

**Instruction and Template for  
PROPOSAL Submission**  
Consultancy Title: Visual Storytelling (Photography and Videography)  
PR No. PR504763

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):
  - 1<sup>st</sup> for CVs of Proposed Consultants listed in Section B, Part 2 below.
  - 2<sup>nd</sup> for technical proposal
  - 3<sup>rd</sup> for financial proposal

Each of the above envelopes should be sealed, and properly labelled respectively as “supporting documents,” “technical proposal” and “financial proposal.” 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*).

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 (NA in case of individual consultant)**
  - 1.1 Work experience.
  - 1.2 Existing and current human resource and organization organogram.

**2. Signatory and Proposed Consultants Information:**

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

3. Please provide at least 10 work samples related to social norm change and girl's advocacy produced by proposed consultant.

S. No.	Date	Description	Client Name	Link to Sample work (URL) / attachments
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				

*Please add rows as required.*

**4. Please state proposed consultant's experience working with Save the Children:**

Date	Assignment Details	Remarks

*Please add rows as required.*

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

.....  
 .....  
 .....  
 .....



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







S. No.	Description	Unit	Qty	Unit cost (In NPR)	Total Cost (In NPR)
1	Remuneration	Per day			
2	Travel cost (Including airfare, food, accommodation etc.)	Per travel	3		
<b>Total Amount</b>					

*Above proposed rates are inclusive of applicable taxes.*

**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" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">Terms &amp; Conditions of Bidding</td> <td style="width: 50%; text-align: center;">                       1. Terms &amp; Conditions of Bidir                 </td> </tr> <tr> <td>Terms &amp; Conditions of Purchase</td> <td style="text-align: center;">                       SC-C-01 Short Form Goods and Services                 </td> </tr> <tr> <td>Supplier Sustainability Policy and the included mandatory policies</td> <td style="text-align: center;"><a href="#">Click Here to Access</a></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	<a href="#">Click Here to Access</a>	
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Terms & Conditions of Purchase	 SC-C-01 Short Form Goods and Services							
Supplier Sustainability Policy and the included mandatory policies	<a href="#">Click Here to Access</a>							
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 PAN registration Certificate with this proposal?	
g)	Do you (proposed consultant) have at least two years of proven experience in developing visual assets?	



## Visual Storytelling (Photography and Videography)

PR504763

### 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

Save the Children is looking for a photographer/videographer to support visual storytelling efforts for the Super 30 Project in Karnali Province (Chhedagad, Chamuna Bindrasaini). The consultant is required to travel to these locations to capture action photos and short videos of selected few child champions and also gather photos and videos for the leadership camp to be held in Surkhet on 22<sup>nd</sup> and 23<sup>rd</sup> of August 2024.

The consultant is also responsible for editing and colour correcting the visual assets.

#### Location and official travel involved

Chhedagad and Chamunda Bindrasaini Municipalities in Karnali Province. The frequency of travel is expected to be 2 to 3 times.

#### Services the Supplier will provide

- A. Produce high quality action photos and short videos in the said locations.
- B. Editing and colour-correcting the visual assets.

#### Experience and skill set required

- At least two years of proven experience in developing visual assets.
- Prior work experience with Save the Children will be an asset.

- Understanding of Save the Children' safeguarding policies and procedures will an asset.
- Ability to work independently; open to feedback and delivering results on time.

#### Expected Deliverables

- At least 200 final photos.
- At least 8 short videos (less than 60 seconds each).

#### Timeline

Estimated Consultancy Commencement Date: 20<sup>th</sup> August 2024

Estimated Consultancy End Date: 30<sup>th</sup> October 2024.

#### Status updates/reporting

The consultant shall work in close coordination with Digital Media Coordinator at Save the Children Nepal Country Office.

#### Payment information :

The following payments will be made to the consultant using an agreed mode of payment.

- Upon submission of photos from the August: [ 50%]
- Upon completion of assignment: [50%]

The Fees should be inclusive of all costs, overheads and expenses, including travel, subsistence and accommodation.

#### Budget

The consultant shall propose cost covering the remuneration and travel. SCI will deduct tax as per the prevailing tax rules.

#### Proposal Evaluation and Scoring Criteria

S. N.	Category	Weightage in %	Sub category
A	Essential	-	<ul style="list-style-type: none"> <li>• Compliance SCI mandatory policies</li> <li>• Firm registration (not applicable to individual bidders)</li> <li>• PAN registration</li> <li>• At least two years of proven experience in developing visual assets.</li> </ul>
B	COMMERCIAL	40%	Overall Rate
C	CAPACIBILITY	60%	Previous work samples (20)
			Minimum 10 work samples related to social norm change and girl's advocacy.
			Professional Experience (10)
			Experience working with Save the Children (10)
			Work plan (10)
	<b>B+C</b>	<b>100%</b>	<b>Total Weightage</b>

## How to apply for the services

### **Proposal Submission Guideline/Required Documents**

- **Proposal Submission Deadline-14<sup>th</sup> August 2024.**
- Required Documents-
  - Filled out Consultancy Proposal Form (enclosed with this ToR)
  - CV(s) of the proposed consultant(s) with full date of birth in dd/mm/yyyy format.
  - For firms: Copies of- Firm registration certificate, VAT registration certificate, Latest tax clearance certificate. For firms that are tax exempted by the government, a copy of tax exemption certificate should be submitted.
  - For Individuals (Nepali): Copies of citizenship certificate and PAN/VAT registration certificate;
  - For Individuals (Foreign Nationals): Copies of passport and a valid visa/permit to work in Nepal.

If an individual is a full-time staff member of another organization, a no objection/consent letter signed by the organization head must be submitted along with the proposal. This is not applicable for proposals sent through a firm.

Proposals should be submitted via email to [eoiconsultant.nepal@savethechildren.org](mailto:eoiconsultant.nepal@savethechildren.org)