

**Instruction and Template for
PROPOSAL Submission**
Consultancy Title: "Study on Sexual Reproductive Health Rights (SRHR) and Abortion
among Adolescents"
PR No. PR330871

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**):
 - 1st for CVs of Proposed Consultants listed in Section B, Part 2 below.
 - 2nd for technical proposal
 - 3rd 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 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)	Designation	Academic Qualification

2. Please provide team leader’s experience in mixed method research related to Adolescent Sexual Reproductive Health Rights (ASRHR). Please list the related research assignments.

Date		Description	Organization	Remark
From	To			

Please add more rows as per required

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

.....







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



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" data-bbox="359 896 1082 1249"> <tr> <td>Terms & Conditions of Bidding</td> <td> 1. Terms & Conditions of Biddir</td> </tr> <tr> <td>Terms & Conditions of Purchase</td> <td> SC-C-01 Short Form Goods and Services</td> </tr> <tr> <td>Supplier Sustainability Policy and the included mandatory policies</td> <td>Click Here to Access</td> </tr> </table>	Terms & Conditions of Bidding	 1. Terms & Conditions of Biddir	Terms & Conditions of Purchase	 SC-C-01 Short Form Goods and Services	Supplier Sustainability Policy and the included mandatory policies	Click Here to Access	
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Terms & Conditions of Purchase	 SC-C-01 Short Form Goods and Services							
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 document?							
g)	Have you attached a copy of Tax Clearance certificate of FY 2078/079?							
a)	Does your proposed team leader have master's degree in public health, social sciences or a related discipline?							
b)	Does your proposed team leader have experience in qualitative and quantitative studies in Health?							

Study on Sexual Reproductive Health Rights (SRHR) and Abortion among Adolescents

PR330871

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

In Nepal, adolescents (aged 10 to 19 years) constitute approximately six million (19.7%)ⁱ of the country's total population. These population groups continue to experience health risk resulting from multiple factors, including teenage pregnancy, unplanned pregnancy, unsafe abortion, sexually transmitted infections (STIs) including HIV, and unmet needs for family planning ii. Despite the legal age of marriage in Nepal being 20 for both sexes, the average age for marriage for girls is 18.3 years and 27% of the adolescents aged 15-19 years are already married. The contraceptive prevalence rate for modern methods is 43% overall, but only 28% among married adolescents leading to a high rate of early pregnancy, around 17% of married adolescents girls aged 15-19 years are already mothers (either pregnant or already had their first child)iii. Despite the legalization of abortion and improvements in access to safe services, of the estimated 323,200 abortions that were carried out in Nepal in 2014, 58% were performed by unapproved providers or at uncertified facilitiesiv and only 38% of adolescent's girls are aware of the legality of abortion servicesv.

Sexual and reproductive health service is essential for adolescents. They often experience barriers such as harmful gender and social norms, lack of adolescent's friendly health services, long-distance to health care facilities, negative provider attitudes, inadequate stock of preferred contraceptives and lack of comprehensive SRHR information.

Although abortion has been legal under broad criteria in Nepal since 2002, a significant proportion of women continue to obtain illegal, unsafe abortions, and no national estimates exist of the incidence of safe and unsafe abortions. There have not been many studies that assesses knowledge and access to abortion services among adolescents in Nepal, particularly in Karnali Province. Abortion related data was collected from a nationally representative sample in 2014 and newer estimates are yet to be published. UNFPA had done a study in Karnali province for their own program. However, the study has covered only few Municipalities of Karnali from Dailekh and Surkhet district and study sites were purposefully selected to represent UNFPA program areas, hence may not reflect the context of entire Karnali province. As a result, there remains evidence gaps.

Understanding the abortion and SRHR needs, barriers and enablers is essential for enabling equitable access to services and appropriate policies that ensure implementation of programmes, so that vulnerable and underserved populations are not left behind. Therefore, this study attempts to assess the in-depth account of needs, barriers, and enablers in access to and utilization of abortion and sexual and reproductive health services among adolescents in Karnali Province, Nepal. The findings of the study will suggest appropriate programs and policies to reduce rates of unintended pregnancy and unsafe abortion, increase access to high-quality contraceptive care and expand safe abortion services in Nepal.

Objective

The purpose of the study is to assess the key barriers and enablers faced by married and unmarried adolescents in accessing abortion and sexual and reproductive health services, in the upcoming Norad Programme area. The findings of this study will help to identify the major challenges and gaps in the SRHR information and services, including abortion, with a focus on adolescents. This will then guide the SCI Nepal team to design appropriate program strategies in upcoming new Norad programme phase 2024-2028. In particular this will relate to the Child Protection outcome and providing referrals to safe abortion as part of case management. As well as the Education outcome by informing content for comprehensive sexuality education (if included in the final programme design). As design of the full proposal for the Norad-funded programme is ongoing (first draft due 01/08/2023), the findings will be included in the later drafts of the proposal and will be used to guide implementation.

1. Objectives and key study questions

Objectives

- To assess the need of sexual and reproductive health services including abortion services among adolescents in Karnali
- To identify the barriers and enablers of sexual and reproductive health services including abortion services among adolescent's girls and boys in Karnali province
- To identify interventions required to address SRHR and abortion needs among adolescents.

Key study questions

- What are some of the barriers of knowledge and readiness among health workers to provide Adolescent Sexual Reproductive Health and Rights (ASRHR) services

- What are some of the existing knowledge gaps on sexual reproductive health including abortion, fertility and menstruation among adolescents?
- What are the sexual and reproductive health needs, including abortion, among adolescent girls?
- What are the barriers and facilitators for accessing abortion and SRH services by adolescents? Including public and private facilities
- What approaches/interventions can address the identified gaps in SRHR, and how can these be delivered more equitably among the marginalized population? What other service delivery mechanism can be used to increase access to and use of contraception?
- What are the barriers and facilitators of Comprehensive Sexuality Education (CSE) implementation? What are the perceived barriers among the family, community and teachers towards adolescents seeking FP/RH services?

Location and official travel involved

1. The scope of the study (geographical and thematic scope)

The study will be carried out in the proposed area of new Norad program in Karnali province. The study will cover the four Norad program districts namely Jajarkot, Dailekh, Kalikot and Jumla. The study will cover boys and girls of the age group of 12-18 years.

Services the Supplier will provide

The study will adopt the mixed method study design. The study will use both quantitative and qualitative data sources. The level of SRHR / abortion knowledge, legality issues related to abortion and service uptake will be assessed through quantitative study and barriers and enablers will be explored through qualitative study. The qualitative data will be obtained through Key informed Interview (KII), In-depth Interview (IDI) and Focus Group Discussion (FGDs) among adolescents, service providers and other stakeholders and quantitative data will be collected through a survey among adolescents. Quantitative data in this study will be collected by interviewer-administered structured questionnaires. The sample size for quantitative study will be calculated using $N = Z^2pq/d^2$ with the assumption of 50% prevalence rate on SRH knowledge-v with 0.5% margin of error, 95% confidence interval and 10% non-response rate. We determined 384 as the minimal sample size. Considering a non-response rate of 10%, total required sample size for this study will be 423 adolescents.

The FGD will be carried out among adolescents' girls and boys aged (12-18 years), In-depth Interview (IDI) with health service providers and school health nurse/teachers and key informant interview will be done among Municipality officials/representatives. Interview guidelines will be developed for KII, IDI, and FGD. In terms of sample size for qualitative information, the study aims to cover total 16 Focus Group Discussion, at least four FGD in a district (two with Boys and two with girls). Likewise, a total of 16 IDIs will be conducted covering each district and 4 KIIs (1 in each district) with service providers, school health nurse/school teachers and policy makers. However, one of the major issues that may arise in this study is the sample size as is impossible to know how many FGD and IDIs are to be conducted to achieve theoretical saturation. To address this, experienced researcher will conduct the interview with the concerned stakeholders till the saturation level is reached.

Ethical approval will be obtained from the Ethical Board of Nepal Health Research Council (NHRC). Informed consent will be taken from all participants before the interview, and parental

verbal consent along with personal consent will be obtained for adolescents under 18 years of age.

Method	Participant type	Municipality				Total
		Chedagadh	Tilagupha	Chamunda Bindrasaini	Tatopani	
FGD	Adolescent girls	2	2	2	2	8
	Adolescent Boys	2	2	2	2	8
IDI	Health Workers (male and female)	2	2	2	2	8
IDI	School Health Nurse/Teacher	2	2	2	2	8
KII	Municipal Health Coordinator/ Mayor/Deputy mayor	1	1	1	1	4
Survey	Adolescent girls/ boys					423

Experience and skill set required.

Essentials:

- The proposed team leader should have master's degree in public health, social sciences or a related discipline.
- The proposed team leader should have experience in qualitative and quantitative studies in Health.

Preferred:

- In-depth knowledge of the SRHR issues of Nepal
- An excellent command of the English both written and oral
- Ability to produce quality work within deadlines and under pressure.

The consulting firm is encouraged to suggest new innovative ideas for strengthening this assessment.

Expected Deliverables and timeline.

Estimated Commencement Date: 15 August 2023

Estimated Completion Date: 30 September 2023

SCI expects the following deliverables to be provided:

Deliverable number	Deliverable title	Description	Format and style	Delivery date
1	Inception report	Understanding of the assignment, desk review and discussion of activities, tools, sharing of detailed workplan	Presentation to SC Team	
2	Ethical Approval	Obtain from NHRC		
3	Tool			

4	Draft Report	Comprehensive draft report with all findings shared	SCI team	
5	Final Report	Finalize report after comments from SCI	SCI team	

Budget:

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

Proposal Evaluation and Scoring Criteria

Criteria	Weightage	Sub-Criteria
Essential Criteria	-	Acceptance of SCI Mandatory Policies VAT Registration Tax Clearance 2078/079 Essential experience and skill sets mentioned above in this ToR
Capability	60%	Academic Qualification of team leader – 10% Team Leader’s relevant experience in Mixed method research on Experience in Adolescent Sexual Reproductive Health and Rights (ASRHR) - 20% Team leader has experience working in SRHR issues of Nepal. Quality of proposal- 15% Presentation / Interview- 10% (for shortlisted firms only)
Commercial	40%	Total budget for the assignment. Score in inverse proportionate basis.

How to apply for the services

Proposal Submission Guideline/Required Documents

- Proposal Submission Deadline- **31st July 2023**
- **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 2078/079.

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