

**Instruction and Template for
PROPOSAL Submission**

Consultancy Title: Strategic Risk Communications and Community Engagement (RCCE)
Training for Health Journalist and RCCE Health Focal Points.
PR No. PR303950

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.

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 (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)	Gender	Designation proposed for this assignment	Academic Qualification	Is there any disability? If yes, please provide evidence in attachment to support your answer.

Add rows as required.

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

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.....
.....

4. Please provide your experience in facilitating, managing and organizing training on health promotion for government officials or health journalists in following table:

S. No.	Details of training	Date	Name of the agency the training is delivered.
1.			
2.			
3.			
4.			

Add rows as required.



5. Do you have experience of designing Information, Education, Communication (IEC) materials and training on health promotions? If yes, please provide details below:

S. No.	Description	Date completed	Attached sample of IEC materials designed
1.			
2.			
3.			
4.			

Add rows as required.

6. Do you have experience of working with the Ministry of Health and Population / National Health Education Information Communications Center (NHEICC)? If yes, please provide details below:

.....

7. Do you have experience working with health journalist or health networks? If yes, please provide details below:

.....

8. Does your proposed team leader have experience in designing and developing COVID-19 RCCE training, IEC materials and guidelines, focusing on HIV, TB, Malaria? If yes, please provide details and attach sample / link.

.....

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







Bidder shall submit 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? (not applicable to individual bidders)							
b)	<p>We, the Bidder, hereby confirm we compliance with the following policies and requirements:</p> <table border="1"> <tr> <td>Terms & Conditions of Bidding</td> <td>  1. Terms & Conditions of Bidder </td> </tr> <tr> <td>Terms & Conditions of Purchase</td> <td>  SC-C-01 Short Form Goods and Services A </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 Bidder	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	
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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							
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 copies of firm and VAT registration certificate?							
g)	Have you attached CVs of Proposed Consultant/s.							
h)	Have you met all the essential experience and skill sets as mentioned in ToR?							



Date: 4th June 2023

Request for Proposal (RFP) Reference No: PR303950

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 consultancy service entitled “Strategic Risk Communications and Community Engagement (RCCE) training for health journalist and RCCE health focal points”.

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 “Strategic RCCE training for health journalist and health focal points”.

Your proposal must be received at nepal.formalquotation@savethechildren.org not later than **15th June 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	4 th June 2023
Last day for bidders to send clarification questions to Save the Children	11 th June 2023
Last day for SCI to answer clarification questions to bidders	13 th June 2023
Return of Proposals (Closing Date)	15th June 2023
Award Contract and "Go-Live" with Supplier	5 th July 2023

Indicative information

Background

Under the Global Fund, C-19 project, Save the Children in Nepal, calls for experienced media house to design and implement a Risk Communications and Community Engagement (RCCE) training for health journalists in Kathmandu. The RCCE training will be designed utilizing existing COVID-19 RCCE guidelines from Ministry of Health and Population/National Health Education Information Communications Center (NHEICC), Save the Children Nepal. However, these existing guidelines will be tweaked to address the impact of COVID-19 in key populations, namely, people living with HIV, malaria, and TB.

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.
- The bidder has VAT Registration.
- The bidder has tax clearance of FY 2078/079
- Essential Experience and skill set 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, Proposed Methodology & Workplan	15
	Experience in facilitating, managing, and organizing training on health promotion for government officials or health journalists.	5
	Experience in designing Information, Education, Communication (IEC) materials and training on health promotions.	5
	Consultant or media organization has experience working with the Ministry of Health and Population / National Health Education Information Communications Center (NHEICC)	5
	Consultant or media organization has experience working with health journalist or health networks.	5
	Proposed team leader's experience in designing and developing COVID-19 RCCE training, IEC materials and guidelines, focusing on HIV, TB, Malaria.	5
	Presentation (for shortlisted bidder/s only)	10

Sustainability Criteria: 10

Criteria	Sub-Criteria	% Weight
Sustainability	Inclusive team composition (women/disability)	10

Remark	The bidder/s shall score 20 out of 50 combining capability & sustainability criteria to qualify for commercial & presentation criteria evaluation.
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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 June 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- company / firm registration as per the prevailing act of the country.
 - For individuals: A copy of passport.

- A proposal should have **four (4)** separate files:
 - 1st for essential documents
 - 2nd for technical proposal
 - 3rd for financial proposal
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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, bidder **must not** cc / bcc / forward proposals to any other email addresses).

Terms of Reference (ToR)

Strategic Risk Communications and Community Engagement (RCCE) Training for Health Journalist and RCCE Health Focal Points.

PR303950

Background on Save the Children:

Save the Children is the leading global independent organization 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.

Objective: Under the Global Fund, C-19 project, Save the Children in Nepal, calls for experienced media house to design and implement a Risk Communications and Community Engagement (RCCE) training for health journalists in Kathmandu. The RCCE training will be designed utilizing existing COVID-19 RCCE guidelines from Ministry of Health and Population/National Health Education Information Communications Center (NHEICC), Save the Children Nepal. However, these existing guidelines will be tweaked to address the impact of COVID-19 in key populations, namely, people living with HIV, malaria, and TB.

Location and official travel involved:

Not Applicable

Experience and skill set required:

Essentials:

- Experience in facilitating, managing and organizing training on health promotion for government officials or health journalists.
- Prior experience in designing Information, Education, Communication (IEC) materials and training on health promotions.

Preferred:

- The consultant or media organization should have a proven track record of working with the Ministry of Health and Population and the National Health Education Information Communications Center (NHEICC).

- The consultant or media organization should demonstrate prior experience working with health journalist or health networks.
- Proposed consultants (key personnel) for this assignment should demonstrate knowledge and capacity to design and develop COVID-19 RCCE training, IEC materials and guidelines, focusing on HIV, TB, Malaria. Along with prior experience developing and facilitating media trainings.

Expected Deliverables:

- Review existing COVID-19 Risk Communications and Community Engagement (RCCE) guidelines and contextualize it to incorporate the impact of COVID-19 in key populations, namely, people living with HIV, malaria, and TB.
- Develop a brief RCCE guideline focusing on COVID-19 and its impact in key populations.
- Design a residential 2-day training for 20 health journalists from national and local media in Kathmandu. Health journalists from Kathmandu will be invited in the workshop, along with 10 provincial level RCCE focal point, as recommended by MoHP/NHEICC.
- Ensure strategic presence of key officials engaged in RCCE manual development and action from MoHP/NHEICC.
- Develop a comprehensive training report with recommendations.

Duration: The consultant or organization is expected to complete the deliverables within 3 months from the start of the contract.

Deliverable number	Deliverable title	Submit to
1	Brief RCCE guideline focusing on COVID-19 and its impact in key populations. Note: RCCE guidelines needs to be approved by MoHP/NHIECC and relevant government ministries	ACCM Director/Project Manager - C-19 RM
2	Submit plans for a 2-day residential training for 20 health journalists and health officials nominated by NHEICC	ACCM Director/Project Manager - C-19 RM
3	Submission of comprehensive training report	ACCM Director/Project Manager - C-19 RM

Status updates/reporting:

The consultant or media organization will report to the Director of Advocacy, Campaigns, Communications and Media (ACCM), Project Manager of C-19 RM project, and work in close coordination with NHEICC, and existing and Health Journalist Networks.

How to apply for the services

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