

**Instruction and Template for
PROPOSAL Submission**

**Nutritional assessments for Small, Sick Newborn (SSNB) & Intrapartum Nutrition Feeding practices
in Nepal**

CRF No. PR86376

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.

Please list out the researches / studies conducted with international development agencies and organizations in below table:

S. No.	Research Title	Organization Name	Date	Location District / Province
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				

Please add rows in above table as required.

1.2 What is your organization's specialized area of work? Please provide detail background of your organization.

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

1.3 Please list out **ONLY** the qualitative and quantitative assessments / studies conducted by your organization in last 2 years in below table:

S. No.	Research Title	Organization Name	Date	Location District / Province
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				

Please add / delete rows in above table as required.

1.4 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 and work plan to conduct this assignment.

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

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

Please provide your financial proposal in separate excel file with file name – “financial proposal for Nutritional Assessment”.

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)	Do you agree to comply with SCI standard policies and procedures, Terms and Conditions of Purchases as stated in RFP? <ul style="list-style-type: none">• Save the Children’s Terms and Conditions of Purchase• Save the Children’s Child Safeguarding policy• Save the Children’s Anti-Bribery and	

	<p>Corruption policy</p> <ul style="list-style-type: none"> • 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 	
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 Company Registration, VAT registration certificate; Tax Clearance FY 077/078.	

Date: 10th May 2022

Request for Proposal (RFP) Reference No: PR86376

Dear Sir/Madam,

Save the Children requests your submission of a proposal to provide goods/services in accordance with the conditions detailed in the attached documents. Save the Children intends to issue a contract for the following goods/services: consultancy assignment entitled "Nutritional assessments for Small, Sick Newborn (SSNB) & Intrapartum Nutrition Feeding practices in Nepal".

We include the following information for your review:

- Part 1: Proposal Information
- Part 2: Conditions of Proposal Process
- Part 3: Terms and Conditions of Purchase (which will be signed by the successful Bidder)
- Part 4: Save the Children's Child Safeguarding Policy
- Part 5: Save the Children's Anti-Bribery and Corruption Policy
- Part 6 : Save the Children's Human Trafficking and Modern Slavery Policy
- Part 7: The IAPG Code of Conduct

Your proposal must be received in the following format:

- Full completion of the "Consultancy Proposal Form" document in order that your proposal may be regarded as compliant. Those proposals not completed may be treated as void.
- Proposal to be submitted via email to nepal.formalquotation@savethechildren.org

The email subject should indicate "Proposal for PR86376 "Nutritional assessments for Small, Sick Newborn (SSNB) & Intrapartum Nutrition Feeding practices in Nepal".

Your proposal must be received at nepal.formalquotation@savethechildren.org not later than **18th May 2022** ("the Closing Date"). Failure to meet the Closing Date may result in the proposal / proposal being void. Returned proposals must remain open for consideration for a period of not less than 60 days from the Closing Date. Save the Children is under no obligation to award the contract or to award it to the lowest bidder.

Should you require further information or clarification on the proposal requirements, please contact Mr. Asesh Baidya (Contact Person) in writing at the following address: eoiconsultant.nepal@savethechildren.org

We look forward to receiving a proposal from you and thank you for your interest in our account.

Yours faithfully,

Asesh Baidya

Procurement Coordinator - Consultancy

Request For proposal

PART 1: PROPOSAL INFORMATION

Introduction

Save the Children is the world's leading independent organisation for children. We work in 120 countries. We save children's lives; we fight for their rights; we help them fulfil their potential. We work together, with our partners, to inspire breakthroughs in the way the world treats children and to achieve immediate and lasting change in their lives.

Provisional timetable

<u>Activity</u>	<u>Date</u>
Circulation of Request for proposal	10 th May 2022
Last day for bidders to send clarification questions to Save the Children	16 th May 2022
Last day for SCI to answer clarification questions to bidders	17 th May 2022
Return of Proposals (Closing Date)	18 th May 2022
Award Contract	1 st June 2022
"Go-Live" with Supplier	1 st June 2022

Indicative information

Background

MOMENTUM Country and Global Leadership (MCGL) is a five-year global project 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.

MCGL plans to conduct two formative assessments and is recruiting a consulting firm/organization to provide technical and operational expertise to lead the implementation of the assessment.

The summary of two assessments for this assignment are presented in the flowchart below.

Request For proposal

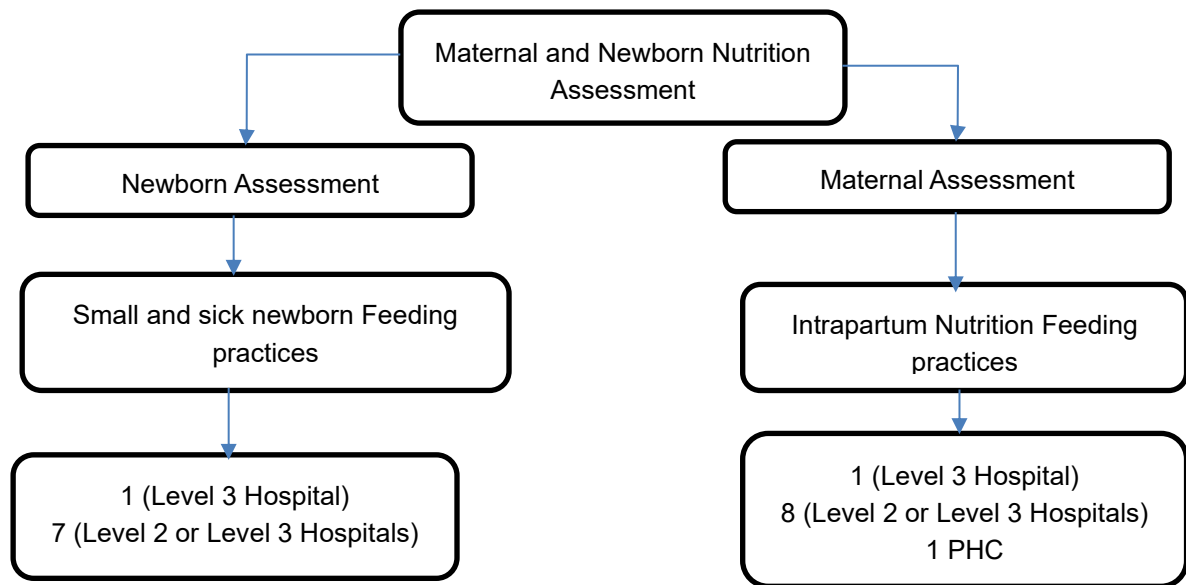


Figure 1: Description of Maternal and Newborn Nutrition Assessment

Award criteria

Award of the contract will be based on the following criteria:

ESSENTIAL CRITERIA (Exclusion if not met)

Bidders must meet the following criteria:

- That the bidder has legitimate business /official premises, or that they are registered for trading and tax as appropriate.
- That they are not any prohibited parties or on government blacklisting
- Bidder's confirmation of compliance with the attached Conditions of proposal, Terms and Conditions of Purchase, Anti-Bribery and Corruption Policy, Child Safeguarding Policy, Save the Children's Human Trafficking and Modern Slavery Policy and IAPG Code of Conduct
- Registered with relevant Government Authority.
- Have a VAT registration certificate; Tax Clearance FY 077/078

Evaluation Criteria

The following criteria are considered very important in the evaluation of this proposal.

Capability Criteria (Technical Proposal): 50%

S.No.	Major Topic	Weightage
1	Experience of bidding firm or organization	30
	Experiences of conducting research with international development agencies and organization	20
	Organization specialized in health research or health sector	5
	Experience of conducting qualitative and quantitative assessments in last 2 years	5
2	Team Composition	35
A	Team Leader	20
	Educational qualification	5
	Have working experience with MoHP and Nepalese health system	5
	Other similar assignment and publication	10
B	Data Analysts:	15
	Experience and educational qualification	5
	Years of experience	5
	Experience/evidence of using data collection management and analysis software	5
3	Proposed Methodology	35
	Clear Understanding of ToR	5
	Pretesting and enumerator training	5
	Details of data collection process	5
	Details of data analysis process	5
	Proposed data validation process	5
	Details of Quality assurance	5
	Clear workplan and work division of team members	5
	Grand Total (1+2+3)	100

Sustainability Criteria: 10%

SN	Parameters	Weightage
1	Is the team member inclusive of gender composition?	5%
2	Is the team / organization familiar with proposed study sites?	5%

Commercial Criteria (Financial Proposal): 40%

Financial proposal will be scored in inverse proportionate basis.

PART 2: CONDITIONS OF PROPOSAL

1. Definitions

In addition to the terms defined in the Cover Letter, in these Conditions, the following definitions apply:

- (a) **Award Criteria** - the award criteria set out in the Request for Proposal.
- (b) **Bidder** - a person or organisation who submits a proposal.
- (c) **Conditions** - the conditions set out in this 'Conditions of Proposal' document.
- (d) **Cover Letter** - the cover letter attached to the Proposal Information Pack.
- (e) **Goods and/or Services** - everything purchased by SCI under the contract.
- (f) **Request for Proposal** - the Proposal Information, these Conditions, SCI's Terms and Conditions of Purchase, SCI's Child Safeguarding Policy, SCI's Anti Bribery and Corruption Policy and the IAPG Code of Conduct.
- (g) **SCI** - Save the Children International (formerly known as The International Save the Children Alliance Charity), a charitable company limited by guarantee registered in England and Wales (company number 03732267; charity number 1076822) whose registered office is at St Vincent House, 30 Orange Street, London, WC2H 7HH.
- (h) **Specification** - any specification for the Goods and/or Services, including any related plans and drawings, supplied by SCI to the Supplier, or specifically produced by the Supplier for SCI, in connection with the proposal.
- (i) **Supplier** - the party which provides Goods and/or Services to SCI.

2. The Contract

The contract awarded shall be for the supply of goods and/or services, subject to SCI's Terms and Conditions of Purchase (attached to these Conditions). SCI reserves the right to undertake a formal review of the contract after twelve (12) months.

3. Late Proposal submissions

Proposals received after the Closing Date will not be considered, unless there are in SCI's sole discretion exceptional circumstances which have caused the delay.

4. Correspondence

All communications from Bidders to SCI relating to the proposal must be in writing and addressed to the person identified in the Cover Letter. Any request for information should be received at least 5 days before the Closing Date, as defined in the Request for proposal. Responses to questions submitted by any Bidder will be circulated by SCI to all Bidders to ensure fairness in the process.

5. Acceptance of Proposals

SCI may, unless the Bidder expressly stipulates to the contrary in the proposal, accept whatever part of a proposal that SCI so wishes. SCI is under no obligation to accept the lowest or any proposal.

6. Alternative offer

If the Bidder wishes to propose modifications to the proposal (which may provide a better way to achieve SCI's Specification) these may, at SCI's discretion, be considered as an Alternative Offer. The Bidder must make any Alternative Offer in a separate letter to accompany the proposal. SCI is under no obligation to accept Alternative Offers.

7. Prices

Quoted prices must be shown as both inclusive of and exclusive of any Value Added Tax chargeable or any similar tax (if applicable).

8. No reimbursement of proposal expenses

Expenses incurred in the preparation and dispatch of the proposal will not be reimbursed.

9. Non-Disclosure and Confidentiality

Bidders must treat the Request for Proposal, contract and all associated documentation (including the Specification) and any other information relating to SCI's employees, servants, officers, partners or its business or affairs (the "**Confidential Information**") as confidential. All Bidders shall:

- recognise the confidential nature of the Confidential Information;
- respect the confidence placed in the Bidder by SCI by maintaining the secrecy of the Confidential Information;
- not employ any part of the Confidential Information without SCI's prior written consent, for any purpose except that of quoting for business from SCI;
- not disclose the Confidential Information to third parties without SCI's prior written consent;
- not employ their knowledge of the Confidential Information in any way that would be detrimental or harmful to SCI;
- use all reasonable efforts to prevent the disclosure of the Confidential Information to third parties;

- notify SCI immediately of any possible breach of the provisions of this Condition 9 and acknowledge that damages may not be an adequate remedy for such a breach.

10. Award Procedure

SCI's Procurement Committee will review the Bidders and their proposals to determine, in accordance with the Award Criteria, whether they will award the contract to any one of them.

11. Information and Record Keeping

SCI shall consider any reasonable request from any unsuccessful Bidder for feedback on its proposal and, where it is appropriate and proportionate to do so, provide the unsuccessful Bidder with reasons why its proposal was rejected. Where applicable, this information shall be provided within 30 business days from (but not including) the date on which SCI receives the request.

12. Anti-Bribery and Corruption

All Bidders are required to comply fully with SCI's Anti-Bribery and Corruption Policy (attached to these Conditions).

13. Child Protection

All Bidders are required to comply fully with SCI's Child Safeguarding Policy (attached to these Conditions).

14. Human Trafficking and Modern Slavery

All Bidders are required to comply fully with SCI's Human Trafficking and Modern Slavery Policy (attached to these Conditions).

15. Exclusion Criteria

Any Bidder is required to confirm in writing that:

- Neither it nor any related company to which it regularly subcontracts is insolvent or being wound up, is having its affairs administered by the courts, has entered into an arrangement with creditors, has suspended business activities, is the subject of proceedings concerning those matters, or are in any analogous situation arising from a similar procedure provided for in national legislation or regulations;
- Neither it nor a company to which it regularly subcontracts has been convicted of fraud, corruption, involvement in a criminal organisation, any money laundering offence, any offence concerning professional conduct, breaches of applicable labour law or labour tax legislation or any other illegal activity by a judgment in any court of law whether national or international;
- Neither it nor a company to which it regularly subcontracts has failed to comply with its obligations relating to the payment of social security contributions or the payment

of taxes in accordance with the legal provisions of the relevant country in which it the Bidder operates.

Any Bidder will automatically be excluded from the proposal process if it is found that they are guilty of misrepresentation in supplying the required information within their proposal bid or fail to supply the required information.

16. Conflict of Interest / Non Collusion

Any Bidder is required to confirm in writing:

- That it is not aware of any connection between it or any of its directors or senior managers and the directors and staff of SCI which may affect the outcome of the selection process. If there are such connections the Bidder is required to disclose them.
- Whether or not there are any existing contacts between SCI, and any other Save the Children entity, and it and if there are any arrangements which have been put in place over the last twenty four (24) months.
- That it has not communicated to anyone other than SCI the amount or approximate amount of the proposal.
- That it has not and will not offer pay or give any sum of money commission, gift, inducement or other financial benefit directly or indirectly to any person for doing or omitting to do any act in relation to the proposal process.

17. Assignment and novation

All Bidders are required to confirm that they will if required be willing to enter into a contract on similar terms with either SCI or any other Save the Children entity if so required.

PART 3: TERMS AND CONDITIONS OF PURCHASE

1 Definitions and Interpretation

These terms and conditions ("Conditions") provide the basis of the contract between the supplier ("Supplier") and Save the Children International (the "Customer"), in relation to the validly issued purchase order ("Order") (the Order and the Conditions are together referred to as the "Contract"). All references in these terms and conditions to defined terms - Goods, Services, Prices and Delivery - refer to the relevant provisions of the Order.

2 Quality and Defects

2.1 The Goods and the Services shall, as appropriate:

- a) correspond with their description in the Order and any applicable specification;
- b) comply with all applicable statutory and regulatory requirements;
- c) be of the highest quality and fit for any purposes held out by the Supplier or made known to the Supplier by the Customer;
- d) be free from defects in design, material, workmanship and installation; and
- e) be performed with the best care, skill and diligence in accordance with best practice in the Supplier's industry, profession or trade.

2.2 The Customer (including its representatives or agents) reserves the right at any time to audit the Supplier's records, inspect work being undertaken in relation to the supply of the Goods and Services and, in the case of Goods, to test them.

3 Compliance and Ethical Standards

3.1 The Supplier, its suppliers and sub-contractors, shall (a) observe the highest ethical standards, and shall comply with all applicable laws, statutes, regulations and codes (including environmental regulations and the International Labour Organisation's international labour standards on child labour and forced labour) from time to time in force, (b) comply with the following Customer policies, which are annexed: Child Safeguarding; Fraud, Bribery and Corruption; and Human Trafficking and Modern Slavery (together the "Mandatory Policies"), and (c) act in relation to the Contract in accordance with the principles of the Inter-Agency Procurement Group Code of Conduct.

3.2 The Supplier, its suppliers and sub-contractors shall not in any way be involved in (a) the manufacture or sale of arms or have any business relations with prohibited party armed groups or governments for any war related purpose; or (b) terrorism, including checking its staff, suppliers and sub-contractors against the following sanctions lists: UK Treasury List, EC List, OFAC List and US Treasury List.

3.3 The Supplier is taking reasonable steps (including but not limited to having in place adequate policies and procedures) to ensure it conducts its business (including its relationship with any contractor, employee, or other agent of the Supplier) in such a way as to comply with the Mandatory Policies, and shall upon request provide the Customer with information confirming its compliance.

3.4 The Supplier shall notify the Customer as soon as it becomes aware of any breach, or suspected or attempted breach, of the Mandatory Policies or Condition 8 (Supplier's Warranties), and shall inform the Customer of full details of any action taken in relation to the reported breach.

4 Delivery / Performance

4.1 The Goods shall be delivered to, and the Services shall be performed at the address and on the date or within the period stated in the Order, and in either case during the Customer's usual business hours, except where otherwise agreed in the Order. Time shall be of the essence in respect of this Condition 4.1.

4.2 Where the date of delivery of the Goods or of performance of Services is to be specified after issue of the Order, the Supplier shall give the Customer reasonable written notice of the specified date.

4.3 Delivery of the goods shall take place and title in the Goods will pass on the completion of the physical transfer of the goods from the Supplier or its agents to the Customer or its agents at the address specified in the Order.

4.4 Risk of damage to or loss of the Goods shall pass to the Customer in accordance with the relevant provisions of Incoterms 2010 identified in the Order, or, where Incoterms do not apply, risk in the Goods shall pass to the Customer on completion of delivery.

4.5 The Customer shall not be deemed to have accepted any Goods or Services until the Customer has had reasonable time to inspect them following delivery and/or performance by the Supplier.

4.6 The Customer shall be entitled to reject any Goods delivered or Services supplied which are not in accordance with the Contract. If any Goods or Services are so rejected, at the Customer's option, the Supplier shall forthwith re-supply substitute Goods or Services which conform with the Contract. Alternatively, the Customer may cancel the Contract and return any rejected Goods to the Supplier at the Supplier's risk and expense.

5 Indemnity

The Supplier shall indemnify the Customer in full against all liability, loss, damages, costs and expenses (including legal expenses) awarded against or incurred or paid by the Customer as a result of or in connection with any act or omission of the Supplier or its employees, agents or sub-contractors in performing its obligations under this Contract, and any claims made against the Customer by third parties (including claims for death, personal injury or damage to property) arising out of, or in connection with, the supply of the Goods or Services.

6 Price and Payment

Payment will be made as set out in the Order and the Customer shall be entitled to off-set against the price set out in the Order all sums owed to the Customer by the Supplier.

7 Termination

7.1 The Customer may terminate the Contract in whole or in part at any time and for any reason whatsoever by giving the Supplier at least one month's written notice.

7.2 The Customer may terminate the Contract with immediate effect by giving written notice to the Supplier and claim any losses (including all associated costs, liabilities and expenses including legal costs) back from the Supplier at any time if the Supplier:

- a) becomes insolvent, goes into liquidation, makes any voluntary arrangement with its creditors, or becomes subject to an administration order; or
- b) is in material breach of its obligations under the Contract or is in breach of its obligations and fails to remedy such breach within 14 days of written request from the Customer.

7.3 In the event of termination, all existing Orders must be completed.

8 Supplier's Warranties

8.1 The Supplier warrants to the Customer that:

- a) it has all necessary internal authorisations and all authorisations from all relevant third parties to enable it to supply the Goods and the Services without infringing any applicable law, regulation, code or practice or any third party's rights;
- b) it will not and will procure that none of its employees will accept any commission, gift, inducement or other financial benefit from any supplier or potential supplier of the Customer;
- c) the Services will be performed by appropriately qualified and trained personnel, with the best care, skill and diligence and to such high standard of quality as it is reasonable for the Customer to expect in all the circumstances;
- d) none of its directors or officers or any of its employees have any interest in any supplier or potential supplier of the Customer or is a party to, or are otherwise interested in, any transaction or arrangement with the Customer; and
- e) information provided to the Customer are, and remain, complete and accurate in all material respects.

9 Force majeure

9.1 Neither party shall be liable for any failure or delay in performing its obligations under the Contract to the extent that such failure or delay is caused by an event that is beyond that

party's reasonable control (a "Force Majeure Event") provided that the Supplier shall use best endeavours to cure such Force Majeure Event and resume performance under the Contract.

9.2 If any events or circumstances prevent the Supplier from carrying out its obligations under the Contract for a continuous period of more than 14 days, the Customer may terminate the Contract immediately by giving written notice to the Supplier.

10 General

10.1 The Supplier shall not use the Customer's name, branding or logo other than in accordance with the Customer's written instructions or authorisation.

10.2 The Supplier may not assign, transfer, charge, subcontract, novate or deal in any other manner with any or all of its rights or obligations under the Contract without the Customer's prior written consent.

10.3 Any notice under or in connection with the Contract shall be given in writing to the address specified in the Order or to such other address as shall be notified from time to time. For the purposes of this Condition, "writing" shall include e-mails and faxes.

10.4 If any court or competent authority finds that any provision of the Contract (or part of any provision) is invalid, illegal or unenforceable, that provision or part-provision shall, to the extent required, be deemed to be deleted, and the validity and enforceability of the other provisions of the Contract shall not be affected.

10.5 Any variation to the Contract, including the introduction of any additional terms and conditions, shall only be binding when agreed in writing and signed by both parties.

10.6 The Contract shall be governed by and construed in accordance with Nepal law. The parties irrevocably submit to the exclusive jurisdiction of the courts of Nepal to settle any dispute or claim arising out of or in connection with the Contract or its subject matter or formation.

10.7 A person who is not a party to the Contract shall not have any rights under or in connection with it.

PART 4: SAVE THE CHILDREN'S CHILD SAFEGUARDING POLICY

Our values and principles

Child abuse is when anyone under 18 years of age is being harmed or isn't being looked after properly. The abuse can be physical, sexual, emotional or neglect. The abuse and exploitation of children happens in all countries and societies across the world. Child abuse is never acceptable.

It is expected that all who work with Save the Children are committed to safeguard children whom they are in contact with.

What we do

Save the Children is committed to safeguard children through the following means:

Awareness: Ensuring that all staff and those who work with Save the Children are aware of the problem of child abuse and the risks to children.

Prevention: Ensuring, through awareness and good practice, that staff and those who work with Save the Children minimise the risks to children.

Reporting: Ensuring that you are clear on what steps to take where concerns arise regarding the safety of children.

Responding: Ensuring that action is taken to support and protect children where concerns arise regarding possible abuse.

To help you clarify our safeguarding approach, we list here examples of the behaviour by a representative of Save the Children which are prohibited. These include but are not limited to:

1. Hitting or otherwise physically assaulting or physically abusing children.
2. Engaging in sexual activity or having a sexual relationship with anyone under the age of 18 years regardless of the age of majority/consent or custom locally. Mistaken belief in the age of a child is not a defence.
3. Developing relationships with children which could in any way be deemed exploitative or abusive.
4. Acting in ways that may be abusive in any way or may place a child at risk of abuse.
5. Using language, making suggestions or offering advice which is inappropriate, offensive or abusive.
6. Behaving physically in a manner which is inappropriate or sexually provocative.
7. Sleeping in the same bed or same room as a child, or having a child/children with whom one is working to stay overnight at a home unsupervised.
8. Doing things for children of a personal nature that they can do themselves.

9. Condoning, or participating in, behaviour of children which is illegal, unsafe or abusive.
10. Acting in ways intended to shame, humiliate, belittle or degrade children, or otherwise perpetrate any form of emotional abuse.
11. Discriminating against, showing unfair differential treatment or favour to particular children to the exclusion of others.
12. Spending excessive time alone with children away from others.
13. Placing oneself in a position where one is made vulnerable to allegations of misconduct.

In order that the above standards of reporting and responding are met, **this is what is expected of you:**

If you are worried that a child or young person is being abused or neglected, (such as in points 1, 2, 3, 4, 6, 8, 9 and 10 above for example) or you are concerned about the inappropriate behaviour of an employee, or someone working with Save the Children, towards a child or young person, then you are obliged to:

- act quickly and get help
- support and respect the child
- where possible, ensure that the child is safe
- contact your Save the Children manager with your concerns immediately (or their senior manager if necessary)
- keep any information confidential to you and the manager.

If you want to know more about the Child Safeguarding Policy then please contact your Save the Children manager.

PART 5: SAVE THE CHILDREN'S ANTI-BRIBERY AND CORRUPTION POLICY

Our values and principles

Save the Children does not allow any partner, supplier, sub-contractor, agent or any individual engaged by Save the Children to behave in a corrupt manner while carrying out Save the Children's work.

What we do

Save the Children is committed to preventing acts of bribery and corruption through the following means:

Awareness: Ensuring that all staff and those who work with Save the Children are aware of the problem of bribery and corruption.

Prevention: Ensuring, through awareness and good practice, that staff and those who work with Save the Children minimise the risks of bribery and corruption.

Reporting: Ensuring that all staff and those who work with Save the Children are clear on what steps to take where concerns arise regarding allegations of bribery and corruption.

Responding: Ensuring that action is taken to support and protect assets and identifying cases of bribery and corruption.

To help you identify cases of bribery and corruption, behaviour which amounts to corruption includes but is not limited to:

- a) Paying or Offering a Bribe – where a person improperly offers, gives or promises any form of material benefit or other advantage, whether in cash or in kind, to another in order to influence their conduct in any way.
- b) Receiving or Requesting a Bribe – where a person improperly requests, agrees to receive or accepts any form of material benefit or other advantage, whether in cash or in kind, which influences or is designed to influence the individual's conduct in any way.
- c) Receiving or Paying a so-called 'Grease' or 'Facilitation' payment – where a person improperly receives something of value from another party for performing a service or other action that they were required by their employment to do anyway.
- d) Nepotism or Patronage – where a person improperly uses their employment to favour or materially benefit friends, relatives or other associates in some way. For example, through the awarding of contracts or other material advantages.
- e) Embezzlement - where a person improperly uses funds, property, resources or other assets that belong to an organisation or individual.

f) Receiving a so-called 'Kickback' Payment – where a person improperly receives a share of funds, a commission, material benefit or other advantage from a supplier as a result of their involvement in a corrupt bid or proposal process.

g) Collusion – where a person improperly colludes with others to circumvent, undermine or otherwise ignore rules, policies or guidance.

h) Abuse of a Position of Trust – where a person improperly uses their position within their organisation to materially benefit themselves or any other party.

In order that the above standards of reporting and responding are met, **this is what is expected of you:**

You have a duty to protect the assets of Save the Children from any form of corruption. Furthermore, you must immediately report any suspicion of bribery or corruption to the Save the Children senior management team or Country Director and not to anyone else. Failure to report will be treated as serious and may result in termination of any agreement with Save the Children.

You are obliged to:-

- act quickly and get help
- encourage your own staff to report on bribery and corruption
- contact the Save the Children senior management team or Country Director with your concerns immediately (or their senior manager if necessary)
- keep any information confidential to you and the manager.

Attempted corruption is as serious as the actual acts and will be treated in the same way under this policy.

If you want to know more about the Anti-Bribery and Corruption Policy then please contact your Save the Children representative.

PART 6: SAVE THE CHILDREN'S HUMAN TRAFFICKING AND MODERN SLAVERY POLICY

1. Our values and principles

Save the Children does not allow any partner, supplier, sub-contractor, agent or any individual engaged by Save the Children to engage in human trafficking or modern slavery.

This policy applies to all persons working for us or on our behalf in any capacity, including employees at all levels, directors, officers, agency workers, seconded workers, volunteers, interns, agents, contractors, external consultants, third-party representatives and business partners.

2. What is human trafficking and modern slavery?

The Modern Slavery Act (MSA) 2015 covers four activities:

Slavery	Exercising powers of ownership over a person
Servitude	The obligation to provide services is imposed by the use of coercion
Forced or compulsory labour	Work or services are exacted from a person under the menace of any penalty and for which the person has not offered themselves voluntarily
Human trafficking	Arranging or facilitating the travel of another person with a view to their exploitation

Modern slavery, including human trafficking, is a crime and a violation of fundamental human rights. It takes various forms, such as slavery, servitude, forced and compulsory labour and human trafficking, all of which have in common the deprivation of a person's liberty by another in order to exploit them for personal or commercial gain. We have a zero-tolerance approach to modern slavery and we are committed to acting ethically and with integrity in all our business dealings and relationships and to implementing and enforcing effective systems and controls to ensure modern slavery is not taking place anywhere in our own business or in any of our supply chains.

We are also committed to ensuring there is transparency in our own business and in our approach to tackling modern slavery throughout our supply chains, consistent with our national and international disclosure obligations, and shall comply with all applicable laws, statutes, regulations and codes from time to time in force, including:

- UK Modern Slavery Act 2015 (see above);
- US Trafficking Victims Protection Act 2000;
- USAID ADS 303 Mandatory Standard Provision, Trafficking in Persons (July 2015); and

- International Labour Standards on Child Labour and Forced Labour.

3. Our approach to preventing human trafficking and modern slavery

Save the Children is committed to preventing human trafficking and modern slavery, including through the following means:

Awareness: Ensuring that all staff and those who work with Save the Children are aware of the problem of human trafficking and modern slavery.

Prevention: Ensuring, through awareness and good practice, that staff and those who work with Save the Children minimise the risks of human trafficking and modern slavery.

Reporting: Ensuring that all staff and those who work with Save the Children are clear on what steps to take where concerns arise regarding allegations of human trafficking and modern slavery.

Responding: Ensuring that action is taken to identify and address cases of human trafficking and modern slavery.

To help you identify cases of human trafficking and modern slavery, the following are examples of prohibited categories of behaviour:

- a. **'Chattel slavery'**, in which one person owns another person.
- b. **'Bonded labour' or 'debt bondage'**, which is when a person's work is the security for a debt – effectively the person is on 'a long lease' which they cannot bring to an end, and so cannot leave their 'employer'. Often the conditions of employment can be such that the labourer can't pay off their debt and is stuck for life, because of low wages, deductions for food and lodging, and high interest rates.
- c. **'Serfdom'**, which is when a person has to live and work for another on the other's land.
- d. **Other forms of forced labour**, such as when passports are confiscated (sometimes by unscrupulous recruitment agencies) from migrant workers to keep them in bondage, or when a worker is 'kept in captivity' as a domestic servant. If a supplier or contractor appears to impose excessively harsh working conditions, or excessively poor wages, then you should always be alive to the possibility that a form of forced labour is occurring, and take care with your due diligence.
- e. **'Child slavery'**, which is the transfer of a young person (under 18) to another person so that the young person can be exploited. Child labour may, in fact, be a form of child slavery, and should not be tolerated. See the Save the Children Child Safeguarding Policy for further details.

- f. **'Marital and sexual slavery'**, including forced marriage, the purchase of women for marriage, forced prostitution, or other sexual exploitation of individuals through the use or threat of force or other penalty.

4. The commitment we expect from commercial partners

We expect the same high standards from all of our contractors, suppliers and other business partners, and as part of our contracting processes, we may include specific prohibitions against the use of forced, compulsory or trafficked labour, or anyone held in slavery or servitude, whether adults or children, and we expect that our suppliers will hold their own suppliers to the same high standards.

Please contact your Save the Children representative if you have further questions.



PART 7: CODE OF CONDUCT FOR IAPG AGENCIES AND SUPPLIERS

Suppliers and manufacturers to Non Governmental Organisations (NGO's) should be aware of the Code of Conduct initiatives that the Inter-Agency Procurement Group (IAPG) support. This information is to advise you, our suppliers, of the Corporate Social Responsibility (CSR) element in our supplier relationships.

- Goods and services purchased are produced and developed under conditions that do not involve the abuse or exploitation of any persons.
- Goods produced and delivered by organisations subscribe to no exploitation of children
- Goods produced and manufactured have the least impact on the environment

Code of Conduct for Suppliers:

Goods and services are produced and delivered under conditions where:

- Employment is freely chosen
- The rights of staff to freedom of association and collective bargaining are respected.
- Living wages are paid
- There is no exploitation of children
- Working conditions are safe and hygienic
- Working hours are not excessive
- No discrimination is practised
- Regular employment is provided
- No harsh or inhumane treatment of staff is allowed.

Environmental Standards:

Suppliers should as a minimum comply with all statutory and other legal requirements relating to environmental impacts of their business. Areas to be considered are:

- Waste Management
- Packaging and Paper
- Conservation
- Energy Use
- Sustainability

Business Behaviour:

IAPG members will seek alternative sources where the conduct of suppliers demonstrably violates anyone's basic human rights, and there is no willingness to address the situation within a reasonable timeframe.

IAPG members will seek alternative sources where companies in the supply chain are involved in the manufacture of arms or the sale of arms to governments which systematically violate the human rights of their citizens.

Qualifications to the statement

Where speed of deployment is essential in saving lives, IAPG members will purchase necessary goods and services from the most appropriate available source.

Disclaimer

This Code of Conduct does not supersede IAPG Members' individual Codes of Conduct. Suppliers are recommended to check the Agencies' own websites.

Nutritional assessments for Small, Sick Newborn (SSNB) & Intrapartum Nutrition Feeding practices in Nepal

PR86376

Terms of Reference (ToR)

i. 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.

ii. Background information/context of the Project

MOMENTUM Country and Global Leadership (MCGL) is a five-year global project 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.

MCGL plans to conduct two formative assessments and is recruiting a consulting firm/organization to provide technical and operational expertise to lead the implementation of the assessment.

The summary of two assessments for this assignment are presented in the flowchart below.

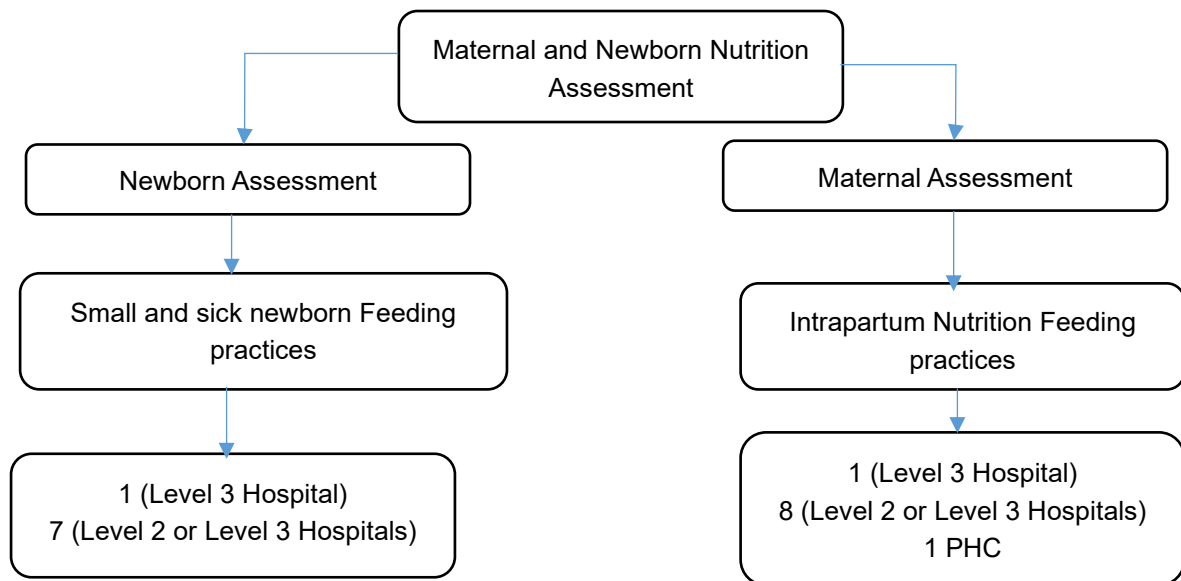


Figure 1: Description of Maternal and Newborn Nutrition Assessment

iii. Objective

This assignment broadly has two objectives: to identify current practices, gaps and opportunities of small and sick newborn feeding at facility and community levels, and intra-partum nutrition practices at facility levels.

A. SSNB Assessment

The SSNB assessment aims to strengthen breastmilk feeding for SSNBs during inpatient and post-discharge follow-up care (to include babies up to two months old). The assessment aims to investigate the current practices, barriers, and facilitators (structural, social and behavioural) of quality and family-centred, nutritional care for SSNBs - including post-discharge follow-up care from the perspectives of health providers, mothers, families and communities.

SSNB assessment has four specific objectives:

1. Understand health providers' perspective on current practices, gaps and opportunities to strengthen breastmilk feeding for SSNBs during the inpatient and post-discharge period.
2. Explore the perspective of mothers, fathers and families / communities on current practices, key barriers, and facilitators to practicing breastmilk feeding recommendations/behaviours for SSNBs during inpatient and post-discharge, periods.
3. Investigate mothers' and families' perceptions towards specialized breastmilk feeding for SSNBs during inpatient care (e.g. expressed breast milk, cup feeding, nasogastric tube feeding and supplementation).
4. Investigate mothers' and families' perceptions towards specialized breastmilk feeding for SSNBs post-discharge (e.g. expressed breast milk, cup feeding and supplementation).

B. Intrapartum Nutrition Assessment

The intrapartum nutrition assessment intends to investigate facility-level practices of intrapartum nutrition at public facilities in Nepal. There are no community level interventions for this assessment.

The specific objectives of this assessment are to

1. Analyses province/district and facility-level clinical resources supporting intrapartum nutrition practices.
2. Identify the service provider practices related to intrapartum nutrition
3. Identify and assess client and client support network preferences and experiences related to intrapartum nutrition
4. Explore factors enabling and/or inhibiting adherence to WHO recommendations for intrapartum nutrition, and
5. Develop and present recommendations to support facility-level adherence to the WHO recommendations on intrapartum nutrition.

iv. Location and official travel involved

The consultant/consulting firm will work from their own place but may need to come to Save the Children office for consultations and communication. SCl will try to arrange tablets and recorders for this assessment but may ask the consultant to arrange those in case of non-availability. The consultant/consulting firm need to travel to the sites/location for the purpose of data collection.

v. Methodology and Scope of Work

i. Study Design

Both studies will be a mixed method study. These studies aim to understand the perspective of health providers, mothers, care takers, family and communities regarding their current practices and barriers and facilitators to provide quality and family-centred nutritional care. The assessments will explore the perspective for Intrapartum Nutrition practices and well as SSNB care practices.

ii. Selection of Study Area

The assessment will take place in the hospitals as described in Table 1.

Table 1: Proposed Study Sites

SN	Location	SSNB	Intra-partum Nutrition
1	Maternity Hospital, Thapathali, Kathmandu	√	√
2	Province 1: Koshi Hospital, Morang	√	√
3	Madhesh Province: Gajendra Narayan Singh Hospital, Saptari	√	√
4	Bagmati Province: Bharatpur Hospital, Chitwan	√	√
5	Gandaki Province: Western Regional Hospital, Pokhara	√	√
6	Lumbini Province: Lumbini Province Hospital, Butwal	√	√
7	Karnali Province: Surkhet Hospital, Surkhet	√	√
8	Sudhuraschim Province: Seti Hospital, Kailali	√	√
9	Charikot Hospital, Dolakha	X	√
10	Palung PHC, Makwanpur	X	√

iii. Selection of Study participants and data collection instruments

The interview protocols are already developed for conducting these assessments. FGD guidelines, All tools including KII guidelines, IDI guidelines and semi-structured KII guidelines are developed for both SSNB and Intra-partum nutrition assessment. These tools provide the instructions that are to be followed during the interview process, which ensures consistency between the interviews and increases the reliability of the findings. All the tools have been developed in local language (Nepali). The summary of Intrapartum Assessment is presented in Table 2 and that of SSNB assessment is present in Table 3 below.

Table 2: Summary of Intrapartum Nutrition Assessment

Population/Source	Method	Key Outcome Measures	# of interviews	Place of interview
Obj. 1: Identify and assess province/district and facility-level clinical resources supporting intrapartum nutrition practices within public facilities in Nepal				
Health service providers involved in Quality improvement activities	KII	We will learn how district and facility staff involved in quality improvement activities at the facility include for intrapartum nutrition practices in their work.	Total – 21 <ul style="list-style-type: none"> • 3 in Maternity hospital • 2 each in remaining 9 health facility 	Health facility
Obj. 2: Identify and assess service provider practices related to intrapartum nutrition at public facilities in Nepal				
Maternity health providers (e.g., doctors, midwives, and nurses)	KAP	Learn about the state of intrapartum nutrition practices among maternity service providers, as well as their knowledge (including misconceptions or misunderstandings) and attitudes (including preferences and biases).	Total – 22 <ul style="list-style-type: none"> • 4 in Maternity hospital • 2 each in remaining 9 health facility 	Health facility
Obj. 3: Identify and assess client and client support network preferences and experiences related to intrapartum nutrition at public facilities in Nepal				
Inpatient postpartum women who had a normal vaginal delivery	Inpatient postpartum client Interview	We will learn from inpatient postpartum women who had a normal vaginal delivery about their preferences for and experiences with oral fluid and food intake during labor (i.e., first stage) at the health facility.	Total – 44 <ul style="list-style-type: none"> • 8 in Maternity hospital • 4 each in remaining 9 health facility 	Health facility
Attendant (Family members/relatives /friends) of inpatient postpartum women who had a normal vaginal delivery	Attendant interview	We will learn from the family members and/or friends of inpatient postpartum women about their preferences for and experiences providing food and fluid for the woman during her labor at the health facility.	Total – 44 <ul style="list-style-type: none"> • 8 in Maternity hospital • 4 each in remaining 9 health facility 	Health facility

Population/Source	Method	Key Outcome Measures	# of interviews	Place of interview
Obj. 4: Explore the factors enabling and/or inhibiting adherence to the WHO recommendations for intrapartum nutrition				
Maternity health providers (e.g., doctors, midwives, and nurses)	IDI	We will learn about health provider perceptions and motivations for practices regarding intrapartum nutrition, as well as how their work environment supports and/or discourages this practice.	18 <ul style="list-style-type: none"> • 4 in Maternity hospital • 14 from remaining health facilities 	Health facility

The SSNB assessment will be conducted in 8 health facilities that are presented in Table 1. The Table 3 below summarizes the SSNB assessment.

Table 3: Summary of Small and Sick Newborn Assessment

Population/Source	Method	Key Outcome Measures	# of interviews	Place of interview
Objective 1: Understand health providers' perspective on current practices, gaps and opportunities to strengthen breastmilk feeding for SSNBs during the inpatient and post-discharge period.				
Health service Providers	KII	<ul style="list-style-type: none"> i. Enablers and motivators for supporting breastmilk feeding for SSNBs during inpatient and post-discharge, including the involvement of mothers/parents ii. Infrastructure facility arrangements, supply, and management support to encourage involvement of family members in the breastmilk feeding of SSNBs; and iii. Training and service provision needs to better provide family-centered breastfeeding support to mothers/families, including specialized feeding and targeted nutritional support for SSNBs. 	Total -24 3 from each health facility	Health facility
Objective 2: Explore the perspective of mothers, fathers and families / communities on current practices, key barriers and facilitators to practicing breastmilk feeding recommendations/behaviors for SSNBs during inpatient and post-discharge, periods.				
Objective 3: Investigate mothers' and families' perceptions towards specialized breastmilk feeding for SSNBs during inpatient care				

Population/S ource	Method	Key Outcome Measures	# of interviews	Place of interview
Objective 4: Investigate mothers' and families' perceptions towards specialized breastmilk feeding for SSNBs post-discharge				
Parent/caregiver of current SSNBs	KII	i. Mothers'/caregivers' perspective of health providers care and support and facility setting to practice optimal feeding behaviors during inpatient care ii. perspectives related to structural, social and behavioral barriers and facilitators to mothers and families to practice optimal nutrition feeding behaviors and care of SSNBs during inpatient care; iii. barriers and enablers to family support of mothers to breastfeeding/breastmilk feeding of SSNBs during inpatient care; and iv. perceptions among mothers/caregivers regarding specialized feeding recommendations for SSNBs.	Total -24 3 from each health facility	Health facility
Mother/caregivers following post discharge follow-up care for SSNBs	KII	i. mothers'/caregivers' perspectives related to structural, social and behavioral barriers and facilitators to optimal nutrition feeding behaviors and care of SSNBs at home or after discharge from health facility. ii. Barriers and enablers to post-discharge support by family, community and community workers for mothers to continue breastfeeding of SSNBs.	Total -24 3 from each health facility	Community setting
Family members and community influencers	FGD	i. Perspectives related to structural, social, and behavioral barriers and facilitators to family and community support for mothers of SSNBs to practice optimal nutrition feeding behaviors and care of SSNBs at home; and ii. Family and communities' perceptions of specialized feeding recommendations for SSNBs.	1 in each health hospital catchment area except Maternity Hospital	Community setting

iv. Data Collection Tools and pretesting

MCGL Nepal has adopted Global tools and adopted in Nepalese context. The data collection tools which need to be finalized after field testing. Pre-testing of the assessment tools will be conducted in during the tool orientation to enumerators/ research assistants. The necessary suggestions, feedbacks after the pretest will be adjusted for finalizing the data collection tools.

v. Data Collection, processing, and analysis

The consultant/consulting firm needs to prepare the details of data collection, processing, and analysis plan in their detail proposal.

vi. Data Quality

The consultant/consulting firm needs to describe the detail procedures that they will be applying for ensuring data quality

The selected individual consultant/firm is expected to deliver the following within the given timeframe.

- i. Develop a detailed assessment plan (inception report) including detailed methodologies and approaches to be used for the assessment; and present the assessment plan with MCGL team to obtain suggestions and approval. The data collection tools have been finalized by MCGL team and hence need not develop the tools.
- ii. Develop detailed data collection plan and recruit experienced Enumerators/Research assistants
- iii. Conduct the tool orientation for Enumerators/Research assistants for acquainting them with the survey procedure, tools, and equipment. This orientation will be conducted in jointly with MCGL team to assure that all are in same line.
- iv. Travel to data collection sites and lead data collection activities
- v. Data management (data collection, transcription in Nepali, translation back to English)
- vi. Data analysis (Analysis of Quantitative data in STATA) and Management of Qualitative data in (NVivo or other similar software)
- vii. Share preliminary research findings with MCGL team as a draft report.
- viii. Prepare separate key findings report and full assessment report.
- ix. Organize a seminar/presentation with MCGL team and other relevant stakeholders to share and review findings of the assessment.
- x. Prepare and submit final assessment report and PowerPoint slide based on the review and feedback provided by MCGL team.

vi. Expected Deliverables

SCI expects the following deliverables which are presented in Table 4 below.

Table 4: Deliverables of the assessment

No	Deliverables	Description	Format and style
1	Detailed Implementation Plan	Detailed out of preliminary workplan, mitigation plan, and monitoring plan for conducting the assessment	MS word
2	Enumerator Training Completion report	Enumerator's training completion report including details of participants, schedules and pretesting of tools	MS word

No	Deliverables	Description	Format and style
3	Draft report of assessment	<ul style="list-style-type: none"> Draft a final report (Two separate: SSNB and Intrapartum Nutrition) with key findings approximately not more than 30 pages excluding an annex prepared and attached (font style as suggested by MCGL) Finalize the reports (revise the report after received feedback from MCGL team). 	MS Word
4	PowerPoint presentation Slides and Final Report	Presentation of PowerPoint (Not exceeding 20 slides) for sharing key research findings. The PowerPoint summarizes the research and presenting key research findings	MS PowerPoint
5	Cleaned, accurate datasets for each assessment, including data quality check report	Quantitative Data: Survey data sets Qualitative data: <ul style="list-style-type: none"> Audio files with name (Type_Respondent_Health Facility) (Example: KII_Health Workers_BPKIHS) uploaded and shared in shared folder Translated scripts with name (Type_Respondent_Health Facility) (Example: KII_Health Workers_BPKIHS) 	MS Excel Mp3 files MS Word File

vii. Timeline

The duration of time allocated for both is approximately 3 months (90 days) starting from the date of signing the contract. The period of engagement includes briefings by the teams, budget and DIP design, enumerator recruitment and training, pre-testing and adaptation of tools, travel to study sites, data collection, data cleaning, transcribing, and translating, data analysis, report writing, presentation of findings as appropriate).

The approximate activity breakdown for the period of engagement is presented in Table 5 below.

Table 5: Timeline of the assessment

SN	Major tasks	Deadline
1	Review of relevant documents and prepare inception report	Within 7 days
2	Tool orientation	Within 15 days
3	Field work for data collection and travel	Within 60 days
4	Data management, cleaning, and analysis	Within 70 days
5	Submission of draft report	Within 75 days
6	Draft final report, incorporating feedback from MCGL	Within 85 days
7	Finalization of report and submission	Within 90 days

viii. Out of Scope Not Applicable

ix. Status updates/reporting

The consultant is expected to provide the updates/share the progress of consultancy work on a weekly basis. If required, both parties will fix a weekly meeting where both parties discuss on the progress and plan for the following/next week.

The consultant will report to MCGL Nepal team. Details of reporting mechanism will be finalized during the process of contract.

x. Acceptance

All rights to accept or reject a proposal, without giving any reasons, shall be reserved with Save the Children Nepal. If deemed necessary, the consultant shall be asked for modifications in the proposal. Save the Children have the rights whether to accept the deliverables submitted by the consultant.

xi. General assumptions and dependencies

The consultant/Consulting firm will be expected to:

1. Coordinate study activity implementation, as per the direction of the Principal Investigator (PI).
2. Liase among MoHP, FWD and MCGL regarding the execution of the assessment and facilitate communication among study stakeholders and PI and co-PIs.
3. Work with facility in-charges to secure monthly data detailing numbers of neonatal inpatient care unit (NICU) / special inpatient care units (SNCU) admissions, delivery volume, and post-delivery discharge practices for each facility included for consideration in the study
4. Develop a detailed implementation plan (DIP) in consultation with MoHP, FWD and MCGL team
5. Hire, train, capacitate and manage two separate teams of data enumerators
6. Pre-test the study tools of both assessments in those facilities that are not included in the study sample
7. Amend tools as necessary following the pre-testing
8. Use the finalized tools to interview survey participants
9. Execute all field-level activities including data collection activities
10. Ensure that correct and proper implementation of tools have been done to enhance quality of data.
11. Be responsible for data cleaning, coding, entry, transcribe, translate using data analysis plan and guidance from the commissioner:
 - a. Translating data collected in local language discussions into English.
 - b. Entering all collected data into the format that will be provided by the commissioner.
 - c. Providing report on quality assurance checks.
12. Develop report and PowerPoint presentation slides, using MCGL template, to summarize key findings.
13. Consult with various stakeholders in maternal and newborn health and nutrition stakeholders to review findings.

SCI Nepal will be responsible for overall management and coordination of this assessment. Specifically, SCI Nepal will

1. Support the consulting firm to coordinate with FWD and other concerned stakeholders
2. Provide the essential and other relevant documents for desk review
3. Provide inputs to finalize the detailed survey plan, methodologies, tools, approaches, and instruments
4. Assist in preparing data analysis plan
5. Bear all agreed costs of the assessment as per agreed based on proposal and agreement
6. Execute the approval process from Nepal Health Research Council (NHRC) and IRB
7. Facilitate in enumerator orientation activities to make sure that all the enumerators have similar understanding
8. Monitor, provide feedback and ensure the quality of assessment.
9. Coordinate with FWD, NHRC and USAID Mission, for supportive supervision to ensure data quality
10. Give inputs on overall process of the assessment.
11. Review the research process and assure that the activities are conducted as per plan

xii. Payment information

The Consultant fees will be paid upon satisfactory report of performance.

xiii. Experience and skill set required

All public, private and non-governmental organizations as well as individual consultants registered under the authorized agency of Government of Nepal and having proven experiences in the field of qualitative assessment and public health project evaluation are eligible to apply for this service. SCI Nepal is looking for consultant/firms having professionals with the following minimum qualifications. The consultant firm is expected to purpose their team composition and their respective roles as per the workload for this assignment.

Team Leader:

- i. Advanced degree, with a minimum of a Master's degree in Public Health, obstetrics and gynecology, health administration/management, international health, epidemiology or a related field
- ii. Minimum of 5 years of experience in designing the data analysis plans for international non-profit organization or multilateral agency assessments with a preference for studies in newborn and maternal health and nutrition
- iii. Demonstrated experience in quantitative and qualitative data analysis, including supervision and transcription of KIIs, IDIs and FGDs (Relevant Reports and Publications)
- iv. Proven evidence of sound knowledge of and experience using research software
- v. Experience working with MoHP and clear understanding of the Nepalese health system, including demonstrable experience working with or in partnership with district government and international NGOs
- vi. Excellent interpersonal skills, integrity, sound judgment, and communication skills
- vii. Passion and commitment to meeting agreed deadlines
- viii. Proactive and able to work independently
- ix. Fluency in English (written and spoken)
- x. Ability to produce high quality work under tight timeframes
- xi. Excellent writing skills with strong experience in writing technical and programmatic reports
- xii. Experience working on USG funded programs highly desirable

Data Analysts:

Data analysts should have;

- i. At least a master's degree in Public Health / Nursing
- ii. At least three years of relevant experience in health-related research management, analysis or report writing
- iii. Advanced knowledge of research software for data management and analysis
- iv. Excellent writing skills with strong experience in drafting research reports
- v. Good analytical skills on the subject matter.

Research Assistants

The research assistants should have

- a. At least a Bachelor's degree preferably in public health/Nursing with experiences in Qualitative and Quantitative data collection
- b. Sound knowledge of and experience using ODK platforms
- c. Proven evidence of conducting qualitative studies

xiv. Other important information

Consortium Arrangement

In case of a consortium, the lead consultant will be responsible for managing the survey in close collaboration and consultation with MCGL Team and will be accountable for timely delivery of quality products. However, MCGL Team does not promote and suggest for consortium approach for this survey.

COVID-19 mitigation plan

The consultant/consulting firm need to describe the details of COVID-19 mitigation plan in the proposal.

Termination of the Contract

SCI Nepal shall terminate the contract, if the consultant/firm commits a breach in the performance or observance of its obligation under this TOR. The consultant/firm shall be notified in written form within a week prior to the termination of the agreement.

Confidentiality:

During the performance of the assignment or any time after expiry or termination of the agreement, the consultant/firm shall not disclose to any person or otherwise make use of any confidential information which the consultant/firm has obtained or may obtain during the assessment relating to partner organization/SCI Nepal, the respondents or otherwise.

Copyright

The firm/consultant shall collect, and document required information during the entire course of this assessment and include information/data that are not included in the report under annexes. Copyright of all the data and documents will remain with SCI Nepal. The firm/consultant cannot publish any findings/pictures that have been collected for this purpose.

How to apply for the services

Proposal Submission Guideline/Required Documents

- Proposal Submission Deadline- **18th May 2022**
- 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 Fiscal year 2077/078.

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

Proposals submitted in another email addresses will not be considered in the process. (Please note that, consultant **must not cc / bcc / forward proposals to any other email addresses**