

**Instruction and Template for
PROPOSAL Submission**
Consultancy Title: Conducting Social Audit
PR No. PR515594

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 submitted in designated email ID.
 - 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.
4. Only shortlisted bidder/s will be contacted by Save the Children at each stage of the selection process.
5. 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

- 1.1 Work experience.
- 1.2 Existing and current human resource and organization organogram.

2. Signatory and Proposed team information:

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

Please add rows as required.

3. Does proposed team leader have experience in conducting social audit in I/NGO context? If yes, please provide details below:

Date	Description	Organization	Remarks

Please add rows as required.

4. Does proposed team leader have experience in presenting research finding reports in mass audience? If yes, please provide details below:

S. No.	Description of the event	Date	Organization	Remarks
1				
2				
3				
4				
5				

Please add rows as required.

5. Please provide your understanding of ToR, proposed methodology and workplan to conduct this assignment.

.....
.....







.....

6. **Proposed Budget with clear breakdowns (specify the proposed cost is inclusive / exclusive of VAT)**
Please submit your financial proposal in separate 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?							
b)	We, the Bidder, hereby confirm we compliance with the following policies and requirements: <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">Terms & Conditions of Bidding</td> <td style="width: 50%; text-align: center;">  1. Terms & Conditions of Biddir </td> </tr> <tr> <td>Terms & Conditions of Purchase</td> <td style="text-align: center;">  Goods%20and%20S ervices%20Standard </td> </tr> <tr> <td>Supplier Sustainability Policy and the included mandatory policies</td> <td style="text-align: center;">Click Here to Access</td> </tr> </table>	Terms & Conditions of Bidding	 1. Terms & Conditions of Biddir	Terms & Conditions of Purchase	 Goods%20and%20S ervices%20Standard	Supplier Sustainability Policy and the included mandatory policies	Click Here to Access	
Terms & Conditions of Bidding	 1. Terms & Conditions of Biddir							
Terms & Conditions of Purchase	 Goods%20and%20S ervices%20Standard							
Supplier Sustainability Policy and the included mandatory policies	Click Here to Access							
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)	Have you attached a copy of VAT registration certificate?							
g)	Have you attached a copy of Tax Clearance certificate of Fiscal Year 2079/080?							
h)	Have you attached CVs of Proposed Consultant/s?							

i)	Do proposed team leader have advanced University Degree (Master) in international development, social sciences or a related discipline?	
j)	Do proposed team leader have prior experience of conducting qualitative research?	





Date: 3rd September 2024

Request for Proposal (RFP) Reference No: PR515594

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 goods/services: consultancy assignment entitled "Conducting Social Audit".

We include the following information for your review:

Policy	Policy / Document
Terms & Conditions of Bidding	 1. Terms & Conditions of Biddir
Terms & Conditions of Purchase	 Goods%20and%20S ervices%20Standard
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.proposals@savethechildren.org

The email subject should indicate "Proposal for Development of mini-web series on online safety".

Your proposal must be received at nepal.proposals@savethechildren.org not later than **15th September 2024** ("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	<i>2nd September 2024</i>
Last day for bidders to send clarification questions to Save the Children	<i>12th September 2024</i>
Last day for SCI to answer clarification questions to bidders	<i>13th September 2024</i>
Return of Proposals (Closing Date)	15th September 2024
Award Contract and "Go-Live" with Supplier	<i>1st October 2024</i>

Indicative information

Background

Save the Children is implementing its program through local Non-Government Organizations (NGOs) in Karnali and Madesh provinces and Save the Children's main working districts are Kalikot, Jumla, Jajarkot, Dailekh, Banke, Bardiya, Rukum Pacchim, Bara, Mahottari, Sarlahi and Saptari districts. To implement its program, Save the Children has its field offices in Surkhet and Bardibas. These field offices provide oversight and technical guidance to implement program smoothly. Save the Children is accountable towards its beneficiaries, children and government of Nepal. In this context, Save the Children is planning to carryout social audit in its program of Karnali and Madesh Provinces.

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
- Bidder's confirmation of compliance with the attached Conditions of proposal, Terms and Conditions of Purchase, Supplier Sustainability Policy and the included mandatory policies.
- Firm Registration as per prevailing act of Nepal Government.
- VAT Registration and Tax Clearance of FY 2079/080.
- Advanced University Degree (Master) in international development, social sciences or a related discipline.
- Prior experience of conducting qualitative research.

Evaluation Criteria

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

Capability Criteria: 50%

Criteria	Weight %	Sub-Criteria	% Weight
Capability	50	Experience in conducting social audit in I/NGO context.	10
		Experience in presenting research finding reports in mass audience.	10
		Proposal Methodology	15
		Interview / Presentation (<i>for shortlisted bidders only</i>)	15

Sustainability Criteria: 10%

Criteria	Weight %	Sub-Criteria	% Weight
Sustainability	10	Team composition includes marginalized and underrepresented groups. Experience working in Karnali and Madhesh Province	10

Remark	Bidders shall secure minimum of 25 marks out of 35 in capability to be eligible for financial evaluation / review and presentation / interview.
---------------	---

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

Proposal Submission Deadline – **15th September 2024.**

- Required Documents-

- Filled out Consultancy Proposal Form (enclosed with this RFP)
 - 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 2079/080.
 - Supporting documents / links as per the ToR and Consultancy Proposal Form.
- 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 ToREach 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.proposals@savethechildren.org

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

CONDUCTING SOCIAL AUDIT

PR515594

Terms of Reference (ToR)

Background on Save the Children

Save the Children (SC) is the world's leading independent children's rights organization with members in 33 countries and programs in more than 120 countries. SC fights for children's rights and delivers lasting improvements to children's lives in Nepal and around the world. SC has been working in Nepal since 1976 with a focus on programs such as Child Rights Governance, Child Protection, Education, Health and Nutrition, Child Poverty, HIV and AIDS, and Humanitarian preparedness and response.

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

SC is implementing its program through local Non-Government Organizations (NGOs) in Karnali and Madesh provinces and SC's main working districts are Kalikot, Jumla, Jajarkot, Dailekh, Banke, Bardiya, Rukum Pacchim, Bara, Mahottari, Sarlahi and Saptari districts. To implement its program SC has its field offices in Surkhet and Bardibas. These field offices provide oversight and technical guidance to implement program smoothly. SC is accountable towards its beneficiaries, children and government of Nepal. In this context, SC is planning to carryout social audit in its program of Karnali and Madesh Provinces.

Objective

The overall objective of the Social Audit (SA) is to assess the organization's programs/activities carried out in a particular timeframe and their social achievements/contribution including good governance process through consultation with local community, children and stakeholders. Specific objectives of SA are as follows:

- Assess organization's contribution on social development and impact through its programs/interventions.
- Examine the level of participation and engagement of community, children and stakeholders in project design, implementation, monitoring.

- Assess to what extent organization's interventions/programs were conducted in a transparent and participatory manner?
- Examine to what extent the accountability system, i.e. Feedback and Reporting Mechanism (FRM) effective in receiving feedback from beneficiaries?
- Assess to what extent the organization incorporated local government priorities in their projects/plans?
- Assess to what extent the project results brought positive changes in beneficiaries' lives?
- Recommends pragmatic solutions to address the identified gaps if any.

Location and official travel involved

The study will cover SC working districts from Karnali and Madesh provinces and representative working areas will be selected in consultation with SC team.

Services the Supplier will provide

Study Design

The proposed study is exploratory and qualitative in nature. Mostly, qualitative data will be collected to fulfill the study objectives. Both primary and, depending on the need, secondary sources will also be used.

Study Area and Population

Study Area

The study will cover SC working districts from Karnali and Madesh provinces and representative working areas will be selected in consultation with SC team.

Study Participants

Social audit is a participatory process, thus it should cover wide range of stakeholders to capture diverse perspectives. Mainly the following stakeholders and beneficiaries will be participated in the study as:

- Children both boys and girls
- Parents/caregivers
- Teachers
- School management committee members
- Youths
- ECCD facilitators
- Female Community Health Volunteers (FCHVs)
- Health workers
- Local government representatives

- Representative from PNGOs
- Federal and provincial level government agencies
- Representatives from CSOs at all levels
- Others stakeholders as appropriate

Review of Progress Reports/Documents

The Social Auditor shall review some of the progress reports and documents as a part of the secondary source of data collection. SC team will provide these documents/reports/publications that will be helpful to validate the findings from the field study during data collection process.

Sampling Techniques and Size

Due to the nature of the study, respondents will be selected purposively in consultation with SC program team. The consultant is expected to propose sampling strategy that will provide saturated information required for the study. The sampling strategy should be such that it is representative of SC working areas and also representative of different beneficiaries' groups and programs.

Data Collection Tools and Techniques

Focus Group Discussion (FGD) Guidelines, children consultation and In-depth Interview checklists/guidelines for Key Informant Interviews (KII) will be developed and used to collect information from study participants. Due to the qualitative nature of the study, participant/site observation technique will also be used to gather required information.

Short video clips of different beneficiaries' groups shall be documented/captured, which will be showing during social audit event.

Validity and Reliability of Data Collection Tools and Techniques

Pre-testing of checklist/guideline shall be done and necessary modification will be made in tools by incorporating feedbacks from pre-test. Due to nature of the study, study team leader and research assistant should be directly involved in data collection process.

Experience and skill set required

Essentials:

- *Advanced University Degree (Master) in international development, social sciences or a related discipline.*
- *Prior experience of conducting qualitative research.*

Preferred:

- *Demonstrated experience of conducting social audit in I/NGO context.*
- *An excellent command of the English languages – both written and oral.*

- Ability to produce quality work within deadline and under pressure.
- Strong facilitation skills and proven experience in dealing with mass audience.

Expected Deliverables

Social Auditor will be responsible for following deliverables:

- Data collection tools
 - FGD checklist/guidelines
 - KII checklist/guidelines
- Inception report
- Share findings in Social Audit (SA) event.
- Final report with feedback incorporated from Social Audit event

Timeline

Estimated Commencement Date: 3rd week of October 2024

Estimated End Date: End of February 2025

S. No	Activity	Oct		Nov				Dec				Jan			
		W 3	W 4												
1.	Preliminary discussion with consultant	W 3													
2.	Prepare data collection tools	W 3	W 4												
3	Data collection					W 3	W 4								
4	Data analysis and report writing							W 1	W 2	W 3					
5	Share draft report										W 4				
6	Incorporate feedback and finalize report											W 1			
7	Preparation for the SA event												W 2	W 3	
8	Facilitate SA event														W 4

Status updates/reporting

Study team leader should report on progress to RELAM Manager on weekly basis.

Acceptance

Inception report

Final report

Other important information

Prior to interviews, objective of the study will be shared with all study participants. 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 identifiers 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.

How to apply for the services

Proposal Submission Guideline/Required Documents

Proposal Submission Deadline – **15th September 2024.**

- Required Documents-
 - Filled out Consultancy Proposal Form (enclosed with this RFP)
 - 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 2079/080.
 - Supporting documents as per the ToR and Consultancy Proposal Form.

- 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 ToREach 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.proposals@savethechildren.org

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