
Request for Proposal

Consulting Services for the Production of a Character-Driven Documentary Movie on Circular Economy and Sustainable Systems



RFP No-WCN/ROC/2026/5.8.8

Project: Roots of Circularity (RoC) Project

Event title: A Character-Driven Documentary Movie

Purchaser: Wildlife Conservation Nepal (WCN)

Country: Nepal

Issued Date: 28 September 2026

Submission Deadline: 12 October 2026, 5:00 PM



roots
of
circularity
Nepal



Funded by
the European Union



Terms of Reference (ToR)

1. Background

A Circular Economy (CE) differs fundamentally from a linear economy in how resources are utilized and managed. The conventional "take-make-dispose" approach depletes natural resources and worsens the environment, whereas a Circular Economy utilizes a closed-loop system designed to minimize waste and resource exploitation. To foster a nationwide systemic shift toward circularity, the European Union-funded Roots of Circularity (ROC) project, implemented through a joint venture of Impact Hub Kathmandu (IHK) and Wildlife Conservation Nepal (WCN), is engaging stakeholders across sectors.

As part of Activity 3.3: Mass awareness on different aspects of CE such as responsible consumption and production and service, for wider stakeholders including the public through innovative mass media tools, this initiative seeks to produce a professional documentary movie. The documentary will bridge raw documentation and purposeful storytelling by featuring real-life practitioners performing and re-enacting their authentic roles and experiences within circular economy systems.

2. Objectives & Scope of Work

The primary objective of this assignment is to design, write, shoot, and produce a high-quality, character-driven documentary movie on circularity and sustainable resource management. The production must adhere to the following strict criteria:

- **Duration:** Production of one complete documentary movie running 12 to 15 minutes in length.
- **Format & Structure:** Documentary format driven by real-life characters (e.g., waste management workers, up-cyclers, sustainable entrepreneurs, tourism sector professionals etc) re-enacting their authentic experiences to communicate a structured advocacy message.
- **Scriptwriting & Concept:** The selected production team must develop original narrative concepts, storylines, and scriptwriting in-house in Nepali language supplemented by synchronized English subtitles.
- **Geographic Focus:** Filming locations will take place within Nepal (Bagmati Province

and/or Lumbini Province - if required)

- Target Audience: Policy makers, investors, community leaders, and the education sector (including academic institutions and vocational training centers), serving as an actionable visual "Expression of Interest" for circularity viability.

3. Description of the Assignment

Wildlife Conservation Nepal (WCN), under the European Union-funded project “Roots of Circularity in Nepal (RoC)”, invites technical and financial proposals from eligible and qualified creative media production firms and companies. The primary purpose of this assignment is to conceptualize, write, shoot, and produce a high-impact, character-driven documentary movie. Running 12-15 minutes in length, the film will serve as an innovative mass media and advocacy tool designed to showcase practical circular economy (CE) solutions, sustainable resource management, and responsible consumption and production practices within Nepal.

The selected production agency will take full creative and technical ownership of the project from initial concept development through final delivery. Unlike conventional observational documentaries, this production requires an intentional narrative structure that weaves real-life human stories into a clear advocacy message. The production team will be responsible for conducting field research, identifying authentic circular economy practitioners such as entrepreneurs, waste management workers, upcyclers, and sustainable designers, and guiding them to re-enact their actual roles and daily operations which can be supported by WCN’s technical team. The production shoot will take place on location across targeted regions within Bagmati Province and/or Lumbini Province.

Working under the direct guidance of WCN’s technical team and circular economy experts, the production company must manage all phases of the workflow. This includes complete in-house scriptwriting and storyboarding, professional multi-camera on-field cinematography, high-fidelity sound capture, native language narration, professional color grading, and synchronized subtitles. The resulting narrative must bridge raw documentation with purposeful visual storytelling, effectively demonstrating the economic, social, and environmental viability of circular business models in a way that resonates with diverse stakeholders.

Upon completion, the final broadcast-ready documentary will serve as a high-grade visual "Expression of Interest" and core advocacy portfolio asset for WCN. It will be strategically deployed across public outreach campaigns, educational screenings, and high-level convening forums to engage key decision-makers including policymakers, investors, community leaders, and vocational training institutions,

thereby leveraging future funding, policy integration, and strategic partnerships for circularity across Nepal.

4. Key Deliverables

The teams will deliver expert-validated video products across phased production milestones:

Deliverable	Description / Quality Standards
1. Inception Draft & Storyboards	Finalized narrative script, character selection/profiles, shot list, and filming schedule approved by WCN.
2. Zero Draft Videos	Rough cut of the complete 10-12 minutes documentary movie featuring full footage assembly, rough audio sync, and preliminary narrative pacing.
3. Final Production Documentary	1 complete, high-definition broadcast-ready documentary film (10-12 minutes documentary movie) with professional color grading, audio master, and synchronized English subtitles.

5. Application Eligibility & Requirements

This Request for Proposal (RFP) outlines the requirements for an open and competitive bidding process. Applications are strictly accepted from registered creative media production firms/companies only. Individual applicants/freelancers are not eligible for this call.

A. Requirements for Individual Applicants:

Registered corporate agencies or firms must provide:

- **Corporate Work Portfolio:** Showcasing institutional capacity and proven track record in delivering high-tier documentary, human-interest, or visual story campaigns.
- **Tax Clearance Document:** Latest official Tax Clearance Certificate issued by the Inland Revenue Department (IRD) of Nepal.
- **Project Team Members' CVs:** Specifically restricted to the core production team (Director, Scriptwriter, Cinematographer, Editor, Sound Engineer) who will actively work on this assignment.
- **Supporting Legal Documents:** Copy of Company/Firm Registration Certificate and PAN/VAT Registration Certificates.



6. Technical Proposal Formatting Guidelines

To maintain evaluation fairness, all technical proposals must strictly adhere to the following formatting constraints:

- **Length:** Must not exceed a maximum of **5 pages**.
- **Typography:** Times New Roman Font, Font Size 12, with 1.5 line spacing.
- **Core Sections:** Must explicitly document the proposed narrative approach, creative vision, field production plan/timeline, and equipment/rendering methodologies.

7. Financial Allocation & Milestone Payments

The fixed total budget allocated for the comprehensive completion of this assignment is a maximum lump sum of **NPR 10,00,000 (Ten Lakh Nepalese Rupees)**, inclusive of all applicable local taxes, travel, and filming costs.

Disbursements will strictly follow a deliverable-based milestone structure:

- **Milestone 1 (10%):** Upon signing of contract.
- **Milestone 2 (20%):** Upon validation and approval of the final Inception Script, character outlines, and production schedule.
- **Milestone 3 (20%):** Upon submission and review of the Zero Draft (rough cut) video.
- **Milestone 4 (50%):** Upon final submission, stakeholder approval, and master file delivery of the finished 10-12 minutes documentary movie.

Appendix 1: Bidder Profile & Submission Checklist

(To be completed on the applicant's official letterhead)

- **Company Name:** _____
- **Registration No. & Date (Firms only):** _____
- **PAN/VAT Number:** _____
- **Contact Personnel Name & Designation:** _____
- **Official Email & Phone Number:** _____

Required Submission Document Checklist:

- ☐ Technical Proposal (Max 5 Pages, Times New Roman 12 and 1.5 spacing)
- ☐ Financial Proposal Breakdown (Lump sum within NPR 10,00,000)
- ☐ Comprehensive Work Portfolio (Links or Media Files)
- ☐ CVs of Assigned Production Personnel
- ☐ Copy of Personal PAN Card *(For Individuals)* OR Tax Clearance & Registration Documents *(For Companies)*
- ☐ Self-Declaration for Non-Blacklisting & Absence of Conflict of Interest