



नेपाल बार एसोसिएशन

रामशाहपथ, काठमाडौं

फोन नं. : ९७७-१-४२००८३७

फ्याक्स नं. : ९७७-१-४२००८३९

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मिति: २०८२ भदौ १७ गते

प.सं.

०५६/०८२/०८३

नेपाल संवत् १९४५ जलाश्व १०

केन्द्रीय कार्यसमिति

(२०८२-२०८५)

अध्यक्ष

वरिष्ठ अधिवक्ता प्रा.डा. विजयप्रसाद मिश्र

उपाध्यक्ष

अधिवक्ता पदम प्रसाद लिम्बु

अधिवक्ता भूपेन्द्र खनाल

अधिवक्ता सरस्वती श्रेष्ठ

अधिवक्ता अजय शंकर आ "रुपेश"

अधिवक्ता विवसकुमार बस्नेत

अधिवक्ता कृष्ण प्रसाद पोखरेल

अधिवक्ता तेज बहादुर रावल

अधिवक्ता सिद्ध राज ओम्हा

महासचिव

वरिष्ठ अधिवक्ता केदार प्रसाद कोइराला

कोषाध्यक्ष

वरिष्ठ अधिवक्ता जगत बहादुर कार्की

सचिव

अधिवक्ता बाबुराम अर्याल

सदस्यहरू

वरिष्ठ अधिवक्ता राजकुमार श्रेष्ठ

अधिवक्ता मंगल सुन्दर शिल्पकार

अधिवक्ता किरण न्यौपाने

अधिवक्ता शारदा गुरुङ

अधिवक्ता दमन बहादुर चन्द

अधिवक्ता सूर्य कुमार यादव

अधिवक्ता डा. मुकुन्द अधिकारी

अधिवक्ता रंजिता कार्की

अधिवक्ता माधव मैनाली

अधिवक्ता रिंकु कुमारी यादव

अधिवक्ता किरण पौडेल

अधिवक्ता इन्दिरा आचार्य

अधिवक्ता चिरञ्जीवी तिल्व्यानी

भिडियो निर्माण सेवाको प्रस्ताव आन्धान सम्बन्धी

सूचना

नेपाल बार एसोसिएशनले संस्थागत सुधार मार्फत न्यायमा पहुँच अभिवृद्धि परियोजना (A2J/UNDP Project -II) को सहकार्यमा सञ्चालित कार्यक्रमहरू मध्ये नवप्रवेशी कानून व्यवसायीहरूको व्यावसायिक दक्षता अभिवृद्धि गर्ने उद्देश्यले विगत लामो समयदेखि अभ्यासबृति कार्यक्रम सञ्चालन गर्दै आएको र कार्यक्रमबाट ३०० जना भन्दा बढी कानून व्यवसायीहरू लाभान्वित हुनुभएकोछ ।

यसै सन्दर्भमा उल्लेखित कार्यक्रमको प्रभावकारिता, नवप्रवेशी कानून व्यवसायीको व्यावसायिक दक्षता अभिवृद्धिमा कार्यक्रमले पुऱ्याएको योगदान र समग्रमा न्यायमा पहुँच अभिवृद्धिमा कार्यक्रमको भूमिकालाई भिडियो निर्माण गरी चित्रण गर्ने कार्ययोजना रहेको हुँदा यसै सूचनामा संलग्न रहेको कार्यदिश वमोजिम भिडियो निर्माण गर्न इच्छुक सेवा प्रदायक व्यक्ति, फर्म तथा कम्पनिहरूबाट यो सूचना प्रकाशित भएको मितिले ७ दिन भित्र प्रस्ताव पेश गर्नुहुन सूचित गरिन्छ ।

वरिष्ठ अधिवक्ता केदार प्रसाद कोइराला
महासचिव

Nepal Bar Association

Terms of Reference (ToR) for Videography Service

1. Background:

The Nepal Bar Association, in collaboration with UNDP Nepal's *Enhancing Access to Justice through Institutional Reform Project (A2J II)*, has been supporting young advocates in gaining practical skills and advancing their careers by deploying them to various judicial, quasi-judicial bodies and law firms across different provinces of Nepal for the past 12 years.

Till date, this program has supported more than 300 young legal professionals, many of whom have gone on to achieve significant milestones and establish themselves in diverse career paths within the justice sector.

Which is why to highlight the success of the program and inspire future participants, this year we intend to produce a 10–12 minute long video featuring 5–8 alumni who will share not only their experiences from the five-month internship but also how it helped them advance to their current roles and accomplishments.

2. Objectives:


The main objective of this assignment is to document and present alumni success stories through a well-structured and engaging video (10–12 minutes) that showcases:

- Short Bio of Interns (Name, address, the year they were an intern, designated placement, current occupation),
- Short experience sharing (One thing that they still remember while working as an intern and how did it impact their professional and personal life, The skills, values, and opportunities they gained during those 5 months),
- How the internship contributed to their career path.
- The broader impact of the program.

3. Scope of Work:

The Firm/Company/Photographer/Videographer will be responsible for:

- Conceptualization & Storyboarding
 1. Develop a creative storyboard in consultation with the project coordinator.
 2. Suggest visual styles, tones, and transitions that reflect the professional journey of alumni.
- Filming
 1. Conduct on-site or virtual video shoots of 5–8 alumni (as decided by the coordinator)
 2. Capture b-rolls (e.g., alumni at work, community engagement, symbolic shots of growth/leadership).
 3. Take professional photographs for documentation and promotional use.
- Editing & Post-Production
 1. Edit and compile a 10–12 minute final video (English/Nepali subtitles as required).
 2. Ensure smooth transitions, clear audio, and high-quality visuals.



3. Add intro/outro, program branding, background music, and graphics where necessary.

- Deliverables

1. Final edited video (10–12 minutes) in HD format (MP4 and raw files).
2. 5–10 high-resolution photographs of alumni during the shoot.
3. Short teaser (1–2 minutes) for social media promotion (optional but preferred).

4. Duration and Timeline:

Assignment period:

- Tentative date to start: 11th September 2025

Tentative timeline:

- Week 1: Inception meeting, finalization of storyboard.
- Week 2–3: Filming interviews and b-rolls.
- Week 4–5: Editing and review.
- Week 6: Submission of final video and photographs.

5. Qualification:

- Proven experience in professional photography and videography.
- Strong portfolio of short interviews, or storytelling videos.
- Skills in editing software (Adobe Premiere Pro, Final Cut Pro, etc.).
- Ability to work collaboratively and deliver within agreed timelines.
- Familiarity with development/educational project storytelling (preferred).

6. Financial Proposal:

Interested service providers are requested to submit a financial proposal along with valid business registration/license and tax clearance certificate for the services and final products to be delivered as

mentioned in ToR and that includes:

- A detailed breakdown of costs including applicable taxes.
- Payment terms and conditions
- Total amount (in NPR)

7. Application Procedure :

- CV or profile of the photographer/videographer/team.
- Prepare a Short Storyboard for this concept.

The Nepal Bar Association (NBA) shall retain the sole and exclusive right to make the final decision in relation to this assignment. All documents, materials, data, reports, and other outputs produced in the course of this engagement shall constitute the exclusive intellectual property of the NBA, and the Consultant/Service Provider shall have no rights, title, or interest therein.

