges, mid-hills, and plains, the zone is vital for the food, water, and energy security of up to two billion people and is a habitat for countless irreplaceable species. It is also acutely fragile and vulnerable to the impacts of the triple planetary crisis of climate change, pollution, and biodiversity loss.

The International Centre for Integrated Mountain Development (ICIMOD), based in Kathmandu, Nepal, is an international knowledge organisation focused on the HKH region, working since 1983 to deliver greener, more inclusive, and climate -resilient development. Our work is guided by our [Strategy 2030](#), [Medium-Term Action Plan V \(2023–2026\)](#) and the associated Results Framework, and our various policies. Learn more on our [website](#).

## Consultancy overview

ICIMOD’s Transforming places for the precariously housed: Equitable adaptation pathways for climate mobilities (PATH) project explores the lived experiences of precariously housed population in Sindhupalchowk district, eastern Nepal focusing on landslide-induced displacement and mobility or immobility driven by climate change. The project seeks to capture diverse narratives of local people about climate change, housing precarity, and mobilities to ensure meaningful political participation in climate adaptation planning.

Through people-centred stories, the project aims to highlight experiences of loss due to landslides, precarious housing conditions, displacement and relocation, as well as resilience, and adaptation. It aims to capture stories of housing precarity across multiple dimensions, including physical, social, emotional and psychological, health and well-being, and environmental aspects. An intersectional lens is applied to understand how factors such as caste, class, gender, ethnicity, education, or other socio-economic conditions shape these experiences. It aims to amplify the voices of marginalised communities, and make it visible to policymakers, practitioners, and a wider audience to contribute to a more informed and inclusive debates and policy responses in climate risk reduction and adaptation planning.

## Aim and objectives

The primary objective of this consultancy is to develop audiovisual (AV) product highlighting how climate change events, particularly landslides shape housing vulnerabilities, outcomes and mobility/immobility experiences in Sindhupalchowk. The AV is required to capture diverse and compelling visual narratives highlighting the lived experiences of marginalised communities, housing precarity, climate change, migration and resilience.

## Scope of work

The scope of the work includes, but is not limited to, capturing the following themes:

- Everyday life under climate risk, including livelihoods and social relations shaped or impacted by recurring climate hazards such as landslides.
- Housing conditions and settlement safety, physical condition and safety of houses and neighbourhood.
- Impacts of environmental hazards on the health and well-being of individuals and households due to housing insecurity.
- Emotional and psychological impacts, experiences of fear, stress, uncertainty, and loss.
- Environmental degradation and changing landscapes, and impact on settlement patterns and livelihoods.
- Mobility and immobility experiences, journeys, and personal and household decisions related to migration or non-migration, attachment to place, and concerns about future disasters and long-term safety.
- Post-displacement housing experiences and outcomes, relocation, rebuilding temporary/permanent shelter and arrangements, and longer-term housing conditions.

## Deliverables

The consultancy firm will accomplish the following deliverables:

Phase	Deliverables	Timeline
Phase I: Research and scripting	<ul style="list-style-type: none"><li>• Prepare script draft, incorporate feedback on draft script provided by ICIMOD team, and submit finalised script</li><li>• Collect and review research materials on the central topic to develop a detailed storyline and script (in English), ensuring alignment with the objectives outlined in the Terms of Reference (ToR)</li></ul>	30 May 2026
Phase II: Video shooting	<ul style="list-style-type: none"><li>• Travel to the field site to capture interviews, video footage, photographs, stakeholder quotes, and B-roll. Provide regular email updates on field visits, including progress, and key experiences</li></ul>	September 2026
Phase III: Post-production and video finalisation	<ul style="list-style-type: none"><li>• Share the rough cut for feedback</li><li>• Based on input from the ICIMOD team, prepare one final full-length draft video</li><li>• Finalise the full-length video episode (20–30 minutes) with English subtitles, ensuring approval</li></ul>	December 2026

	<p>from ICIMOD’s technical and communications teams</p> <ul style="list-style-type: none"> <li>• Produce short-form versions of the video for social media, including four final edits of 30–40 seconds each.</li> <li>• Provide all working and raw photo and video files on a hard drive.</li> <li>• Share a curated selection of photographs capturing people, housing, landscapes, livelihoods, and lifestyles, aligned with the core priority areas outlined above.</li> </ul>	
Phase IV: Dissemination	<p>Publish the video on ICIMOD's YouTube channel</p> <p><b>Social Media sprint:</b> Develop four short-form videos for social media (reels and collaborative posts) to be shared in the lead-up to and during International Migrants Day.</p> <p><b>Video dimensions:</b></p> <p><b>LinkedIn:</b> 1920×1080 (16:9, landscape)</p> <p><b>Instagram:</b> Reels and stories: 1080×1920 (9:16, vertical) Feed posts: 1080×1080 (1:1, square), 1080×1350 (4:5, portrait), or 1920×1080 (16:9, landscape)</p> <p><b>Facebook:</b> Feed: 1080×1080 (1:1, square) Stories/Reels: 1080×1920 (9:16, vertical) Landscape: 1920×1080 (16:9)</p> <p>Note: <i>Dimensions may be subject to change.</i></p> <ul style="list-style-type: none"> <li>• Prepare and submit a brief report, including selected site photographs</li> </ul>	31 January 2027

## Qualifications and experience

The consultancy shall be undertaken by a qualified audiovisual production firm consisting of a multidisciplinary team with complementary technical, regulatory, and research expertise. The following team composition is required:

### 1. Team Leader

- Bachelor’s degree in Communications (Master's preferred), or film and media studies, multimedia production, journalism or a related field.

- At least 5 years of professional experience in audiovisual content production, concept development, scripting, filming, editing, post-production of documentaries, and short and long digital video contents.
- Fluent in English and Nepali; ability to analyse and simplify complex issues, interrelated issues, and clearly articulate linkages between climate change impacts, migrations, mobility, and related decision-making processes.

## 2. Team members

- Core team should include videographers, editors, content specialists, field coordinator and relevant experts as required.
- The team shall demonstrate collective experience in planning, producing and delivering high-quality audiovisual outputs.
- The team should have educational and professional experience in projects related to themes such as migration, climate change, risks and hazards, settlements.
- Experienced in planning, coordination, quality assurance, and timely delivery of outputs.
- The consultancy team must have high-quality camera equipment and modern editing suite to accomplish the assignment.
- A detailed team profile (maximum five pages) including links to previous work (video documentaries, case studies, success stories) relevant to the services, description of the nature of business, field of expertise, licenses, certifications, and accreditations should be submitted.

## Reporting and supervising

The consultant will report to the Project Coordinator of PATH project. The consultant will also work in close collaboration with the Co-Principal Investigator of the project, and Communication Officer, Resilient Economies and Landscapes. ICIMOD will provide written feedback. An inception meeting will be held in the first week of the contract and bi-weekly progress calls will be maintained throughout the consultancy period.

## Technical evaluation criteria

Criteria	Maximum score	Details
Quality of proposal and approach	30	Clarity and coherence on proposed work plan, methodology, and creative ideas for communication and dissemination
Organisational experience	25	Demonstrated experience in audiovisual production, including scripting, with relevant work in climate and migration in Nepal
Human resources	25	Qualifications, experience and competencies of proposed team members, skills and competencies, and prior experience of working in Nepal and remote regions

Proposed timeline and deliverables	10	Feasible and realistic timeline of completing all deliverables within eight-month timeframe, along with creative and innovative ideas for disseminating the audiovisual products to be shared with the wider audience.
Management and operational plan	10	Clarity of management structure, coordination with ICIMOD team, quality control mechanisms.

The service provider will be selected based on the highest cumulative scores obtained in the technical and financial proposals using the following formula:

- Technical score = Score obtained based on technical proposal (total 100)
- Financial score = Score obtained based on financial proposal (total 100)
- Total score = 60% of technical proposal + 40% of financial proposal

The consultancy scoring the maximum weightage score will be awarded the contract. However, the service provider should score at least 60% in the technical proposal.

## Duration and timeline

The contract period for this assignment is eight months from the date of contract signing. The timeline is indicative; the precise phasing and milestone dates will be agreed upon and formalised in the Inception report.

## Budget

The budget for this consultancy will be determined based on the scope of work and deliverables agreed upon.

## Terms of payment

Payments will be made upon satisfactory completion of deliverables as follows:

Milestone	Payment
Approval of the Inception report	30%
Approval of video shooting, post-production and finalisation	20%
Dissemination, video to go live on ICIMOD's YouTube channel and social media platforms	50%

## Method of application

The completed proposal should be submitted through email to [consultancy.int@icimod.org](mailto:consultancy.int@icimod.org) by 6 pm (Nepal Standard Time, UTC+05:45), by **20 April 2026**.

Interested firms are required to submit two separate proposals – a technical proposal and a financial proposal – along with valid legal documents as detailed below:

- **Technical proposal** (maximum 2,000 words)  
The technical proposal should clearly demonstrate an understanding of the ToR, objectives of the assignment, work plan, activities, timeline, delivery dates, team composition, qualification and expertise, links to previous work and the expected outputs.
- **Financial proposal**  
The financial proposal must include a detailed cost breakdown, including human resource costs, other associated costs, with units, number of days, quantity, rates, and applicable taxes.
- **Required legal documents**  
Firms must submit the following documents:
  - Company registration certificate
  - Tax registration certificate (i.e. VAT/PAN/TPIN registration)
  - Tax clearance or annual tax return of the last fiscal year
  - Audit report of the last 3 years

**For further inquiries or to submit proposals, please contact:**

consultancy.int@icimod.org | +977-1-5275222 | ICIMOD | Kathmandu, Nepal.

## ICIMOD's core values

Our core values are integrity, neutrality, relevance, inclusiveness, openness, and ambition. These values are an expression of our culture and are central to the guiding beliefs and principles of our work and behaviour. Our core values will lie at the heart of ICIMOD operations and delivery. They will underpin everything we do and frame how we work with our partners. They reflect our founding intentions and the balances we seek to hold, while equipping ourselves for the future.

## Diversity, equity, inclusion, and safeguarding

ICIMOD's human resource selection process is based on the qualifications and competence of the applicants. As an employer, ICIMOD is committed to promoting diversity, equity, and inclusion, and offers equal opportunities to applicants from all backgrounds and walks of life, including but not limited to gender, age, national origin, religion, race, caste, ethnicity, sexual orientation, disability, or social status. ICIMOD strongly encourages applications from all eligible applicants, especially women, from all parts of the HKH region.



ICIMOD is dedicated to establishing and upholding a safe and nurturing work environment, where all its employees can participate fully and meaningfully without fear of violence, harassment, exploitation, or intimidation. Any type of abuse or harassment, including sexual misconduct [including child abuse], by our staff, representatives, or stakeholders is not condoned or tolerated.

