

**Instruction and Template for  
PROPOSAL Submission**

**Consultancy Title: Documentation and Dissemination of the Good Practices of Education  
Interventions of Save the Children in Madhesh and Karnali Province  
PR No. PR367529**

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 submitted in designated email ID.
  - 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.
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**

**1.1 Work experience.**

(a) Please provide the details of the studies conducted by our organization in collecting the good practice and innovation in the field of education particularly in the areas of ECCD, basic education, and safe school.

Date	Study Title	Client Name	Remark

*Please add rows as required.*

(b) Does your organization have experience in producing high-level quality good practices for multi-purpose use and socialization, especially on education? If yes please provide details:

S. No.	Date	Description (title)	Client Name	URL (Link)	Remark
1					
2					
3					
4					
5					

*Please add rows as required.*

**1.2 Existing and current human resource and organization organogram.**

**2. Signatory and Proposed team information:**

SN	Full Name (Avoid abbreviations)	Date of birth (dd/mm/yyyy AD)	Gender	Home Address (Province and District)	Proposed position for this assignment	Academic Qualification
1						
2						
3						
4						
5						

*Please add rows as required.*



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

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

4. Does any of your proposed team member have experience on videography for capturing short, good practices/innovations? If yes, please provide details below:

S. No.	Team Member's Full Name	Details of experience on videography	Remark

*Please add rows as required.*

5. Does any of your proposed team member have experience of study in both humanitarian and regular development context? If yes please provide details below:

S. No.	Team Member's Full Name	Study Title	Date	Remark

*Please add rows as required.*

6. Does your organization or your proposed team member have own media/publication house or online news portal? If yes, please provide details below:

Name of Media / Publication house	Own by	URL Link	Details

*Please add rows as required.*

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







Bidder 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?							
b)	We, the Bidder, hereby confirm we compliance with the following policies and requirements: <table border="1" data-bbox="359 790 1082 1144"> <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 A</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 A	Supplier Sustainability Policy and the included mandatory policies	<a href="#">Click Here to Access</a>	
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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>							
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 Fiscal Year 2078/079?							
h)	Have you attached CVs of Proposed Consultant/s?							
i)	Does your organization have conducted at least 3 studies to collect the good practice and innovation in the field of education particularly in the areas of ECCD, basic education, and safe school? If yes, please provide the details are requested in Question 1.1 (a) of Section B above.							
j)	Does your organization have experience in producing at least 3 high-level quality good practices for multi-purpose use and socialization, especially on education?							

	If yes, please provide details with links to published documents in question 1.1 (b) of Section B above.	
k)	Does your proposed team leader have master's degree in education, international development, social sciences, or a related discipline? If yes, please provide details in question no. 2 of Section B above and also this should be reflected in Team Leader's CV.	





Re-Call Date: 1<sup>st</sup> November 2023

Request for Proposal (RFP) Reference No: PR367529

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 "Documentation and Dissemination of the Good Practices of Education Interventions of Save the Children in Madhesh Province and Karnali Province".

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 PR367529 "Documentation and Dissemination of the good practices".

Your proposal must be received at [nepal.proposals@savethechildren.org](mailto:nepal.proposals@savethechildren.org) not later than **7<sup>th</sup> November 2023** ("the extended 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](mailto: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>
Publication / circulation of Re-Call of Request for Proposal	1 November 2023
Last day for bidders to send clarification questions to Save the Children to <a href="mailto:eoiconsultant.nepal@savethechildren.org">eoiconsultant.nepal@savethechildren.org</a>	5 November 2023
Submission of Proposals (Closing Date)	<b>7 November 2023</b>
Award contract and "Go-Live" with supplier	22 November 2023

### Indicative information

#### **Background**

Education is one of the key priorities of Save the Children (SC). Under education, Early Childhood Care and Development (ECCD), Basic Education (BE) and other education (components of safe schools and secondary education) are the sub-thematic areas in which Save the Children has been investing its resources since long. Ensuring equitable access to quality basic education and ECCDs services is one of the mandates of education intervention in both humanitarian and development context.

To document good practices in our ongoing education projects and interventions, Save the Children calls for applications from interested organizations and consultants to develop a high-quality report, featuring the good practices, which can be further diffused as learnings to partners, like-minded organizations, and government agencies.

## 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:

- Bidders have legitimate business /official premises, or they are registered for trading and tax as required by law.
- They are not any prohibited parties or are on the government’s blacklist.
- Bidders’ confirmation of compliance with the attached Conditions of Proposal, Terms and Conditions of Purchase, Supplier Sustainability Policy and the other attached mandatory policies.
- The bidding organizations are registered with the relevant government authority.
- VAT Registration and Tax Clearance of FY2078/079.
- Bidders have conducted at least 3 studies to collect good practice and innovation in the field of education, particularly in the areas of ECCD, Basic Education, and safe school.
- Experience in producing at least 3 high-quality good practices for multi-purpose use and socialization, especially on education. (Provide links to the published documents)
- Team leader should have Master’s Degree in education, international development, social sciences, or other related disciplines. However, a PhD degree in any related disciplines is preferred.

### 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	Conducted studies to collect good practice and innovation in the field of education, particularly in the areas of ECCD, Basic Education (BE), and safe school. <ul style="list-style-type: none"> <li>• Conducted more than 5 studies in collecting good practices- 15</li> <li>• Conducted 5 studies in collecting good practices- 10</li> <li>• Conducted 3-4 studies in collecting good practices- 5</li> </ul> <i>Evidence – Either soft copy report or links to report or published articles.</i>	15



Criteria	Weight	Sub-Criteria	% Weight
		<b>Team leaders' academic qualification.</b> <ul style="list-style-type: none"> <li>▪ PhD in education, international development, social sciences, or any other related disciplines. 10</li> <li>▪ MPhil in education, international development, social sciences, or any other related disciplines. 7</li> <li>▪ Master's degree in education, international development, social sciences, or any other related disciplines. 4</li> </ul>	10
		<ul style="list-style-type: none"> <li>▪ Any team member's experience in videography for capturing short, good practices/innovations. If yes- 5, No-0</li> <li>▪ Any team member's experience in conducting a study in both humanitarian and regular development context. If yes 5, No. 0</li> </ul>	10
		<ul style="list-style-type: none"> <li>▪ Having own/team members' media/publication house or online news portal - 5 No - 0</li> </ul>	5
		<b>Presentation / interview (for shortlisted bidder/s only)</b>	10

**Sustainability Criteria: 10**

Criteria	Sub-Criteria	% Weight
<b>Sustainability</b>	Any of the proposed team member from Karnali or Lumbini or Madhes province - 5	10
	At least one female member in the proposed team - 5	

<b>Remark</b>	Bidders shall secure a minimum of 20 of 40 marks in the capability assessment to be eligible for financial evaluation / review.
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**Commercial Criteria (Financial Proposal): 40**

Financial proposal will be scored on an inverse proportionate basis.

**How to apply for the services**

Re-Call Proposal Submission Guideline/Required Documents

Proposal Submission Deadline - **7<sup>th</sup> November 2023**

- **Required Documents-**
  - Completed Consultancy Proposal Form (enclosed with this ToR)
  - CV of the proposed consultant with full date of birth in dd/mm/yyyy format.

Request For proposal

- Copies of firm registration certificate, VAT registration certificate, and tax clearance certificate of FY 2078/079.
- 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).

## Documentation and Dissemination of the Good Practices of Education Interventions of Save the Children in Madhesh and Karnali Province

PR367529

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

**Background information/context:** Education is one of the key priorities of Save the Children (SC). Under education, Early Childhood Care and Development (ECCD), Basic Education (BE) and other education (components of safe schools and secondary education) are the sub-thematic areas in which Save the Children has been investing its resources since long. Ensuring equitable access to quality basic education and ECCDs services is one of the mandates of education intervention in both humanitarian and development context.

To document the good practices in our ongoing education projects and interventions, Save the Children calls for applications from interested organization and consultants to develop a high-quality report, featuring educational good practices, which can be further diffused as learnings to partners, like-minded organization, and government agencies.

#### **Objective:**

- Conduct desk research, and review existing reports, case studies, and learnings from Save the Children's education programs, and identify at least 10 key approaches to document as good practices.
- Publish the good practice document and case studies in national newspaper for socialization and diffusion of knowledge.
- Develop at least five high quality 2-3 minutes videos of the good practices identified (The videos should be different than the videos already developed by Save the Children). In addition to that, the consultant should share the high-quality photographs of the good practices.

**Location and official travel involved:** Strategic travel for case study collection, and validation of good practices in Mahottari, Sarlahi and Saptari of Madesh Province, Dailekh and Kalikot of Karnali Province and Banke of Lumbini Province. The consultant should facilitate a one day diffusion workshop to the federal government authorities in last week of December or the next month.

**Experience and requirement for the task:**

**Essential:**

- Conducted at least 3 studies to collect the good practice and innovation in the field of education particularly in the areas of ECCD, basic education, and safe school.
- Experience in producing at least 3 high-level quality good practices for multi-purpose use and socialization, especially on education. (Provide links to published documents)
- Team leader should have master's degree in education, international development, social sciences, or a related discipline. However, PhD is preferred in related disciplines.

**Preferred:**

- Good networking, and coordination skills with government, non-government, education stakeholders, etc.
- Prolific English and Nepali writing skills, most importantly, succinct, and impactful research-based writing.
- 5 years of experience of organization/team leader in leading education related project/s.
- Good working relation of media and sound understanding of diffusion including the video development skill/team.

**Expected Deliverables and Timelines**

SCI expects the following deliverables to be provided:

<i>Deliverable number</i>	<i>Deliverable title</i>	<i>Description</i>	<i>Format and style</i>
1	<i>Desk research, data triangulation, and preparation of good practice documentation, case studies.</i>	<i>Conduct a thorough desk research, data triangulation, and good practice document writing based on existing materials, and validation from field visit.</i>  <i>Note: Proper consent needs to be taken as per Save the Children's media and safeguarding policy.</i>	<i>Word/PDF copies</i>
2	<i>Diffusion and circulation</i>	<i>Publish at least 5 good practice articles in national print media either in English or Nepali.</i>	<i>Newspaper + Online portal</i>
3	<i>Developing short videos of the good practices</i>	<i>2-3 minutes high quality videos</i>	<i>Video</i>

**Timeline**

Estimated Commencement Date: 22<sup>nd</sup> November 2023

Estimated End Date: 25<sup>th</sup> December 2023

**Status updates/reporting**

The Supplier shall provide the below status updates for the duration of the services:

- Bi-weekly progress update with the SC team

### **Acceptance and Reporting**

- Deliverable 1 (good practices report)- to be accepted by Senior PDQ Advisor, Save the Children
- Deliverable 2 (hard copies of newspaper) - to be accepted by Senior PDQ Advisor, Save the Children
- Deliverable 3 (short videos) - to be accepted by Senior PDQ Advisor, Save the Children

The day-to-day reporting for sharing the progress should be conducted with Technical Manager- Education. ACCM focal point in the field needs to be involved in providing guidance on case study collection, and media and safeguarding actions.

- All deliverables will be signed off by the ACCM Director before publishing in the media.

### **General assumptions and dependencies**

The organization/individual will be provided needful support from Save the Children when required.

### **How to apply for the services**

Proposal Submission Guideline/Required Documents

Re-Call Proposal Submission Deadline – **7 November 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.
  - Copies of- Firm registration certificate, VAT registration certificate, tax clearance certificate of FY 2078/079.
- A proposal should have four (4) separate files:
  - 1<sup>st</sup> for essential documents
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