

**Instruction and Template for  
PROPOSAL Submission**

**Consultancy Title: Capacity Building and Technical Support to Intensify Disability Inclusion  
PR No. PR450834**

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.
4. 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 : .....  
 Address : .....  
 District/State : .....  
 Country : .....  
 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 Would you prefer to say your organization is Organization of People with Disability  
 .....

1.2 Organizational Profile  
 .....  
 .....  
 .....  
 .....

1.3 Existing and current human resource and organization organogram.  
 .....

1.4 Do you/does your organization have experience of working with Disabilities and Children with Disabilities (CwD)? Yes/No, if Yes, please provide details in the below table.

S,No	Name of assignments/ projects undertaken	Client Name	Assignment Start Date (MM/YYYY)	Assignment Completed Date (MM/YYYY)

**Note: Please add rows as applicable!**

**2. Signatory and proposed facilitators/consultants Information (Team Composition):**

SN	Full Name (Avoid abbreviations) with title.	Date of birth (dd/mm/yyyy AD)	Role for this assignment (the below roles are examples; pleas fill in as appropriate)	Academic Qualification	Expertise
			Team Leader		
			Facilitator		



SN	Full Name (Avoid abbreviations) with title.	Date of birth (dd/mm/yyyy AD)	Role for this assignment (the below roles are examples; pleas fill in as appropriate)	Academic Qualification	Expertise
			Co-Facilitator		

Please attach CVs of the team members proposed.

3. Please provide your understanding of ToR and proposed methodology / approach including quality assurance mechanism, monitoring, and supervision plan and workplan to conduct this assignment.

a. Understanding of TOR:

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

b. Proposed Methodology including quality assurance mechanism and monitoring and supervision plan:

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

4. Do you have any experience in working with disabilities and CwD in Madhesh Province? If yes, please provide the details below:

Assignment title	Role for the assignment	Location details	Date (from / to)	Organization Name

5. Has the proposed team leader received a Training of Trainers (TOT) on relevant areas as indicated in the ToR? If yes, please provide details below and submit copy of certificate.

.....  
 ....



6. Please state your proposed lead facilitators' experience in facilitating training on disability inclusion & on inclusive education pedagogical practices in classrooms, especially in sign language and braille.

S.No	Team Members' Name	Training title	Title/Role for the assignment	Types of training conducted	Date training completed	Client name	Attach experience letter if available.

*Please add rows as required.*

7. Team members' Maithili language Proficiency. (please tick)

S.No	Name of Team member	Maithili Language Proficiency (Speaking and Understanding). Please tick the appropriate box.		
		Mother tongue	Working proficiency	Fair
1				
2				
3				
4				
5				

8. Does your organization have experience in working with Local government regarding policy, advocacy, investment in children? If yes, please provide details.

.....  
 ...

S.No	Name of assignments/ projects undertaken	Local Government	Nature of engagement (brief on the assignment completed)	Assignment Completed Date (MM/YYYY)

9. Proposed Budget with clear breakdowns (**specify the proposed cost is inclusive of VAT**). PLEASE NOTE THAT THE PROPOSED COST SHOULD BE INCLUSIVE OF APPLICABLE GOVERNMENT TAXES, OVERHEADS, TRAVELS, ACCOMMODATIONS (AS APPLICABLE).

S.no	Expenditure Head	Budget (NPR)	REMARKS
1			







2			
3			
4			
5			
6			
7			
8			
9			

Note: Please add row(s) as required.

### 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)	The proposed resource person has proficiency in sign & brille language. (at least one member).							
b)	The proposed Resource Persons (team leader & technical experts) have Bachelors' degree in relevant discipline.							
c)	The proposed team composition has experience of working with people with disabilities and CwD ( <b>Deaf, Blind &amp; intellectual disability</b> ).							
d)	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)							
e)	<p>We, the Bidder, hereby confirm we compliance with the following policies and requirements:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%;">Terms &amp; Conditions of Bidding</td> <td style="text-align: center;">             1. Terms &amp; Conditions of Biddii         </td> </tr> <tr> <td>Terms &amp; Conditions of Purchase</td> <td style="text-align: center;">             Goods and Services Short Form FWA (EN).         </td> </tr> <tr> <td>Supplier Sustainability Policy and the included mandatory policies</td> <td style="text-align: center;"> <a href="#">Click Here to Access</a> </td> </tr> </table>	Terms & Conditions of Bidding	 1. Terms & Conditions of Biddii	Terms & Conditions of Purchase	 Goods and Services Short Form FWA (EN).	Supplier Sustainability Policy and the included mandatory policies	<a href="#">Click Here to Access</a>	
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Terms & Conditions of Purchase	 Goods and Services Short Form FWA (EN).							
Supplier Sustainability Policy and the included mandatory policies	<a href="#">Click Here to Access</a>							
f)	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?							
g)	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?							
h)	Do you confirm that you are not a prohibited party or on government blacklisting							
i)	Bidder confirms and agrees that the information provided are true and any deviation from the provided information would result into automatic disqualification.							

S. No.	Criteria	Please specify Yes / No
j)	<b>ELIGIBILITY DECLARATION:</b> Bidder declares that s/he is not ineligible to participate in the procurement proceedings; has <b>no conflict of interest</b> in the proposed procurement proceedings and has not been punished for a profession or business-related offense.	
k)	Have you attached a copy of VAT registration and tax clearance 2079/080 certificates?	





Date: 14<sup>th</sup> May 2024

Recall of Request for Proposal (RFP) Reference No: PR450834

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 goods/services: consultancy assignment entitled “**Capacity Building and Technical Support to Intensify Disability Inclusion**”.

We include the following information for your review:

Policy	Policy / Document
Terms & Conditions of Bidding	 1. Terms & Conditions of Bidding
Terms & Conditions of Purchase	 Goods and Services Short Form FWA (EN).
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 [procurementefo.nepal@savethechildren.org](mailto:procurementefo.nepal@savethechildren.org)

The email subject should indicate “Proposal for Capacity Building and Technical Support to Intensify Disability Inclusion”.

Your proposal must be received at [procurementefo.nepal@savethechildren.org](mailto:procurementefo.nepal@savethechildren.org) not later than **19<sup>th</sup> May 2024**. 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. Jitendra Jayswal (Contact Person) in writing at the following address: [jitendra.jayswal@savethechildren.org](mailto:jitendra.jayswal@savethechildren.org)

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

Yours faithfully,

Jitendra Jayswal

Procurement Officer- (Buying and Invoicing -General)

## 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	14 <sup>th</sup> May 2024
Return of Proposals	19 <sup>th</sup> May 2024
Award Contract and "Go-Live" with Supplier	1 <sup>st</sup> June 2024

### Indicative information

#### **Background**

Save the Children is a leading child rights organization which works to improve the lives of the children in Nepal. As largest child- focused organization, we work across different geographical areas with multiple programs with the vision for all children to attain the right to survive, protection, development, and participation. Sponsorship funded program is an Integrated Child Development Program, which is being implemented in **Saptari, Mahottari and Sarlahi** districts of Madhesh province. This program covers the Save the Children's three different themes viz Education, Health and Child Poverty, Child protection and community mobilization are implemented as cross cutting themes.

Children with disabilities (CwDs) are among the most excluded and marginalized, owing to multiple barriers they face in their environment and is intensified when they live in poverty. Over 240 million people around the world have some form of disability. In Nepal, 14% of households have members who have functional limitations – prevalence varies by income group, province, and place of residence. 1 in 5 family members with functional limitations are children. 10.6% of children (2-17 years old) have at least one functional limitation. Disability inclusion approach under sponsorship program aims to ensure their fundamental rights and human rights through which they can be able to be healthy and educated and become nurturing caregivers and positive contributors to society where they live.



## Award criteria

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

### ESSENTIAL CRITERIA (Exclusion if not met)

- Agree to comply with our mandatory policies.
- Tax Clearance FY 079/080.
- Not a prohibited party under applicable sanctions laws.
- Bid submission within the due date.
- VAT Registration, Firm registration.
- The proposed Resource Person (team leader & technical experts) must have at least bachelor's degree in education.
- The proposed team composition should include experts with experience working in people with disabilities and CwD (Deaf, Blind & intellectual disability).
- They must be able to demonstrate the capacity for sign and braille language (at least one member).

### Evaluation Criteria

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

#### Capability Criteria: 50%

Criteria	Weight	Sub-Criteria	% Weightage
<b>CAPABILITY</b>	<b>50%</b>	<b>1. Experience</b>	<b>17</b>
		i) The Consultancy firm should have prior experience in working with disabilities and Children with Disabilities (CwD)	
		ii) Experience of <b>team leader:</b>	
		iii) Experience in facilitating training on disability inclusion & on inclusive education pedagogical practices in classrooms, especially in sign language and braille.	
		iv) Quality of training report in similar areas.	
		<b>2. Local language (Maithili)</b>	<b>7</b>
		<b>3. Understanding of ToR and Proposed Methodology</b>	<b>5</b>
		<b>4. Quality Assurance Mechanism, Monitoring &amp; Supervision plan</b>	<b>4</b>
<b>5. The consultancy organization have experience in working with Local Government regarding policy, advocacy, investment in children.</b>	<b>5</b>		
<b>6. The proposed organisation is Organization of People with Disability (OPD)</b>	<b>5</b>		
<b>7. Presentation/ Interview Session for short listed bidders only</b>	<b>7</b>		

**Sustainability Criteria: 10%**

Criteria	Weight	Sub-Criteria	% Weight
<b>Sustainability</b>	<b>10</b>	- Experience working in Madhesh Province with disabilities and CwD as mentioned in TOR	<b>10</b>

**Remark**

Bidders shall secure minimum of 21 marks out of 40 in capability to be eligible for financial evaluation / review and presentation / interview.

**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 – **19<sup>th</sup> May 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 firms: Copies of- Firm registration certificate, VAT registration certificate, tax clearance certificate of FY 2079/080.
- Experience letter of organizations mentioning training facilitated and/or monitoring visits organized linked with disability inclusion.
- For Individuals (Nepali): Copies of citizenship certificate, VAT registration certificate, tax clearance certificate of FY 2079/080.
- The OPD should submit the detail required costs for costs incurred to deliver the deliverables: consultants' remuneration, including travel to and from study sites, accommodation in field and including internal travels.
- Previous training reports of in similar areas. (at least Two).

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.

- 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 ToR

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

Proposals should be submitted via email to [procurementefo.nepal@savethechildren.org](mailto:procurementefo.nepal@savethechildren.org)

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

## Terms of Reference (ToR)

### Partnership with OPD (Organization of People with Disability) to Increase Disability Inclusion through Capacity Building of Implementing Partners, Local Government and Resource Schools

**SHORT TITLE:** Capacity Building and Technical Support to Intensify Disability Inclusion

#### **Background**

Save the Children is the leading global independent organization for children. Save the Children believes every child deserves a better 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, children are most vulnerable, we are always among the first to respond and the last to leave. We ensure children's unique needs are met and their voices are heard. We deliver lasting results for millions of children, including those hardest to reach.

We do whatever it takes for children – every day and in times of crisis – transforming their lives and the future we share.

**Our vision:** A world in which every child attains the right to survival, protection, development, and participation.

**Our mission:** To inspire breakthroughs in the way the world treats children, and to achieve immediate and lasting change in their lives.

**Our values:** Accountability, ambition, collaboration, creativity, and integrity.

We are committed to ensuring our resources are used as efficiently as possible, to focus them on achieving maximum impact for children.

#### **Background information of the study:**

Save the Children is a leading child rights organization which works to improve the lives of the children in Nepal. As largest child- focused organization, we work across different geographical areas with multiple programs with the vision for all children to attain the right to survive, protection, development, and participation. Sponsorship funded program is an Integrated Child Development Program, which is being implemented in **Saptari, Mahottari and Sarlahi** districts of Madhesh province. This program covers the Save the Children's three different themes viz Education, Health and Child Poverty, Child protection and community mobilization are implemented as cross cutting themes.

Children with disabilities (CwDs) are among the most excluded and marginalized, owing to multiple barriers they face in their environment and is intensified when they live in poverty. Over 240 million people around the world have some form of disability. In Nepal, 14% of households have members who have functional limitations – prevalence varies by income group, province, and place of residence. 1 in 5 family members with functional limitations are children. 10.6% of children (2-17 years old) have at least one functional limitation. Disability inclusion approach under sponsorship program aims to ensure their fundamental rights and human rights through which they can be able to be healthy and educated and become nurturing caregivers and positive contributors to society where they live.

### **Overall Objective:**

The ultimate purpose of the assignment is to capacitate sponsorship team in identification, responding need, cross-sectoral integration, and design inclusive program to address specific needs of children with Disability.

### **The key objectives of the assignment are:**

- To deliver capacity building trainings on disability inclusion to sponsorship team and LGs.
- To support PNGOs and SC in screening of CwDs and recommendation for assistive device and services to needy children.
- To support PNGOs and SC in individual diagnosis of school at home children and provide necessary therapy support.
- To deliver capacity building training on disability inclusion to provincial duty-bearers and stakeholders.
- To support and work closely with LGs(local governments) to develop children with disability profile.
- To deliver capacity building training to resource school's teachers on inclusive education pedagogical practices in classrooms, especially sign language and brail training.

The OPD Resource Persons will work in close consultation with the Sr. Program Coordinator - Sponsorship Program after the commencement of the assignment. Sr. Program Coordinator will assure that the facilitators/experts from OPD deliver the sessions/tasks with the target clients of three sponsorship districts.

### **Location and official travel involved:**

The OPD Resource Persons are required to travel to conduct trainings as well as for support visits at Resource Centres of municipalities across three Sponsorship Program districts (**Saptari:** Rajbiraj & Khadak Municipality, **Mahottari:** Bardibas & Gaushala Municipality, **Sarlahi:** Ishworpur, Haripur & Godaita Municipality).

### **Services the OPD will provide:**

The assigned tasks will be conducted in Saptari, Mahottari and Sarlahi districts of Madhesh province. The main tasks and services to be provided by OPD are:

1. Capacity building training to sponsorship team, Local Governments and Provincial duty-bearers and stakeholders on disability Inclusion: The technical experts of OPD will work closely with SCI Sr. Program Coordinator to define key contents of the training, prepare training schedule, produce resource materials and hand-outs, and deliver the training to participants as per SCI training standard.
2. Screening of CwDs and recommendation for assistive device and services to needy children: The technical experts of OPD will work closely with SC program coordinators and PNGOs education program officers to initially screen children with disabilities, diagnose their key functional limitation and recommend necessary device and services to CwDs.
3. Individual diagnosis of school at home children and provide necessary therapy support: The technical experts of OPD will work closely with SCI and PNGO staffs to diagnose School at Home children's individual functional limitations and provide necessary therapy support to them and link them to organization/institutions providing such support.

4. OPD work closely with LGs to develop children with disability profile: The OPD will work closely with LGs to conduct community-based disability screening camps to identify CwDs/PwDs, and support LGs to produce CwDs/PwDs status profile.
5. Capacity building training to resource school's teachers on inclusive education pedagogical practices: The technical experts of OPD will work closely with SCI program coordinator to define key contents of inclusive education pedagogical training, prepare training schedule based on sign and brail language content, produce resource materials and hand-outs, and deliver the training to participants as per SCI training standard.
6. Capacity building training on disability inclusion to provincial duty-bearers and stakeholders. The technical experts of OPD will work closely with SCI Sr. Program Coordinator to define key contents of the training, prepare training schedule, produce resource materials and hand-outs, and deliver the training to participants as per SCI training standard.

**Education, Experience, and skill set required:**

**Essential:**

- The proposed Resource Person (team leader & technical experts) must have at least bachelor's degree in education.
- The proposed team composition should include experts with experience working in people with disabilities and CwD (**Deaf, Blind & intellectual disability**).
- They must be able to demonstrate the capacity for sign and braille language (at least one member).

**Preferred:**

- Proficiency in Maithili Languages: ability to speak and understand.
- Patience, self-motivation, and ability to accept criticism and feedback.
- Familiar with local context, culture, and languages.
- The proposed Resource Person (team leader & technical experts) having masters' degree is preferred.
- The OPD organization, submitting proposal, will get preference.

**Expected Deliverables**

SCI expects the following deliverables to be provided:

Key Deliverables	Events	Days
Capacity building training to sponsorship team on disability Inclusion	Three	5 Days each event
Capacity building training to LGs on disability Inclusion	Six	2 Days each event
Capacity building training to Provincial duty-bearers and stakeholders on disability Inclusion	One	2 Days each event
Screening of CwDs and recommendation for assistive device and services to needy children	Impact area- I and Impact area- II	As and when needed

Key Deliverables	Events	Days
Individual diagnosis of school at home children and provide necessary therapy support	Impact area- II	As and when needed
OPD work closely with LGs to develop children with disability profile	Impact area- I and Impact area- II	60 Days
Capacity building training to resource school's teachers on inclusive education pedagogical practices	Two	5 Days each event

### **Timeline**

Assignment tentative timeline, key deliverables will be agreed during the first meeting.

Task	Timeline 2024	Responsible
Announcement for proposal Re-submission	May second week	SCI Supply Chain
Proposal submission	May Third week	OPDs
Agreement sign	June first week	Both parties
Capacity building training to sponsorship team on disability Inclusion	June – Nov 2024	OPD
Capacity building training to LGs on disability Inclusion	June – Nov 2024	OPD
Capacity building training to Provincial duty-bearers and stakeholders on disability Inclusion	June – Nov 2024	OPD
Screening of CwDs and recommendation for assistive device and services to needy children	June – Nov 2024	OPD
Individual diagnosis of school at home children and provide necessary therapy support	June – Nov 2024	OPD
OPD work closely with LGs to develop children with disability profile	June – Nov 2024	OPD
Capacity building training to resource school's teachers on inclusive education pedagogical practices	June – Nov 2024	OPD
Submission of assignment completion final report.	Dec first week	OPD

### **Payment information**

Payment will be made in instalments; the terms shall be agreed during the contracting phase as per mutual understanding.

## How to apply for the services

Proposal Submission Guideline/Required Documents

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All submissions need to be sent via email at [procurementefo.nepal@savethechildren.org](mailto:procurementefo.nepal@savethechildren.org)

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

Save the Children reserves the right to award none, partial or the entire bids to one or more bidders.

**Thank you for your interest and participation.**