



Project Name: Financial Inclusion for Marginalised Women in Nepal

Terms of Reference

Task: Live video production on Financial Literacy and Safe Shelter

1. Background

Habitat for Humanity International Nepal (Habitat Nepal), as part of Habitat for Humanity International network, is a non-governmental organization that has been in existence for 25 years in Nepal. Habitat Nepal has worked to fulfil a vision “**where everyone has a decent place to live**”. Habitat Nepal serves the most vulnerable and low-income people through the provision and promotion of decent housing, water & sanitation, housing microfinance and advocacy on land & housing rights with an emphasis on gender equality.

Sahara Nepal (Sahara) is a local in-country NGO partner that implements the project called “Financial inclusion for marginalized women in Nepal”. Sahara was founded in 1996 and has implemented several housings, community development and financial inclusion projects funded by international NGOs as well as bilateral and multilateral funding agencies. Sahara has been involved in the financial inclusion sector since 2008. Its experience includes the implementation of a project focused on scaling up access to financial products and services in rural Nepal, with support from UKAID. Currently through this project, Sahara Nepal has been implementing financial literacy and community awareness programme in Eastern Nepal. The four years project is aiming to sustainably improve financial literacy knowledge and reduce poor housing conditions amongst low-income households in Eastern Nepal, particularly in Jhapa, Morang, Saptari and Udayapur districts.

Habitat Nepal is seeking to recruit an experienced consultant/firm to produce live video on financial literacy & safe shelter training in the project districts.

Please submit a **technical along with financial proposal** based on the Terms of Reference (TOR) which defines the work to be carried out by the consultant.

2. Scope of work /Responsibilities

The consultant will be responsible for:

- Reviewing the available literature and Habitat Nepal’s package of financial literacy and safe shelter
- Video shooting
 - Work in close coordination with Habitat Nepal team and prepare necessary script writings/story board
 - Video interview model/successful beneficiaries
 - Visit different locations of four project districts for live video shooting of financial literacy training sessions (FLT)
- The duration of final video on financial literacy should be around 70 minutes

- Submit draft version of video with English subtitles to Habitat Nepal for review and feedback.
- Incorporate feedback/comments from Habitat Nepal, if any.
- Submit final package to Habitat Nepal.

The consultant should focus on, but not limited to, the following content and considerations while developing the video and designing the loan product marketing pamphlet:

- Simple language
- Local costumes, tone, background as well as color combination

Habitat Nepal will be responsible for:

- Providing financial literacy training package to the consultant
- Arranging ground transportation at field level for the consultant
- Arranging shooting locations
- Identifying success/model beneficiary for video interview
- Support consultant for writing script/story of the video

3. Timeframe

The assignment should start from January 7, 2023 to February 15, 2023.

4. Financial Proposal

The consultant should submit a separate financial proposal for this assignment. The budget should include all relevant costs including professional fees as well as other related expenses. A detailed and easy to follow budget is expected with budget notes.

Habitat Nepal will negotiate with the selected consultant/s if needed. Applicable government taxes will be deducted.

Payment method:

- 1st instalment: 50% after the signature of professional service agreement
- 2nd instalment: 50% after the acceptance final version of package by Habitat Nepal.

5. Consultant profile and experience

The contract will be awarded to a firm/individuals of Nepal, who can propose an expert team that meets the following criteria:

- At least three videos have been produced previously for developmental organizations
- Previous work with Habitat Nepal will be plus
- Good interpretation skills of pictures with text message
- Familiar with socio-cultural and economic situation of rural communities in Nepal
- Motivated to work independently and ability to meet deadlines
- Excellent communication skills in Nepali
- Disclosure of conflict of interest.

6. Document required

- Copy of firm registration certificate; not applicable for individuals
- Copy of tax clearance certificate FY 2078/2079, applicable for firm
- Copy of VAT registration certificate, applicable for firm
- Copy of PAN, applicable for individuals
- CV of expert involved.

7. Queries on TOR

In case of any confusion or clarification in this TOR, the firm/individual can send their issues at shdevkota@habitatnepal.org or call at +977-9801037478.

8. Application

Interested firms/individual should submit their Technical and Financial Proposal including testimonials/certificates to procurement@habitatnepal.org. Please write **Live video production on financial literacy** in the subject line of the email and submit the proposal no later than January 4, 2023. Those firms/individuals interested to submit their proposal (Technical and Financial in a separate sealed envelope) in hardcopies, please send to National Director at Habitat for Humanity International- Nepal, Sanepa Chowk, Lalitpur – 2, P.O. Box: 24037, Kathmandu, Nepal.