

1. Background and introduction

The International Centre for Integrated Mountain Development (ICIMOD) invites sealed proposals from qualified and experienced photography and videography service providers from Nepal to deliver professional visual documentation services for ICIMOD-led events, programmes, and institutional activities. Assignments will primarily take place at ICIMOD Headquarters in Kathmandu, Nepal, and at the Living Mountain Lab (LML), Godavari, Kathmandu, Nepal, with occasional off-site or field-based engagements inside Nepal.

The purpose of this Request for Proposal (RFP) is to establish a pool of professional service providers capable of delivering high-quality photographic and video outputs for documentation, communications, media outreach, and promotional use, on an as-and-when-required basis.

2. Scope of work

The selected service provider(s) shall provide end-to-end photography and videography services, including but not limited to the following:

2.1 Photography services

- Capture high-resolution professional photographs covering official events, e.g. conferences, workshops, trainings, meetings, field visits, and special ceremonies.
- Ensure well composition, lighting, colour accuracy, and informative with international institutional communication standards.
- Provide post-production services including image selection, colour correction, basic retouching, cropping, and optimisation for print and digital use.

2.2 Videography services

- Record professional-grade Full High Definition (HD) and/or 4K video footage of events and activities, using appropriate framing, camera movement, and sound capture techniques.
- Capture supporting footage, including cutaways, interviews, and b-roll, as required.
- Provide post-production services including video editing, colour grading, audio balancing, subtitles (if required), and formatting for web, social media, and archival purposes.

2.3 Deliverables

- High-resolution edited photographs (JPEG) and corresponding RAW files.
- Unedited and/or edited video footage in Full HD and/or 4K formats.
- Delivery via external hard drive, secure file transfer, or other mutually agreed media.
- All deliverables must follow ICIMOD branding guidelines, where applicable.

3. Ownership, copyright, and usage rights

- All photographs, video footage, audio recordings, and related materials produced under this assignment shall be the exclusive intellectual property of ICIMOD.
- The service provider shall not retain, reuse, publish, distribute, or monetise any content produced under this agreement without prior written consent from ICIMOD.
- ICIMOD retains unrestricted rights to use, modify, reproduce, archive, and disseminate the content for institutional, promotional, educational, and media purposes, without additional compensation.

4. Assignment structure and requirements

- **Full-day assignment:** Up to 8 working hours per day, inclusive of shooting time and on-site preparation.
- **Half-day assignment:** Up to 4 working hours, inclusive of shooting time and on-site preparation.
- **Hourly assignment:** Assignments less than four hours shall be billed on an hourly basis.
- **Overtime:** Any work beyond agreed hours shall be subject to prior approval and billed at the agreed hourly rate.
- **Travel and mobility:** The service provider must be available to travel to ICIMOD premises, LML Godavari, and other event venues as required.
- **Professional experience:** Demonstrated experience in institutional, development-sector, corporate, or non-profit photography and videography assignments.
- **Equipment standards:** Use of professional-grade equipment, including cameras, lenses, lights, audio recording devices, and licensed drones (where permitted).
- **Backup and redundancy:** Adequate data backup procedures must be followed during and after assignments.

5. Proposal submission requirements

Interested bidders shall submit a comprehensive proposal including the following:

5.1 Company profile

- Legal name, registration details, and brief organisational background.
- Summary of relevant experience and core competencies.

5.2 Financial proposal (rates)

Bidders must clearly indicate:

- Full-day rate (8 hours)
- Half-day rate (4 hours)

Note: This RFP is non-binding and in no way obligates ICIMOD to award any contract.

- **Hourly rate** (for assignments below half-day or overtime)
- Separate hourly rates, if applicable, for:
 - Photography
 - Videography
 - Video editing/post-production
- Any additional costs (e.g. travel outside Kathmandu Valley, accommodation, per diem, specialised equipment).
- Confirmation that all rates are inclusive of applicable Government of Nepal taxes.
- Confirmation that quoted rates shall remain valid for a minimum period of one (1) year.

5.3 Portfolio

- At least three (3) relevant samples or links demonstrating photography and videography work of similar scope and quality.

5.4 Equipment list

- Detailed list of photography, videography, audio, lighting, and post-production equipment to be used.

5.5 Delivery timeline

- Standard turnaround time for delivery of:
 - Edited photographs and RAW files
 - Unedited and edited video footage

5.6 Terms and conditions

- Payment terms
- Cancellation and rescheduling policy
- Data security and confidentiality commitments
- Confirmation of ICIMOD's ownership and usage rights

5.7 Mandatory legal documents

- PAN/VAT Registration Certificate
- Company Registration Certificate
- Latest Tax Clearance Certificate
- Any other relevant statutory or professional certifications

5.8 References (optional but preferred)

- Reference letters or contact details from previous or current clients for similar assignments.

6. Evaluation criteria

Proposals will be evaluated based on a best-value-for-money approach, considering:

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- Relevant experience and technical expertise
- Quality and relevance of portfolio
- Competitiveness and clarity of financial proposal (including hourly rates)
- Delivery timelines and operational capacity
- Compliance with RFP requirements and documentation

7. General terms and conditions

- ICIMOD reserves the right to negotiate technical and financial terms with the selected bidder(s).
- ICIMOD shall not be responsible for, nor reimburse, any costs or expenses incurred by bidders in the preparation and submission of their proposals.
- ICIMOD may award contracts to one or multiple service providers.
- ICIMOD is not obligated to accept the lowest-priced proposal.
- ICIMOD reserves the right to amend or cancel this RFP at any stage without assigning any reason.
- The selected service provider(s) must adhere to ICIMOD's confidentiality, safeguarding, ethical standards, and other policies as applicable.

8. Submission details

The proposal must be submitted by **26 February 2026** through **email submission only**. Interested parties should send their proposals to **procurement@icimod.org**, clearly indicating '**Company's Name - RFP – Professional Photography and Videography Services for ICIMOD**' in the subject line of the email.

ICIMOD reserves the right to accept or reject any or all proposals without assigning any reason.

For any clarification related to this RFP, please contact procurement@icimod.org.