



## **Terms of Reference (TOR)**

### **Consultancy for Establishment of a Podcast Studio**

**WHR is currently seeking proposals from qualified podcast consultants or service providers to establish a functional and sustainable podcast system that will produce and disseminate high-quality podcast episodes on human rights and peacebuilding themes.** We are looking to complete the podcast studio set up by the end of May 2026. The podcast studio will be used to produce and disseminate podcast episodes on human rights, inclusion, civic space, and peacebuilding themes.

WHR firmly believes the podcast will serve as an awareness, advocacy and learning platform that promotes democratic values, social cohesion and peaceful coexistence. The selected consultant would commence work as soon as possible.

#### **The scope of work and deliverables includes:**

##### **Technical Set Up**

- Identify suitable space for podcast recording (soundproofing recommendations).
- Procure and install necessary podcast equipment (microphones, mixer/audio interface, headphones, stands, pop filters, laptop/PC, recording software).
- Set up recording and editing systems including software installation and configuration.
- Ensure quality control measures for sound clarity and background noise reduction.

##### **Expected Outputs/Deliverables**

- Assessing the office space and recommending studio layout.
- The podcast set-up is expected to deliver fully functional podcast studio set-up (equipment installed and operational).
- Podcast branding package (name, logo, intro/outro music, template).
- Podcast production guideline/manual and setting up recording/editing system and software.

##### **Required Qualifications include:**

- Proven experience in setting up podcast studios or audio recording systems.
- Strong technical knowledge in audio equipment and sound quality management.
- Experience in training teams on podcast recording and editing.
- Registration and legal documents (for firms/companies).

##### **Submission Requirements:**

Applicants should submit:

- Company/consultant profile and relevant experience.
- Proposed technical approach and equipment list. Including Financial quotation (including taxes and installation charges).
- Delivery timeline/workplan.
- Copy of registration certificate, PAN/VAT, and tax clearance.



**Please submit your proposal by Friday 24th April, 5:00 pm**

If you have any questions regarding this ToR, kindly contact [communication@whr.org.np](mailto:communication@whr.org.np) .

**Submission Process:**

Interested applicants are requested to submit hard sealed quotation to:  
Women for Human Rights (WHR)  
Hattigauda, Budhanilkantha