

**Alternative Energy Promotion Centre (AEPC)
Renewable Energy for Rural Livelihood (RERL)**

REQUEST FOR PROPOSAL FOR CONSULTING SERVICES

RFP No. RERL/016/2018

Title of Consulting Services

**Production of Informative Video Documentary on Commercial Operation
of Micro Hydro Power Projects**

Project Name : Renewable Energy for Rural Livelihood (RERL)

Office Name : Alternative Energy Promotion Centre (AEPC)

Office Address : Khumaltar Height, Lalitpur, Nepal

Financing Agency: RERL

Date of RFP Issue: 05 September 2018

Deadline for Submission of RFP: 18 September 2018

Date.....

Dear Sir/Madam

Subject: Production of Informative Video Documentary on Commercial Operation of Micro Hydro Power Projects

Please study the evaluation criteria and provide the relevant information

To enable you to submit a proposal, attached are:

- i. IntroductionAnnex I
- ii. General Terms and Conditions of the ContractAnnex II
- iii. Proposal Submission FormAnnex III
- iv. Financial Proposal Submission Form.....Annex IV
- v. Terms of Reference (TOR).....Annex V

Your offer comprising of both a technical proposal and a financial proposal, in a separate sealed envelopes, should reach the following address no later than **18 September 2018**.

The National Programme Manager
Renewable Energy for Rural Livelihood (RERL)
Khumaltar Height, Lalitpur, Nepal
Phone: 01 5539390, 5539391, Fax: 01 5542397
Website: <http://www.aepc.gov.np/rerl/>
Email: rerl@aepc.gov.np

If you required additional information, we are ready to provide information, but any delay in providing such information will not be considered a reason for extending the submission date of your proposal.

Yours sincerely,

Satish Gautam
National Programme Manager (NPM)

A. Introduction

1. General

The purpose of this RFP is to invite technical and financial proposals from the potential consulting firms who have skill, knowledge and expertise for "**Production of Informative Video Documentary on Commercial Operation of Micro Hydro Power Projects**"

2. Cost of Proposal

The offeror shall bear all costs incurred during submitting the proposal. The offeror shall bear all costs associated with the preparation and submission of the proposal. RERL will in no case be responsible or liable for those costs, regardless, of the conduct or outcome of the evaluation of this proposal.

B. Solicitation Documents

3. Contents of solicitation documents

Proposals must offer services for total requirement. The Offeror is expected to examine all corresponding instructions; forms, terms and specifications contained in the solicitation Documents. Failure to comply with these documents will be at the offeror's risk and may affect the evaluation of the Proposal.

4. Clarification of solicitation documents

The offerors requiring any clarification of the Solicitation Documents can forward their queries in the following email address: Email: sunjita.pradhan@aepec.gov.np

5. Amendment of solicitation documents

At any time prior to the deadline for submission of proposals, the RERL may, for any reason, whether at its own initiative or in response to a clarification requested by a shortlisted Offeror, modify the Solicitation Documents by amendment.

All offerors that have received the Solicitation Documents will be notified in writing of all amendments to the Solicitation Documents. In order to afford prospective Offerors reasonable time in which to take the amendments into account in preparing their offers, RERL will notify in time.

C. Preparation of Proposals

6. Applying for providing services

The Offerors need to read the RFP including the ToR and prepare proposal accordingly. The proposal must address all the requirements of the proposal including required documents.

7. Language of the proposal

The proposal prepared by the Offeror and all correspondence and documents relating to the proposal exchanged by the Offeror and the RERL shall be written in the English language.

8. Documents comprising the proposal

The proposal shall comprise the following **mandatory documents**:

- a. Proposal submission form
- b. Organizational Profile/Brochure—describing the nature of business, field of experience, licenses, certification and accreditations
- c. Certificate of Registration
- d. VAT certificate
- e. Tax Clearance Certificate of 2073/074
- f. Track records of Human resource- with list of similar services relevant to objective and scope of works included in this RFP.
- g. CVs of proposed human resources signed by concern individual

9. Proposal form

The Offeror shall structure the operational and technical part of its proposal as follows:

i. Proposed methodology

This section should demonstrate the Offeror's responsiveness to the specification by identifying the specific components proposed, addressing, the requirements, as specified, point by point, providing a detailed description of the essential performance characteristics proposed warranty; and demonstrating how the proposed methodology meets or exceeds the specifications.

Pricing information shall be separated and only contained in the appropriate Price Schedules.

It is mandatory that the Offeror's Proposal numbering system corresponds with the numbering system used in the body of this RFP. All the references to descriptive material and brochures should be included in the appropriate response paragraph, though material/documents themselves may be provided as annexes to the Proposal/response.

Information which the Offeror considers proprietary, if any, should be clearly marked "proprietary" next to the relevant part of the text and it will then be treated as such accordingly.

ii. Summary Sheet

The Offeror is required to prepare a summary sheet (Table 1) with information related to previous or ongoing work relevant to this study.

Table 1 Summary sheet

| SN | Name of the program/project | Contract agency | Duration | Amount of contract |
|----|-----------------------------|-----------------|----------|--------------------|
| | | | | |
| | | | | |
| | | | | |

Note: Please mention only settlement, infrastructure or urbanization sector program/project

iii. Qualification of the Service Provider

The consulting firm (Offeror) must have at two years of experience in renewable energy projects. Preference will be provided to the consulting firms with prior experience in study, design and installation of solar PV mini grid systems. The consulting firm must be legally registered as per the rule of Government of Nepal and provide the following documents

- a. Consulting Firm/Company Registration Certificate
- b. VAT Registration Certificate
- c. 2073/74 Tax Clearance Certificate

iv. Human Resource Requirement

Director, researcher and script writer -must have completed his Bachelor's degree in film production or communication and such relevant fields.S/he must have 5 years of working experiences of (more than 20 documentary films related to enterprise development, social/culture, natural resource management and such relevant field) with good track record in the field of documentary film production preferably with the government agencies and /or international development partners with standard appreciation letters issues by these agencies upon successful completion of their respective assignments.

Cameraman, Narrator, Editor/graphic animator and photographer-must have completed their intermediate degree in their related field or in similar discipline. S/he should have been involved regularly in the documentary film production since five years and worked for production of more than 20 documentary films related to tourism, culture, natural resource management and such relevant fields for governmental organizations and INGOS and such development organizations with standard appreciation letters issues by these agencies upon successful completion of their respective assignments regularly.

The Consultant shall submit the name(s) of the required human resources to be assigned for the execution of the proposed project. Detailed CVs of the experts to be involved for the conduction of this study must be submitted.

10. Proposal prices

The Offeror shall indicate on an appropriate Price Schedules, the price of a service it proposes to supply under the contract. The VAT should be included in the offer, if applicable. The tax will be deducted at source as per prevailing tax rule of the government.

11. Proposal currencies

All prices shall be quoted in the Nepalese Rupees (NPR)

12. Period of validity of proposals

Proposals shall remain valid for One Hundred And twenty (120) days after the date of the Proposal submission prescribed by the RERL, pursuant to the deadline clause. A Proposal valid for a shorter period may be rejected by RERL on the grounds that it is non-responsive.

In exceptional circumstances, the RERL may solicit the Offeror's consent to an extension of the period of validity. The request and the responses there to shall be made in writing. An Offeror granting the request will not be required or permitted to modify its proposal.

13. Format and signing of Proposals

The Offeror shall prepare the Proposal. The Proposal shall be in typed or written in indelible ink and shall be signed by the Offeror or a person or persons duly authorized to bind the Offeror to the contract. The latter authorization shall be indicated by written power-of-attorney accompanying the proposal.

The Proposal shall contain no interlineation, erasures, or overwriting except, as necessary to correct errors made by the Offeror, in which case such corrections shall be initialed by the person or persons signing the proposal.

14. Estimated Completion Date

The desired delivery date for completion of this task is **3** months after signing the contract.

15. Payment

The RERL shall effect payments to the Contractor/Offeror after acceptance by the RERL of the invoices submitted by the Contractor/Offeror. The payments will be made in installment basis based on deliverables.

Amount in percentage

Payment

- | | |
|---------|---|
| i) 30% | Immediately after submission of inception report. |
| ii) 40% | After submission of draft documentary |
| ii) 30% | After submission of Video documentary in Master DV and DVD copies English and Nepali language and approval from of AEPC/RERL |

D. Submission of Proposals

16. Sealing and marking of Proposals

The Offeror shall seal (lahachhap) the proposal in one outer and two inner envelopes, as detailed below.

- (i) The outer envelope shall be

Addressed to:

The National Project Manager
Renewable Energy for Rural Livelihood (RERL)
Khumaltar Height, Lalitpur, Nepal
Phone: 01 5539390, 5539391, Fax: 01 5542397
Website: <http://www.aepc.gov.np/rerl/>
Email: rerl@aepc.gov.np

"Production of Informative Video Documentary on Commercial Operation of Micro Hydro Power Projects"

Both inner envelopes shall indicate the name and address of the Offeror. The first inner envelope shall contain the information specified in clause 8 (Proposal Form) above. The second inner envelope shall include the price schedule and price schedule of individual Offeror duly identified as such.

NOTE, if the inner envelopes are not sealed and marked as per the instructions in this clause, the RERL will not assume responsibility for the Proposal's misplacement or premature opening.

17. Deadline for the submission of Proposals

Proposals must be received by the RERL at the address specified under clause *Sealing and Marking of Proposals* no later than **17:00 hrs, 18 September 2018**.

RERL may, at its own discretion extend this deadline for the submission of Proposals by amending the solicitation documents in accordance with clause *Amendments of Solicitation Documents*, in which case all right and obligations of the RERL and Offerors previously subject to the deadline will thereafter be subject to the deadline as extended.

18. Late Proposals

Any Proposals received by RERL after the deadline for the submission of Proposals, pursuant to clause *Deadline for the submission of Proposals*, will be rejected.

19. Modification and withdrawal of the Proposals

The Offeror may withdraw its proposal after the Proposal's submission, provided that written notice of the withdrawal is received by the RERL prior to the deadline prescribed for the submission of the Proposals.

The Offeror's withdrawal notice shall be prepared, sealed, marked, and dispatched in accordance with the provisions of the Clause *Deadline for Submission of Proposals*. The withdrawal notice may also be sent by telex or fax but followed by a signed confirmation copy.

No proposal may be modified subsequent to the deadline for the submission of the Proposals.

No Proposal may be withdrawn in the interval between the deadline for submission of proposals and the expiration of the period of the Proposal validity specified by the Offeror on the Proposals Submission Form.

E. Opening and evaluation of the Proposals

20. Opening of proposals

The RERL will open the Proposals in the presence of UNDP representatives at the Programme Office.

21. Clarification of the proposals

To assist in the evaluation and comparison of Proposals, the Purchaser may at its discretion, ask the Offeror for clarification of its Proposal. The request for clarification and the response shall be written form and no change in price or substance of the Proposals shall be sought, offered or permitted.

22. Preliminary examination

The Procurer will examine the Proposals to determine whether they are complete, whether any computational errors have been made, whether the documents have been properly signed, and whether the Proposals are generally in order.

Arithmetical errors will be rectified on the following basis: If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price errors, its proposal will be rejected. If there is a discrepancy between the words and figures the amount in words will prevail.

Prior to the detailed evaluation, the Procurer will determine the substantial responsiveness of each Proposal to the request for Proposals (RFP). For the purposes of these clauses, a substantially responsive Proposal is one which confirms to all the terms and conditions of RFP without material

deviations. The producer's determination of a proposal's responsiveness is based on the contents of the proposal itself without recourse to extrinsic evidence.

23. Evaluation and comparison

Total Score (100%) = Technical Evaluation (70%) + Financial Evaluation (30%)

Maximum Total Score = 1000

The Financial Proposal carries a total score of 300 points. The points for the financial proposal will be allocated as per the following formula:

$$\frac{\text{Lowest Bid Offered}^*}{\text{Bid of the Firm/Offeror}} \times 300$$

* "Lowest Bid Offered" refers to the lowest aggregate price offered by proposers scoring at least 70% points in Technical Evaluation.

The Contract will be awarded to the (agency/Organization/Firm) Offeror scoring the highest combined scores (Technical and Financial).

Technical evaluation criteria will be as follows:

| Summary of technical proposal evaluation form | Score weight | Point obtainable |
|--|--------------|------------------|
| Relavant Experiance of firm | 20% | 200 |
| Approch Methodoligy to carry out the propose tasks | 40% | 400 |
| Qualification and experience of Human Resource | 40% | 400 |
| Total | | 1000 |

NOTE: Seventy percent weightage will be given to technical proposal and thirty percent for financial proposal.

Form 1: Criteria for evaluation of expertise of the firm

| SN | Criteria | Obtainable points | Company/Firm | | | | |
|----|---|-------------------|--------------|---|---|---|---|
| | | | A | B | C | D | E |
| 1 | Minimum of 5 Years of Experience in the field of documentary production | 90 | | | | | |
| 2 | Organizational structure (size of the firm, Organizational Profile/Brochure–describing the nature of business, field of experience, | 40 | | | | | |

| | | | | | | | |
|---|--|------------|--|--|--|--|--|
| | licenses, certification and accreditations and Annual turn-over | | | | | | |
| 3 | Completed task relevant to this activity | 70 | | | | | |
| | Sub-total | 200 | | | | | |

Form 2: Criteria for evaluation of Approach Methodology to carry out the propose tasks

| SN | Criteria | Obtainable points | Company/Firm | | | | |
|----|-----------------------------------|-------------------|--------------|---|---|---|---|
| | | | A | B | C | D | E |
| 1 | Understanding of Scope of Work | 100 | | | | | |
| 2 | Proposed approach and methodology | 150 | | | | | |
| 3 | Innovative use of IT, | 100 | | | | | |
| 4 | Timeline plan | 50 | | | | | |
| | Sub-total | 400 | | | | | |

Form 3. Criteria for evaluation of Qualification and experience of Human Resource

| SN | Criteria | Obtainable points | Company/Firm | | | | |
|---|--|-------------------|--------------|---|---|---|---|
| | | | A | B | C | D | E |
| Director, researcher and script writer | Bachelor's degree in film production or communication | 50 | | | | | |
| | Minimum 5 years of experience in Video Production | 150 | | | | | |
| Cameraman, Narrator, Editor/graphic animator and photographer | Intermediate degree in film production or communication | 50 | | | | | |
| | Five year experience in the documentary film production and worked for production of more than 20 documentary films related to tourism, culture, natural resource managment and development field. | 150 | | | | | |
| Sub-Total | | 400 | | | | | |

F. Award of contract

24. Award criteria, award of contract

The RERL reserves the right to accept the proposal or reject all proposals at any time prior to award of the contract, without thereby any liability to the affected Offeror or any obligation to inform the affected Offeror or Offerors of the grounds for the Purchaser's action prior to the expiration of the period of proposal validity, the RERL will award the contract to the qualified Offeror whose proposal

after being evaluated is considered to be the most responsive to the needs of the organization and activity concerned.

25. Purchaser's right to vary requirements

The purchaser reserves the right at the time of award of the contract to vary the quantity of services and goods specified in the RFP without any change in price or other terms and conditions.

26. Signing of the conditions

After the evaluation of the proposals, **a selected Offeror will be asked to enter into contract.** Within 5 days of the receipt of the contract, the successful Offeror shall sign and date the contract and return it to the purchaser.

General Terms and Conditions of the Contract

1. Independent Relationship

Nothing contained in the contract shall be construed as establishing or creating between Government and the Organization the relationship of a master and a servant or principal and agent, it being understood that the Organization is an independent person vis-à-vis Government.

2. Organization /Expert/Consultant's General Responsibilities

- The organization shall carry out services under this contract with due diligence and efficiency and in conformity with the highest standards of professionals and ethical competence and integrity.
- The Organization shall act at all times so as to protect, and not be in conflict with the interests of Government.
- The organization shall be responsible for the professional and technical services provided by him/her in the implementation of this contract.

3. Workmen's compensation and other insurance

The organization shall make his/her own arrangements regarding insurance for the medical expenses and for an accident, death and permanent disability for the period of this contract. All costs involved will be borne by the Organization.

4. Source of Instruction

The organization shall neither seek nor accept instructions from any authority other than NPC/RERL's authorized agent in connection with the performance of services under this contract.

5. Prohibition on conflicting activities

The Organization shall ensure that he/she will not directly/indirectly engage in any activity that would conflict with those of RERL in respect of this evaluation.

6. Officials no to benefit

The Organization warrants that no RERL has been or will be admitted by him/her to any direct/indirect benefit arising from this contract or award thereof.

7. Assignment

The Organization shall not assign, transfer, pledge or make other disposition of this contract or any other parts thereof rights, claims or obligations under this contract, without prior written approval of RERL.

8. Records, Accounts, Information and Audit

- The organization shall maintain accurate and systematic records and accounts in respect of the services to be performed under this contract.
- The Organization shall furnish, compile or make available at all times to RERL any records or information, oral or written, which RERL may reasonably request for in respect of the services to be performed under this contract.

- The Organization shall allow RERL or its authorized agents to inspect and audit all such records or information upon reasonable notice.

9. Language

Unless otherwise specified in this contract, English language shall be used by the Organization in all written communications to RERL with respect to the services rendered and with respect to all documents procured or prepared pertaining to such services.

10. Equipment of property

Equipment or property furnished to the organization with funds supplied or reimbursed by the RERL or its agent shall be the property of the RERL and such equipment shall be returned to the duly authorized official of RERL upon completion of the services, conclusion of this contract or upon completion of the services, conclusion of this contract or upon termination thereof or when no longer required by the Organization. Such equipment or property when returned to RERL shall be in the same conditions as when delivered to the Organization, subject to the normal wear and tear. The organization shall in any event, be liable to RERL for the loss of or damage to such equipment or property through his/her fault or negligence.

11. Confidential Nature of Documents

All maps, drawings, photographs, mosaics and plans.

12. Amendments

The terms and conditions of this contract may be amended only in writing signed by both parties to this contract or their duly authorized representatives.

13. Obligation to Inform RERL of change in condition

The organization shall promptly and fully notify RERL in writing of any conditions, which interferes, or threatens to interfere, with successful carrying out of the services under this contract. Such notice shall not however relieve the Organization of his/her obligations to continue to provide services under this contract. Upon receipt of such notice, RERL shall take such action as in its sole discretion it considers to be appropriate or necessary under the circumstances.

14. Taxation

The Organization shall be liable for any tax levied on the remuneration and allowances paid as per this contract. Income tax on the remuneration and allowances paid to the organization will be deducted at source.

Proposal Submission Form (Company Letter Head)

The National Programme Manager
Renewable Energy for Rural Livelihood (RERL)
Khumaltar Height, Lalitpur, Nepal
Phone: 01 5539390, 5539391, Fax: 01 5542397
Website: <http://www.aepc.gov.np/rerl/>
Email: rerl@aepc.gov.np

Dear Sir,

Having examined the Solicitation Documents, the receipt of which is hereby duly acknowledged, we, the undersigned, offer to provide services for "**Production of Informative Video Documentary on Commercial Operation of Micro Hydro Power Projects**" for the sum as may be ascertained in accordance with the Price Schedule attached herewith and made part of this proposal.

We undertake, if our proposal is accepted, commence and complete delivery of all services specified in the contract within the time frame stipulated.

We agree to abide by this Proposal for a period of 120 days from the date fixed for opening of Proposals in the invitation for proposal, and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

We understand that you are not bound to accept any proposal –whole or part –you may receive.

Dated this day/Month of year

Signature

Name

Position

Stamp

Duly authorized to sign Proposal for and on behalf of

Financial Proposal Submission Form

PRICE SCHEDULE

The Consulting Firm/Contractor is asked to prepare the Price Schedule along with the cost breakdown (as provided in this annex IV below) in separate envelop. All prices/rates quoted must be inclusive of all taxes. The Price Schedule must provide a detailed cost breakdown. Provide separate figure for each functional grouping or category. The format shown on the following pages should be used in preparing the Price Schedule. The format includes specific expenditures, which may or may not be required or applicable but are indicated to serve as the examples. Therefore, it should be considered as broad guidelines for Price Schedule (s).

Cost Breakdown by Cost Component [*This is only indicative*]:

| S.N. | Particulars | Quantity | Unit | Rate NRs | Amount NRs. |
|----------|--|----------|------|----------|-------------|
| A | Human Resource | | | | |
| 1 | Director/Researcher | | | | |
| 2 | Script Writer | | | | |
| 3 | Camera Person | | | | |
| 4 | Narrator | | | | |
| 5 | Editor/Graphics | | | | |
| 6 | Others if any | | | | |
| 7 | Others if any | | | | |
| B | Equipment | | | | |
| C | Travel cost and DSA (Accham, Surkhet, Rukum and Rolpa | | | | |
| D | Total (A +B) | | | | |
| E | VAT (13%) of C | | | | |
| | Total (C+D) | | | | |

(Signature)

[Name and Signature of the Service Provider's Authorized Person]

[Designation]

[Date]

(Office Stamp)

Terms of Reference (ToR)

Production of Informative Video Documentary on Commercial Operation of Micro Hydro Power Projects

1. Background

To ensure the sustainability of Micro Hydro Power Projects (MHP) and increase their financial attractiveness, MHPs themselves should be operated and managed as a business. This will help to increase load factor and generate revenue of the plants and enhance financial sustainability. It is noted that many MHPs are not properly managed and the generated electricity is not optimally utilized. Moreover, due to poor governance system including lack of accountability and transparency among members of the management committee, long time for decision making process and lack of participations of general users, the overall performance of these plants are not satisfactory. Most MHPs face problems as they do not generate surplus revenue and do not have savings to undertake even minor repair and maintenance works which may result in major breakdowns and prolonged outages. Usually, the users go to their elected leaders to get financial support to carry out maintenance works and the plants remain shut-down for months.

The consumers need to be reoriented towards commercial operation and entrepreneurship development for smooth operation of MHPs that have huge potential to prompt local economic activities. The MHP management committees need to be more well-organized institutions for endorsing productive energy use enterprises and thus generating more revenue.

Since from last two years, RERL is facilitating to provide technical support for the commercial operation in selected MHPs in Nepal which are mostly 60 kw capacity above. In order to strengthening the institutional of the system, collaborative efforts were made from local community, government agency and WISONS Germany organization. The intervention has been made positive impact in the areas of governance, revenue generation, community participation and increase voice of voiceless people in the decision making process in all level in the micro hydro power projects. It indicates that the overall improvement/changes in management system with clear role and responsibility between employee and executive members with incentive packages are in integral part to shift the operation model from as usual to business approach of the power projects.

In this backdrop, RERL plans to document this ground breaking outcomes visually by preparing video documentary. It is envisaged that the documentary will be able to portray information and best successful cases both in nationally and internationally.

2. Objective of the assignment

The main objective of this assignment is to produce informative video documentary of commercial operation of micro hydropower project in selected districts.

3. Duration of assignment

Within three months from the date of agreement. Final report should be submitted to RERL. The stipulated time will include script writing, on the spot shooting (photo and video), editing, submitting final documentary films. No other extension of time will be entertained unless and until both the parties have some valid reason justification.

4. Scope of the assignment

The consultant should visit the selected districts to capture the visual with clear message in following MHPs

- 1) *Darna Micro Hydro Cooperative Limited Accham (Kailash khola Corridor)*
 - 1.1. Interview with Users/Beneficiaries on changes that have changed in operation system
 - 1.2. End uses, power expert to Kalagaun
 - 1.3. Interview with staff, manager, operators, women saving credit group and chairperson
- 2) *Babiyachour- baseline*
 - 2.1. What are the rules and regulation for smooth operation of the system?
 - 2.2. Tariff fixation system, reward and punishment for violation of rules
 - 2.3. Revenue generation, end –uses, repair and maintenance system
 - 2.4. Interview from local entrepreneur and chairperson to capture the whole process
 - 2.4.1. Why does not happen in the other area? Reason- Transparency, book keeping, computerized billing system and explore the other social economic and cultural factors
- 3) *Rukum, Rolpa*
 - 3.1. Capture the process that were supported for commercial operation of MHPs
 - 3.2. Interview with local leader, chairperson, users and staffs
 - 3.3. Revenue generation, computerized billing system, End –uses
 - 3.4. Incentive mechanism, quality service- response on grievances handling etc
- 4) Resource mobilization from others organization including WISION and local community
- 5) Why other areas are not replicated – Rakam karnali case capture even-though existing of end-uses (focused on management and other issues)

However, the main scope of work for this assignment will be follows but not limited to:

- Desk study of Commercial Operation of MHP
- Consultation with rural municipality, and other related stakeholders
- Preparation of inception report with in-detail description of a series of activities to be conducted to produce desire video documentary on time. The consultant will seek comment/suggestions from RERL on inception report and make necessary revisions accordingly
- The concept and scripts should be approved from RERL before field visit
- A complete draft script will be an integral part of the inception report. However, scripts can undergo necessary changes in the course of shooting and production.

- The documentary should have following salient feature, however, the consultants are expected to add creative value overall product. Credible source (relevant public figures)

Message: Informative message with audio visual aids (sound management, smooth operation,

Appeal: Emotional, humorous and rational

Language and dialect: As this documentary will be used to create demand and information on smooth management throughout the country, it will be produced in language spoken across the country namely: Nepali and some of the copy will be produced in English language. All the version will have English sub-titles

Length: Maximum 5 minute and 15 minutes

- The video will be composed of role plays (dramatic element) interview/interactions, observations and operation process of institutional system
- The video should be of HD quality and in universally used formats. The final product must be provided in high quality master DV and DVDs
- The consultant will submit final report to RERL within the stipulated time and seek comments from RERL/AEPC on prepared video documentary. After making required revisions the final report and the ready to use product will be submitted to RERL.
- Preparing animation to visually describe the Commercial Operation of MHP
- Footage collection of Commercial Operation from Achham, Rukum Rolpa
- Interviews with related professionals and beneficiaries
- Script writing as guided by RERL
- Editing of footage
- Draft Documentary presentation
- Feedback collection from RERL
- Preparation of final documentary in English and Nepali version

5. Deliverables:

- Inception report
- Final report
- Video documentary in Master DV and DVD copies English and Nepali language
- Separately submitted 5 minutes and 15 minutes English and Nepali documentary in HD quality

6. Team Composition and Qualification Requirement

6.1 Director, researcher and script writer -must have completed his Bachelor's degree in film production or communication and such relevant fields.S/he must have adequate working experiences of (more than 50 documentary films related to enterprise development, social/culture, natural resource management and such relevant field) with good track record in the field of documentary film production preferably with the government agencies and /or international

development partners with standard appreciation letters issues by these agencies upon successful completion of their respective assignments.

6.2 Cameraman, Narrator, Editor/graphic animator and photographer-must have completed their intermediate degree in their related field or in similar discipline. S/he should have been involved regularly in the documentary film production since five years and worked for production of more than 50 documentary films related to tourism, culture, natural resource management and such relevant fields for governmental organizations and INGOS and such development organizations with standard appreciation letters issues by these agencies upon successful completion of their respective assignments regularly.

The Consultant shall submit the name(s) of the required human resources to be assigned for the execution of the proposed project. Detailed CVs of the experts to be involved for the conduction of this study must be submitted.