

**Instruction and Template for  
PROPOSAL Submission**

Consultancy Title: Develop and review the Health Facility Assessment Tool and Research  
Proposal for the implementation of the Nepal specific SSNB Model of Care at 4 level II  
Health Facilities  
PR No. PR301090

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):
  - 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 experience of reviewing research journal articles below:**

S.no	Research Journal	Associated period	Attach here reviewer certificate or any supporting document
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			

Please add rows as required in above table.

**4. Please provide details of health-related research projects completed by the proposed consultant / team leader as Author or Co-author.**

S.no	Research Title	Author / Co - Author	Date completed	Remark
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				

Please add rows as required in above table.

5. Please explain your understanding on World Health Organization (WHO) SSNB Model of Care and its significance on proposed health facility assessment.

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

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

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

7. 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)	<p>We, the Bidder, hereby confirm we compliance with the following policies and requirements:</p> <table border="1" data-bbox="363 259 1082 607"> <tr> <td data-bbox="363 259 727 371">Terms &amp; Conditions of Bidding</td> <td data-bbox="727 259 1082 371">             1. Terms &amp; Conditions of Bidir         </td> </tr> <tr> <td data-bbox="363 371 727 506">Terms &amp; Conditions of Purchase</td> <td data-bbox="727 371 1082 506">             SC-C-01 Short Form Goods and Services         </td> </tr> <tr> <td data-bbox="363 506 727 607">Supplier Sustainability Policy and the included mandatory policies</td> <td data-bbox="727 506 1082 607"> <a href="#">Click Here to Access</a> </td> </tr> </table>	Terms & Conditions of Bidding	 1. Terms & Conditions of Bidir	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)	Do you / proposed consultant (team leader) meets the academic qualification and experience as mentioned in Terms of Reference?							



## MOMENTUM Country and Global Leadership

Develop and review the Health Facility Assessment Tool and Research Proposal for the implementation of the Nepal specific SSNB Model of Care at 4 level II Health Facilities

PR301090

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

#### **Background information/context of the Project**

MOMENTUM Country and Global Leadership (MCGL) is a five-year global project (2019-2024) funded by the U.S. Agency for International Development (USAID) to provide targeted maternal, newborn and child health, family planning and reproductive health (MNCH/FP/RH) technical and capacity development assistance (TCDA) to countries to facilitate countries' journeys to sustainable development. MCGL also aims to contribute to global technical leadership and learning, and USAID's policy dialogue for achievement of global MNCH/FP/RH goals through support to globally endorsed MNCH/FP/RH initiatives, strategies, frameworks, guidelines, and action plans.

In collaboration with Family Welfare Division (FWD), Ministry of Health and Population (MOHP) of Nepal, USAID/Nepal and national stakeholders, MCGL supported the review and adaptation of the 2020 WHO Standards for improving QoC for small and/or sick newborns (SSNB)s in health facilities leading to the development of the Nepal specific model of high-quality nurturing care for SSNBs.

MCGL is now supporting FWD to pilot the Nepal Specific Small and Sick Newborn Model of Care in 4 Level II Health Facilities to learn from the process and to further refine the model for nationwide scale up. The piloting will be in the form of an implementation research wherein MCGL will first conduct a Health Facility Assessment to assess the readiness of the pilot sites in each of the 10 components of the model prior to the piloting the interventions of the model. MCGL is hiring a consultant to review and fine tune the HFA and the proposal to be submitted to Nepal Health Research Council (NHRC). The Health Facility Assessment tool and proposal will be validated by FWD and the Technical Working Group (TWG) as well as key stakeholders prior to being ready for use in the pilot.

## **Goal**

The goal of this activity is to support the development of the HFA tool and the methodological section of proposal for the piloting of the Nepal Specific SSNB model of care.

## **Objectives**

The objectives of this consultancy are to:

- Review the existing HFA tools for Small and Sick Newborn, prepare and share the draft as per 10 WHO components, incorporate comments and finalize the HFA tool
- Ensure all the 10 components are well covered through the assessment questions and those are well arranged ensuring logical flow with necessary guidelines enclosed (Component wise question modules)
- Ensure questionnaire is methodologically sound and each question is designed with appropriate technique and language.
- Consult with the MCGL team to finalize the draft
- Pre-test questionnaire in a health facility coordinating with MCGL team
- Prepare the final draft of HFA tool including a brief report of development methods and learning.
- Support MCGL to finalize the NHRC proposal, especially methodological section and ensure its synchronization with the HFA tool.

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

The consultant will work remotely, with visits to the SCI country office in Kathmandu and attend in-person meetings with FWD, experts and other key stakeholders as appropriate. The consultant will also attend virtual meetings with the headquarters team. The consultant may need to travel within Kathmandu Valley only. SCI will also be covering all the in-person meetings/workshops related expenses including the logistics required.

### Services the Supplier will provide:

The consultant will be responsible for:

- Collaborating with the MCGL Nepal and Headquarters teams, FWD, TWG, and subject matter experts to support the development, review and field test Health Facility Assessment tool and NHRC proposal

Below is the detailed scope of work and level of effort required for the assigned activities.

#### A: Review all the available materials (existing tools) and recommendation of SSNB Model of Care

Tasks	Proposed timeline	Days allocated
1. Review the existing HFA tools prepared and used by MKA and MCSP project. 2. Review the Nepal specific SSNB model of care and identify the key recommendations which need to be incorporated in the updated HFA tool.	May - June 2023	2
3. Review the draft of NHRC proposal and the methodological section	May- June 2023	1
<b>Total Number of days</b>		<b>3</b>

#### B. Fully Develop the HFA tool and Methodological section of NHRC proposal for pilot study

Tasks	Proposed timeline	Days allocated
1. Develop the HFA tools ensuring the 10 component wise modules, KII of service provider and beneficiaries.	May- June 2023	4
2. Coordinating with MCGL team, share the HFA tool with MCGL headquarters team for feedback through virtual calls	May-June 2023	1
3. Pilot test HFA tool at selected HF coordinating with MCGL team and incorporate necessary feedback and changes required.	May-August 2023	2
4. Facilitate the HFA tool validation workshop	May-June 2023	2
5. Finalize the methodological section of HFA proposal to be submitted to NHRC	May-June 2023	1
6. Prepare brief learning report including the HFA tool factsheet, methods, challenges and key learnings.	May-June 2023	1
<b>Total Number of days</b>		<b>11</b>

## Academic Qualification, Experience and skill set required:

### Essentials:

- Master's degree in public health with at least 10 years of professional experience in public health research.
- Experience in designing and implementing assessments and research tools/methodologies of at least 5 research projects.

### Preferred:

- Strong academic background with prior experience of reviewing research journal articles.
- Extensive experienced in proposal writing and questionnaire development.
- Prior experience working on health-related surveys and piloting projects.
- Well versed with the WHO standards of SSNB care and the Nepal Specific Model of Care
- Fluency in English with strong written and presentation skills
- Demonstrated ability to communicate well, transfer knowledge and skills

## Expected Deliverables:

SCI expects the following deliverables:

<i>Deliverable number</i>	<i>Deliverable title</i>	<i>Description</i>	<i>Format and style</i>
1	<i>HFA tool for SSNB care in Nepal</i>	<i>Complete HFA tool with consent form, well-structured and logical flow of questionnaire and necessary guidelines.</i>	<i>MS Word</i>
3	<i>Finalize the methodological section of HFA proposal</i>	<i>Well explained methodology with clear outline of tools and methods, strengths and limitation.</i>	<i>MS Word</i>
4	<i>Report on entire process for learning and documentation</i>	<i>Comprehensive report on HFA development entire process including tool factsheet, key learnings and challenges</i>	<i>MS Word and Powerpoint</i>

## Timeline

The consultancy period will be from **May 2023 and August 2023**, during which the consultant is expected to work for, not exceeding a total of **14 days** to complete all activities and deliverables.

## Status updates/reporting

The consultant will report to the MCGL Senior Documentation and M&E Coordinator and engage as necessary with the rest of the MCGL team and headquarters support team.



## General assumptions and dependencies

### Roles of SCI:

1. Provide technical leadership and oversight to the consultant and other key stakeholders to develop the HFA tool and proposal
2. Review the reports submitted by the consultant
3. Coordinate logistic arrangements for conducting the meetings/workshops and field testing

### Other Important Information

This consultancy assignment will require close coordination/collaboration with the broader MOMENTUM COUNTRY AND GLOBAL LEADERSHIP. If there are any changes to the scope of work, including timeline, the consultancy period may be amended accordingly after agreement between both the parties.

All contexts and products borne out from this consultancy would be the property of Save the Children and MOMENTUM COUNTRY AND GLOBAL LEADERSHIP Project in full. No part of the product shall be used by consultant or any other for their personal gain.

### Budget

On application, the consultant is invited to propose their consultancy fee and estimated travel costs (food and accommodation) to complete the assignment in Nepal.

SCI will deduct applicable taxes as per the prevailing tax rules of Nepal Government.

### Proposal evaluation and Scoring Criteria

Criteria	Weightage	Sub-criteria
Commercial	40	Cost proposed for the assignment.
Capability	60	<ul style="list-style-type: none"> <li>• Academic Qualification.</li> <li>• Experience of reviewing health related research journal articles.</li> <li>• The proposed team leader is Author of health-related research project.</li> <li>• The proposed team leader is co-author of health-related research project.</li> <li>• Understanding of WHO standards of SSNB Model of Care.</li> </ul>

### How to apply for the services

#### Proposal Submission Guideline/Required Documents

- Proposal Submission Deadline- **24<sup>th</sup> May 2023 [Extended Deadline 28<sup>th</sup> May 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 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.

Proposals should be submitted via email to [eoiconsultant.nepal@savethechildren.org](mailto:eoiconsultant.nepal@savethechildren.org)