

**Instruction and Template for
PROPOSAL Submission**

Consultancy Title: Climate journalist meeting and article on climate justice.

PR No. PR467077

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 **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 / individual Background

1.1 Work experience.

Experience working on health and climate related issues/reporting.

Date		Title of the assignment.	Remarks
From	To		

Please add rows as required.

Articles on climate change/health related to children and under represented groups:

S.No.	Title of Article	Date Published	Attached a copy or provide link to the articles.
1			
2			
3			
4			
5			
6			
7			

Experience working with Ministry of Health and Population, or other line ministries relevant to climate and health issues:

Date	Work Description	Ministry	Remark	Attach any relevant document as supporting

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 your understanding of ToR, proposed modality / approach, workplan and list of journalists reporting on climate / health issues as attendees:

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




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? (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%; padding: 5px;">Terms & Conditions of Bidding</td> <td style="width: 50%; padding: 5px; text-align: center;">  1. Terms & Conditions of Bidder </td> </tr> <tr> <td style="width: 50%; padding: 5px;">Supplier Sustainability Policy and the included mandatory policies</td> <td style="width: 50%; padding: 5px; text-align: center;"> Click Here to Access </td> </tr> </table>	Terms & Conditions of Bidding	 1. Terms & Conditions of Bidder	Supplier Sustainability Policy and the included mandatory policies	Click Here to Access	
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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					

Climate Journalist meeting and article on climate justice

PR467077

Terms of Reference (ToR)

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.

Introduction:

Save the Children is seeking a media company to facilitate a dialogue between climate journalists in Kathmandu, and young climate change activists to discuss the impact of climate change in children and youth. The media company will also coordinate with Kathmandu Metropolitan City (KMC) and ensure opinion pieces or articles of climate change, focusing on air pollution and its impact on children, women and underrepresented groups.

Objective:

- Organize a dialogue program between journalists writing on climate change issues, young climate activists, and Kathmandu Metropolitan City (KMC) to discuss the impact of climate change, air pollution in the lives of children, women, and underrepresented groups.
- Ensure youth and child informed articles on climate change, air pollution, discussing its impact on children, women, and underrepresented groups in national news dailies, and prominent online news portals.

Experience and skill set required:

- Media company, or consultants with 5 years of demonstrated work experience in reporting on climate change, health issues.

- Good understanding of climate change and its impact on children, women, and underrepresented groups.
- Prior experience working with Ministry of Health and Population, Kathmandu Metropolitan City (KMC)

Expected Deliverables:

SCI expects the following deliverables to be provided:

Deliverable number	Deliverable title	Description	Format and style
1	Dialogue program between climate journalists, young climate activists and KMC. Note: This includes coordination of logistics, guest speakers, and invitation to all participants including, KMC, and relevant officials from MoHP.	Provide strategic steer to conduct an inter-dialogue between climate journalists, young climate activists, and KMC to discuss the impact of climate change, especially air pollution in the lives of children, women, and underrepresented communities.	Dialogue and sharing/Power Point Presentation, guest speakers.
2	Articles on climate change, air pollution and its impact on children, women, and underrepresented groups. Note: Articles can be op-eds, interviews, context articles, featuring youth and child voices, and issues on climate change, air pollution.	Maximum 5 stories in mainstream newspaper, or prominent online portals to highlight/spotlight the issue of climate change/air pollution. Support with article revision, review, and support with wider dissemination.	Articles can be based on Save the Children's report, 'Breathless Future'.
3	Submission of report	Final report, with key highlights of the dialogue event, contact details of climate journalists, and articles published.	

Timeline:

- Estimated Commencement Date: July 1st, 2024

- Estimated End Date: September 31st, 2024

Proposal evaluation and scoring criteria.

S. N.	Category	Weightage in %	Subcategory
A	Essential	-	<ul style="list-style-type: none"> Compliance with SCI mandatory policies Firm Registration as per the prevailing act of Nepal Government. Not applicable to individuals. PAN/VAT registration.
B	COMMERCIAL	40%	Overall Rate
C	CAPACIBILITY	60%	<ul style="list-style-type: none"> Experience working on health and climate related issues/reporting. Number of articles on climate change/health related to children and under represented groups Experience working with Ministry of Health and Population, or other line ministries relevant to climate and health issues. Plan/methodology and list of journalists reporting on climate/health issues as attendees.
	B+C	100%	Total Weightage

How to apply for the services

Proposal Submission Guideline/Required Documents

- Proposal Submission Deadline- **9th June 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, PAN/VAT registration certificate, tax clearance certificate of FY 2079/080.
 - For Individuals (Nepali): Copies of citizenship certificate and PAN/VAT registration certificate;

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.

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