

Instruction and Template for PROPOSAL Submission

Consultancy Title: LS4S Manual development and ToT Facilitation

Date of Proposal Submission: <Insert date>

This instruction & template for proposal development consists of the following sections:

1. **Section A:** Instruction for Proposal Development
2. **Section B:** Proposal Development Form
3. **Section C:** Essential Evaluation Questions

Section A: Instruction for Proposal Development

Please **READ** and **FOLLOW** the instructions before completing the proposal form

1. A proposal will not be considered for review if:
 - It is received after the deadline
 - It is not sealed properly (**NA in case of email proposals**)
 - There are any missing documents mentioned in the ToR
 - Information submitted by the company is found to be false
 - It is incomplete
2. A proposal should have three (3) separate envelopes (**NA in case of email proposals**):
 - 1st for CVs of Proposed Consultants listed in Section B, Part 2 below.
 - 2nd for technical proposal
 - 3rd for financial proposal

Each of the above envelopes should be sealed, and properly labelled respectively as “supporting documents,” “technical proposal” and “financial proposal” (**NA in case of email proposals**). Each page of the proposal should be stamped and signed. All these three (3) envelopes then should be kept in **another envelop sealed with wax (laha chhap)** (**NA in case of email proposals**).
4. Only shortlisted bidder/s will be contacted by Save the Children at each stage of the selection process.
5. Shortlisted bidder/s may be invited to deliver a 15minute presentation to the Procurement Committee on their technical proposal.

Section B: Proposal Development Form

I. Organization Information (NA in case of individual consultant)

Name of the organization :
 Address :
 District/State :
 Country :
 Phone number :
 E-mail :
 Website :

II. Details of contact person

Name :
 Position :
 Phone Number : (Landline) (Mobile)
 E-mail :

III. Major topics and sub-topics for proposal development

1. Organization Background

- 1.1 Work experience in manual development (including CV of the proposed consultant)
- 1.2 Work experience in ToT facilitation
- 1.3 Existing and current human resource and organization organogram **(NA in case of individual consultant)**

2. Signatory and Proposed Consultants Information:

SN	Full Name (Avoid abbreviations)	Date of birth (dd/mm/yyyy AD)	Designation	Academic Qualification

3. Please provide your understanding of ToR and proposed modality/approach & tools to conduct this assignment.

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4. How would you deliver training to the adolescents from loose structures and measure the changes on training recipients by Result Based monitoring (RBM) ?

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5. What will be the quality assurance mechanism for this assignment?

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6. Proposed Budget with clear breakdowns (specify the proposed cost is inclusive /exclusive of VAT)

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Section C: Essential Evaluation Questions

ESSENTIAL CRITERIA (Exclusion if not met)

In order to qualify as a bidder you must be able to answer 'Yes' against all of the Essential Criteria. After passing the essential criteria you will be scored against Capability and Commercial criteria.

S. No.	Criteria	Please specify Yes / No
	Do you have a legitimate business/official address OR are you registered for trading or tax purposes with the authorities. If yes, have you attached a copy of registration documents with this proposal? (not applicable to individual bidders)	
	Do you agree to comply with SCI standard policies and procedures, Terms and Conditions of Purchases as stated in RFP? <ul style="list-style-type: none"> • Save the Children's Terms and Conditions of Purchase • Save the Children's Child Safeguarding policy • Save the Children's Anti-Bribery and Corruption policy • Save the Children Human Trafficking and Modern Slavery policy • Protection from Sexual Exploitation and Abuse Policy • Anti-Harassment, Intimidation & Bullying Policy IAPG Code of Conduct Global Fund Code of Conduct for Suppliers The Data Protection Policy	
	Do you confirm that the company is not linked directly or indirectly to any terrorism related activity, and does not sell any Dual-Purpose goods / services that may be used in a terror related activity?	
	Do you confirm that you are not a prohibited party under applicable sanctions laws or anti-terrorism laws or provide goods under sanction by the United States of America or the European Union and accepts that SCI will undertake independent checks to validate this?	
	Do you confirm that you are not a prohibited party or on government blacklisting	
	Experience in developing and designing adolescent development/life skills training related module/guideline	
	Purpoed Consultant have Master's degree in any disciplines	

SCHEDULE 4: SAVE THE CHILDREN SUPPLIER SUSTAINABILITY POLICY

PART 1 - INTRODUCTION

SAVE THE CHILDREN'S VALUES: Save the Children's vision is a "world in which every child attains the right to survival, protection, development and participation". Our values are *creativity, accountability, integrity, collaboration and ambition*. These serve as overarching values to which suppliers of goods and services to Save the Children are expected to adhere.

REFERENCE: International Standards, Conventions and Principles such as the *UN Declaration on Human Rights* and other core Human Rights Treaties, including the *UN Convention on the Rights of the Child* and the *International Labour Standards on Child Labour & Forced Labour* (namely 138 and 182) are the foundations on which much of this Policy is based. Therefore, it is Save the Children's expectation that any supplier will adhere to these principles.

INTERPRETATION: The [Global Compact](#)¹ ("Compact") is a voluntary corporate citizenship community that sets the universal social and environmental principles, to meet the challenges of globalisation (a key foundation for the Compact is the *Guiding Principles on Business and Human Rights*). Save the Children encourages all suppliers to participate in the Compact. This policy addresses the issues included in the Compact in the areas of human rights, labour, environment and anti-corruption, and interpretation of this Policy should be undertaken in a manner consistent with the Compact.

PART 2 - SCOPE OF APPLICATION

- The provisions of this Policy set forth Save the Children's expectations for suppliers that are registered with Save the Children, or with whom it does business.
- Save the Children expects that these standards apply to, and will be communicated to, suppliers' employees, parent, subsidiary and / or affiliate entities, subcontractors, and their own suppliers.
- Suppliers will be required to sign a declaration of compliance in all bid submissions and supply contracts. **Save the Children's aim is to guide its suppliers over the long term to meet these standards. Those who will not be able to demonstrate their goodwill, may see their supply relationship called into question.**

PART 3 - CONTINUOUS IMPROVEMENT

- The provisions set forth in this Policy provide the minimum standards expected of suppliers.
- In addition, Save the Children expects suppliers to strive to exceed international and industry best practices and to ensure that their own suppliers and subcontractors aim to do the same.

¹ <https://www.unglobalcompact.org/what-is-gc>

- Save the Children recognises that reaching some of the standards established in this Policy is a dynamic rather than a static process and encourages suppliers to continually improve their operations accordingly.

PART 4 - MANAGEMENT, MONITORING AND EVALUATION

- Suppliers are required, as a minimum, to comply with compulsory standards in this Policy (“*must*” provisions), and to set clear goals and work-plans to achieve the other standards (“*should*” provisions).
- This may require active monitoring of its own operations through establishing appropriate management systems to track progress and compliance.

PART 5 – KEY PRINCIPLES AND SUPPLIER STANDARDS

- Suppliers must follow all local and international laws at all times. Where the standards of this Policy exceed any laws / regulations, the Supplier is expected to strive to adhere to these higher standards in addition to the relevant laws.
- If you become aware of any instances where the requirements of this Policy are not being met (e.g. safeguarding breach, fraudulent behaviour) please notify Save the Children immediately (contact details in [Part 6](#)).
- For further information on each of the Supplier Standards below, please refer to these Mandatory Supplier Policies:
 - [Human Trafficking & Modern Slavery Policy](#)
 - [Protection from Sexual Exploitation & Abuse Policy](#)
 - [Anti-Harassment, Intimidation & Bullying Policy](#)
 - [Fraud, Bribery & Corruption Policy & Procedure](#)
 - [Child Safeguarding Policy](#)

1 - KEY PRINCIPLES

1.1	Obey all applicable international and local laws, legislation, and regulations	<i>All Standards</i>
1.2	Elevate Social, Economic and Environmental Sustainability to the core of your decision making and ways of working	
1.3	Promote diversity, inclusion, and equality in ways of working, decision-making and treatment of staff	
1.4	Employ staff of an appropriate age	Standard 2 - Labour
1.5	Pay all staff fairly and reasonably	
1.6	Employ staff on a voluntary basis, with freely agreed documented terms of employment	
1.7	Be a responsible employer, treat staff fairly and protect their health and safety	
1.8	Ensure that workers and employees have a voice and are given the freedom of association	
1.9	Grant staff the rights afforded under national and international Human Rights acts	Standard 3 - Human Rights
1.10	Ensure all staff are treated with dignity and respect	
1.11	Minimise environmental impact (including waste, energy, emissions and water) as much as possible	Standard 4 - Environment
1.12	Adhere to the highest standards of moral and ethical conduct	

1.13 Adopt a zero-tolerance approach towards fraud, bribery and corruption	<u>Standard 5 - Ethical Conduct</u>
1.14 Adopt a zero-tolerance policy towards any form of abuse, harmful practices, and behaviour being committed against children and adults, and take all available measures to prevent all forms of these	
1.15 Act against all allegations and reports of exploitation, abuse, harassment, and any other form of misconduct	<u>Standard 6 - Safeguarding</u>
1.16 Do not engage in any form of discrimination, maltreatment, abuse, or poor safeguarding practices irrespective of a person's socio-economic status, gender, age, disability, ethnic and tribal identity, faith or religious affiliation, and/or sexual orientation (Applies to during and out of working hours)	
1.17 Protect and promote the land rights of communities, including indigenous people	<u>Standard 7 = Community</u>

SUPPLIER STANDARD 2 - LABOUR

2.1 MINIMUM WORKING AGE

- 2.1.1 **Must** adopt the highest applicable standard for working age based on the ILO Conventions and the laws of the country(s) where the contract is implemented (i.e. whichever age is the highest).

2.2 FORCED / COMPULSORY LABOUR

- 2.2.1 **Must** prohibit forced or compulsory labour / modern slavery in all forms.

2.3 MODERN SLAVERY AND HUMAN TRAFFICKING

- 2.3.1 **Must** not participate in, or support, Human Trafficking or Modern Slavery.
 2.3.2 **Must** not subject any people to exploitative or harmful labour.

2.4 CHILD LABOUR²

- 2.4.1 **Must** ensure that work opportunities provided to children of working age are decent.
 2.4.2 **Must** not employ persons under the age of 18 for work that is likely to harm their health, safety, or morals.
 2.4.3 *Should* work towards the effective elimination of child labour through your and your suppliers' supply chains including identifying and supporting children and families where children are at risk of child labour, through a do no harm approach and through taking the best interest of the child into account.

2.5 DISCRIMINATION

- 2.5.1 **Must** not discriminate (in employment, pay, recruitment or any other processes) based on characteristics such as race, age, gender, religion, sexuality, disability, civil partnership or marriage, pregnancy, maternity etc.

2.6 HARASSMENT, INTIMIDATION AND BULLYING

² According to the ILO, Child Labour refers to work that deprives children of their childhood, their potential and their dignity. Child Labour also refers to work that is harmful to their physical and/or mental development.

- 2.6.1 **Must** ensure no staff are subject to harassment (sexual, verbal, physical, mental or visual), coercive behaviour, intimidation or bullying. This also includes behaviour directed towards Save the Children staff.
- 2.6.2 **Must** ensure zero-tolerance towards any action that violates a person's dignity, or creates an intimidating, hostile, degrading, humiliating or offensive environment.

2.7 WAGES AND WORKING HOURS

- 2.7.1 **Must** ensure workers are provided with a fair living wage³.
- 2.7.2 **Must** not make deductions from wages other than those permitted under conditions as prescribed by the applicable law, regulations, or collective agreement. The supplier should inform concerned workers of such deductions.
- 2.7.3 *Should* ensure workers are not required to work more than the regular and overtime hours allowed by the laws of the country where the workers are employed.
- 2.7.4 *Should* use employment contracts for all staff to provide security.
- 2.7.5 *Should* ensure your suppliers and subcontractors are paid fairly and on time as committed.

2.8 HEALTH AND SAFETY

- 2.8.1 **Must** ensure all applicable Occupational Health and Safety laws are adhered to.
- 2.8.2 **Must** ensure all workplaces, machinery, equipment, and processes are safe and without risk to health.
- 2.8.3 **Must** ensure adequate hygiene, health and safety measures are in place, and necessary and adequate protective clothing and equipment are provided to prevent the risk of accidents or of adverse effects on health.

SUPPLIER STANDARD 3 - HUMAN RIGHTS

3.1 HUMAN RIGHTS

- 3.1.1 **Must** not be complicit in any Human Rights abuses or violations.
- 3.1.2 **Must** ensure all staff are treated with dignity and respect, irrespective of their socio-economic status, gender, age, disability, ethnic and tribal identity, faith, or religious affiliation, and/or sexual orientation, and demonstrate the same values to the people they meet in relation to their employment.

SUPPLIER STANDARD 4 - ENVIRONMENT

Suppliers should reduce their negative environmental impact by adhering to the following standards⁴:

4.1 ENVIRONMENTAL

- 4.1.1 **Must**, at all times, comply with existing environmental legislation and regulations.

³ A fair living wage is a total compensation package that meets, or exceeds, the legal minimum standards or the prevailing industry standards, whichever is higher. This will include:

- Wages: paid in full and directly to the staff concerned, at regular intervals no longer than one month
- Other benefits: including and not limited to, paid leave, parental leave, social protection, sick pay, overtime pay etc.

⁴ When this is not practical/possible, set a plan/ambition to achieve these standards in the future

4.2 IMPACT

- 4.2.1 *Should* develop environmental impact goals and implement an environmental policy, and where possible, include your own supplier's / supply chains in the goals.
- 4.2.2 *Should* measure and reduce, where possible, the negative environmental impact of your organisation and operations (e.g. biodiversity conservation, waste production, emissions, water usage etc.).

4.3 WASTE

- 4.3.1 *Should* adopt a work culture and business practices that endeavour to reduce waste throughout the lifecycle of your products and operations (this includes procurement, production / manufacturing, packaging, and transportation).
- 4.3.2 *Should* avoid using materials that are dependent on finite resources, instead use materials of sustainable origin.
- 4.3.3 *Should* review processes, operations and supply chains to maximise efficiency and reduce waste (including standardisation, sustainable practices, re-use of materials, recycling of waste, and disposal practices).

4.4 ENERGY AND EMISSIONS

- 4.4.1 *Should* adopt a work culture and practices that reduce emissions (e.g. CO₂, N₂O, Hydrocarbons etc.) in the lifecycle of your products and operations.
- 4.4.2 *Should* have a clear understanding of your carbon footprint and a plan to reduce it.
- 4.4.3 *Should* use alternative / green energy sources (e.g. solar power).

4.5 WATER

- 4.5.1 *Should* minimise water usage / wastage and adopt water-saving technologies where possible.

SUPPLIER STANDARD 5 - ETHICAL CONDUCT

5.1 CORRUPTION

- 5.1.1 **Must** not act in a dishonest manner or engage in any form of corrupt practices, including but not limited to extortion, fraud, tax evasion, money laundering and bribery.
- 5.1.2 **Must** not attempt to improperly influence any Save the Children procurement process.

5.2 CONFLICT OF INTERESTS (incl. Post-Employment Restrictions)

- 5.2.1 **Must** disclose any actual, perceived, or potential Conflict of Interests. This may include a Save the Children employee / agent / member of their immediate family (or an organisation that employs any of this family), having any kind of interest or economic ties with a supplier.
- 5.2.2 **Must** notify Save the Children if employment is given to any ex Save the Children staff members within 12 months of them ending their employment with Save the Children.

5.3 GIFTS AND HOSPITALITY

5.3.1 **Must** not provide, or attempt to provide, any type of gift, hospitality, holidays, goods / services, or other items of value to a Save the Children employee⁵.

5.1 SANCTIONS, AID DIVERSION AND EXPORT CONTROLS

- 5.1.1 **Must** comply with applicable sanctions and export controls (so must not make funds or resources available to or for the benefit of any person / entity subject to restrictions), and obtain any necessary licenses.
- 5.1.2 **Must** provide to Save the Children the names and dates of birth of key staff, to enable vetting.

SUPPLIER STANDARD 6 - SAFEGUARDING

6.1 CHILD⁶ AND ADULT SAFEGUARDING

- 6.1.1 **Must** comply with all relevant laws and regulations including 'United Nations Convention on the Rights of the Child', 'International Labour Standards on Child Labour & Forced Labour' etc.
- 6.1.2 **Must** complete vetting / background checks on all perspective staff (permanent / temporary / casual) during recruitment.
- 6.1.3 **Should** ensure staff are aware of the Safeguarding Policy⁷ and participate in Safeguarding trainings provided by Save the Children when offered.
- 6.1.4 **Must** create and maintain a safe and inclusive environment, free from any form of discrimination, exploitation, abuse, harassment, intimidation, and bullying.

6.2 EXPLOITATION, ABUSE AND HARM

- 6.2.1 **Must** ensure no staff is left alone with a child in the course of them delivering goods / services to Save the Children.
- 6.2.2 **Must** ensure that no one shall be subjected to behaviour that has the purpose or effect of violating their dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment.
- 6.2.3 **Must** note that sexual activity with persons under the age of 18 is prohibited, regardless of the local age of minority / consent. Mistaken belief in the age of a person is not considered a defence.
- 6.2.4 **Must** not physically, sexually or emotionally harm, or threaten to harm any child or adult.
- 6.2.5 **Must** not engage in physical abuse, sexual abuse or harmful behaviour towards anyone.
- 6.2.6 **Must** not engage in any form of coercive behaviour including physical and / or humiliating punishment.

⁵ Save the Children employees do not accept any type of gift or any offer of hospitality.

⁶ Child abuse consists of any act, or omission, which directly or indirectly harms children (any person under the age of 18 years old) or damages their prospect of a safe and healthy development into adulthood.

⁷ [Child Safeguarding Policy](#)

- 6.2.7 **Must** not exchange money, employment or other items or promises of value for any sexual activity that is exploitative.
- 6.2.8 **Must** ensure adequate provisions (e.g. Health and Safety) are in place when carrying out works / services where children and adults may be at risk.

SUPPLIER STANDARD 7 - COMMUNITY IMPACT

7.1 COMMUNITY STRENGTHENING AND LIVELIHOODS

- 7.1.1 *Should* act in a way that positively impacts local communities, improves their livelihoods and uplifts the local economy.
- 7.1.2 *Should*, where possible, proactively engage and employ locally based suppliers.
- 7.1.3 *Should*, where possible, procure goods / materials that are sourced and manufactured locally.
- 7.1.4 *Should*, where possible, employ staff from local communities.
- 7.1.5 *Should* proactively strengthen local suppliers through technical / operational / management training or support.
- 7.1.6 *Should* respect the rights and title to property / land of the individual, indigenous people and local communities. All negotiations regarding their property or land must adhere to the principles of free, prior and informed consent, contract transparency and disclosure.

7.2 INDIGENOUS PEOPLE

- 7.2.1 *Should* respect the rights, cultures, and beliefs of indigenous people, and treat them in a culturally appropriate manner.
- 7.2.2 *Should* avoid activity that may have an adverse impact on the indigenous population.

7.3 CULTURAL HERITAGE

- 7.3.1 *Should* recognise and respect the importance of physical and non-physical cultural heritage in the community.

PART 6 - WHISTLEBLOWING / CONTACT US

- Save the Children commits to fair and transparent processes. Concerns should be submitted using the email addresses listed below. All issues will be reviewed and investigated discretely and appropriately.
- Safeguarding: safeguarding@savethechildren.org
 - Whistleblowing: whistleblowing@savethechildren.org
 - Fraud: scifraud@savethechildren.org
 - Procurement Process / General: procurement@savethechildren.org

Terms of Reference

for

Hiring Consultant to update existing manual on Life Skill for Success (LS4S) and provide a TOT to the facilitators.

SHORT TITLE: LS4S Manual Development & ToT Facilitation

Year 2023

1. Project Summary

Type of study	Adoption of Life Skills Sessions
Name of the project	Update Manual of Life Skills for Success (LS4S) and to Deliver a Session Plan for TOT
Project Start and End dates	June 2023 to Aug 2023
Project duration	3 months
Project locations:	Sponsorship districts (Saptari, Mahottari and Sarlahi)
Thematic areas	Child Poverty
Sub-themes	Adolescent skills for Successful Transition (ASST)
Donor	Save the children (SCI), Project: Sponsorship
Estimated beneficiaries	Both 10-14 years young adolescents and 15-19 older adolescent cohorts
Overall objective of the project	Formative research to review and identify the contents, methodology and the sessions under each domain of LS4S based on Nepal's sponsorship project area's perspective

1. INTRODUCTION

Save the Children is a leading child rights organization which works to improve the lives of the children in Nepal. As largest child- focused organization, we work across different geographical areas with multiple programs with the vision for all children to attain the right to survive, protection, development, and participation. Sponsorship funded program is an Integrated Child Development Program, which is being implemented in Saptari, Mahottari and Sarlahi districts of Madhesh province. This program covers the Save the Children's three different themes viz Child Poverty, Health and Education. Child protection and community mobilization are implemented as cross cutting themes.

Child Poverty (CPoV) theme of Sponsorship project aims on improving the overall child wellbeing through improved food security and income status of parents/caregivers and aims for successful transition of adolescents to adulthoods through financial literacy, life skills, micro-enterprise development and technical education and vocational skill trainings. Adolescent Skills for Successful Transition (ASST) component under sponsorship project aims to improve economic outcomes for target adolescents which means a successful transition to decent livelihoods and work, breaking the intergenerational cycle of poverty, and therefore reducing survival, learning, and protection deprivations for adolescents and their families.

2. PURPOSE, OBJECTIVES AND SCOPE

The ultimate purpose of this study is to develop a manual on LS4S and facilitate a TOT to the facilitators. The consultant will adapt the LS4S global toolkit. As guided by toolkit consultant will review existing manual and assess whether the specific training need are there to incorporate on it based on five major domain of LS4S- 1 Social Skills, 2 Higher order thinking skills, 3 self-control, 4 Positive self-concept, 5 Communication as guided by the LS4S toolkit. After reviewing the contents, tools and methodologies provisioned in existing manual, it will be discussed with CO-based CPoV advisor and Sponsorship ASST TA based in Bangladesh whether additional domains need to be included and to develop the sessions under each domain and develop facilitators manuals for LS4S sessions. The LS4S sessions will focus predominantly on the 10-14 and 15-19-years young cohorts, and mainly on readiness oriented adolescent programming. Following approval of LS4S manual, the consultant needs to facilitate one ToT to the facilitators of Save the Children and its partners staffs.

The specific objectives of the assignment are:

- To assess the training need of youth on LS4S and identify the content, methodology and the sessions under each domain of LS4S based on the context of Nepal.
- *To update existing manual incorporating the findings from the formative research and prepare e-version of LS4S manual for the facilitators*
- *To deliver one TOT to the facilitators on how to facilitate the sessions.*

The consultant will work in close consultation with the Child Poverty team of Sponsorship (TM, Advisor and TA) after the commencement of the assignment. Child Poverty technical manager will assure the trained facilitators deliver these sessions/exercises of LS4S with the adolescents in the community.

2.1 INTENDED AUDIENCE AND USE OF THE STUDY

Primary intended audience of the study are young and older adolescents from the sponsorship impact areas 1 and 2. Following is the detail of the audiences:

Stakeholder	Further information
Project donor	Sponsorship project
Implementing organisation	Save the Children, Nepal
Implementing partners	STS, SABAL, RUWA, RRPK, RYC
Stakeholders	Adolescent, life skill graduates, facilitators
Beneficiaries	Both 10-14 year younger adolescents and 15-19 older adolescent cohorts. These may also include Child club members, ME/VT graduates, young mothers etc.

3. STUDY METHODOLOGY

The formative study will be conducted in Saptari, Mahottari and Sarlahi districts of Madhesh province, the main objectives of which is to identify whether there are any pertinent issues specially on 'transitional need' from deprivation to economic and social empowerment of the adolescents and youths those need to be addressed by LS4S manual. Study also requires carrying out desk review, meeting with respective team members for program inception and conduct FGD and KII with LS4S session graduate, facilitators, adolescents, their parents and capture their learnings for identifying contextual methods or content as per ground reality. Also, consultant need to explore other related manuals and tool kits for finalizing and producing the LS4S manual. Based on the intended objectives above, the consultant will propose appropriate study design.

3.1 Ethical Considerations

Principle of ethics i.e., voluntarism, informed participation, confidentiality, minimization of risk and maximizing benefits will be ensured throughout the study.

Consent Process

Respondents need to be asked for their consent before participating in the interview process. In case of children, their parents will also be asked to provide consent for their wards participation in the survey. If they refuse to give consent, their children will not be involved in the study.

Provisions to Protect the Privacy Interests of Participants:

- Interviews will be held in locations that are safe and protect the privacy of subjects. Survey interviews will be in locations where others will not be able to hear the conversations. All participants will be de-identified in the data for analysis. Only members of the research team will have access to the data collected for analysis.
- The written consents will have the names of those participating in the surveys. The consultants will also keep a list of participant names corresponding to a participant identifying code, to follow up with any participants for follow on assessments. This list will be saved on SC Nepal computers and password protected by Save the Children program monitoring and evaluation staff that are part of the study.
- The study data and information will be used only for this research purpose. All the copyright remain in Save the children in Nepal.

4. EXPECTED DELIVERABLES

- A. Inception report: that reflects the refined version of the methodology, tools and work plan. This workplan needs to be finalized in close consultation with CPoV Reduction Advisor.
- B. Organize meeting with CPoV team and take inception for contextual reality of LS4S,
- C. Desk research about different tool kits of LS4S; training need assessment of adolescents and youths on LS4S and identify the content, methodology and the contextual sessions based on the direction of Adolescent Skills for Successful Transitions (ASST) module.
- D. FGDs with life skills graduates and Facilitators to identify pros and cons of existing manual, tools and methods.
- E. Mid-assignment meeting with TA/Child Poverty Reduction Advisor and Technical Manager-Child Poverty to discuss and approve initial results and confirm next steps.
- F. Develop facilitators manuals (30-40 Pages) and implementation guideline on LS4S in standard in Nepali with the final review of CPoV team
- G. Provide Training of Trainers (TOT) for one batch with pre and post tests
- H. A copy of the raw and clean data collected during the study,
- I. The final project completion report in the standard format. The study report should basically include the following sections: -Acknowledgements -Glossary/Acronyms - Executive summary (one page maximum), Introduction -Research methodology -Limitations -Findings -Conclusion and recommendations -Appendices.
- J. Assignment completion final report (short report)
- K. *Good knowledge around formative research and track record of similar works including economic analysis of different SMEs Conducting ethical and inclusive studies involving marginalised groups in culturally appropriate and sensitive ways*
- L. *Managing and coordinating a range of gov., community groups and stakeholders*
- M. *A track record of open, collaborative working with clients*

5. REPORTING AND GOVERNANCE

Verbal reporting each week to the Technical Manager-CPoV by outlining progress made over the past week. Submit the final project completion report in standard format including newly developed LS4S manual to the Save the Children.

6. STUDY MANAGEMENT

Study Tentative Timeline, key deliverables will be agreed upon the inception phase.

Task	Timeline 2023	Responsible
1. Organize meeting with project focal for getting idea on tasks and deliverables.	3rd week of June	Consultant
2. Review the global toolkit of LS4S and relevant documents adolescents' life skills education.	3 rd week of June	Consultant
3. Prepare the action plan on adaptation of LS4S toolkit based on Nepal context share with the project focal persons and finalize after incorporating their feedback.	4th week of June	Consultant
4. Training need assessment based on five major domains of LS4S. Field visit to the Madhesh province as per need.	1st week of July	Consultant
5. Identify additional domains, develop and develop content, methodology based on the need, develop the sessions under each domain and develop facilitators manuals for LS4S sessions.	2nd week of July	Consultant
6. Share the draft content, methodology and facilitators manuals with project focal persons and incorporate their feedback.	3 rd week of July	Consultant
7. Finalize the facilitators manuals and implementation guideline and share with project focal persons.	4 th week of July	Consultant
8. Facilitate the ToT with facilitators.	01-05 August	Consultant, TA
9. The LS4S will also be tested and finalized for the adolescents of Sponsorship context.	3 rd week of August	Consultant, Advisor and TA

7. STUDY TEAM AND SELECTION CRITERIA

Offers will be first assessed on their essential and technical merits using the evaluation criteria. Only technical scores of at least 50% of technical weightage will qualify for the financial review. The financial offer weight is 40% from the total weight of the evaluation while the technical offer is 60%. Following is the detail of scoring criteria while selecting proposals:

S. N.	Major topic	Score weightage
1	Experience of consultant in manual development	15%
2	Experience of consultant in training facilitation linked with Life Skills	15%
3	Understanding of ToR & Proposed methodology and tools	15%
4	Training facilitation methodology	10%
5	Quality assurance mechanism	5%
6	Budget	40%
Total		100%

Pre-requisite of the consultant:

The consultant should have following competencies:

- Experience in developing and designing adolescent development/life skills training related module/guideline.
- Master's degree in similar disciplines with at least 5 years of relevant experiences. Ph. D. is preferred.
- Individual consultants (less than 5 lakh only) or consulting firm will be eligible to apply.

Proposal Submission Guideline

- *Proposal Submission Deadline- 11 June 2023*
- *Save the Children will have the right to disqualify the proposals from the selection process if the proposal submission guideline has not been followed.*
- *Only email bids will be accepted.*

Required Documents

- *CV) of the Consultant with full date of birth in dd/mm/yyyy format. The date of birth is required for vetting purpose. The CV should clearly entail the detail works of consultant along with the clients/employees' detail.*
- *Copies of citizenship certificate and PAN registration certificate*
- *Experience letter of organisations mentioning manual developed and/or training facilitated linked with life skills.*
- *The consultant should submit the detail required costs for costs incurred to deliver the deliverables: consultants' remuneration, including the of travel to and from study sites, accommodation in field and including internal travels.*

8. SCHEDULE OF PAYMENT

The following payments will be made to the consultant using and agreed mode of payment:

- *Immediately after finalization of inception report: [30%]*
- *Sharing of Final version of LS4S manual: [30%]*
- *Completion of TOT facilitation: [40%]*

9. HOW TO APPLY

The proposal shall be submitted to Save the Children via email procurementefo.nepal@savethechildren.org with the subject line "Proposal for LS4S manual development and ToT facilitation."

ToR prepared by:	Santosh Karn
ToR approved by:	Dhana Bhusal
Date of sign off:	05-Jun-2023

Who can I contact if I have a question or comment about this document?

santosh.karn@savethechildren.org