

**Conduct exploratory research on Online to Offline Abuse and violence faced by children in
Nepal**

PR281830

Terms of Reference (ToR)

Background on Save the Children:

Save the Children is the leading global independent organisation for children. Save the Children believes every child deserves a future. Around the world, we work every day to give children a healthy start in life, the opportunity to learn and protection from harm. When crisis strikes, and children are most vulnerable, we are always among the first to respond and the last to leave. We ensure children's unique needs are met and their voices are heard. We deliver lasting results for millions of children, including those hardest to reach.

We do whatever it takes for children – every day and in times of crisis – transforming their lives and the future we share.

Our vision: A world in which every child attains the right to survival, protection, development, and participation.

Our mission: To inspire breakthroughs in the way the world treats children, and to achieve immediate and lasting change in their lives.

Our values: Accountability, ambition, collaboration, creativity and integrity.

We are committed to ensuring our resources are used as efficiently as possible, in order to focus them on achieving maximum impact for children.

Background information / Context

The world as we know it is rapidly evolving. Every half second a child makes their first click online and one in three internet users is now under the age of 18.^[1] Many children have high hopes for what they want in a digital world and what they see as the potential in technology.^[2] Meaningful access to digital technologies can support children to realise their full range of civic, political, cultural and social rights.^[3] Yet while access is increasing, it is not equitably distributed. Living in poverty, having a disability, being displaced from one's home or simply being a girl dramatically limits the likelihood that a child will ever have access to technology, let alone the skills to use it. For

^[1] Kardefelt Winther, Daniel; Livingstone, Sonia; Saeed, Mariam (2019). Growing up in a connected world, *Innocenti Research Report*, UNICEF Office of Research - Innocenti, Florence

^[2] 5RightsFoundation. (2021) [Our Rights in a Digital World](#). Western Sydney University

^[3] General Comment No.25 (2021) on Children's Rights in Relation to the Digital Environment. CRC/C/GC/25



some children technology provides a way to connect with others and access a community they may otherwise have been excluded from, for others it poses a real danger to their physical and mental health and wellbeing.

The internet is borderless, so those seeking to harm children can now do so in relative safety from a different country or continent. Despite children adapting to the digital world, their caregivers and the laws, policies and services that are meant to protect and support them are not. During the COVID-19 pandemic in 2020, the number of photos, videos and content related to online sexual abuse rose by 50 percent with nearly 70 million images and videos reported to the National Centre for Missing and Exploited Children in the United States.^[4] According to a research from Zambia,^[5] parents often lack confidence in their own skills and abilities and adopt restrictive practices and children rarely ask their parents or teachers for help to mitigate the risks or taboo topics they encounter online. While digital technology provides a way for children to learn, play, explore their interests, and create friendships, it also presents real risks for bullying, abuse, trafficking, exploitation and even online radicalization.

The proposed study aims to explore the context and linkages between online to offline abuse and patterns (from gender lens as well) in Nepal. This study aims to analyze how effective the hotlines (1098, 104, 1145) are for reporting cases of violence against children to know the effectiveness and whether these are child-friendly and gender-friendly. Also, whether children (boys, girls, LGBTIQ, children with disability) particularly those most impacted by discrimination and inequality are feeling comfortable using this. The study is open to get the impression on status of digital literacy amongst children and parents. The scope also expands in mapping the availability of legislation (including laws and policies) at the national and sub-national levels, as well as how effective our case management and referral mechanism is to address the problem.

Regarding the research method, both quantitative and qualitative, as well as direct surveys can be applied. The area to be explored is in Madhesh Pradhesh, in the working areas (Saptari, Sarlahi, Mahottari) of Save the Children and at the national level. Both rural and urban areas could be explored while reaching the population and the target groups are children (disaggregated by all possible distinction), parents, government, police (Cyber Bureau).

Objective:

The consulting firm / consultant(s) is expected to conduct an exploratory research on the impact of online to offline abuse amongst children, including children most impacted by discrimination and inequality, and assess effectiveness and gap in the legislative aspects, referral and response mechanisms etc.

METHODOLOGY:

Study Design

The proposed research will follow mixed method exploratory design; both quantitative and qualitative, as well as surveys will be applied. In addition, policy analysis will also be done.

^[4] Dance, Gabriel; Keller, Michael H. (Feb 2020). [Tech Companies Detect a Surge in Online Videos of Child Sexual Abuse](#). *New York Times*.

^[5] Save the Children. (2022). [Zambia Kids Online: A Global Kid Online Study](#).

Study Location

The area to be explored is in Madhesh Province, in the working areas (Saptari, Sarlahi, Mahottari) of Save the Children. Both rural and urban areas could be explored while reaching the population.

Study Population

The target groups are children (disaggregated by gender, disability etc), parents, teachers, CSOs actors, government officials, Police (Cyber Bureau) etc.

Ethical considerations:

This study involves data collection, thus, prior to interviews, objective of the study will be shared with all research participants. Verbal consent will be obtained from all the respondents and in case of children, verbal consent will be taken from parents and assent will be obtained from children. Respondents can at any time withdraw their participation from the study. All the personal identifier will be kept confidential and no real name will be disclosed throughout the study and pseudo name will be used for quoting the useful quotations. Consultant should not use the collected data for his/her own purpose.

It is also expected that this study will be:

- **Child participatory and child led.** Where appropriate and safe, children should be supported to participate in the research process beyond simply being respondents. It will also be ensured that FGDs with children will be child led. Opportunities for collaborative participation could include involving children in determining success criteria against which the project could be evaluated, supporting children to collect some of the data required for the evaluation themselves, or involving children in the validation of findings. Any child participation, whether consultative, collaborative or child-led, must abide by the [9 Basic Requirements for meaningful and ethical child participation](#).
- **Inclusive.** Ensure that children from different ethnic, social and religious backgrounds have the chance to participate, as well as children with disabilities and children who may be excluded or discriminated against in their community.
- **Ethical:** The study must be guided by the following ethical considerations:
 - Safeguarding – demonstrating the highest standards of behaviour towards children and adults.
 - Sensitive – to child rights, gender, inclusion and cultural contexts.
 - Openness - of information given, to the highest possible degree to all involved parties.
 - Public access - to the results when there are not special considerations against this
 - Broad participation - the relevant parties should be involved where possible.
 - Reliability and independence - the study should be conducted so that findings and conclusions are correct and trustworthy.

It is expected that:

- Data collection methods will be age and gender appropriate.
- Study activities will provide a safe, creative space where children feel that their thoughts and ideas are important.
- A risk assessment will be conducted that includes any risks related to children, young people's, or adult's participation.
- A referral mechanism will be in place in case any child safeguarding or protection issues arise.

Services the Supplier will provide

The consulting firm will take ethical approval from concerned government institution, conduct an exploratory research, write an evidence-based article for peer reviewed journal based on the research, prepare research report along with its summary, design and publication.

Key deliveries:

- Literature Review on the situation of online and offline forms of violence against children. Review of policies and legislations related to online/offline forms of VAC.
- Data Collection with children and young people, focus group discussions with parents & teachers and key informant interviews with stakeholders.
- Conduct data validation workshop with children and young people, government, CSOs and academia.
- Produce a full research report and summary report.
- Develop research informed article for publication in peer reviewed journals.
- Design, Publish and Disseminate full research report along with a separate summary brief.

Proposal requirement:

- Detailed Research Methodology including sampling, data analysis etc. for proposed exploratory research ensuring participation of children and young people
- Prior work establishing strong knowledge and experience on related research and study.
- Research timeline highlighting data collection, write-up and completion.

Experience and Skill set Requirement:**Essential:**

- At least 5 years' organizational experience in undertaking research and advocacy. The research team leader should have at least 5 years of experience working on child rights, protection, gender, digital environment etc.
- Team leader should have Master's Degree in law or human rights or gender studies or any other social science.

Preferred:

- Experience working with I/NGOs on similar issues.

Supervision: The consultant / consulting firm will work closely with Save the Children's Child Rights Governance and Child Protection team in Country Office and Eastern Field Office.

Expected Deliverables

The following deliverables to be provided:

<i>Deliverable number</i>	<i>Deliverable title</i>	<i>Description</i>	<i>Format and style</i>
1	Ethical approval to conduct the study	The consulting firm / consultant will take ethical approval from concerned government institution (NHRC) as required.	Approved letter
2	Literature Review on the situation of online and offline forms of violence against children. Review of policies and legislations related to online/offline forms of VAC.	Desk Work in consultation with the SCI team. Prepare an overview on international and national context along with the review of legislation, policies and guidelines.	Word file
3	Data Collection with children and young people, focus group discussions with parents & teachers, and key informant interviews	Prepare questionnaires in consultation with the SCI team. Survey with children and young people. Focus Group Discussions with parents & teachers in 3 districts to focus on the status of digital literacy among children, parents and teachers. Key informant interviews with Government officials, Helpline services, Police (Cyber Bureau), ISPs, etc.	Word file
4	Conduct data validation workshop with children and young people, government, CSOs and academia	Identify sample size, research area etc in consultation with SCI team. Adhere to safeguarding and data security protocols of SCI. Ensure consent is sought and signed.	Data collection tool and data sets

5	Produce a full research report and summary report	Prepare a draft and share with SCI team for feedback / inputs, Incorporate feedback, share second draft version, and share the final reports (full report and summary report)	Word file
6	Develop research informed article for publication in peer reviewed journal	Jointly write an article together with relevant SCI team for potentially publishing in a peer reviewed journal	Research article
7	Design, Publish and Disseminate full research report along with a separate summary brief	Finalized report, Design for publication ready, Publish and Disseminate	Final report in word file. Final designed version of the full report and summary report.

Timeline

Commencement Date: The date contract is signed.

Estimated End Date: 15th November 2023

Deliverable number	Deliverable title	Submit to	Tentative Timeline
1.	Ethical Approval letter from government institution	MEAL and CRG & CP team	By 12 th July 2023
2.	Literature Review on the situation of online and offline forms of violence against children. Review of policies and legislations related to online/offline forms of VAC.	CRG & CP team	By 20 th July 2023
3.	Data Collection with children and young people, focus group discussions and key informant interviews	CRG & CP team and MEAL team	By 15 th August 2023

4.	Conduct data validation workshop with children and young people, government, CSOs and academia	CRG & CP team and MEAL team	By 25 th August 2023
5.	Produce a full research report and summary report	CRG & CP team and MEAL team	By 15 th October 2023
6.	Develop research informed article for publication in peer reviewed journals	CRG & CP team and MEAL team	By 15 th November 2023
7.	Design, Publish and Disseminate full research report along with a separate summary brief	CRG & CP, MEAL and Communications team	By 15 th November 2023

Budget information

The proposed fees should be inclusive of all costs, overheads and expenses, subsistence, and accommodation related to above deliverables.

How to apply for the services

Proposal Submission Guideline/Required Documents

Proposal Submission Deadline- **28th May 2023**

- **Required Documents-**
 - Filled out Consultancy Proposal Form (enclosed with this ToR)
 - CV of the proposed consultant with full date of birth in dd/mm/yyyy format.
 - For firms: Copies of- Firm registration certificate, VAT registration certificate, tax clearance certificate of FY 2078/079.
 - For Individuals: Copies of – Citizenship Certificate, VAT registration certificate, tax clearance certificate of FY 2078/079.
- A proposal should have **four (4)** separate files:
 - 1st for essential documents
 - 2nd for technical proposal
 - 3rd for financial proposal



4th for other supporting documents as per ToR
Each of the above should be properly labelled respectively as “essential documents”, “technical proposal”, “financial proposal” and “other supporting documents as per ToR”

Proposals should be submitted via email to nepal.formalquotation@savethechildren.org

Proposals submitted in another email addresses will not be considered in the process. (Please note that, consultant **must not** cc / bcc / forward proposals to any other email addresses).

**Instruction and Template for
PROPOSAL Submission**

**Consultancy Title: Conduct exploratory research on Online to Offline Abuse and violence
faced by children in Nepal.
PR No. PR281830**

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 submitted through email should have four (4) separate files:
 - 1st for essential documents
 - 2nd for technical proposal
 - 3rd for financial proposal
 - 4th for other supporting documents as per ToR
 - All attached documents should be clearly labelled so it is clear to understand what each file relates to.
 - Emails should not exceed 15mb – if the file sizes are large, please split the submission into two emails.
 - Do not copy other SCI email addresses into the email when you submit it as this will invalidate your bid.
3. Only shortlisted bidder/s will be contacted by Save the Children at each stage of the selection process.
4. Shortlisted bidder/s will 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 (NA in case of individual consultant)

1.1 Work experience.

1.2 Please provide details of existing and current human resource of the organization.

2. Signatory and Proposed Team Information (Team composition should include experts / practitioners on child rights and / or gender equality, online safety who should have rich understanding on international laws/instruments from child rights and protection lens. S/he should have extensive experience on conducting research and studies as well as advocacy on child protection agenda):

SN	Full Name (Avoid abbreviations)	Date of birth (dd/mm/yyyy AD)	Proposed position for this assignment	Academic Qualification	Expertise	Home address

3. How do you intend to follow up with research findings / recommendations after completion of this assignment? Please explain.

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.....

4. Please list out your current / existing and past collaborations, partnership with key stakeholders.

SN.	Description	Date	Attach here any documents that provide evidence (for example - report, minutes, experience letter, appreciation letter etc.)
1			
2			
3			
4			

Please add rows as required in above table.

5. Does your organization have existing policies / practices and sustainability strategy to contribute social and environmental / climate justice? If yes, please explain and attach copies of policies / any evidence.

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6. Please provide your understanding of ToR, proposed modality / approach and workplan to conduct this assignment.

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







Please provide your financial proposal in separate excel file with file name – “financial proposal”.

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						
a)	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)							
b)	We, the Bidder, hereby confirm we compliance with the following policies and requirements: <table border="1" data-bbox="363 510 1082 869"> <tr> <td>Terms & Conditions of Bidding</td> <td> 1. Terms & Conditions of Bidir</td> </tr> <tr> <td>Terms & Conditions of Purchase</td> <td> SC-C-01 Short Form Goods and Services</td> </tr> <tr> <td>Supplier Sustainability Policy and the included mandatory policies</td> <td>Click Here to Access</td> </tr> </table>	Terms & Conditions of Bidding	 1. Terms & Conditions of Bidir	Terms & Conditions of Purchase	 SC-C-01 Short Form Goods and Services	Supplier Sustainability Policy and the included mandatory policies	Click Here to Access	
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c)	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?							
d)	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?							
e)	Do you confirm that you are not a prohibited party or on government blacklisting							
f)	Do you have VAT registration? If yes, have you attached a copy of VAT registration with your proposal.							
g)	Do you have Tax Clearance of FY 2078/079? If yes, have you attached a copy of Tax Clearance Certificate with this proposal.							
h)	Does your proposed consultants meet the experience and qualification as mentioned in ToR							



Date: 17th May 2023

Request for Proposal (RFP) Reference No: PR281830

Dear Sir/Madam,

Save the Children requests submission of proposal to provide goods/services in accordance with the conditions detailed in the attached documents. Save the Children intends to enter into a contract for the following services: consultancy assignment entitled “Basic Psychosocial Counselling Skill Training”.

We include the following information for your review:

Policy	Policy / Document
Terms & Conditions of Bidding	 1. Terms & Conditions of Bidding
Terms & Conditions of Purchase	 SC-C-01 Short Form Goods and Services A
Supplier Sustainability Policy and the included mandatory policies	Click Here to Access

Your proposal must be received in the following format:

- Full completion of the “Consultancy Proposal Form” document in order that your proposal may be regarded as compliant. Those proposals not completed may be treated as void.
- Proposal to be submitted via email to nepal.formalquotation@savethechildren.org

The email subject should indicate “Proposal for PR281830 “Conduct exploratory research on Online to Offline Abuse and violence faced by children in Nepal”.

Your proposal must be received at nepal.formalquotation@savethechildren.org not later than **28th May 2023** (“the Closing Date”). Failure to meet the Closing Date may result in the proposal / proposal being void. Returned proposals must remain open for consideration for a period of not less than 60 days from the Closing Date. Save the Children is under no obligation to award the contract or to award it to the lowest bidder.

Should you require further information or clarification on the proposal requirements, please contact Mr. Asesh Baidya (Contact Person) in writing at the following address: eoiconsultant.nepal@savethechildren.org

We look forward to receiving a proposal from you and thank you for your interest in our account.

Yours faithfully,

Asesh Baidya

Procurement Coordinator - Consultancy

PART 1: PROPOSAL INFORMATION

Introduction

Save the Children is the world's leading independent organisation for children. We work in 120 countries. We save children's lives; we fight for their rights; we help them fulfil their potential. We work together, with our partners, to inspire breakthroughs in the way the world treats children and to achieve immediate and lasting change in their lives.

Provisional timetable

<u>Activity</u>	<u>Date</u>
Publication / Circulation of Request for proposal	17 May 2023
Last day for bidders to send clarification questions to Save the Children	24 May 2023
Last day for SCI to answer clarification questions to bidders	26 May 2023
Return of Proposals (Closing Date)	28 May 2023
Award Contract and "Go-Live" with Supplier	12 June 2023

Indicative information

Background

The world as we know it is rapidly evolving. Every half second a child makes their first click online and one in three internet users is now under the age of 18.^[1] Many children have high hopes for what they want in a digital world and what they see as the potential in technology.^[2] Meaningful access to digital technologies can support children to realise their full range of civic, political, cultural and social rights.^[3] Yet while access is increasing, it is not equitably distributed. Living in poverty, having a disability, being displaced from one's home or simply being a girl dramatically limits the likelihood that a child will ever have access to technology, let alone the skills to use it.

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The internet is borderless, so those seeking to harm children can now do so in relative safety from a different country or continent. Despite children adapting to the digital world, their caregivers and the laws, policies and services that are meant to protect and support them are not. During the COVID-19 pandemic in 2020, the number of photos, videos and content related to online sexual abuse rose by 50 percent with nearly 70 million images and videos reported to the National Centre for Missing and Exploited Children in the United States.^[4] According to a research from Zambia,^[5] parents often lack confidence in their own skills and abilities and adopt restrictive practices and children rarely ask their parents or teachers for help to mitigate the risks or taboo topics they encounter online. While digital technology provides a way for children to learn, play, explore their interests, and create friendships, it also presents real risks for bullying, abuse, trafficking, exploitation and even online radicalization.

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Award criteria

Award of the contract will be based on the following criteria:

ESSENTIAL CRITERIA (Exclusion if not met)

Bidders must meet the following criteria:

- That the bidder has legitimate business /official premises, or that they are registered for trading and tax as appropriate.
- That they are not any prohibited parties or on government blacklisting

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- Bidder's confirmation of compliance with the attached Conditions of proposal, Terms and Conditions of Purchase, Supplier Sustainability Policy and the included mandatory policies.
- Organization is registered with relevant Government Authority (in case of an entity).
- VAT Registration and Tax Clearance of FY2078/079.
- Experience and Qualification as mentioned in ToR

Evaluation Criteria

The following criteria are considered very important in the evaluation of this proposal.

Capability Criteria (Technical Proposal): 50

Criteria	Sub-Criteria	Weight
Capability	Understanding of the TOR and Proposed Methodology & Workplan	15
	Team composition and professional expertise Proposed team composition – Research Lead / Principal Investigator, research officer, enumerators etc. Team composition should include experts / practitioners on child rights and / or gender equality, online safety who should have rich understanding on international laws/instruments from child rights and protection lens. S/he should have extensive experience on conducting research and studies as well as advocacy on child protection agenda.	10
	Team Leader's experience of research, policy advocacy, on child rights and protection issues (with the thorough understanding of the international and national laws/policies related to child rights and protection)	15
	Presentation (for shortlisted bidder/s only)	10
Total	Resulting Weighted	100

Sustainability Criteria: 10%

Criteria	Sub-Criteria	% Weight
Sustainability	Proposal is clear on connecting the proposed actions towards sustaining it.	10

Criteria	Sub-Criteria	% Weight
	<ul style="list-style-type: none"> The bidder's workforce is staffed from the local community / region. Willingness to continue / follow up with policy advocacy / dialogues based on research findings / recommendations. Existing or past collaboration / partnership with key stakeholders. Existing policies / practices and sustainability strategy to contribute social and environmental / climate justice. 	

Remark

Bidders shall secure minimum of 25 marks out of 50 (combining capability and sustainability criteria) to be eligible for financial evaluation / review.

Commercial Criteria (Financial Proposal): 40%

Financial proposal will be scored in inverse proportionate basis.

How to apply for the services

Proposal Submission Guideline/Required Documents

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