

**Instruction and Template for  
PROPOSAL Submission**

Consultancy Title: Call for translation and sign language interpretation providers.  
Interpretation service for National Shelter, Housing and Settlement Forum (NSHSF) on 25-26 April  
2023  
PR No. PR284331

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 envelops (**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 your understanding of ToR and proposed modality / approach to conduct this assignment.

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.....  
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### 4. Are proposed interpreters for sign language interpretation a Certified sign language interpreter from a recognized institution, or organization? If yes, please provide a copy of the certificate with this proposal.

### 5. 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><tr><td>Terms &amp; Conditions of Bidding</td><td> 1. Terms &amp; Conditions of Biddii</td></tr><tr><td>Terms &amp; 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><a href="#">Click Here to Access</a></td></tr></table>	Terms & Conditions of Bidding	 1. Terms & Conditions of Biddii	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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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 / VAT Registration							

	certificate?	
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**Call for translation and sign language interpretation providers.**

**Interpretation service for National Shelter, Housing and Settlement Forum (NSHSF) on 25-26 April 2023**

**PR284331**

**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 leadership of National Disaster Risk Reduction and Management Authority (NDRRMA)- Government of Nepal, the National Shelter, Housing and Settlement Forum (NSHSF) event is planned to organize on 25 -26 April 2023 in Kathmandu Nepal with the purpose of bringing together stakeholders from thematic sector of shelter, housing, and settlement, disaster preparedness, climate adaptive green solutions and on many more compelling ideas in Nepal to discuss and address issues related to DRRM. NSHSF is positioned with the theme of '**Sustainable and resilient shelter housing and settlements**'.

This event is supported by stakeholders from three tiers of government, from federal to provincial and local along with a bunch of development partners, I/NGOs, several international participants, CSOs, academics, researchers and interested ones having common perspectives on DRRM, resilience and recovery. NDSRP has taken responsibility of Secretariat of NSHSF's Organizing Committee Organizations (Save the children, CRS, HfH, IFRC-NRCS, IOM, NSET, USAID, PIN) to conduct management, coordination and preparation tasks.

There are growing voices of making the event inclusive and accessible to all concerned ones particularly the participants whose first language is not Nepali. Similarly, use of the sign language during the program was prioritized in order to ensure inclusiveness and internalize the leaving no one behind approach.

Objective

- I. Simultaneous language translation (English to Nepali and vice-versa) during the program of NSHSF 2023.
- II. Sign Language Interpretation during the program of NSHSF 2023.

Location and official travel involved

Consultant will deliver the service within the Kathmandu Valley

Services the Supplier will provide

**a. Language Translation/interpretation**

- Consultant to conduct the language translation from Nepali to English and English to Nepali throughout the event (in main hall and in the second hall during parallel sessions)
- Two language translators will be deployed in one hall. One each backup translator is required as per the consistency planning for translators' easiness ie. four language translators are required.
- Proper translation of the sharing conducted in both of the program halls.

**b. Sign Language Interpretation**

- Consultant to conduct the sign language interpretation particularly in the sessions organized in the main hall only (during opening session, main session, panel session, discussions and in the closing session.
- Two sign language interpreters are required.
- Proper language interpretation of the sharing conducted at the assigned program hall.

Experience and skill set required

**a. Language Translation/interpretation**

- At least three years of experience interpretation translation service
- Well versed in both Nepali and English languages
- Ability to remain objective and interpret communication between two or more parties.
- Previous experience working with Save the Children or other INGOs is desired.

**b. Sign Language Interpretation**

- At least three years of experience in sign language interpretation
- Well versed in both Nepali and English languages
- Ability to remain objective and interpret communication between two or more parties.
- Previous experience working with Save the Children or other INGOs is desired.

Expected Deliverables

SCI expects the following deliverables to be provided:

<i>Deliverable number</i>	<i>Deliverable title</i>	<i>Description</i>
1	<i>Interpretation services on 25-26 April 2023</i>	Language translation from Nepali to English and vice versa  Sign language interpretation

### Timeline

Estimated Commencement Date: 25 April 2023

Estimated End Date: 26 April 2023

### Status updates/reporting

- The consultant shall report to Sr. Humanitarian Manager, Save the Children.

### Payment information

The payment will be made in full after completion of assignment.

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	-	<ul style="list-style-type: none"> <li>• Bidder's acceptance to SCI Mandatory policies.</li> <li>• Copy of Firm Registration</li> <li>• PAN / VAT registration</li> </ul>
Commercial	40%	Proposed budget for the assignment.
Capability	60%	<ul style="list-style-type: none"> <li>• Interpreter's experience in providing high-quality interpretation Nepali to English and vice-versa to national and international organization.</li> <li>• Certified sign language interpreter from a recognized institution, or organization <b>A copy of certificate to be attached with proposal.</b></li> <li>• Experience in providing high-quality sign language interpretation to national and international organization.</li> </ul>

### How to apply for the services

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

- Proposal Submission Deadline- **19<sup>th</sup> April 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, 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)