



Date: 30th March 2023

Request for Proposal (RFP) Reference No: PR255324

Dear Sir/Madam,

Save the Children requests submission of proposal to provide goods/services in accordance with the conditions detailed in the attached documents. Save the Children intends to enter into a contract for the following services: consultancy assignment entitled “Basic Psychosocial Counselling Skill Training”.

We include the following information for your review:

Policy	Policy / Document
Terms & Conditions of Bidding	 1. Terms & Conditions of Biddii
Terms & Conditions of Purchase	 SC-C-01 Short Form Goods and Services A
Supplier Sustainability Policy and the included mandatory policies	Click Here to Access

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 PR255324 “Basic Psychosocial Counselling Skill Training”.

Your proposal must be received at nepal.formalquotation@savethechildren.org not later than **12th April 2023** (“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

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>
Publication / Circulation of Request for proposal	30 March 2023
Last day for bidders to send clarification questions to Save the Children	7 April 2023
Last day for SCI to answer clarification questions to bidders	11 April 2023
Return of Proposals (Closing Date)	12 April 2023
Award Contract and "Go-Live" with Supplier	27 April 2023

Indicative information

Background

Many people will, at some point in their lives, find themselves in the role of a counsellor without having a true understanding of the concept of counselling or what the role of the professional counsellor entails.

There is a big difference between a professional counsellor and a person who uses some counselling skills as part of their role. A professional counsellor is a highly trained individual who can use a different range of counselling approaches with their clients. Whereas a person who use some basic counselling skills are aware and use some basic techniques to listen and help people to vent out.

In today's time there are multiple stress factor and not knowing how to cope and handle them might lead to mental health problem. Mental health issues are still stigmatized and people living with it are discriminated and excluded from the society. With this existing reality of our society seeking help for your mental wellness has always been a challenge. There are very little places and very few people with whom and where we can go and vent our bottled emotions and feelings.

Moreover, we have very few trained people with basic psychosocial counselling skill and assures that they will listen without non-judging.

PLHIV and Key population have many diverse issues and challenges that they face in everyday life. Stigma and discrimination, side effects of medicine and depression, anxiety, self-doubt etc are faced every day. Not being able to deal with or cope in a correct manner may lead to adverse impact in their life. People working with PLHIV and KP directly or indirectly may face many situations where they must listen to people venting and sharing their feeling. They may not be a trained counsellor but if they have the skills of basic psychosocial counselling, they can provide the right support at the right time to the PLHIV and KPs.

Therefore, the purpose of this consultancy is to create awareness and provide a conceptual clarity on basic psychosocial counselling and enhance basic psychosocial counselling skills of people working and dealing directly or indirectly with PLHIV and KPs, so that they are equipped with basic psychosocial counselling skill to deal with many different situations they face during and while providing services.

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, Supplier Sustainability Policy and the included mandatory policies.
- Organization is registered with relevant Government Authority (in case of an entity).
- VAT Registration and Tax Clearance of FY2078/079.
- Lead trainer shall have:
 - a. Master's degree in psychology
 - b. At least 5 years' professional experience in psychology / counselling field.

Evaluation Criteria

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

Capability Criteria (Technical Proposal): 50%

Criteria	Weight	Sub-Criteria	% Weight
Capability	50%	Experience of Lead Trainer Training facilitation experience during last 3 years related to psychological or psychosocial counselling.	10%
		Understanding of TOR	5%
		Proposed methodology for conducting training and session plan	15%
		Human Resource proposed to accomplish task (Team Composition)	15%
		Interview / Presentation (for shortlisted bidder/s only)	5%

Sustainability Criteria: 10%

Criteria	Weight	Sub-Criteria	% Weight
Sustainability	10%	The bidder demonstrates experience and understanding of local context and community.	10%

Remark	Bidders shall secure minimum of 27 marks out of 45 in capability criteria (excluding presentation) to be eligible for financial evaluation / review and interview.
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Commercial Criteria (Financial Proposal): 40%

Financial proposal will be scored in inverse proportionate basis.

How to apply for the services

Proposal Submission Guideline/Required Documents

Proposal Submission Deadline- **12th April 2023**

- Required Documents-
 - Filled out Consultancy Proposal Form (enclosed with this ToR)
 - CV of the proposed consultant with full date of birth in dd/mm/yyyy format.
 - For firms: Copies of- Firm registration certificate, VAT registration certificate, tax clearance certificate of FY 2078/079.
 - For Individuals: Copies of – Citizenship Certificate, VAT registration certificate, tax clearance certificate of FY 2078/079.
- A proposal should have **four (4)** separate files:
 - 1st for essential documents
 - 2nd for technical proposal

3rd for financial proposal

4th for other supporting documents as per ToR

Each of the above should be properly labelled respectively as “essential documents”, “technical proposal”, “financial proposal” and “other supporting documents as per ToR”

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).

**Instruction and Template for
PROPOSAL Submission**
 Consultancy Title: Basic Psychosocial Counselling Skill Training
 PR No. PR255324

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 four (4) separate files:
 - 1st for essential documents
 - 2nd for technical proposal
 - 3rd for financial proposal
 - 4th for other supporting documents as per ToR
 Each of the above should be properly labelled respectively as “essential documents”, “technical proposal”, “financial proposal” and “other supporting documents as per ToR”.

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

4. 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.
- 1.2 Existing and current human resource and organization organogram.

2. Proposed Team Composition:

SN	Full Name (Avoid abbreviations)	Date of birth (dd/mm/yyyy AD)	Designation	Academic Qualification	Thematic Expertise (eg. GBV, S&D, etc.)
1					
2					
3					
4					
5					
6					

For effectiveness of the training, at least 3 resource person including lead trainer is recommended.

Please add rows as required.

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

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4. Please explain your experience and understanding of local context and community (PLHIV in the context of Nepal).

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

5. Please list out lead trainer's training facilitation experience of last 3 years related to psychological or psychosocial counselling in below table:

S. No.	Date	Training Title	Organization	Attach Evidence (experience letter)
1				
2				
3				
4				
5				

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

Bidders are not required to propose DSA and travel cost of participants. These will be managed by Save the Children.









Training venue including refreshments (food package) for training should be managed by the consultant.

Bidders shall submit financial proposal in separate file with file name – financial proposal.

Section C: Essential Evaluation Questions

ESSENTIAL CRITERIA (Exclusion if not met)

In order to qualify as a bidder you must be able to answer 'Yes' against all of the Essential Criteria. After passing the essential criteria you will be scored against Capability and Commercial criteria.

S. No.	Criteria	Please specify Yes / No						
a)	Do you have a legitimate business/official address OR are you registered for trading or tax purposes with the authorities. If yes, have you attached a copy of registration documents with this proposal? (Not applicable to individual bidders)							
b)	We, the Bidder, hereby confirm we compliance with the following policies and requirements: <table border="1" data-bbox="360 1070 1082 1415"> <tr> <td>Terms & Conditions of Bidding</td> <td> 1. Terms & Conditions of Bidding</td> </tr> <tr> <td>Terms & Conditions of Purchase</td> <td> SC-C-01 Short Form Goods and Services A</td> </tr> <tr> <td>Supplier Sustainability Policy and the included mandatory policies</td> <td>Click Here to Access</td> </tr> </table>	Terms & Conditions of Bidding	 1. Terms & Conditions of Bidding	Terms & Conditions of Purchase	 SC-C-01 Short Form Goods and Services A	Supplier Sustainability Policy and the included mandatory policies	Click Here to Access	
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c)	Do you confirm that the company is not linked directly or indirectly to any terrorism related activity, and does not sell any Dual-Purpose goods / services that may be used in a terror related activity?							
d)	Do you confirm that you are not a prohibited party under applicable sanctions laws or anti-terrorism laws or provide goods under sanction by the United States of America or the European Union and accepts that SCI will undertake independent checks to validate this?							
e)	Do you confirm that you are not a prohibited party or on government blacklisting?							
f)	Have you attached a copy of VAT registration certificate?							
g)	Have you attached a copy of Tax Clearance certificate of FY 078/079?							
h)	Does proposed Lead trainer have master's degree in psychology?							
i)	Does proposed Lead trainer has at least 5 years'							

	professional experience in psychology / counselling field? If yes, is this reflected in his / her CV?	
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Basic Psychosocial Counselling Skill Training

PR255324

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

Many people will, at some point in their lives, find themselves in the role of a counsellor without having a true understanding of the concept of counselling or what the role of the professional counsellor entails.

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In today's time there are multiple stress factor and not knowing how to cope and handle them might lead to mental health problem. Mental health issues are still stigmatized and people living with it are discriminated and excluded from the society. With this existing reality of our society seeking help for your mental wellness has always been a challenge. There are very little places and very few people with whom and where we can go and vent our bottled emotions and feelings. Moreover, we have very few trained people with basic psychosocial counselling skill and assures that they will listen without non-judging.

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Objective

Overall Objective:

To provide concept clarity on counselling and enhance basic psychosocial counselling skills of people directly and indirectly working with PLHIV and KPs.

Specific Objectives: At the end of this training, the participants are expected:

1. Understand the basic concept of Psychosocial Counselling
2. Be familiar with principles and basic psychosocial counselling skills.
3. Able to apply the principle and counselling skills in practice.
4. Provide effective counselling for depression management and suicide prevention.
5. Develop confidence /comfortable to use the basic and essential counselling skills in practice to deal with stigma and discrimination, GBV and support PLHIV and KPs specific issues.

Location and official travel involved.

Kathmandu (1st batch) and Nepalgunj (2nd batch).

Services the Supplier will provide.

- Design content of the training.
- Take pre-test and post-test.
- Facilitate 2 batches of 3 days training on basic psychosocial counselling skill. Expected number of participants are 25 to 30 per batch.
- Prepare reference materials on 'Basic Psychosocial Counselling Skills' for the participants.
- Detail report of the 2 trainings.

Experience and skill set required.

The key competencies, technical background, and experience.

Essentials:

- Lead trainer shall have master's degree in psychology.
- Lead trainer should have at least 5 years' professional experience in psychology / counselling field.

Preferred:

- Experience on developing training package, capacity building sessions to the different groups including PLHIV on basic counselling related to gender-based violence, stigma and discrimination, harmful socio-cultural practices effects on their mental health development, how to deal with those age group facing difficulties with life.
- Working experience on promoting healthy psychosocial environment.
- Excellent report writing and facilitation skills in both English and Nepali.

Expected Deliverables

- Develop Training Content
- Reference material on basic counselling to the participants.
- Detail report of training.

Status updates/reporting

The consultant will report directly to Program Manager of Catalytic Fund who will review all deliverables for this Consultancy.

In addition, the Sr. Director, Program Operation gives final approval to all work products. The progress of the Consultant's performance during the period of the assignment will be monitored and evaluated by the Catalytic Fund Program Manager through but not limited to progress meetings, telephone calls as well as review and acceptance of all deliverables prior to payment.

General assumptions and dependencies

Program Manager of Catalytic Fund will touch-base and coordinate with concern stakeholders of HIV, as per need and requirement identify the people for engagement in this assessment.

Payment information

50% of the total cost after the submission and approval of the training content.
50% of the total cost after the submission of final report of the training.

The Fees are inclusive of all costs, overheads and expenses, including travel and accommodation.

Other important information

NA

How to apply for the services

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Estimated Commencement Date: April 2023

Estimated Completion Date: June 2023

Note: dates are subjected to change depending on the procurement process onboarding consultant

Deliverable number	Deliverable title	Description	Submit to	Delivery date
1	Meeting and orientation to consultant	After the consultant is onboard. A meeting will be called to describe the expectation from the training, so that the content of the training is designed as per need of the project.	Procurement department and Program Manager	<i>Within a week on onboard of consultant</i>
2	<i>Content of the training</i>	A detail content of the training with methodology	Procurement department and Program Manager	<i>Within a week on onboard of consultant</i>
3	Facilitate 3 days training	<i>Take in charge of facilitation of the training</i>	Program Manager - Human Rights and Gender Manager	<i>Expected date: May 2023 To be confirmed after the consultant is onboard.</i>
4	Training reference materials	<i>Reference material of the basic psychosocial counselling skill to be prepared and share</i>	Program Manager - Human Rights and Gender Manager	<i>Within a week of training facilitated</i>
5	Training report	<i>3 days detail training report with pre and post test result.</i>	Program Manager - Human Rights and Gender Manager	<i>Within a week of training facilitated</i>

