**Annex 4 – Goods and services specification**

**TERMS OF REFERENCE**

The supplier shall be responsible for designing, producing and editing a series of videos that cover the basic methodologies of British Council’s World Voice programme. Responsibilities are detailed below under three headings.

Preparations

* Meet with British Council Arts and Nepali facilitators of the World Voice Teacher Training to script and storyboard the video outputs expected
* Take time to learn about the British Council brand guidelines and the World Voice project (including a study of the Nepali Manual and the World Voice Handbook)
* Develop a production schedule, spread over 4 days of the workshop; production schedule should also cover any post-production feedback sessions as well as include dates when final outputs will be handed over
* Orient British Council and the Nepali and UK facilitators on the documentation approach, specification of equipment and set up so that they are prepared for delivery
* Work with education consultant arranged by the British Council to account for visual learning styles of the intended audiences

Production

* Arrange equipment (sounds, lights, camera) as needed to document the UK and Nepal facilitators delivering training around World Voice methodology
* Lead on direction and make sure that all re-shoots are covered by the end of the workshop days

Post Production

* Work with Nepali facilitator of the workshop and/or other appointed consultants to edit draft edits for each video.
* Provide draft edits for feedback from UK facilitators, British Council team
* Account for text resources and how these will compliment the produced videos as
* Subtitle videos, unless, bi-lingual versions are recorded
* Create motion graphics and other graphic design for labels, intro/outro and credits

\*Please note: Editing implies color-correction, sound editing, and all other relevant technical processes required to produce a high-quality/finished video.

The World Voice Manual (Nepal) and the Handbook (UK) can be reviewed [here](https://drive.google.com/drive/folders/1r8P4_Q6ZwUXz4XZO29AQE-ovMtN-JQlp?usp=sharing).