

REQUEST FOR PROPOSALS (RFP)

Title of Service	PHOTOGRAPHY & VIDEOGRAPHY
Project Name	BUILDING Energy Efficiency in Nepal (BEEN)
Funding Agency	European Union under the SWITCH-Asia Grants Programme
RFP Calling Office	MinErgy Private Limited
Address	Dakshinkali Chowk, Lagankhel-5, Lalitpur

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TERMS OF REFERENCE (TOR)

For

PHOTOGRAPHY & VIDEOGRAPHY

BUILDING ENERGY EFFICIENCY IN NEPAL (BEEN)

A. PROJECT BACKGROUND

University of Innsbruck (UIBK), Austria in partnership with MinErgy Pvt Ltd, Nepal; Greentech Knowledge Solutions Pvt Ltd (GKSPL), India and Asociación Española de Normalización (UNE), Spain, is implementing a four-year project entitled BUILDING Energy Efficiency in Nepal (BEEN) with funding support from European Union (EU) under the SWITCH-Asia Grants Programme. BEEN seeks to contribute to achieving low-carbon and resource efficiency in the Nepalese building sector by integrating Energy Efficiency (EE) and Renewable Energy (RE) measures in the design and construction of new buildings as well as in retrofitting of existing buildings. This project supports the realization of Sustainable Development Goals (SDGs) and aims to foster responsible consumption and production of resource-efficient building materials in Nepal.

BEEN intends to achieve the overall objective through a) enhancing the capacity of building MSMEs (Micro Small and Medium Enterprises) to transform their services and products towards EE building designs, construction, and/or retrofitting, and b) increasing awareness of Building MSMEs and end users to create a market system for the promotion and use of EE building design. It also seeks to coordinate with the federal, provincial, and local governmental units to devise and implement policies and standards that promote EE in the building sector. Moreover, it aims to coordinate with banking and financial institutions to make financial products and services accessible for the promotion of EE and RE in the building and construction sector.

B. CONTEXT

Nepal is now one of the fastest urbanizing developing countries. It is estimated that 1 million homes will be built in Nepal in the next decade. Most buildings in Nepal are designed without considering the local climate. Increased urbanization, changing lifestyle and lack of climatic consideration will lead to an increased energy demand of the building sector in Nepal. Moreover, the use of building materials with high embodied energy will also result in higher carbon emission through the building sector.

BEEN intends to create a business ecosystem for the promotion and growth of EE buildings and resource efficient building materials in Nepal. Showcasing innovative energy efficiency measures in buildings has been a core strategy to demonstrate practical scalable solutions and raise awareness among general public, policymakers and MSMEs. BEEN Project in collaboration with Gharapjong Rural Municipality has recently completed energy retrofitting of office space with solar thermal heating system at Gharapjong Rural Municipality building in Jomsom. This initiative demonstrates a state-of-the-art space heating system suitable for cold climate regions of Nepal.

The project plans to officially hand over the energy-retrofitted space to Gharapjong Rural Municipality on November 5, 2025 in a ceremony attended by senior representatives of the Delegation of European Union to Nepal. To support the storytelling, outreach and promotional goals in line with EU's visibility guideline, the project is seeking the services of a professional Photo-Videographer to capture the ceremony and side-events.

C. OBJECTIVE

The BEEN Project seeks the services of a professional photo-videographer to capture and produce high-quality visuals of the 'Handover Ceremony of Energy Retrofitted Office Space' in Jomsom, Mustang and side-events in Kagbeni and Marpha.

D. SCOPE OF ASSIGNMENT

The following are the broad scope of assignments:

- i. Pre-Production
 - Coordinate with the project team to understand the objectives of the task.
 - Review and align with the EU Visibility Guidelines.
- ii. Production
 - Capture high-quality photos and video footage to all three locations (Kagbeni, Gharapjhong, and Marpha).
 - Document the Q&A sessions of the officials of the Delegation of European Union to Nepal in all three locations, ensuring each is filmed against relevant backgrounds that highlight construction practices influenced by climate change, BEEN project interventions, and the region's architectural landscapes, tradition and cultural and tourism elements.
 - Ensure high-quality footage using professional equipment and techniques.
 - Maintain ethical and respectful representation of individuals and communities, in line with EU values.
- iii. Post-Production
 - Edit and produce three reels (45-60 seconds each), one per location for social media platforms.
 - Deliver high-resolution edited event photographs.
 - Ensure color grading, sound design, and visual consistency across all content.

E. DELIVERABLES

- i. Comprehensive event photography coverage of the handover ceremony
- ii. Three high quality social media contents that can be used in Reels, Tiktok and other relevant social media platforms showcasing project activities, captured in Kagbeni, Jomsom and Marpha respectively.
- iii. Submission of all raw footage, photos, and final deliverables to the project team via Google drive.

F. TIMELINES

- i. The service is required tentatively from 3rd November 2025 up to 14th November 2025.
- ii. The various due dates at which the deliverables are expected are summarized below:

Deliverable	Timeline
Contract Signing	3-November-2025
Photos	7-November-2025
1st draft of 3 reels	10-November-2025
2nd draft of 3 reels	12-November-2025
Final 3 reels	14-November-2025

G. QUALIFICATION AND EXPERIENCE

- i. Bachelor's degree in a related field (photography, filmmaking) or a minimum of five years of experience as a content creator.
- ii. Proficiency in post-production editing, including sound design, color grading, and captioning.
- iii. Prior experience working with EU-funded projects or familiarity with donor visibility guidelines will be an asset.
- iv. Experience covering social and humanitarian subjects will be an asset.

H. INSTRUCTION FOR SUBMISSION OF RFP

- i. This RFP is open to all eligible Nepali individual.
- ii. RFP MUST contain the following documents to be eligible:
 - Resume
 - Copy of PAN certificate
 - Letter of application (Annex 1)
 - Technical Proposal containing the following matter relevant to evaluation:
 - Overall project understanding & approach (Annex 2)
 - Qualification: Documents related to highest educational qualification shall be submitted (Annex 3)
 - Experience: Proof of work experience shall be submitted. (Annex 4)
 - Three Embedded link of specific previous work (Annex 5)
 - Financial proposal along with detailed budget breakdown (Annex 6)
- iii. Applicants may submit additional information with their application but shortlisting will be based on the evaluation of information requested and included in the formats provided in the RFP document.
- iv. The Request for Proposal (RFP) document must be duly completed and submitted through mail to info@beenproject.org by 5:00 PM on 30th October 2025.
- v. Document received after the closing time for submission of RFP shall not be considered for evaluation.

I. EVALUATION OF RFP APPLICATION

i. Eligibility & Completeness Test

Only the applicants who have submitted all the documents mentioned in Section H (2) of this RFP will be eligible

ii. Technical Evaluation

Complete set of applications will be evaluated against below criteria. A minimum score of 80 points is required for technical qualification.

S.N.	Criteria	Score
1	Overall project understanding & approach	10
2	Qualification	30
3	Experience	30

S.N.	Criteria	Score
4	Three embedded link of specific previous work	30
Total Score		100

iii. Financial Evaluation

- After completion of the evaluation of the technical proposal, the financial proposal will be evaluated for those proponents who pass the technical evaluation.
- In case of a discrepancy between a partial amount and the total amount, or between words and figures, the former will prevail.
- In addition, activities and items described in the technical proposal but not priced, shall be assumed to be included in the prices of other activities or items.
Lodging, fooding & transportation will be arranged by MinErgy during the period.
- Out of the technically qualifying individuals, the applicant lowest rate will be selected.

J. PREFERABLE

Female candidates and candidates from ethnic minorities, socially excluded and disadvantaged groups are preferred to apply

K. PRINCIPAL POINT OF CONTACT

Any queries should be sent by email to info@beenproject.org by 29th October 2025 and RFP should be submitted by email to info@beenproject.org by 30th October 2025, along with an embedded link to previous work with subject line “RFP for Photography & Videography.”

L. ACCEPTANCE OF PROPOSAL

MinErgy reserves the right to approve or disapprove any proposal. If needed, the consultant will be asked for modifications and presentations of the proposal before approval.

ANNEX 1: LETTER OF APPLICATION

Date:

MinErgy Private Limited

Dakshinkali Chowk, Lagankhel-5

Sir/Madam

1. I, "*the Applicant name*", having reviewed and fully understood all the short-listing information provided, hereby apply to be short-listed as Consultant for Photography & Videography.
2. MinErgy Pvt Ltd and its authorized representatives are hereby authorized to verify the statements, documents, and information submitted in connection with this application.
3. I declare that -I have no conflict of interest in the proposed procurement proceedings by MinErgy Pvt Ltd and I have not been punished for an offense relating to the concerned profession or business.
4. I declare that I have not been blacklisted for any profession.
5. I declare that no case of corruption is pending against me.
6. I, the undersigned declare that the statements made and the information provided in the application are complete, true and correct in every detail.

Sign:

Name of Applicant:

ANNEX 2: OVERALL PROJECT UNDERSTANDING AND APPROACH**ANNEX 3: QUALIFICATION (ATTACH DOCUMENT RELEVANT TO HIGHEST EDUCATIONAL QUALIFICATION)**

S.N.	Degree	Year	Institution	Score

ANNEX 5: APPLICANT’S SPECIFIC EXPERIENCE

Details of similar assignments undertaken

S.N	Name of assignment	Name of Client	Location of Client	Duration	Start	End	Value	Link

ANNEX 6: EMBEDDED LINKS OF SPECIFIC WORKS

S.N	Embedded Link
1	
2	
3	

ANNEX 7: FINANCIAL PROPOSAL

Date:

MinErgy Private Limited

Dakshinkali Chowk, Lagankhel-5

Sir/Madam

I offer to provide the consulting services for *Photography & Videography* in accordance with your Request for Proposal (RFP) dated 24th October, 2025. Attached is the Financial Proposal of [*Amount in words and figures*]. This amount is inclusive of the local taxes, which I have estimated at [*Amount(s) in words and figures*].

The Financial Proposal shall be binding upon me subject to the modifications resulting from Contract negotiations.

I acknowledge and accept the MinErgy's right to inspect and audit all records relating to my Proposal irrespective of whether I enter into a contract with the MinErgy as a result of this Proposal or not. I confirm that I have read, understood and accepted the contents of the Terms of Reference (TOR) and other attachments and inclusions included in the RFP.

I understand you are not bound to accept any Proposal you receive.

The undersigned declares that the statements made and the information provided in the application are complete, true and correct in every detail.

Sign:

Name of Applicant:

ANNEX 8: DETAILED BUDGET BREAKDOWN FOR ASSIGNMENTS