

**Instruction and Template for  
PROPOSAL Submission**  
Consultancy Title: “ENDLINE EVALUATION OF EARLY START PROJECT”  
PR No. PR439846

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 submitted through email should have four (4) **separate files**:
  - 1<sup>st</sup> for essential documents
  - 2<sup>nd</sup> for technical proposal
  - 3<sup>rd</sup> for financial proposal
  - 4<sup>th</sup> for other supporting documents as per ToR
  - All attached documents should be clearly labelled so it is clear to understand what each file relates to.
  - Emails should not exceed 15mb – if the file sizes are large, please split the submission into two emails.
  - Do not copy other SCI email addresses into the email when you submit it as this will invalidate your bid.
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

1.1 Work experience related to public health, education (ECD) and child protection related research/evaluation/studies.

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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 proposed for this assignment	Academic Qualification

3. Please provide proposed team leaders experience in “public health, ECD, child protection related research/evaluation/studies, and relevant articles published in PubMed indexed journals” in below table:

Date		Description	Organization	Remark
From	To			

*Please add rows as required.*

4. Please provide proposed team members experience in “public health, ECD and child protection related research/evaluation/studies” in below table:

Name of Team Member	Date		Description	Organization	Remark
	From	To			

*Please add rows as required.*

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5. **Proposed Research Methodology to conduct this assignment (Study design, Sampling, Sample Size, timeline).**

Please outline your proposed approach to this assignment including an outline as to the methodology to be used.

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6. **Please explain your workplan /timing/detailing/unfolding activities and delivery time.**

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7. **Please list out studies / research report produced by team leader (latest two reports of recently conducted on similar endline/evaluation/research.**

S. No.	Title of research / studies	Attached soft copy or provide Link/hyperlink to the report or articles	Completion Date
1			
2			
3			
4			

Please add / delete rows in above table as required.

8. **Please explain your quality assurance mechanism on orientation, monitoring, and supervision.**

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9. **Does proposed team leader and members have working experience in Karnali and Sudurpachim province? If yes, please list out the studies conducted in Karnali and Sudurpachim Province below:**

S. No.	Title of research / studies	Name of Palika Research/studies was conducted	Organization Name	Completion Date
1				
2				
3				
4				
5				

10. **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”.

## 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 in Nepal. If yes, have you attached a copy of registration documents with this proposal?							
b)	We, the Bidder, hereby confirm we compliance with the following policies and requirements: <table><tr><td>Terms &amp; Conditions of Bidding</td><td> 1. Terms &amp; Conditions of Biddir</td></tr><tr><td>Terms &amp; Conditions of Purchase</td><td> SC-C-01 Short Form Goods and Services</td></tr><tr><td>Supplier Sustainability Policy and the included mandatory policies</td><td><a href="#">Click Here to Access</a></td></tr></table>	Terms & Conditions of Bidding	 1. Terms & Conditions of Biddir	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>	
Terms & Conditions of Bidding	 1. Terms & Conditions of Biddir							
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>							
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 have VAT registration? If yes, have you attached a copy of VAT registration with your proposal.							
g)	Do you have Tax Clearance of FY 2079/080? If yes, have you attached a copy of Tax Clearance Certificate with this proposal.							



# Terms of Reference for Endline Study

Project: Early Start Project

February 2024

PR 439846

# 1. PROJECT SUMMARY

<b>Type of evaluation [if applicable]</b>	Endline Study
<b>Name of the project</b>	Early Start Integrated Project
<b>Project Start and End dates</b>	01 Sep 2021 to 31 Aug 2024
<b>Project duration</b>	2 years, 11 months, 29 days
<b>Project locations:</b>	Aathbis and Chamunda Bindrasaini Municipality in Karnali Province
<b>Thematic areas</b>	Health, Child protection and Education
<b>Sub themes</b>	Protection of children from violence, Early Childhood Care and Development, Maternal, neonatal and reproductive health, Child health, Maternal, infant and young child nutrition
<b>Donor</b>	SC New Zealand various donors/general funds
<b>Estimated beneficiaries</b>	0-3 years old children
<b>Overall objective of the project</b>	Young children (0-3 years old) survive and thrive in a healthy, protective, stimulating environment, and develop to their full potential in Aathbis and Chamunda Bindrasaini Municipality, dailekh



## 2. INTRODUCTION

Save the Children (SC) has worked in Nepal since 1976, and currently manages an annual average budget of 38 million USD, including assistance and development programs in nutrition, health, food security, economic opportunities, education, child rights, and emergencies and disaster response. Through its two field offices, it is currently working in all 77 districts of Nepal with specific focus on Madhesh Province and Karnali Province. Currently, we have more than 60 primarily Nepali non-governmental organization (NGO) partners in country. SC has been intervening in the early childhood care and development (ECCD), maternal and newborn care, and child protection sectors in Nepal since the 1990s and is recognized as a leader in these sectors. The Dailekh district, Karnali province, is a national priority in terms of its development by both the GoN and SC, given its low human development and multi-dimensional poverty indices. SC has been working in Dailekh district, located in Province 6 (Karnali), for over 15 years. The early Start project is built on the network of partnerships and relationships already established with local authorities and civil society. Dailekh is a priority district for SC. The *Early Start* project has been complemented the priority of other project being implemented in the district with its specific focus on the developmental needs of 0-3 age cohort, which is not a target of the other project.

Save the Children International (SCI) has been implementing the Early Start Project funded by SC New Zealand (SCNZ) since 1 September 2021 in partnership with Everest Club Dailekh, local Partner Non-Government Organization (PNGO), and in collaboration with local government. The project launched its interventions in two municipalities i.e. Aathabis and Chamunda Bindrasaini Municipality of Dailekh district. The overall goal of the project is to make young children (0-3 years old) survive and thrive in a healthy, protective, stimulating environment, and develop to their full potential in Aathbis and Chamunda Bindrasaini Municipality, Dailekh district.

## 3. BACKGROUND AND CONTEXT

Young children's health and nutritional, developmental, and protection needs at home and community have been a significant concern for a long time in Nepal, and specifically in Karnali Province. Dailekh district of Karnali Province is one of the 10 least developed districts with Human Development Index (HDI) value of 0.384, significantly lower than the national average of 0.602 (2019 report). Chamunda Bindrasaini and Aathbis Municipalities are at 0.38 and 0.36 value, respectively. The maternal mortality rate in Nepal is 151 per 100,000 live births (Census 2021), with the maternal mortality rate in Karnali State, i.e. 172 per 100,000 live births (Census 2021).

Similarly, the neonatal mortality rate remains high in Nepal i.e., 21 per 1000 live births and 26 deaths per 1000 live births in Karnali province (NDHS 2022). Furthermore, Karnali province has highest stunting in children <5 years age (36%) (NDHS 2022).

In addition, 79% of children in Karnali Province aged 1-17 years have experienced physical punishment or psychological aggression during the most recent month prior to the survey (MICS, 2019), with the highest rate among children under the age of 5. Approximately, 34.8% of children aged 36-59 months are not developmentally on track, and 94% of children do not have three or more books/playing materials to read/play at home (MICS, 2019). Only 57% women deliver at health facilities with a skilled provider, and they are often accompanied by the female community health volunteers, their mothers in law or any other female relatives (NDHS 2016).

Besides, Nepal has been implementing its safe motherhood program since 1997 with the broad aims of reducing maternal and neonatal morbidity and mortality and improving maternal and neonatal health. This program includes strategies focused on birth preparedness, antenatal care (ANC) check-ups, and institutional delivery that reduce the risks of complications during pregnancy and childbirth and address factors associated with mortality and morbidity. However, there is much more to achieve, and efforts need to prioritize antenatal care (ANC) on specified months as per national protocol, delivering at health institutions or being assisted by skilled birth attendants (SBA) at health institutions, and receiving postnatal care (PNC) are vital to preventing maternal and newborn deaths. Besides, although the health service providers encourage healthy timing and spacing of birth for all women and men, and provide post-partum family planning counselling and services, the problem still exists in relation to the practice for having child spacing. Thus, children in these areas are failing to meet their full potential in major aspects of health and nutrition, development and learning, and protection. The *Early Start* project contributed to three of the eight strategic goals of country strategy plan (CSP) 2019-2021. It has been fully supported the strategic goal 21 of the CSP for 2022-2024, along with substantial contribution to strategic goal 3 and 4.

The overall objective of the *Early Start* project is that young children survive and thrive in a healthy, protective, and stimulating environment, and develop to their full potential. To achieve the objective, this project has identified three outcomes with emphasis on improving access and utilization of health services, improving competencies of caregivers, and increasing capacities of civil society networks and local and provincial governments.

## 4. SCOPE OF STUDY

### 4.1 Purpose, Objectives and Scope

This Endline study is planned to be conducted in April-June 2024. The primary purpose of this endline is to measure the outcome of the project against set value of outcome indicators in the baseline study, so that it can be easy to measure whether the goal and objective of the project is achieved after the 2.5 years of project implementation. The findings of the Endline will be documented based on the research questions and outcome indicators of the project so that the result can be compared against the value of each indicator identified during baseline survey. The external team will be required to undertake this study in close collaboration with the SCI MEAL team and partner NGOs in Dailekh District.

### 4.2 Intended Audience and Use of the Study

Primary intended audience of the study are.

Stakeholder	Intended Audiences
Member country	SC New Zealand
Primary implementing organisation	Save the Children International, Nepal Country Office (Project team; Programme Development, and Quality Improvement team; Advocacy and Communications team, MEAL team, Operation team)

<sup>1</sup> Children in their first 1,000 days survive, are nurtured and protected (SG 2 of CSP 2022-24)

Implementing partners	Everest Club, Dailekh
Government stakeholders	Local government, School, provincial/federal government, stakeholder who are working in health, education and child protection.
Community groups	Community groups at local level; Federation/Organization of People with Disability; HFOMC, FCHVs, ECCD facilitators, Civil Society Organization (CSO) and other professional organization.
Beneficiaries	Households, Children, adolescents and youths (girls, boys and young women); children/people with disability, parents and caregivers; health workers; administrators and policy makers.

## 5. STUDY METHODOLOGY

### 5.1 Study Design

The Endline study will be descriptive cross-sectional in nature along with quantitative and qualitative method of data collection techniques. The quantitative data will be collected from the study area aligned with the log frame and indicators of the project. The qualitative data will be collected from health coordinators, Child right focal person and Chair of Municipalities at Palika level including FGDs and KIIs with schools teachers/SMCs and parents/caregivers at community level.

### 5.2 Sampling

The study team will use confidence interval (ideally 95%) and margin of error (ideally 5%) to decide the sample size with respect to the design opted. Further, to specifying sample size and design the following guideline should be used to formulate sampling strategy to minimize possible bias in sample. Considering the geographical structure and social heterogeneity in the study areas, multi-stage cluster sampling design will be followed to select the final study area and sample units.

This project has focused on mothers and caregivers of children aged 0-3 years old in Aathbis and Chamunda Bindrasaini Municipalities, Dailekh. Therefore, the sample should consider this age group in the populations of the project area. This category is further sub-categorized across indicators. For calculation of health and nutrition related indicators sample size, mothers having children below one year were used as sample unit, and 0-3 years children and their caregivers will be taken as sample unit for education and child protection indicators. Regarding municipalities level sample distribution, weighted percentage values used to segregate the sample in H&N. For CREDI indicators, determined sample number also equally divided in to six group based on age category from 0-6 years children to 30-35 months children and equally distributed in both municipalities.

Below table shows the tentative estimated samples for quantitative survey based on the targeted beneficiaries of this project. For institutions level outcome indicators, census method used to collect the data from municipalities. The sample size will be finalized in coordination with the project and technical team.

Indicator	Sample Unit	Sampling frame	Sample Size	Remarks
Outcome 1: Improved access and utilization of quality health and nutrition services for young children	Mother (having below 1 year's children)	941	274	<i>Sampling</i>
Outcome 2: Improved competencies of caregivers to foster a healthy and stimulating environment, responsive care, and violence free practices at home and community	Caregivers (Having 0-3 Years children)	2735	336	<i>Sampling</i>
Outcome 3: Increased capacity of local and provincial governments, and civil society organizations to support health and nutrition, parenting without violence, early stimulation, and responsive care of young children	Municipality	2	2	<i>Census</i>

### Data source

Data collection tools for quantitative survey will incorporate disaggregation by age, gender and disability. Both secondary and primary sources for data will be resourced. For secondary sources, data from county census and municipality records of population with categorization across age, gender, social stratification, and disability will be used primarily to operationalize the sample design and also to include in the Endline report wherever relevant. The most current data available and widely used for planning by local government should be used. In case secondary data from multilateral agencies such as UN agencies and World Bank are found to be the most recent and also in use by the governments and other development agencies, then the study team can decide on using it on the basis of their acceptability, quality and availability for the lowest administrative units such a municipality or village wards. Every secondary data used should be referenced appropriately with DOIs or website links where possible.

### Survey Tools:

Survey will be administered with structured/semi-structured questionnaire as the tool for quantitative data collection to answer the outcome 1 and 2. Survey will be administered with mother and caregivers of children aged 0-3 years. Questionnaire will be designed to reflect the indicators of the log-frame as well as to answer the research questions. Study team should design its questionnaire as per the project indicators. Digital applications, such as Comm Care or Kobo, should be used for data collection. Use of digital application expedites data collection, minimizes errors in data during collection and while transferring to centralized system.

### Validity and reliability of the tools:

The design of the questionnaires should be guided by steps to ensure validity and reliability of the tools. Validity checks should be done by reviewing the questions by MEAL team of Nepal CO. This is critical and a multiple review by designated experts within SCI Nepal team and SC New Zealand is required to finalize the questions. Further, reliability tests should be done by

reviewing the questions and also by using Cronbach's Alpha<sup>2</sup> if scale rankings are used for any set of questions.

A pre-testing of the questionnaire should be done to revise and improve the reliability of this tool. The extent of testing will depend on the resource available and at the least can be tested within the team if not at the community level. This should be followed by an intensive training for enumerators who are provided the capacity to ensure data quality.

Data quality management should be exercised by following the process for error detection and data cleaning prior to data analysis. Data should undergo tests for assigning correct data types; duplication of data; completeness check and management of missing observations by an appropriate strategy to either disclose or impute with mean, median, etc.; identification of outliers and membership to data range and type; review of descriptive statistics to look at mean, median, standard deviations; examine frequencies to detect unequal distributions in categories such as age and sex; logic checks; bivariate associations for outliers; etc. The study should prepare a clear plan for error correction by their identification and document the process to include data cleaning trail in the report.

### 5.3 Ethical Considerations

It is expected that this study will be:

- **Child participatory.** Where appropriate and safe, children should be supported to participate in the baseline process beyond simply being respondents. Opportunities for collaborative participation could include involving children in determining success certain aspects of the baseline design, supporting children to collect some of the data required for the baseline themselves, or involving children in the validation of findings. Any child participation, whether consultative, collaborative or child-led, must abide by the [9 Basic Requirements for meaningful and ethical child participation](#).
- **Inclusive.** Ensure that children from different ethnic, social and religious backgrounds have the chance to participate, as well as children with disabilities and children who may be excluded or discriminated against in their community.
- **Ethical:** The study must be guided by the following ethical considerations:
  - *Safeguarding – demonstrating the highest standards of behavior towards children and adults.*
  - *Sensitive – to child rights, gender, inclusion and cultural contexts.*
  - *Openness – of information given, to the highest possible degree to all involved parties.*
  - *Confidentiality and data protection – measures will be put in place to protect the identity of all participants and any other information that may put them or others at risk.<sup>3</sup>*
  - *Public access – to the results when there are not special considerations against this.*

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<sup>2</sup> [1] Cronbach's alpha is a measure of internal consistency, that is, how closely related a set of items are as a group. It is considered to be a measure of scale reliability. A "high" value for alpha does not imply that the measure is unidimensional. If, in addition to measuring internal consistency, you wish to provide evidence that the scale in question is unidimensional, additional analyses can be performed. Exploratory factor analysis is one method of checking dimensionality. Technically speaking, Cronbach's alpha is not a statistical test – it is a coefficient of reliability (or consistency).

<sup>3</sup> If any Consultancy Service Provider, Freelancer or Contingent worker will have direct contact with children and/or vulnerable adults and/or beneficiaries and/or have access to any sensitive data on safeguarding and/or children and/or beneficiaries, it is the responsibility of the person receiving the consulting service to contact the local HR team and child safeguarding focal point to ensure vetting checks and on-boarding are conducted in line with statutory requirements, local policies and best practices guidance.

- *Broad participation - the relevant parties should be involved where possible.*
- *Reliability and independence - the study should be conducted so that findings and conclusions are correct and trustworthy.*

**Ethical Approval:** Ethical approval for conducting Endline survey should be taken from Nepal Health Research Council (NHRC). Informed consent will be taken from all participants before the interview, and parental verbal consent along with personal consent will be obtained for adolescents under 18 years of age.

It is expected that:

- Data collection methods will be age and gender appropriate.
- Study activities will provide a safe, creative space where children feel that their thoughts and ideas are important.
- A risk assessment will be conducted that includes any risks related to children, young people's, or adult's participation.
- A referral mechanism will be in place in case any child safeguarding or protection issues arise.
- Informed consent will be used where possible.

## 6. EXPECTED DELIVERABLES

The study deliverables and tentative timeline (subject to the commencement date of the study) are outlined below. The study/MEAL team and technical/project Manager of SC Nepal will agree on final milestones and deadlines at the inception phase.

### Deliverables and Tentative Timeline

Deliverable / Milestones	Timeline
The study Team is contracted, oriented on SC's safeguarding policies and commences work	First week of April, 2024
The study team will facilitate a <b>workshop</b> with the relevant stakeholders at the commencement of the project to develop the inception report.	Second week April, 2024
The study Team will submit an <b>inception report*</b> in line with the provided template, including: <ul style="list-style-type: none"> <li>▪ Study objectives, scope and key study questions</li> <li>▪ Description of the methodology, including design, data collection methods, sampling strategy, data sources, and study matrix against the key study/research questions</li> <li>▪ Data analysis and reporting plan</li> <li>▪ Caveats and limitations of study</li> <li>▪ Risks and mitigation plan</li> <li>▪ Ethical considerations including details on consent.</li> <li>▪ Stakeholder and children communication and engagement plan</li> <li>▪ Key deliverables, responsibilities, and timelines</li> <li>▪ Resource requirements</li> <li>▪ Data collection tools (in line with the study matrix and requirements set by the Early Start Project indicators framework and learning agenda)</li> </ul>	Second week April, 2024



Once the inception report is finalised and accepted, the endline study team must submit a request for any change in strategy or approach to the study manager or MEAL team in SCI.	
<b>Ethics submission:</b> Should approval from a Nepal Health Research Council (NHRC) be required, an ethics submission should include: <ul style="list-style-type: none"> <li>▪ study protocols (participant recruitment, data security and storage, consent and confidentiality etc.)</li> <li>▪ considerations for consulting with children and other vulnerable groups</li> <li>▪ participant information statement and consent forms</li> </ul>	Second week April, 2024
<b>Finalize data collection tools in Both English and Nepali Language</b> <ul style="list-style-type: none"> <li>▪ Survey instrument</li> <li>▪ Data collection mechanism</li> </ul>	Second week April, 2024
<b>Conduct data collection in the field:</b> <ul style="list-style-type: none"> <li>▪ Orientation to the data enumerators</li> <li>▪ Data collection (both Qualitative and quantitative)</li> <li>▪ Data quality assurance strategies</li> </ul>	2-15 May 2024
<b>Data cleaning, and analyses</b> (both quantitative and qualitative) and summarize immediate findings	Fourth week of May 2024
<b>A Study Report*</b> (Draft Version – template available if useful though external actors may want to use theirs) including the following elements: <ul style="list-style-type: none"> <li>▪ Executive summary</li> <li>▪ Background description of the Project and context relevant to the Study</li> <li>▪ Scope and focus of the study.</li> <li>▪ Overview of the study methodology and data collection methods</li> <li>▪ Data quality management plan and action</li> <li>▪ Findings aligned to each of the key research questions and indicators.</li> <li>▪ Specific caveats or methodological limitations of the study</li> <li>▪ Conclusions outlining implications of the findings or learnings. And achievements over the baseline data</li> <li>▪ Recommendations</li> <li>▪ Annexes (Project log frame, study ToR, Inception Report, Study schedule, List of people involved)</li> </ul> A consolidated set of feedback from key stakeholders will be provided by Save The Children within one weeks of the submission of the draft report.	First week of June 2024
<b>Review and feedback from SCI team on the report</b>	Second week of June, 2024
<ul style="list-style-type: none"> <li>▪ <b>Final Study Report*</b> incorporating feedback from consultation on the Draft Study Report</li> </ul>	Fourth week of June, 2024

\*All reports are to use the Save the Children [Final Study Report template](#)

## 7. REPORTING AND GOVERNANCE

The study team lead is to provide reporting against the project plan. Weekly regular reporting should be done to the Senior MEAL Coordinator through [email or phone](#) and by outlining progress and a written Progress Report (1-page) by email to the Save the Children study Project Manager fortnightly, documenting progress, and any emerging issues to be resolved and planned activities for the next month. The day-to-day communication and technical progress/issues should be reported to SCI MEAL team either through phone or email.

## 8. STUDY MANAGEMENT

Tentative Timeline, with key deliverables in bold. The final timeline and deliverables will be agreed upon the inception phase.

What	Who is responsible	By when	Who else is involved
Inception report and Tools finalization	Study team	15 April 2024	MEAL, TM, TAs
Ethics submission	Study team	15 April 2024	TM, Technical Advisors MEAL
Review of inception report	SC team	24 April 2024	TM, Technical and MEAL team
Finalize Endline tools and Digitization of <b>Data collection tools</b>	Study team	30 April 2024	TM, Technical Advisors MEAL
Data collection tools pretesting and Data collection	Study team	2-15 May 2024	TM, Technical Advisors MEAL
<b>Data management and analysis</b> (coding, transcriptions, data cleaning, integration and analysis)	Study team	24 May 2024	MEAL Coordinator-Operational Research, CO
First draft of the Final study report	Study team	7 June 2024	MEAL, TAs
Review of first draft report	SC team	15 June 2024	Study team, SC Project Manager, Technical Advisors, MEAL team
Final Study report and submission of data and analysis	Study team	24 June 2024	Study team



## 9. STUDY TEAM AND SELECTION CRITERIA

Interested consultants will be required to submit an Expression of Interest in line with the provided template, which should demonstrate adherence to the following requirements.

### Understanding of Requirements and Experience

To be considered, the study team members together must have demonstrated skills, expertise and experience in:

- Designing and conducting endline evaluations using mixed-method design.
- Experience in conducting studies in the field of health, child protection and education especially focusing to the children 0-3 and interventions related to married women and caregivers.
- Leading operational research, baselines and endline evaluation or consultancy work in Nepal and is sensitive to the local context and culture, particularly [health, child rights, gender equality, ethnicity, religion and minority groups and/or other factors]
- Conducting ethical and inclusive studies involving children and children's participatory techniques
- Conducting ethical and inclusive studies involving marginalised, deprived and/or vulnerable groups in culturally appropriate and sensitive ways.
- Managing and coordinating a range of government, non-government, community groups and academic stakeholders
- Extensive experience of theory of change and how they can be used to carry out endline evaluations or evaluations.
- Strong written and verbal skills in communicating technical and/ or complex findings to non-specialist audiences (especially report writing and presentation skills)
- A track record of open, collaborative working with clients

There is a high expectation that:

- Members (or a proportion) of the study team have a track record of previously working together with Save the Children.
- A team leader should have seniority and experience in leading complex study projects, and who has the strong ability in report writing especially those who has published academic papers in high impact journals and standing to lead a team toward a common goal.
- A team member having experience on conducting quantitative and qualitative research method, with involvement of women researcher in the team composition.
- The team has the ability to commit to the terms of the project and have adequate and available skilled resources to dedicate to this study over the period.
- The team has a strong track record of working flexibly to accommodate changes as the project is implemented.

The academic qualifications are: -

- Master's degree in public health, education and law or human rights (PhD in any discipline will be preferred).
- Certification or demonstrated proficiency in data science with SPSS, R, STATA, Nvivo, etc.
- Experience of conducting surveys

### Capability Evaluation Criteria

SAVE THE CHILDREN		
SN	Major Topic	Score Weightage

1	<b>Organization Background:</b>	
	7 years or above experience public health, education (ECD) and child protection related research/evaluation/studies.	
	5-6 years' experience public health, ECD and child protection related research/evaluation/studies.	
	2-4 years' experience, health, ECD and child protection related research/evaluation/studies.	
2	<b>Relevant Experience and publication:</b>	
	<b>b. Team Leader experience:</b>	
	7 years or above of public health, ECD, child protection related research/evaluation/studies, and 10 or above relevant articles published in PubMed indexed journals:	
	5-6 years of public health, ECD and child protection related research/evaluation/studies, and 5-9 relevant articles published in PubMed indexed journals:	
	2 to 4 years of public health, ECD and child protection related research/evaluation/studies, and 1-4 relevant articles published in PubMed indexed journals:	
	<b>c. Team Members- at least two key members (Data Collection-Qualitative/Quantitative):</b>	
	All team members have 7 years or above of public health, ECD and child protection related research/evaluation/studies:	
	All team members have 5-6 years of public health, ECD and child protection related research/evaluation/studies:	
	2 to 4 years of public health, ECD and child protection related research/evaluation/studies:	
	Below 2 years of public health, ECD and child protection related research/evaluation/studies:	
3.	<b>Reports Quality</b> of recently conducted (within 2 years) similar baseline/evaluation or other study reports (attach at least two reports): (If excellent-, if no=)	
4.	<b>Human Resources with education background and team composition:</b>	
	a. Team Leader- (If PHD , Master , if bachelor: (in relevant subjects such as Public Health or ECD or Law/Human Rights)	
	b. Team members- (at least one member with having master's degree in one of public health, ECD and Law/ Human Rights: , Below master's degree: )	
5	c. Female member: (at least one female member in a team: , if no female member in a team: )	
	<b>Quality of proposal</b>	
	<b>Research Methodology: (Study design, Sampling, Sample Size, timeline):</b>	
	Methodology (Study methodology, Sample technique, field Management and Coordination, Data Management, Data Analysis, Data Protection and Ethical Standard):	
	Strong: , Good: , Satisfactory:	

6	<b>Quality assurance mechanism of Orientation program and monitoring and supervision plan:</b> (Strong: , Good: , Poor: )	
	<b>Work Plan:</b> (Strong: Good: , Poor: )	
7	<b>Contextual experience and Sustainability</b> <ul style="list-style-type: none"> <li>• If team leader and team members have similar working experience in Karnali and Sudurpashim Province:</li> <li>• If team leader has similar working experience in Karnali and Sudurpashim province:</li> <li>• If any team members have similar working experience in Karnali and Sudurpashim province:</li> <li>• If no experience</li> </ul>	
8	<b>Budget</b> (Price will be scored at inverse proportion method which means lowest price's bidder will score highest)	
9	<b>Interview</b> (Strong: , Good: , Satisfactory: , Poor-)	
<b>Total</b>		<b>100</b>

## Financial Proposal

Save the Children seeks value for money in its work. This does not necessarily mean "lowest cost", but quality of the service and reasonableness of the proposed costs. Proposals shall include personnel allocation (role / number of days / daily rates / taxes), as well as the cost of enumerators.

## 10. SCHEDULE OF PAYMENT

- Upon approval of inception report and tools: [30%]
- Upon submission of First Draft study Report: [40%]
- Upon approval of final study report: [30%]

## 11. HOW TO APPLY

### Proposals Submission Guideline/Required Documents

Interested team of professional experienced consultants should submit below mentioned documents by **20 March 2024**

Filled out Consultancy Proposal Form and Bidder Response Document (enclosed with this ToR)

- CV(s) of the proposed consultant(s) with full date of birth in dd/mm/yyyy format.
- For firms: Copies of- Firm registration certificate, VAT registration certificate, and latest Tax clearance certificate. For firms that are tax exempted by the government, a copy of tax exemption certificate should be submitted.
- For Individuals (Nepali): Copies of citizenship certificate and VAT registration certificate. An application letter including remuneration requirements (daily rate) and contact information for three work-related referees.
- Applications not including all the above information will not be reviewed. Only short-listed candidates will be contacted.

If an individual is a full-time staff member of another organization, a no objection/consent letter signed by the organization head must be submitted along with the proposal. This is not applicable for proposals sent through a firm.

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

**Procurement Coordinator – Sourcing**  
**Supply Chain Department**  
**Save the Children, Surkhet Field Office**  
Birendranagar Municipality, Kalunchok, Surkhet  
Tel: +977-083-525756

## 12. ANNEXES

### Annex 1: Project Log frame

### Annex 2: List of project documents to be consulted.

1. Project Logical Framework
2. Project Proposal
3. Each endline team should access secondary data for the project area in consultation with the Nepal MEAL team or – demography (categorized by age, gender and disability), education, etc. from the secondary sources.
4. Draft tools that were used for baseline study
5. Baseline study report for data comparison or to analyze progress over the plan

### Annex 3: SCI Evaluation Scoring for perspective consultants

<b>Evaluation Quality Criteria</b> (used for internal scoring after completion)	
<b>Purpose, Design and Methods</b>	
1.	Does the report clearly identify the study purpose (including its key objectives, questions, and criteria) as set out in the evaluation's Terms of Reference (ToR)?
2.	Are the data collection and analysis methods a clearly justified approach to addressing the study purpose and questions? (Do they provide valid, reliable, and ethical data?)
3.	Is the methodology suitably tailored to the context and population groups to which the research questions relate (e.g. re gender, disability, socio-economic status, geographic location, cultural context, ethnicity)?
4.	Is the size and composition of the sample in proportion to the conclusions sought by the study?
5.	Does the study build on what is already known, for example existing tried and tested frameworks and tools, existing data/evidence, and previous lessons learned?
6.	Are the methods used to collect and analyse data and any limitations of the quality of the data and collection methodology explained and justified?
<b>Analysis and Findings</b>	
7.	Has any personal and professional influence or potential bias among those collecting or analysing data been recorded and addressed or mitigated ethically?
8.	Is the data well triangulated, such as by using different data collection methods, types of data and stakeholder perspectives
9.	Are the perspectives of children & communities included in the evidence, including the most deprived and marginalised?
10.	Are the findings disaggregated according to sex, disability, and other relevant social differences?
11.	Is there a clear logical link between the data that was collected and analysed, and the conclusions and recommendations presented
12.	Are conflicting findings and divergent perspectives presented and explained in the analysis and conclusions?
<b>Communication and Use</b>	
13.	Is the analysis and interpretation of the data well communicated through accessible language and helpful visuals (diagrams, graphs, tables as needed)?
14.	Are references, annexes and links included that provide additional relevant data, analysis or references (including key documents and which individuals/stakeholders were involved)?

15. Is there a clear plan for how to use the results, including recommendations that are 'SMART' (Specific, Measurable, Achievable, Relevant, Timebound) and directed toward the appropriate 'end users', a dissemination plan, and specific actions for implementing these recommendations?



Date: 12<sup>th</sup> March 2024

Request for Proposal (RFP) Reference No: PR439846

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 "Endline Evaluation of EARLY START Project".

We include the following information for your review:

Policy	Policy / Document
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	<a href="#">Click Here to Access</a>

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.proposals@savethechildren.org](mailto:nepal.proposals@savethechildren.org)

The email subject should indicate **"Proposal for PR439846 "End-line Evaluation of Early Start Project"**.

Your proposal must be received at :- [nepal.proposals@savethechildren.org](mailto:nepal.proposals@savethechildren.org) not later than **20<sup>th</sup> March 2024** ("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. Chandika Prasad Timilsina](mailto:Mr.ChandikaPrasadTimilsina@savethechildren.org) (Contact Person) in writing at the following address: [chandika.timilsina@savethechildren.org](mailto:chandika.timilsina@savethechildren.org)

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

Yours faithfully,

Chandika Prasad Timilsina

Procurement Coordinator – Sourcing

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>
Publication / Circulation of Request for proposal	12 March 2024
Last day for bidders to send clarification questions to Save the Children	16 March 2024
Last day for SCI to answer clarification questions to bidders	18 March 2024
Return of Proposals (Closing Date)	<b>20 March 2024</b>
Award Contract and "Go-Live" with Supplier	1 <sup>st</sup> April 2024

### Indicative information

#### **Background**

Young children's health and nutritional, developmental, and protection needs at home and community have been a significant concern for a long time in Nepal, and specifically in Karnali Province. Dailekh district of Karnali Province is one of the 10 least developed districts with Human Development Index (HDI) value of 0.384, significantly lower than the national average of 0.602 (2019 report). Chamunda Bindrasaini and Aathbis Municipalities are at 0.38 and 0.36 value, respectively. The maternal mortality rate in Nepal is 151 per 100,000 live births (Census 2021), with the maternal mortality rate in Karnali State, i.e. 172 per 100,000 live births (Census 2021).

Similarly, the neonatal mortality rate remains high in Nepal i.e., 21 per 1000 live births and 26 deaths per 1000 live births in Karnali province (NDHS 2022). Furthermore, Karnali province has highest stunting in children <5 years age (36%) (NDHS 2022).

In addition, 79% of children in Karnali Province aged 1-17 years have experienced physical punishment or psychological aggression during the most recent month prior to the survey (MICS, 2019), with the highest rate among children under the age of 5. Approximately, 34.8% of children aged 36-59 months are not developmentally on track, and 94% of children do not have three or more books/playing materials to read/play at home (MICS, 2019). Only 57% women deliver at health facilities with a skilled provider, and they are often accompanied by the female community health volunteers, their mothers in law or any other female relatives (NDHS 2016). Besides, Nepal has been implementing its safe motherhood program since 1997 with the broad aims of reducing maternal and neonatal morbidity and mortality and improving maternal and neonatal health. This program includes strategies focused on birth preparedness, antenatal care (ANC) check-ups, and institutional delivery that reduce the risks of complications during



pregnancy and childbirth and address factors associated with mortality and morbidity. However, there is much more to achieve, and efforts need to prioritize antenatal care (ANC) on specified months as per national protocol, delivering at health institutions or being assisted by skilled birth attendants (SBA) at health institutions, and receiving postnatal care (PNC) are vital to preventing maternal and newborn deaths. Besides, although the health service providers encourage healthy timing and spacing of birth for all women and men, and provide post-partum family planning counselling and services, the problem still exists in relation to the practice for having child spacing. Thus, children in these areas are failing to meet their full potential in major aspects of health and nutrition, development and learning, and protection. The Early Start project contributed to three of the eight strategic goals of country strategy plan (CSP) 2019-2021. It has been fully supported the strategic goal 21 of the CSP for 2022-2024, along with substantial contribution to strategic goal 3 and 4.

The overall objective of the Early Start project is that young children survive and thrive in a healthy, protective, and stimulating environment, and develop to their full potential. To achieve the objective, this project has identified three outcomes with emphasis on improving access and utilization of health services, improving competencies of caregivers, and increasing capacities of civil society networks and local and provincial governments.

#### **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. Firm registration in Nepal.
- VAT Registration and Tax Clearance of FY2079/080.

#### **Evaluation Criteria**

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

#### **Capability Criteria (Technical Proposal): 55**

<b>SAVE THE CHILDREN</b>		
<b>SN</b>	<b>Major Topic</b>	<b>Score Weightage</b>
1	<b>Organization Background:</b>	

<sup>1</sup> Children in their first 1,000 days survive, are nurtured and protected (SG 2 of CSP 2022-24)

	7 years or above experience public health, education (ECD) and child protection related research/evaluation/studies.	
	5-6 years' experience public health, ECD and child protection related research/evaluation/studies.	
	2-4 years' experience, health, ECD and child protection related research/evaluation/studies.	
2	<b>Relevant Experience and publication:</b>	
	<b>b. Team Leader experience:</b>	
	7 years or above of public health, ECD, child protection related research/evaluation/studies, and 10 or above relevant articles published in PubMed indexed journals:	
	5-6 years of public health, ECD and child protection related research/evaluation/studies, and 5-9 relevant articles published in PubMed indexed journals:	
	2 to 4 years of public health, ECD and child protection related research/evaluation/studies, and 1-4 relevant articles published in PubMed indexed journals:	
	<b>c. Team Members- at least two key members (Data Collection-Qualitative/Quantitative):</b>	
	All team members have 7 years or above of public health, ECD and child protection related research/evaluation/studies:	
	All team members have 5-6 years of public health, ECD and child protection related research/evaluation/studies:	
3.	2 to 4 years of public health, ECD and child protection related research/evaluation/studies:	
	Below 2 years of public health, ECD and child protection related research/evaluation/studies:	
3.	<b>Reports Quality</b> of recently conducted (within 2 years) similar baseline/evaluation or other study reports (attach at least two reports): (If excellent-, if no=)	
4.	<b>Human Resources with education background and team composition:</b>	
	a. Team Leader- (If PHD , Master , if bachelor: (in relevant subjects such as Public Health or ECD or Law/Human Rights)	
	b. Team members- (at least one member with having master's degree in one of public health, ECD and Law/ Human Rights: , Below master's degree: )	
5	c. Female member: (at least one female member in a team: , if no female member in a team: )	
	<b>Quality of proposal</b> <b>Research Methodology: (Study design, Sampling, Sample Size, timeline):</b>	
	Methodology (Study methodology, Sample technique, field Management and Coordination, Data Management, Data Analysis, Data Protection and Ethical Standard):	

	Strong: , Good: , Satisfactory:	
6	<b>Quality assurance mechanism of Orientation program and monitoring and supervision plan:</b> (Strong: , Good: , Poor: ) <b>Work Plan:</b> (Strong: Good: , Poor: )	
7	<b>Interview</b> (Strong: , Good: , Satisfactory: , Poor-)	

#### Sustainability Criteria: 5%

Criteria	Weight	Sub-Criteria	% Weight
<b>Sustainability</b>		<ul style="list-style-type: none"> <li>• Sustainability %-</li> <li>• Contextual experience and Sustainability</li> <li>• If team leader and team members have similar working experience in Karnali and Sudurpashim Province:</li> <li>• If team leader has similar working experience in Karnali and Sudurpashim province:</li> <li>• If any team members have similar working experience in Karnali and Sudurpashim province:</li> <li>• If no experience</li> </ul>	

<b>Remark</b>	Bidders shall secure minimum of 20 marks out of 40 in capability to be eligible for financial evaluation / review and presentation / 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- **20<sup>th</sup> March 2024**

- 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 2079/080.
  - At least two recent evaluation report of similar nature.

Request For proposal

- - A proposal should have **four (4)** separate files:
    - 1<sup>st</sup> for essential documents
    - 2<sup>nd</sup> for technical proposal
    - 3<sup>rd</sup> for financial proposal
    - 4<sup>th</sup> for other supporting documents as per ToREach 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.proposals@savethechildren.org](mailto:nepal.proposals@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).**