**Invitation for the call of video & photography**Terms of Reference

**Documentary Film Making**

**"Work of The Leprosy Mission Nepal”**

**(TLM Nepal)**

The Leprosy Mission Nepal is a NGO working for leprosy, TLM Nepal mainly focuses in working with and for people affected by leprosy. Interventions of TLM Nepal focuses in the areas of health, capacity building, education, sustainable livelihoods, community development, advocacy and research working towards equity and inclusion of people affected by leprosy and disability.TLM Nepal has been serving Leprosy affected people from Anandban hospital since 1957. Anandaban hospital including Training Unit and Mycobacterium Research Laboratory (MRL) located at Godawari 6 Tikavhairab (Southern part of Laliptur). TLM Nepal also running satellite clinic at Biratnagar and Butwal and weekly clinic for leprosy service at Patan Clinic Tutepani Lalitpur.Moreover there are different projects running through the country as FOUND, HEAL Nepal, SER at various districts. For the purpose of the documentary filming, Kathmandu, Butwan and Biratnagar will be the sites included.

**Objectives:** The objective of this consultancy is to prepare a documentary film;

1. To use media as a tool to raise awareness of the overall work of TLM Nepal among. potential beneficiaries
2. To document major interventions at Anandaban hospital and field sites towards ending leprosy in Nepal.
3. To document the work of TLM Nepal on COVID-19 response for sharing with donors

1. **Deliverables and Timeline**

The consultant(s) will develop a script and capture the footages accordingly. The film will be edited professionally to elaborate a storyline with English subtitle. The original music should use as a background score. The assignment should be completed and submitted all video in 4K resolution and photograph in raw format within one month from the date of contract.

The consultant will deliver the following to TLM Nepal:

* **Long Documentry:** 20 minutes’ film as per the content format and in digital format (DVD/pendrive). A **Teaser**: 180 seconds of summary extracted from the above mentioned documentart
* **Leprosy Service:** 5 minutes of short film including the services of Anandaban Hospital towards those affected by leprosy, Includings service of Patan clinic, Butwal clinic and Biratnagar clinics and field site activities.
* **Covid-19 Response:** 5 minutes’ film related to the response covid-19 pandemic by TLM Nepal (Anandaban Hospital)
* **Fundraising video:** 180 seconds long capturing the story of a Beneficiary/ as required

1. **Basic Concept**

**The Long documentary** film will cover the work of TLM Nepal including all projects running in different parts of Nepal. Which will include some case studies as well. The teaser is expected to be extracted from this video without separate captures.

**Leprosy Service** will cover the work of Anandaban Hospital and satellite clinic which will follow one or two character (Leprosy patient) to show the transformation of their life through the treatment and rehabilitation process.

**Covid-19 Response** will cover all work of TLM Nepal and Anandaban Hospital to response covid-19 pandemic including covid care unit, PCR Service, Vaccination Service and distribution of Covid kits and food to the communities.

**Fundraising video:** 180 seconds long capturing the story of a beneficiary / photos, as required in a field site of TLMN as required by team after the meeting.

1. **Area of coverage**

This project will cover area and department as:

**20 minute long documentary will covers following area**

1. Anandaban Hospital / Covid-19 ward
   1. Leprosy Ward
   2. General Ward
   3. Training Unit
   4. MRL
   5. POD
   6. Physio
   7. Nursing
   8. P And O Dept.
   9. Trauma Center
   10. And all other departments
2. HEAL Nepal project
3. FOUND Project
4. Impact Project
5. SER Project
6. Butwal and Biratnagar satellite clinic
7. Patan Clinic

Field areas are

1. Kathmandu
2. Butwal
3. Biratnagar

**5-6-minute-long film on Leprosy Service will covers following area**

1. Anandaban hospital
   1. RCS
   2. LPRF
   3. Footwear
   4. MDT
   5. MRL
   6. Wards
   7. POD
   8. Physio
   9. Control
   10. Pharmacy
   11. OT
   12. Contract tracing
   13. Diagnosis
   14. Field visit
   15. Rehab
   16. Social mobilization

Field areas are

1. Kathmandu
2. Butwal
3. Biratnagar

**5-6-minute-long film on Covid-19 Response will covers following area**

**At hospital**

1. Covid-19 Care unit
2. PCR Lab (Service)
3. Immunization service
4. Oxygen delivery process
5. Dead body mgmt.
6. Ambulance service

**At hospital**

1. Covid-19 care kit distribution
2. Food distribution
3. Contract tracing work
4. **Consultant Specification**

This consultancy will be carried-out by an experienced and qualified company/agency. The consultant will be selected through a competitive and transparent process according to procurement and procedure manual 2019. Relevant experience criteria will include:

* Extensive knowledge and experience in filming and producing thematic videos.
* Should have all required equipment for high-quality production.
* Excellent technical skills to capture live events & edit film to make it more lively and smoothly deliver the message.

1. **Supervision Arrangements**

The consultant will report to program support team.

1. **Proposal Submission Guideline/Required Documents**

* Proposal Submission Deadline- 1st August 2021 before 5:00 PM.
* Required Documents-
  + Technical and financial proposal.
  + CV(s) of the Consultant(s) including experience.
  + Copies registration certificate, VAT registration certificate, Latest tax clearance certificate. For firms that are tax exempted by the government, a copy of tax exemption certificate should be submitted.
  + Company profile with experiences of previous work.
  + Link of previous work if it is in online or in any other digital media.
  + For Individuals: PAN/VAT registration certificate
* If any documents/information are not available or not applicable, the reason(s) must be clarified in the proposal form. TLM Nepal will have the right to disqualify the proposals from the selection process if the proposal submission guideline has not been followed.

1. **Payment modality**

15% payment after signing the contract

30% payment after the completion of production works (shooting/ all field works)

55% payment after the submission of the final product

Note: All travel, Food and accommodation cost while travelling to the field should be included on the bidding amount. Any claim above the bidding price will not be reimbursed by TLM Nepal.