

Terms of Reference

Production of a Short Visibility Video

Project: *Building Inclusive Democracy: Civil Society, Parliamentarians, Media, and Youth Strengthen Good Governance in Bhutan*

Implemented by DW Akademie (DWA) together with the Bhutan Centre for Media and Democracy (BCMD) · Funded by the European Union

1. Background

DW Akademie (DWA), together with the Bhutan Centre for Media and Democracy (BCMD), is implementing the European Union (EU)-funded project *Building Inclusive Democracy: Civil Society, Parliamentarians, Media, and Youth Strengthen Good Governance in Bhutan* (2024–2027). The project strengthens good governance by bringing four groups together: civil society organisations (CSOs), Members of Parliament, the media and young people.

Over the project period, CSOs have taken part in annual CSO Summits, quarterly meetings, strategic planning and advocacy trainings, and a grant scheme that supports research and policy briefs. Members of Parliament and their research assistants have been trained on inclusion and public participation, and took part in an exchange visit to Berlin. Journalists have completed trainings on reporting and ethics and on journalism and legal reporting, and joined CSO–media forums. Young people have taken part in youth camps, Media and Democracy Clubs in schools, and a Youth Parliamentary Engagement Forum. Local exchanges have also brought local leaders, CSOs and youth together in Trongsa, Trashigang and Samtse.

To communicate the project's purpose and results, BCMD is commissioning a short documentary-style visibility video.

2. Objective of the Assignment

To produce a 5 to 6 minute documentary-style video that tells the story of the project in an engaging and accessible way: why it was needed, how it brought civil society, Parliament, the media and young people to one table, and what changed for the people involved. The video will be used by BCMD.

3. Scope of Work

3.1 Pre-production

- Review the draft script provided by BCMD and refine the storyline, narration, shot list and interview questions together with BCMD.
- Prepare a schedule, locations and logistics for filming the new interviews, agreed with BCMD. Other new filming is not expected unless BCMD asks for specific additional shots.
- Coordinate interview arrangements with BCMD.

3.2 Filming

- Film interviews with representatives of civil society organisations (CSOs), and with other project participants as agreed with BCMD, such as a Member of Parliament and a journalist.
- Record clear, high-quality audio for all interviews, and follow good practice in framing,

lighting and the respectful treatment of interviewees.

3.3 Editing and Post-production

- Review and curate the existing footage and photographs provided by BCMD together with the newly filmed interviews.
- Scenes of Bhutan may be taken from existing footage, provided it is free to use or properly licensed, and credited where required.
- Edit a documentary-style video of 5 to 6 minutes following the agreed script and storyline.
- Record or arrange a professional English voice-over for the narration.
- Add licensed background music, English subtitles, name captions for speakers, graphics, transitions, colour correction and sound mixing.
- Incorporate feedback from BCMD in up to two rounds of revisions, making sure all comments are adequately addressed.

4. Technical Requirements

- Final video length: 5 to 6 minutes.
- Resolution: minimum Full HD (1920 × 1080); 4K filming is welcome.
- Formats: .mp4 (H.264) and .mov; subtitles in English as a burned-in version and a separate .srt file.
- Audio: clear interview sound, balanced narration and music, free of noise and distortion.
- All music, footage, fonts and third-party materials must be free to use or properly licensed for public use, and credited where required.

5. Application Requirements

Interested consultants are requested to submit:

- Curriculum Vitae (CV) of the individual(s) involved in filming, editing and production
- Portfolio or samples of previous work, particularly documentary, interview-based or programme videos
- A short note (maximum one page) on the proposed approach and timeline
- Detailed budget breakdown in Ngultrum (Nu) outlining all costs related to pre-production, filming and post-production
- References, including contact details of individuals or organisations familiar with the applicant's work

6. Submission

Please submit your quotation and supporting documents to:

Email: nima@bcmdbt

Phone: 02-327903 (For inquiries, please contact Mr. Nima Norbu)

Deadline: on or before 28th October 2026