

Request for Proposal (RFP) Reference No: PR (PR490553)

Terms of Reference (ToR)

Terms of Reference for hiring Consultant for the endline assessment on “The Impact of School Menstrual Hygiene Management (MHM) Program to Promote Girls’ Participation, Stress Management and Self-Efficacy in Nepal”

SHORT TITLE: Nepal MENSES Endline Assessment

1. EVALUATION SUMMARY

Type of evaluation	Endline Assessment
Name of the project	The Effects of School Menstrual Hygiene Management (MHM) Program on Girls’ Participation, Self-Efficacy and Stress in Nepal”
Project Start and End dates	July 2024 to December 2024
Project duration	6 months
Project locations:	Mahottari and Sarlahi
Thematic areas	Health and Nutrition
Sub themes	School Health and Nutrition
Donor	Sponsorship
Estimated beneficiaries	Data collection of 303 respondents (girls) each in intervention and control group (Total 606 participants)
Overall objective of the project	<p>The major objective of this study is to measure the impact of school MHM program on girls’ participation, self-efficacy and stress and academic achievement. More specifically, the study aims to</p> <ul style="list-style-type: none">• Measure the effect of School MHM program in girls’ participation in school activities, enhance self-efficacy among girls and reduce stress.• Assess the impact of School MHM program on academic achievement of girls.

2. INTRODUCTION

The concept of menstrual hygiene management (MHM) is only just over a decade old; many development practitioners know little about the issue, its impact on the human rights of girls and women, or why it is so critical to supporting a girl's education. With increased attention on girls' education from the global development community, retention and grade promotion for girls has improved in many countries. There is a body of growing formative research across Asia, Sub-Saharan Africa and Latin America aiming to understand the experiences girls have managing the menstrual cycle in schools. In many low-resource countries, menstruation is not well understood by girls, and in many cultures, it is often stigmatized as a dirty or shameful bodily function (Keith, 2016). Girls report experiencing feelings of stress, fear and shame during their menstrual cycle and often resort to behavioural alterations to cope with a lack of social, informational and tangible resources, ranging from a lack of puberty education to sanitation facilities, to family support (Bantebya et al., 2013).

Though MHM research is growing, there is a dearth of empirical evidence to quantify the extent of girls' challenges, examine causal relationships, or measure the effectiveness of program strategies to address MHM in schools (Sommer et al., 2016). There is a global need to build evidence that allows development practitioners to advocate for the integration of MHM within health and education programming. Though many non-governmental organizations (NGOs) have begun to address MHM in their programs, the results and impacts have not been well measured. The few examples of MHM program evaluation have relied on outcome measures such as absenteeism (Hennegan & Montgomery, 2016), an outcome that may not provide a comprehensive picture of the other issues girls face related to their menstrual periods. Formative research across several countries suggests that poor menstrual hygiene and puberty education impacts the mental and social health of girls, as well as their participation and concentration in class (Sommer et al., 2014).

Poor management of menstruation is the global public health problem, and especially in low and middle-income countries. The major challenges associated with effective menstrual hygiene management (MHM) are lack of access to clean, effective absorbents; inadequate facilities to change, clean and dispose of absorbents; lack of access to soap and water; and lack of privacy. Additionally, inadequate social support and socio-cultural taboos lead to psychological consequences of menstruation including shame, fear, anxiety and distraction which affect girl's ability to thrive and succeed within the school environment.¹

3. BACKGROUND AND CONTEXT

Adolescent girls in Nepal face many sexual and reproductive health problems and challenges, amidst gender disparity and other discriminatory social norms in Nepali society. Child marriage is legally prohibited, yet one in four girls is married before the age of 19. The median age at first marriage is 18.3 years among women. The adolescent fertility rate is 71 per 1,000 women aged 15-19 years with wider differences in urban and rural settings (64% in urban and 86% in rural).² During menstruation, a majority of girls (89%) also experienced some form of restrictions or exclusion. One extreme form of menstrual seclusion practice is called Chhaupadi, a common social tradition in the far and mid-western hills and mountains that requires menstruating women to leave home and live in a chhau goth (cowshed or hut). Menstrual restrictions and

¹ Menstrual Hygiene management and school absenteeism among adolescent girls in Uganda: A feasibility study

² NDHS 2022

traditional beliefs vary by ethnicity; for example, Hindu ethnic groups such as Brahmin, Chhetri, and Newar, have more restrictions than Janajatis (ethnic Nepalis).

There exists limited research on menstrual health and hygiene in Nepal, even though studies confirm that adolescent girls lack consistent access to education on sexual and reproductive health and menstrual health. With inadequate education, they lack even a basic understanding of the biological process of menstruation, such as knowing that the menstrual blood flows from the vagina. Poor sanitation facilities and unavailability of water supply has exacerbated poor menstrual hygiene among adolescent girls. Only 28% of public schools in Nepal have separate facilities with toilets for girls. In 2011, 38% of households did not have a toilet while in 2015, only 46% of the population in Nepal had access to improved sanitation facilities.

Medium-Term Outcome:

Increased girls' participation in schools during menstruation period

Outcome Indicators:

1. Increased knowledge and skills on menstrual hygiene management
2. Increased confidence and efficacy among school girls aged 11-15

Short-Term Outcome:

Increased attendance of school girls during menstruation

4. SCOPE OF STUDY

4.1 Purpose, Objectives and Scope

The purpose of this assessment is to assess the progress against the baseline regarding the girl's knowledge and practices on menstrual hygiene management and their participation in schools during menstruation. Their confidence taking part in discussion in the classes while in periods. The endline assessment will compare the situation of girls in public schools against the baseline estimation after implementation of the appropriate interventions. It will build upon the baseline assessment.

The objectives of endline assessment is

- To capture the endline value on different indicators on girls' efficacy and participation during menstruation period after the implementation of MHM interventions in schools.
- To capture the change in knowledge and practices among girls for menstrual hygiene management.
- To assess the effect of the available services/interventions (gender friendly toilets, running water, MHM facility etc) on girl's experience in schools during menstruation.

The study team will work in close consultation with the SC Technical Manager-Health and Nutrition and MEAL team at CO/FO after the commencement of the assignment.

4.2 Intended Audience and Use of the Study

Primary stakeholders of the study are the respondents of the study - **school girls studying in grade 6 to grade 8 in secondary level schools.**

Stakeholder	Further information
Project donor	Sponsorship

Primary implementing organisation	Save the Children
Implementing partners	CDAFN, RUWA, RRPK, RYC
Government stakeholders	Local Government, Schools
Community groups	Child clubs
Beneficiaries	Adolescent girls involved in the program/project/s and the study
International development/humanitarian research community	NA

4.3 Key Study Questions

- Did the program/project achieve its intended outcomes?
- Are there any differences in outcomes achieved by different groups?
- What was the effect of the intervention on the outcome for the beneficiary population?
- Did/does the intervention have an impact on inequality or marginalization?

5. STUDY METHODOLOGY

5.1 Study Design

The study is a quasi-experimental study to be conducted in Mahottari and Sarlahi districts of Nepal. Mahottari and Sarlahi are purposively selected as they are the program districts for Sponsorship project of Save the Children. Interventions and Control areas are already identified. Same schools where the baseline was conducted will be used and respondents will be randomly selected for interviews.

5.2 Sampling

The sample size will be calculated using STATA based on the following values:

P1= 32%= percentage of girls who never write on board in school with WASH facilities

P2= 43%= percentage of girls who never write on board in school without WASH facilities

Significance level (α) =5%

Power of test (β) =80%

Delta= 0.11 (difference between experimental and non-experimental groups.

Where $f(\alpha, \beta) = 7.85$ for 80% power respectively with 5% significance.

Significance (risk of type I error) is almost always set at 5%.

The calculated required sample for the study will be 606 (303 in the intervention and 303 in the control group).

Girls of grade 6-8 (11-15 years of age) is the study population. Girls who already started their menstruation will go through the complete tools and questions. However, Girls who had not started their menstruation cycle yet will go through the knowledge section only.

School attendance sheet will be used as the sampling frame for the study. A list of students eligible for study will be prepared for selecting the sample from the study population. Proportionate systematic sampling will be employed from all interventional schools and

comparison schools to enroll in the study. All girls will be asked the introductory demographics questions, questions about menstrual and puberty related knowledge and whether they have reached menarche. Only girls that respond positively about reaching menarche and experiencing menstruation at school will answer the menstrual related school participation, self-efficacy and stress questions.

5.3 Data Sources and Data Collection Methods / Tools

Data will be collected using pre-tested standard MRSSS (Menstrual Hygiene Related Self Participation, Self-efficacy and Stress) tools which are adopted in context of Nepal. One to one face to face interview will be conducted with all the respondents in confidential place in school with consent from the students and their parents/local guardian.

All quantitative information will be collected digitally using KOBO. The data collected should be uploaded at least twice in a day to ensure data and quality checks can be done in real time. All data gathered in a particular day should not remain to be uploaded in the following day.

Experience and skill set required

Essential:

- *The proposed Resource Person (team leader & technical expert) must have at least **master's degree** (PhD preferred) in health/public health or similar discipline.*
- *The proposed team composition should include team leader with experience of at least 5 years in leading quantitative research/study.*
- *The proposed team must have data analyst with at least Masters' in Biostatistics or similar disciplines with 3-5 years of experience in quantitative data analysis.*

Followings are the minimum requirements for data enumerators:

- *At least Intermediate (Bachelor's preferred) with Health Background, Bachelor's preferred*
- *Female candidate*
- *Prior experience in data collection*
- *Enumerators are from same district or from Madhesh province and familiar with local languages especially for Mahottari and Sarlahi district.*
- *Familiar with digital data collection technique (preferred)*

Likewise, following will be the minimum requirement for data supervisor

- *At least Bachelor's in public health or health related background*
- *More than two years of experience in health-related study/research*
- *Familiar with digital data collection technique mainly Kobo.*
- *Familiar with local languages*

5.4 Ethical Considerations

Principle of ethics i.e. voluntarism, informed participation, confidentiality, minimization of risk and maximizing benefits will be ensured throughout the study. Ethical approval has been obtained from Nepal Health Research Council and SCUS Ethical Review Board.

Consent Process

- 1.1 Parents will be sent a written consent form with children one week prior to the data collection and asked to provide consent for their children to participate in the survey with a tick. If they refuse to give consent, their children will not be involved in the study. Additionally, girls will be asked for oral assent before participating in the interview. If the

child does not wish to participate in the interview process they will not be required to partake. If, at any point, the child does not wish to continue with the interview they will be able to walk away with no consequence and another child will be recruited in their place.

- I.2 Oral assent will be administered for students. Enumerators will take the time to verbally explain the research project and emphasis will be placed on the student's right to decline to answer questions and to withdraw at any time.

Provisions to Protect the Privacy Interests of Participants:

- I. *Interviews will be held in locations that are private and 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. As noted previously, only members of the research team will have access to the data collected for analysis.*
- II. *The written consents will have only the first name of those participating in the surveys. We will also keep a list of participant names corresponding to a participant identifying code, in order 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.*
- III. *We will have a sheet where we will write down the names of the participants and next to the names we will confirm that the parental consent was obtained. The sheet and consent forms will be bound together and kept as long as they are needed for IRB purposes. They will not be shared outside of the research/program team. The sheets and consents will be destroyed once no longer needed in order to further protect confidentiality.*
- IV. *Students will always be given the opportunity to decline participation in the study and they will not be required to continue with the interview or discussion if they begin feeling uncomfortable at any point throughout the process.*

It is expected that this study will be:

- **Child participatory.** Where appropriate and safe, children should be supported to participate in the evaluation process beyond simply being respondents. 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.

- Confidentiality and data protection - measures will be put in place to protect the identity of all participants and any other information that may put them or others at risk.³
- 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.
- Informed consent will be used where possible.

The study team will be required to obtain approval from a Human Research Ethics Committee. Save the Children will provide assistance with this process.

6. EXPECTED DELIVERABLES

- A. Pre-assignment meeting with SCI team to assess the enumerators and data supervisors. Enumerators and data supervisors will be confirmed only after this assessment process.
- B. Inception report that reflects the refined version of the methodology, tools and work plan. This workplan needs to be finalized in close consultation with field team, at least with Technical Manager- Health and Nutrition and MEAL.
- C. A copy of the raw and clean data collected during the study.
- D. Data management and analysis (coding, transcriptions, data cleaning, integration and analysis)
- E. Mid-assignment meeting with SCI team.
- F. Preliminary findings sharing
- G. Draft report
- H. The final report and ppt 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
- I. A two-pager summary

The study team lead and Technical Manager-Health & Nutrition, SC will agree on final milestones and deadlines at the inception phase.

³ If any Consultancy Service Provider, Freelancer or Contingent worker will have direct contact with children and/or vulnerable adults and/or beneficiaries and/or have access to any sensitive data on safeguarding and/or children and/or beneficiaries, it is the responsibility of the person receiving the consulting service to contact the local HR team and child safeguarding focal point to ensure vetting checks and onboarding are conducted in line with statutory requirements, local policies and best practices guidance.

*All reports are to use the Save the Children [Final Study Report template](#). Please also refer to Save the Children technical writing guide.

All documents are to be produced in MS Word format and provided electronically by email to the SC Evaluation Project Manager. Copies of all PowerPoint presentations used to facilitate briefings for the project should also be provided to Save the Children in editable digital format.

7. LOCATION AND OFFICIAL TRAVEL INVOLVED:

Resource persons are required to travel for the training conduction, dissemination workshop as well as for the support visits to enumerators at municipalities across two sponsorship program districts (**Mahottari:** Pipara, Gaushala & Loharpatti Municipality, **Sarlahi:** Hariपुर, Balara & Kaudena Municipality).

8. REPORTING AND GOVERNANCE

The supervisor and enumerators will collect information from schools in KOBO or other stipulated tool and hand over to SCI.

- *Verbal reporting each week to the MEAL and/or Technical Manager-health and nutrition by outlining progress made over the past week.*
- Data upload on regular basis after information collection from enumerators.

9. STUDY MANAGEMENT

Study tentative timeline with key deliverables is given below. The final timeline and deliverables will be agreed upon the inception phase.

What	Who is responsible	By when	Who else is involved
Study Eol for consultancy submissions due	Project Manager/Supply chain department	31 July 2024	Technical Manager /MEAL team
Tender review and selection of consultant	SC tender interview panel to select consultant	1 st week August 2024	Technical Advisor/Manager /MEAL team
Kick off meeting with the consulting firm/consultant	Project Manager/Supply chain department	1 st week August 2024	Technical Manager /MEAL team
Inception report	Consulting firm	1 st week August 2024	
Protocol and tools finalization	Consulting firm	2 nd week August 2024	Technical Manager /MEAL team

Ethics submission	Consulting firm	2 nd week August 2024	
Training to field supervisor and enumerators	SCI team	1 st week Sep 2024	Technical Advisor/Manager /MEAL team
Data collection	Study team	3 rd and 4 th Week of Sep	District Team
Data submission	Study team	Daily basis via KoBo	Technical Manager/ MEAL
Data quality check – 5 % sample need to be checked by field supervisor	Supervisor/SCI team	During data collection	Technical Manager/ MEAL
Data management and analysis (coding, transcriptions, data cleaning, integration and analysis)	Consulting firm	2 nd Week of Oct	MEAL team
Draft report (V1) submission	Consulting firm	3 rd Week of Oct	
Review of report based on the inputs	Consulting firm	By 1 st week of Nov	SC MEAL team
Final Report, ppt and 2- pager brief	Consulting firm	3 rd week of Nov	
Contract End & Final Payment Release	Save the Children	30 th Nov	Supply chain/Finance

Understanding of Requirements and Experience

To be considered, the study team members together must have demonstrated skills, expertise and experience in:

- Designing and conducting endline evaluations using quasi-experimental design.
- Leading socio-economic research, evaluations or consultancy work in Nepal that is sensitive to the local context and culture, particularly child rights, gender equality, ethnicity, religion and minority groups.
- Conducting ethical and inclusive studies involving children and child participatory techniques
- Conducting ethical and inclusive studies involving marginalised, deprived and/or vulnerable groups in culturally appropriate and sensitive ways.
- Managing and coordinating a range of government, non-government, community groups and stakeholders
- Sound knowledge, extensive experience, and proven skills in carrying out assessment and surveys focusing on health and nutrition.
- Strong written and verbal skills in communicating technical and/ or complex findings to non-specialist audiences (especially report writing and presentation skills)

- A track record of open, collaborative working with clients
- The team has the ability to commit to the terms of the project and have adequate and available skilled resources to dedicate to this study over the period.
- Team consists of diverse group of people with relevant experience in quantitative studies/research on health and nutrition.

Interested consultants will be required to submit an Expression of Interest in line with the provided template, which should demonstrate adherence to the following requirements.

Financial Proposal

Save the Children seeks value for money in its work. This does not necessarily mean "lowest cost", but quality of the service and reasonableness of the proposed costs. Proposals shall include personnel allocation (role / number of days / daily rates / taxes), as well as any other applicable costs.

10. HOW TO APPLY

Proposal Submission Guideline/Required Documents

Proposal Submission Deadline – **31st July 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, tax clearance certificate of FY 2079/080.
 - Experience letter of organisation mentioning quantitative study linked with menstrual hygiene and management.
 - For Individuals (Nepali): Copies of citizenship certificate, VAT registration certificate, tax clearance certificate of FY 2079/080.
 - The organization should submit the detail required costs for costs incurred to deliver the deliverables: consultants' remuneration, including travel to and from study sites, accommodation in field and including internal travels.
 - Previous study reports of similar areas (at least two).

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.

- 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"

All submissions need to be sent via email at procurementfo.nepal@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).

Save the Children reserves the right to award none, partial or the entire bids to one or more bidders.

Thank you for your interest and participation



Date: 23rd July 2024

Request for Proposal (RFP) Reference No: PR490553

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 “**Nepal MENSES Endline Assessment**”.

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 procurementefo.nepal@savethechildren.org

The email subject should indicate “Proposal for Nepal MENSES Endline Assessment”.

Your proposal must be received at procurementefo.nepal@savethechildren.org not later than **31st July 2024**. 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. Jitendra Jayswal (Contact Person) in writing at the following address: jitendra.jayswal@savethechildren.org

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

Sincerely,

Jitendra Jayswal

Procurement Officer- (Buying and Invoicing -General)

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	23 rd July 2024
Return of Proposals	31 st July 2024
Award Contract and "Go-Live" with Supplier	1 st Week of Aug 2024

Indicative information

Background

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 Education, Health and Child Poverty, Child protection and community mobilization are implemented as cross cutting themes.

Adolescent girls in Nepal face many sexual and reproductive health problems and challenges, amidst gender disparity and other discriminatory social norms in Nepali society. Child marriage is legally prohibited, yet one in four girls is married before the age of 19. The median age at first marriage is 18.3 years among women. The adolescent fertility rate is 71 per 1,000 women aged 15-19 years with wider differences in urban and rural settings (64% in urban and 86% in rural).¹ During menstruation, a majority of girls (89%) also experienced some form of restrictions or exclusion. One extreme form of menstrual seclusion practice is called Chhaupadi, a common social tradition in the far and mid-western hills and mountains that requires menstruating women to leave home and live in a chhau goth (cowshed or hut). Menstrual restrictions and

¹ NDHS 2022

traditional beliefs vary by ethnicity; for example, Hindu ethnic groups such as Brahmin, Chhetri, and Newar, have more restrictions than Janajatis (ethnic Nepalis).

There exists limited research on menstrual health and hygiene in Nepal, even though studies confirm that adolescent girls lack consistent access to education on sexual and reproductive health and menstrual health. With inadequate education, they lack even a basic understanding of the biological process of menstruation, such as knowing that the menstrual blood flows from the vagina. Poor sanitation facilities and unavailability of water supply has exacerbated poor menstrual hygiene among adolescent girls. Only 28% of public schools in Nepal have separate facilities with toilets for girls. In 2011, 38% of households did not have a toilet while in 2015, only 46% of the population in Nepal had access to improved sanitation facilities.

Medium-Term Outcome:

Increased girls' participation in schools during menstruation period

Outcome Indicators:

1. Increased knowledge and skills on menstrual hygiene management

Increased confidence and efficacy among schoolgirls aged 11-15

Short-Term Outcome:

Increased attendance of schoolgirls during menstruation

Award criteria

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

ESSENTIAL CRITERIA (Exclusion if not met)

- Agree to comply with our mandatory policies.
- Tax Clearance FY 079/080.
- Not a prohibited party under applicable sanctions laws.
- Bid submission within the due date.
- VAT Registration, Firm registration.
- The proposed Resource Person (team leader & technical expert) must have at least master's degree (PhD preferred) in health/public health or similar discipline.
- The proposed team composition should include team leader with experience of at least 5 years in leading quantitative research/study.
- The proposed team must have data analyst with at least Masters in Biostatistics or similar disciplines with 3-5 years of experience in quantitative data analysis.

Followings are the minimum requirements for data enumerators:

- At least Intermediate (Bachelor's preferred) with Health Background, Bachelor's preferred
- Female candidate
- Prior experience in data collection
- Enumerators are from same district or from Madhesh province and familiar with local languages especially for Mahottari and Sarlahi district.
- Familiar with digital data collection technique (preferred)

Likewise, following will be the minimum requirement for data supervisor

- At least Bachelor's in public health or health related background
- More than two years of experience in health-related study/research
- Familiar with digital data collection technique mainly Kobo.
- Familiar with local languages

Evaluation Criteria

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

Capability Criteria: 50%

Criteria	Weightage	Sub-Criteria
CAPABILITY	50%	Relevant Experience of organization (Experience in conducting similar surveys) Organization background (experience of similar work in quantitative studies/research on health and nutrition (relevant sample of previous studies to be submitted)
		Relevant past work samples written by team leader (Should submit 2 sample reports written by team leader)
		Academic qualification of Proposed Team Leader
		Experience and academic qualification of Proposed DATA ANALYST
		Understanding of ToR, Proposal Methodology & Workplan
		Quality Assurance Mechanism, Monitoring & Supervision plan
		Presentation/ Interview Session for short listed bidders only

Sustainability Criteria: 10%

Criteria	Weightage	Sub-Criteria
Sustainability	10%	- Alignment of organization/firm's values and ethos to Save the Children/Strong commitment and conscious efforts to child rights and safeguarding.
		- Engagement/Experience working in Madhesh province

Remarks	Bidders shall secure minimum of 21 marks out of 40 in capability to be eligible for financial evaluation / review and presentation / interview.
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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 – **31st July 2024.**

- Required Documents-
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 - 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, tax clearance certificate of FY 2079/080.
 - Experience letter of organisation mentioning quantitative study linked with menstrual hygiene and management.
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- 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 procurementfo.nepal@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).

**Instruction and Template for
PROPOSAL Submission
Nepal MENSES Endline Assessment
PR No. PR490553**

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 15-minute 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 :
 Address :
 District/State :
 Country :
 Phone Number : (Landline) (Mobile)
 E-mail :

III. Major topics and sub-topics for proposal development

1. Organization Background (NA in case of individual consultant)

Brief Organizational background and work experience of similar works/ studies

2. List out the experience in similar type of studies as mentioned in TOR (attached).

S,No	Name of assignments/ study undertaken	Client Name	Assignment Start Date (MM/YYYY)	Assignment Completed Date (MM/YYYY)

Note: Please add rows as applicable!

3. Signatory and proposed facilitators/consultants Information (Team Composition):

SN	Full Name (Avoid abbreviations) with title.	Date of birth (dd/mm/yyyy AD)	Role for this assignment (the below roles are examples; pleas fill in as appropriate)	Academic Qualification	Expertise
			Team Leader		
			Facilitator		
			Co-Facilitator		



SN	Full Name (Avoid abbreviations) with title.	Date of birth (dd/mm/yyyy AD)	Role for this assignment (the below roles are examples; pleas fill in as appropriate)	Academic Qualification	Expertise

Please attach CVs of the proposed team members.

4. Please provide your understanding of ToR and proposed methodology / approach including quality assurance mechanism, monitoring, and supervision plan and workplan to conduct this assignment.

a. Understanding of TOR:

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

b. Proposed Methodology including quality assurance mechanism and monitoring and supervision plan:

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

5. Has the proposed team leader developed report on relevant areas as indicated in the ToR? If yes, please provide at least two sample reports.

.....
.....

6. Team members' Maithili language Proficiency. (please tick)

S.No	Name of Team member	Maithili Language Proficiency (Speaking and Understanding). Please tick the appropriate box.		
		Mother tongue	Working proficiency	Fair
1				
2				
3				
4				
5				

7. Proposed Budget with clear breakdowns (specify the proposed cost is inclusive of VAT). PLEASE NOTE THAT THE PROPOSED COST SHOULD BE INCLUSIVE OF APPLICABLE GOVERNMENT TAXES, OVERHEADS, TRAVELS, ACCOMMODATIONS (AS APPLICABLE).

S.no	Expenditure Head	Budget (NPR)	REMARKS
1			

2			
3			
4			
5			
6			
7			
8			
9			







Note: Please add row(s) as required.



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)	The proposed Resource Person (team leader & technical expert) must have at least master's degree (PhD preferred) in health/public health or similar discipline.							
b)	The proposed team composition should include team leader with experience of at least 5 years in leading quantitative research/study.							
c)	The proposed team must have data analyst with at least Masters' in Biostatistics or similar disciplines with 3-5 years of experience in quantitative data analysis.							
d)	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)							
e)	<p>We, the Bidder, hereby confirm we compliance with the following policies and requirements:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%;">Terms & Conditions of Bidding</td> <td style="text-align: center;">  1. Terms & Conditions of Biddii </td> </tr> <tr> <td>Terms & Conditions of Purchase</td> <td style="text-align: center;">  Goods and Services Short Form FWA (EN). </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 Biddii	Terms & Conditions of Purchase	 Goods and Services Short Form FWA (EN).	Supplier Sustainability Policy and the included mandatory policies	Click Here to Access	
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Terms & Conditions of Purchase	 Goods and Services Short Form FWA (EN).							
Supplier Sustainability Policy and the included mandatory policies	Click Here to Access							
f)	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?							
g)	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?							
h)	Do you confirm that you are not a prohibited party or on any forms of government blacklisting?							
i)	Bidder confirms and agrees that the information provided are true and any deviation from the provided information would result into automatic disqualification.							
j)	ELIGIBILITY DECLARATION: Bidder declares that s/he is not ineligible to participate in the procurement proceedings; has no conflict of interest in the proposed procurement proceedings and has not been punished for a profession or business-related offense.							
k)	Have you attached a copy of VAT registration certificate and tax clearance certificate for FY2079/080?							