

**Date:** .....

## **BID RESPONSE**

(Please provide information against each requirement, additional rows can be inserted for all questions as necessary)

### **ESSENTIAL CRITERIA (Pass/Fail for capability and commercial evaluation)**

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.

**Note:** Please tick on YES/NO option.

1. Do you have a legitimate business/official address OR are you registered for trading or tax purposes with the authorities: Yes/ No
2. Do you agree to comply with SCI standard policies and procedures, Terms and Conditions of Purchases as stated in RFQ: Yes/No
  - Save the Children's Terms and Conditions of Purchase
  - Save the Children's Child Safeguarding policy
  - Save the Children's Anti-Bribery and Corruption policy
  - Save the Children Human Trafficking and Modern Slavery policy
  - Protection from Sexual Exploitation and Abuse Policy
  - Anti-Harassment, Intimidation & Bullying Policy
  - IAPG Code of Conduct
  - Global Fund Code of Conduct for Suppliers
  - The Data Protection Policy
3. 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: Yes/ No
4. 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: Yes/ No
5. Required documents for bid:
  - I. Company registration
  - II. VAT registration
  - III. Tax clearance of FY 2077/078
  - IV. Trading license (if any)
  - V. Filled up Consultancy Proposal Form
  - VI. CVs of team members
  - VII. Bidders' response documents.

## **Section I - Bidder's general business details**

### **I. General information**

Organisation Name:	
Contact Name:	
Phone :	Legitimate business address:
Email :	

### **2. Please provide details of the type of your organisation (distributor, (re)seller etc):**

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### **3. Please provide details of the primary products/services of your organisation:**

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### **4. Please list your team members who will be involved with this project. Please attach CVs.**

Name	Job title	Role for this project	Email address

## **SUSTAINABILITY CRITERIA**

1. The bidder's workforce is staffed from the local community/region of Karnali province
2. The bidder has their own Sustainability Policy (or Policies at least
3. Alignment of organizations/firm's values and ethos to Save the Children/Strong commitment and conscious efforts to child rights and safeguarding)

### **CAPABILITY CRITERIA**

<b>1</b>	Organization Background:
<b>2</b>	Team composition, academic qualification, professional expertise experience in subject matter
<b>2.1</b>	A-Team Leader Qualification and Experience
<b>2.2</b>	B- Team Composition
<b>2.3</b>	Understanding on TOR and Detail ideas on producing video documentary
<b>3</b>	Work plan/timing/detailing/unfolding activities and delivery time
<b>4</b>	Sustainability Criteria
<b>5</b>	Interview (for shortlisted bidders only)
<b>6</b>	Budget

### **COMMERCIAL CRITERIA**

**Please refer to Consultancy Proposal Form for Commercial proposal (Pricing)**

**For Bidder:**

.....  
....

Signature & Company seal

.....  
....

Name

.....  
....

Job Title

.....  
....

Company

.....  
....

Date

**Instruction for bid submission:****Electronic Submission via Email**

- Email should be addressed to Procurement Coordinator-Sourcing at [procurementmfwo.nepal@savethechildren.org](mailto:procurementmfwo.nepal@savethechildren.org)
- Note – this is a sealed tender box which will not be opened until the tender has closed. Therefore, do not send tender related questions to this email address as they will not be answered.

1) File no. 1 (PDF) Legal Documents

- Company registration
- PAN/VAT registration
- Tax clearance of FY 2077/078
- Organization Profile

2) File no. 2 (PDF) Commercial and Technical Proposals

- Consultancy Proposal Form
- Bid Response Document
- CVs of team members



## Video on HOME SCHOOLING

### Best practice of Sahayatra-II

#### Terms of Reference

PR115229

#### **Background**

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.

**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, to focus them on achieving maximum impact for children.

#### **Sahayatra II Project background**

Save the Children together with its local partners is implementing the Integrated Program – Sahayatra II (2019-2023) in five municipalities of three remote hilly districts in the Karnali State of Nepal: Jajarkot, Dailekh and Kalikot districts. The project is funded by Norwegian Agency for Development Cooperation (NORAD). Sahayatra II seeks to enhance the institutional capacity of local and state governments and civil society to respond and create an environment for survival, protection, development, and participation, with a focus on children's learning, development, and protection from violence; safe school; teenage pregnancy and child marriage; and the underlying framework of child rights governance. The project contributes at the state and federal level to impact change at scale and sustainable impact.

The project targets two municipalities and three rural municipalities of Karnali State: Tilagupha Municipality and Subhakalika Rural Municipality of Kalikot; Gurans Rural Municipality of Dailekh; Chhedagaad Municipality, and Kushe Rural Municipality of Jajarkot district.

The project plans to document one of the best practices of the project known as '**Home Schooling**' program.

After the breakout of COVID-19 pandemic on late March 2020 in Nepal, federal government-imposed lockdown in country. Many schools were closed after lockdown and were converted in quarantine centres and isolation centres to manage the COVID- 19 patients and community people who return from other districts/country. During that period, children were unable to continue their education in schools. Therefore, Save the children introduced "Home Schooling"

approach to continue the education of children even during the pandemic situation at project areas which is relevant and in practice during new normal situation to promote learning performance of children at home. Save the Children in partnership with its local partner organizations oriented the parents of children, who are literate on home schooling concept with coordination of rural/municipality and schools and provided the essential materials to continue learning at home. Later, Center for Education and Human Resource Development (CEHRD) under Ministry of Education, Science and Technology developed Home Schooling Management Facilitation Guideline 2078 adapting to this Home-Schooling initiative of Sahayatra II project.

The activity aims to continue learning opportunities for children in the comfort of their own homes. The video documentary is expected to capture the overall process, and impact of this activity, its contribution to children's learning, and way forward for the program's sustainability.

The film will be a visual evidence piece made primarily for donors, government, and relevant stakeholders and eventually to be used in social media and for internal sharing purposes.

To capture this best practice, the consulting crew will have to visit three working palikas out of five in Dailekh, Jajarkot and Kalikot. The film will be made in the style of a short documentary with the run time being no more than 5 minutes.

### **Objectives**

We expect the video to capture one of the best practices of Sahayatra II known as '**Home Schooling**' program which is targeted to learning continuity of the children at their own homes anytime during either emergency or development period. The video will be developed to meet the following objectives:

- To capture the innovative approach of the project which has been replicated by the local governments as well with key process of school at home program implementation
- To capture their learning performance after enrolling at school at home
- To capture the changes brought out in the lives of the children and their families after enrolling under School at Home program
- To capture learning and sustainability of the intervention

### **Target Audience**

Primary audience: Donors, three levels of government, school level stakeholders like teachers, parents and SMCs.

Secondary audience: Child cubs, staff, other development agencies and general audience.

### **Location and official travel involved**

The consultant will have to travel to three specified palikas out of five which lies inside three districts (Dailekh, Jajarkot and Kalikot) as assigned by Save the Children.

### **Experience and skill set required**

- At least 5 years of relevant professional experience in making videos and films about the education sector/theme, as well as Masters, bachelor's, and intermediate degrees in related fields such as mass communication and journalism, digital filmmaking, visual arts, cinematography, and so on.
- Experience of interviewing/working with children and families

- Previous working experience in the development sector or with Save the Children would be an asset.
- Flexible to travel to remote areas of working districts
- Ability to accept and incorporate feedback
- Familiarity with development programs/issues is an asset (particularly in education issues)
- Ability to provide excellent professional quality English subtitling
- Good knowledge in Safeguarding Policy
- An important requirement of one sign language interpreter in the team (or hired one who will work after video footages are captured from the field/during postproduction) to transform the videos for sign language PIP broadcasting is to make the video more inclusive for children/people with disabilities
- Maintain GESI at least one female should be included in the team)

### **Scope of work**

1. Prepare draft written scripts that will be used as voice narrations for the Video Documentary. The basic format of the narrations must be based upon the following Key topics:

SN	Key topics
1	Basic background information and key process of Home-Schooling program linking with children's right to education based on the government document
2	Capture how home schooling has enhanced the learning performance of children after home schooling
3	Changes brought out in the lives of the children
4	Learning, sustainability, and scale-up required (the overall process should be visible in the video)

2. Take short bytes/quotes of any representative from Ministry of Education Science and Technology (MoEST) as coordinated/ assigned by Save the Children
3. Have team meetings supported/coordinated by Save the Children and receive orientation on the project, Save the Children policies, social media policies and branding compliances.
4. One sign language interpreter in the team (or hired one) is required as a must for transforming the videos for sign language broadcasting to make the video more inclusive for specific children/people with disabilities.
5. Respect Safeguarding policy provided by Save the Children and internalize it well
6. Produce final videos of quality broadcast - narrated in Nepali with English subtitles and sign language interpretation.

### **Technical notes:**

- The video should be recorded in HD (you can shoot in 4K, but it's not mandatory).
- Use a proper camera with good video capabilities.
- Sound quality is crucial. Always use an external microphone close to the subject. For interviews a lavalier mic will be preferable.
- All materials should be shared including consent forms
- Also provide, a clean version of the videos without the subtitles and sign language or any other elements like music

### **Expected Deliverables**

SCI expects the following deliverables to be provided:

	Delivery date (Tentative)	Team support	Description
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Sign Agreement and contract	22 <sup>nd</sup> July	Procurement Department	Finalization of the procurement process, budget negotiation and signing of Agreement paper
Introductory meeting and Orientation	25 <sup>th</sup> July	Project team, technical team and Media Comms Team	Orientation and meeting with the project teams and media comms team for project information and media branding guidelines
Story board	29 <sup>th</sup> July	Project team, technical team and Media Comms Team	First draft narrative of the video
Finalize storyboard	1 <sup>st</sup> to 3 <sup>rd</sup> August	Project team, technical team and Media Comms Team	Back and forth of the script and finalization of the storyboard
Field visit	8 <sup>th</sup> to 18 <sup>th</sup> August	Project team in Palikas	Travel to pre-planned field areas designated by Save the Children for filming video documentary
Draft 1 of video	26 <sup>th</sup> August	Thematic and program team	A bit longer comprehensive rough video which will require inputs and feedbacks from SC team.
Feedback on the 1 <sup>st</sup> draft	29 <sup>th</sup> August	Thematic, program and Media Comms team	-
Draft 2	1 <sup>st</sup> September	Thematic, program and Media Comms team	More refined video comprising feedbacks from Draft 1
Feedback on the 2 <sup>nd</sup> draft	7 <sup>th</sup> September	Thematic, program and Media Comms team	-
Final product, report and financial documents	16 <sup>th</sup> September	Thematic, program and Media Comms team	Final video of less than 5 minutes containing English subtitles and sign language interpreter in the screen (PIP), a brief report and financial documents Also provide, a clean version of the videos without the subtitles and sign language or any other elements like music.

### **Timeline**

Estimated Commencement Date: Last week of July

Estimated End Date: Last week of September

### **Supervision Arrangements**

Consultant will work closely and directly report to Documentation and Reporting Officer and Media and Communications Coordinator in Surkhet field office.

### **Payment information**

40% of the total cost payable within a week of signing the agreement and inception report  
Remaining 60% of the total cost payable within a week of satisfactory completion of final draft

*The Fees are inclusive of all tax, vat, costs, overheads and expenses. The consultant will fully bear all the associated costs including airfare, fooding, lodging and vehicle arrangement. The financial proposal must contain detailed costs inclusive of all taxes.*

### **Proposal Review/Scoring Criteria**

S. N.	Major topic	Score weightage
1	<b>Organization background, educational background, and technical experience on producing similar video documentaries, focused on children</b> Existing Human resource and team composition (Justified by evidence)- CVs	
2	<b>Understanding on TOR and Proposed methodology</b> Strong: (good understanding of ToR, detailed presentation, realistic timeline/work plan, methodology, creative treatment, and briefs, Klls, links of previous videos, strong team composition, proven and established track record)  Good: (good understanding of ToR, detailed presentation, realistic timeline/ work plan, methodology, creative treatment, and briefs, Klls, links of previous videos, fair experience in related projects, strong team composition, proved and established track record) Acceptable: (Fair understanding of ToR, presentation not in detail, unrealistic timeline) Poor: (Poor understanding of ToR, unrealistic timeline)	
3	<b>Interview</b> <ul style="list-style-type: none"><li>• Excellent-Very good-, Good-</li></ul> *Clear presentation and clear understanding as given ToR	
4	<b>Sustainability Criteria</b> The bidder's workforce is staffed from the local community/region. -5 Y The bidder has their own Sustainability Policy (or Policies at least 3)-  (Alignment of organizations/firm's values and ethos to Save the Children/Strong commitment and conscious efforts to child rights and safeguarding)	
5	<b>Realistic timeline and workplan</b>	
6	<b>Budget</b> (Price will be scored at inverse proportion method which means lowest price's bidder will score highest)	
<b>Total</b>		<b>100%</b>

### **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.

## Schedule of Payment

- Upon approval of inception report/Film: [30%]
- Upon submission of First Draft Video/Film: [40%]
- Upon approval of final Video/ Film: [30%]

## How to Apply

### Proposals Submission Guideline/Required Documents

Interested team of professional experienced consultants should submit the below-mentioned documents by **10 July, 2022.....**

Filled out Consultancy Proposal Form and Bidder Response Document (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, and latest Tax clearance certificate. For firms that are tax exempted by the government, a copy of the tax exemption certificate should be submitted.
- For Individuals (Nepali): Copies of citizenship certificate and VAT registration certificate. An application letter including remuneration requirements (daily rate) and contact information for three work-related referees
- Applications not including all the above information will not be reviewed. Only short-listed candidates will be contacted.

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 to proposals sent through a firm.

Proposals should be submitted via email to: [procurementmfwo.nepal@savethechildren.org](mailto:procurementmfwo.nepal@savethechildren.org) [The proposals can be dropped off at the reception of Save the Children office]:

**Procurement Coordinator – Sourcing**

**Supply Chain Department**

**Save the Children, MFWFO- Office**

Birendranagar Municipality, Kalunchok, Surkhet

Tel: +977-083-525756

**Instruction and Template for  
PROPOSAL Submission**  
<Insert Consultancy Title as per ToR>  
<Insert CRF No. as per ToR>

Date of Proposal Submission: < eg. July 1 2022>

This instruction & template for proposal development consists of the following sections:

1. **Section A:** Instruction for Proposal Development
2. **Section B:** Proposal Development Form

### **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**):
  - 1<sup>st</sup> for all the supporting documents as per ToR;
  - 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*).

3. Only shortlisted individuals/firms will be contacted by Save the Children at each stage of the selection process.

### **Section B: Proposal Development Form**

#### **I. Organization Information (NA in case of individual consultant)**

Name of the organization : .....

Address : .....

District : .....

Municipality/VDC : .....

Ward # : .....

Phone number : .....

E-mail : .....

#### **II. Details of contact person**

Name :

Position :

Phone Number :

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. **Understanding of the ToR**  
.....  
.....  
.....  
.....


3. **Signatory and Proposed Consultants Information:**




SN	Full Name (Avoid abbreviations)	Date of birth (dd/mm/yyyy AD)	Designation	Academic Qualification

5. **Methodology to conduct this assignment**  
.....  
.....  
.....  
.....

9. **Deliverables with timeline (in table format)**

10. **Proposed Budget with clear breakdowns (must be inclusive of TDS/VAT)**

SN	Policies and code of conduct	Acknowledged Signature/Date	Stamp
1	 <p>1. Terms &amp; Conditions of Purch</p>		
2	 <p>2. Child Safeguarding Policy</p>		
3	 <p>3. Fraud, Bribery &amp; Corruption Policy.pc</p>		
4	 <p>4. Human Trafficking and Moc</p>		
5	 <p>5. Code of Conduct for IAPG Agencies a</p>		
6	 <p>6. PSEA Policy.pdf</p>		
7	 <p>7. Code of Conduct.pdf</p>		
8			

	<div> 8. Global Anti-Harassment Pol</div>		
9	<div> 9. Data Protection Policy.pdf</div>		
10	<div> 10. Code of conduct for supplie</div>		