

**Instruction and Template for  
PROPOSAL Submission**  
Consultancy Title: eLMIS Consultant  
PR No. PR458035

Date of Proposal Submission: <Insert date>

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

1. **Section A:** Instruction for Proposal Development
2. **Section B:** Proposal Development Form
3. **Section C:** Essential Evaluation Questions

### **Section A: Instruction for Proposal Development**

Please **READ** and **FOLLOW** the instructions before completing the proposal form

1. A proposal will not be considered for review if:
  - It is received after the deadline
  - It is not sealed properly (**NA in case of email proposals**)
  - There are any missing documents mentioned in the ToR
  - Information submitted by the company is found to be false
  - It is incomplete
2. A proposal should have three (3) separate envelopes (**NA in case of email proposals**):
  - 1<sup>st</sup> for CVs of Proposed Consultants listed in Section B, Part 2 below.
  - 2<sup>nd</sup> for technical proposal
  - 3<sup>rd</sup> for financial proposal

Each of the above envelopes should be sealed, and properly labelled respectively as “supporting documents,” “technical proposal” and “financial proposal.” Each page of the proposal should be stamped and signed. All these three (3) envelopes then should be kept in **another envelop sealed with wax** (*laha chhap*).

4. Only shortlisted bidder/s will be contacted by Save the Children at each stage of the selection process.
5. Shortlisted bidder/s **may** be invited to deliver a 15minute presentation to the Procurement Committee on their technical proposal.

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

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

Name of the organization : .....  
Address : .....  
District/State : .....  
Country : .....  
Phone number : .....  
E-mail : .....  
Website : .....

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

Name : .....  
 Position : .....  
 Phone Number : ..... (Landline) ..... (Mobile)  
 E-mail : .....

### III. Major topics and sub-topics for proposal development

#### 1. Organization Background (NA in case of individual consultant)

- 1.1 Work experience.
- 1.2 Existing and current human resource and organization organogram.

#### 2. Signatory and Proposed Consultants Information:

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

#### 3. Please provide your understanding of ToR, proposed modality / approach and workplan to conduct this assignment.

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

#### 4. Please state your experience in conducting eLMIS training as a facilitator:

SN	Date of training	Training Title	Organization	Remarks







*Please add rows as required.*

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

## Section C: Essential Evaluation Questions

### ESSENTIAL CRITERIA (Exclusion if not met)

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

S. No.	Criteria	Please specify Yes / No						
a)	Do you have a legitimate business/official address OR are you registered for trading or tax purposes with the authorities. If yes, have you attached a copy of registration documents with this proposal? (not applicable to individual bidders)							
b)	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 Bidding</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 Bidding	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 Bidding							
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 Bachelor's in pharmacy or public health with at least 2 years of experience in health systems' supply chain management?							

g)	Do you have experience in delivering training sessions on eLMIS, preferably in the context of supply chain management or healthcare systems of Nepal?	
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eLMIS Consultant

PR458035

### Terms of Reference (ToR)

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, in order to focus them on achieving maximum impact for children.

#### Background information/context

The electronic Logistics Management Information System (eLMIS) is a vital part of health systems. It helps in improving supply chain management by providing a digital platform for inventory management, distribution tracking, and reporting of essential medical supplies. For the optimal utilization and effectiveness of this system, it is essential to conduct training sessions for all relevant service delivery points.

The objective of this TOR is to outline the expected responsibilities of an eLMIS Consultant who will facilitate training sessions to be conducted in Bagmati, Gandaki, and Karnali Provinces for SDPs to utilize the eLMIS platform.

#### Objective

The objective of this TOR is to outline the expected responsibilities of an eLMIS Consultant who will facilitate training sessions to be conducted in Bagmati, Gandaki, and Karnali Provinces for SDPs to utilize the eLMIS platform.

#### Location and official travel involved

eLMIS Consultants will be positioned in the respective provincial offices/health directorates. Regular office hours are 10:00am to 5:00 pm, Sunday to Friday. Consultants may have to travel within the province and other provinces as per the guidance from the reporting focal person. Any required travel will need pre-approval by SCI in accordance with SCI's Travel Policy and applicable CO Expense Policy.

#### eLMIS Consultant will:

- Create detailed training modules and materials customized to address the unique requirements and responsibilities of the intended audience, drawing from the eLMIS manual. Additionally, design specialized training modules to enhance the accurate recording and reporting of TB, HIV, and Malaria health supplies.
- Conduct in-person training sessions to educate users on the functionalities, navigation, and best practices of the eLMIS platform.
- Provide hands-on demonstrations and simulations to ensure practical understanding and proficiency among trainees.
- Offer ongoing support and assistance to users, addressing queries, troubleshooting issues, and providing guidance as needed.
- Collaborate with relevant stakeholders to gather feedback, assess training effectiveness, and make necessary adjustments to training materials and methods.
- Maintain accurate records of training sessions, attendance, and participant feedback for reporting and evaluation purposes.
- Coordinate with the Management Division, Provincial Health Directorate, Provincial Health Logistics Management Centers, Health Offices, and municipalities as per need.
- Responsibilities related to eLMIS as assigned by Program Coordinator-C19RM during the course of the rollout.

#### **Required expertise, qualifications, and competencies:**

##### **Essential:**

- Bachelor's in pharmacy or public health with at least 2 years of experience in health systems' supply chain management.
- Experience in delivering training sessions on eLMIS, preferably in the context of supply chain management or healthcare systems of Nepal.

##### **Preferred:**

- In-depth understanding of logistics management principles and familiarity with inventory management processes.
- Proficiency in using the eLMIS platform.

- Excellent communication and presentation skills, with the ability to convey complex concepts in a clear and understandable manner.
- Strong interpersonal skills and the ability to work effectively with diverse groups of stakeholders.
- Flexibility and adaptability to accommodate varying learning styles and preferences among trainees.
- Certification or formal training in instructional design, adult learning principles, or related fields would be advantageous.
- Willingness to travel to different locations within Bagmati, Gandaki, and Karnali provinces for rollout sessions as necessary.

### **Expected Deliverables**

- Training modules and materials developed according to the agreed-upon schedule.
- Successful completion of training sessions as per the agreed-upon timeline.
- Documentation of participant attendance and feedback for each training session.
- Regular updates and revisions to training content based on feedback and system updates.
- Per batch training report.
- Final completion report of the training.

### **Timeline**

The duration of the contract for the eLMIS Trainer will be 2.5 months.

**Estimated Commencement Date:** 1 May 2024

**Estimated End Date:** 15 July 2024

**Reporting:** The eLMIS Consultant will report to Program Coordinator-C19RM, who will oversee the training program and provide guidance and support as needed.

### **Payment information**

Payment will be made based on the contractually agreed daily rate and only for the contractually agreed services. Timesheets using the template provided are to be submitted on a monthly basis during the Engagement. Payment will only be made upon receipt of the timesheet for the relevant period.

In addition to the daily payment, any expenses related to travel, accommodation, and any other relevant costs incurred during training will be reimbursed as per SCI norms upon prior approval.

### Proposal Evaluation and Scoring Criteria

Criteria	Weight	Sub-Criteria	% Weight
<b>ESSENTIAL</b>	<b>NA</b>	Compliance with Save the Children International standard policies	..
		PAN registration	..
		Bachelor's in pharmacy or public health with at least 2 years of experience in health systems' supply chain management.	..
		Experience in delivering training sessions on eLMIS, preferably in the context of supply chain management or healthcare systems of Nepal.	..
<b>Commercial</b>	<b>40%</b>	Measured on Inverse proportional Basis (overall Rate)	40
<b>Capability</b>	<b>60%</b>	Academic Qualification	60
		Experience in health systems' supply chain management.	
		Experience in conducting eLMIS training as a facilitator	
<b>Total</b>		Resulting Weighted (Commercial + Capability)	100

### How to apply for the services

#### **Proposal Submission Guideline/Required Documents**

- Proposal Submission Deadline- **25<sup>th</sup> April 2024**
- 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 Individuals (Nepali): Copies of citizenship certificate and PAN/VAT registration certificate;

If an individual is a full-time staff member of another organization, a no objection/consent letter signed by the organization head must be submitted along with the proposal.

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



Estimated Commencement Date: 29 April 2024

Estimated Completion Date: 12 July 2024

<i>Deliverable number</i>	<i>Deliverable title</i>	<i>Description</i>	<i>Format and style</i>	<i>Submit to</i>	<i>Delivery date</i>
1	<i>Training PPT and material finalization</i>	<i>PowerPoint presentation which will be used during training needs to be finalized, Programmatic brief, and logistics management of HIV, TB, and Malaria program for the 4<sup>th</sup> day to be finalized in coordination with the SCI team. Also, the questionnaire for pre and post-tests to be finalized.</i>	<i>Presentation</i>	<i>PC-C19RM</i>	<i>May 7, 2024</i>
2	<i>Event report of each batch</i>	<i>Event report including pre-test, post-test test and lesson learned along with participants details to be prepared and submitted.</i>	<i>In a provided format.</i>	<i>PC-C19RM</i>	<i>End of each batch</i>
3	<i>Final report</i>	<i>Final eLMIS training completion report to be submitted in coordination with all eLMIS consultants.</i>		<i>PC-C19RM/Sr PSM Manager</i>	<i>July 12, 2024</i>