

Instruction and Template for
PROPOSAL Submission
Ending Discriminatory Gender Norms in Sponsorship Program Area PR56467

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

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 file **with clear file name**
 - 1st for CVs of Proposed Consultants listed in Section B, Part 2 below.
 - 2nd for technical proposal
 - 3rd for financial proposal

All the supporting documents and the proposal should be stamped and signed.

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

Section B: Proposal Development Form

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

Name of the organization :

Address :

District/State :

Country :

Phone number :

E-mail :

Website :

II. Details of contact person

Name :

Position :

Phone Number : (Landline) (Mobile)

E-mail :

III. Major topics and sub-topics for proposal development

1. Organization Background (NA in case of individual consultant)
 - 1.1 Work experience.
 - 1.2 Existing and current human resource and organization organogram.

2. Signatory and Proposed Consultants Information:

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

2.1 Mention the organization's diversity of workforce/Human resource.

Total Number of Employees	Total Number of Female Employees	Total Number of female employees from deprived community	Total Number of male employees from deprived community

5. Proposed Methodology to conduct this assignment

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

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6. Does your organization have relevant experience of conducting similar nature projects? If yes, please list out with details the number of projects completed by your organization.

S. No.	Project Description	Client Name	Project Year	Budget (Nrs.)	Document (Attach here)	Remarks
1						
2						
3						
4						
5						
6						

Note: Please add row as required.

7. Does your organization have relevant experience working in Province - Madhesh Pradesh? If yes, please list out with details the number of projects completed by your organization in this province.

S. No.	Assignment Details	Study	Completed	Client Name
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		Location / Area	date	
1				
2				
3				
4				
5				

Note: Please add row as required.

8. Does your organization have conducted similar baseline/evaluation? If yes, please list out in below table and attach at list two report with this proposal.

S. No.	Assignment Details	Study Location / Area	Completed date	Client Name
1				
2				
3				
4				
5				

Note: Please add row as required.

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

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	
b)	Do you agree to comply with SCI standard policies and procedures, Terms and Conditions of Purchases as stated in RFP? <ul style="list-style-type: none"> • Save the Children's Terms and Conditions of Purchase • Save the Children's Child Safeguarding policy • Save the Children's Anti-Bribery and Corruption policy • Save the Children Human Trafficking and Modern Slavery policy • Protection from Sexual Exploitation and Abuse Policy • Anti-Harassment, Intimidation & Bullying Policy 	

	<ul style="list-style-type: none"> • IAPG Code of Conduct • Global Fund Code of Conduct for Suppliers • The Data Protection Policy 	
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 VAT registration certificate; Tax clearance certificate (for FY 2077/078) or valid evidence of submission of tax details acknowledged by IRD.	
g)	Have you Involved GESI expert in the proposed team?	

Date: 9th February 2022

Request for Proposal (RFP) Reference No: PR56467

Dear Sir/Madam,

Save the Children requests your submission of a proposal to provide goods/services in accordance with the conditions detailed in the attached documents. Save the Children intends to issue a contract for the following goods/services: consultancy assignment entitled "Ending Discriminatory Gender Norms in Sponsorship Program Area".

We include the following information for your review:

- Part 1: Proposal Information
- Part 2: Conditions of Proposal Process
- Part 3: Terms and Conditions of Purchase (which will be signed by the successful Bidder)
- Part 4: Save the Children's Child Safeguarding Policy
- Part 5: Save the Children's Anti-Bribery and Corruption Policy
- Part 6 : Save the Children's Human Trafficking and Modern Slavery Policy
- Part 7: The IAPG Code of Conduct

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

The email subject should indicate entitled "Ending Discriminatory Gender Norms in Sponsorship Program Area".

Your proposal must be received at nepal.proposals@savethechildren.org not later than **20th February 2022** ("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. Ambhir Prasad B.K. (Contact Person)** in writing at the following address: ambhir.bk@savethechildren.org

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

Yours faithfully,

Ambhir Prasad B.K.

HR & Admin Officer

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>
Circulation of Request for proposal	<i>9 February 2022</i>
Last day for bidders to send clarification questions to Save the Children	<i>15 February 2022</i>
Last day for SCI to answer clarification questions to bidders	<i>17 February 2022</i>
Return of Proposals (Closing Date)	<i>20 February 2022</i>
Award Contract	3 March 2022
"Go-Live" with Supplier	3 March 2022

Indicative information

Background

Save the Children (SC) is the leading non-governmental child-focused organization in Nepal delivering interventions at scale since the last four decades. It has a strong government and community relations. SC's CSP 2016 – 2018 strategy and current CSP 2019 to 2021 strategy focuses on an integrated and lifecycle approach through its different themes: child protection, child rights governance, education, child poverty, and health and nutrition to address children's multiple need in line with SC's global Ambition for Children 2030 that states that by 2030 all children survive, learn, and be protected. It has also mainstreamed Disaster Risk Reduction (DRR) and resilience building into all sectors of program considering country's vulnerability to potential hazards. Similarly, Gender Equality and Social Inclusion (GESI) is another cross-cutting priority. In Nepal, SC works in all 77 districts along with its current program.

Girls in Saptari, Sarlahi and Mahottari districts are the most marginalized by traditional practices and the major gender issues in these districts are restricted movement of girl and women, torture related to dowry, domestic violence, child and early marriage, and barring from education and economic activities. Whereas for boys, the discriminatory gender norms push them in forced and harmful child labour, family responsibility and unsafe migration. Many of the girls never had the opportunity to attend school or dropped out before they completed basic education.

Due to the socially and culturally defined roles and perceptions towards girls, inequalities in education exist in terms of meaningful access, meaningful participation, learning outcomes, and completion of their education. Gender parity of 0.98 at the basic level indicates that there is a positive impact regarding girls' enrolment. However, it seems that boys are more frequently sent to private schools, indicating that some parents still invest more in boys' education. A total of 33%, 34%, and 37% of girls are in institutional schools in Saptari, Mahottari, and Sarlahi which is lower than the national average of 41% whereas their enrolment at community schools is 55%, 54%, and 54% respectively which is higher than the national average of 53% (MoEST/ CEHRD, Flash report 2018-2019). This shows that there is more discrimination to girls investing in education in the sponsorship program districts. According to the Flash report 2018-19 of Ministry of Education, Science and Technology (MOEST), girls are more out of school than boys and their Net Enrolment Rate (NER) at basic education is lower than boys. Out of 7.3% of out of school children in Nepal at basic level, the percentage of out of schoolgirl is much higher than the percentage of out of schoolboys (8.4% are girls and 6.3% are boys). This percentage is even higher in Saptari (11.49% are girls and 10.05% are boys) (Community based Management Information System Report (CMIS), 2019).

Girls often drop out during and after the basic education; the reasons for girl drop out from school is either due to the distance of the school, unsafe mobility and unwillingness of parents to send school. A significant proportion of children are dropping out even before they reach Grade 4 to support their parents in household chores or to take care of their siblings. In addition to poverty and domestic work, other factors that undermine girls' education are early marriage, discriminatory cultural gender norms devaluing girl's education, sexual and gender-based violence and the poor quality and gender unfriendly teaching and learning environments. Teachers play pivotal role in promoting girl's retention in school by promoting gender friendly school environment and behaving in a gender sensible way. However, teacher's discrimination and abusive behaviour is also responsible for the adolescent girl's school dropout. Considering this as one of the important areas, there is a provision of gender focal teacher in each school in Nepal. However, there is capacity gap on gender among the gender focal teachers in schools. Government has prioritized to make gender friendly schools and has promoted separate toilets for girl and boy in school. In sponsorship program area, girls are considered young and not a child any longer after her first menstruation and adolescent girl do not get proper information in school about mensuration and there is no availability and proper management of sanitary pads and other wash facilities in schools. In this way, the onset of puberty is a significant factor which affects the girls' education because it increases their vulnerability and may therefore make parents decide to withdraw their daughter from school. Hence, girls may drop out of school when they feel frustrated due to their teacher's behaviour and boys' teasing in school.

Besides teachers, parents and other relevant members of the society are key actors in shaping children's worldview. Girls are often seen as a burden to be unloaded as early as possible through marriage by many parents in Nepali society. This perception is driven by the gender roles that sons stay with, and financially support, their parents throughout their lives, while girls go to live with and belong to their husband and in laws. There is a belief that marrying girls at young age will open their way to heaven. Many parents believe that when a girl menstruates for the first time, she is ready for marriage and that it is in the family's interest to get her married as quickly as possible to avoid the risk of her engaging in a love relationship. In case of child marriage, both mother and father make decisions. Child marriage is rampant in the sponsorship impact areas: Saptari 16%, Mahottari 25% and Sarlahi 27%.¹ Some of the obvious discriminative behaviours one observes because of the discriminatory gender norms, are that girls are fed less than boys and girls usually eat last, least and what is left over from the portions of the male member.

The Federal as well as State 2 government have several laws, policies, strategies and guidelines for stopping gender-based violence at homes and continuing girls' education. However, the implementation of these existing laws and policies needs to be strengthened. There is gap in the implementation of the existing policies and girl's focus education program of the Government.

The current COVID-19 situation has worsened the situation of children (both girl and boy) in Sponsorship program area. With a rise in the domestic violence, Sexual and Gender Based Violence (GBV), early marriage, care work burden of girl children, there are fears that efforts to increase female literacy by preventing them from dropping out of school may suffer a setback in the present COVID-19 situation. 37% percent respondents revealed that due to the lockdown situation, household responsibility has increased for both boys and girls, 30% said girls have more responsibilities and 4% said workload has increased for boys as well (Rapid Assessment on impact of COVID-19 on children, May 2020). The findings of the assessment show that the cases of violence against children has increased of which scolding is the most common form followed by corporal punishment, neglect and child marriage during the lockdown period.

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, Anti-Bribery and Corruption Policy, Child Safeguarding

Policy, Save the Children's Human Trafficking and Modern Slavery Policy and IAPG Code of Conduct

- Registered with relevant Government Authority.
- Have a VAT registration certificate; Tax clearance certificate (for FY 2077/078) or valid evidence of submission of tax details acknowledged by IRD.
- Involvement of GESI expert in team composition.

Evaluation Criteria

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

Criteria	Weight	Sub-Criteria	% Weight
Commercial	40%	Measured on Inverse proportional Basis (overall Rate)	40%
Sustainability	10%	The bidder has experience of working in study location / knowledge of local context. Yes=5%, No=0% Work force diversity 33% of work force is female/ deprived community Yes=5 No=0	10%
Capability	50%	Team Leader's Qualification Qualification: 5% PhD: = 5% Master's Degree = 3%	5%
		Experience of the team leader: Team leader = 5% Experience in research and end line evaluation, development social economic and agriculture. Below 5 years = 1% 5 to 10 years = 3% Above 10 years = 5%	5%
		Organizational Relevant Experience = 5% Number of similar Projects/evaluations completed 2-4 projects = 3% 4-6 projects = 4% Above 6 = 5%	5%



Criteria	Weight	Sub-Criteria	% Weight
		Reports Quality of last two years conducted similar baseline/evaluation reports (attach at least two reports) Excellent: 5%, Good: 3%, Not satisfactory: 0%	5%
		Understanding of ToR and Proposed Methodology Excellent: 20% Good: 15% Satisfactory: 10% Fair: 5% Poor: 2%	20%
		Presentation (for shortlisted bidder/s only)	10%
Total		Resulting Weighted % Point Scores	100%

PART 2: CONDITIONS OF PROPOSAL

1. Definitions

In addition to the terms defined in the Cover Letter, in these Conditions, the following definitions apply:

- (a) **Award Criteria** - the award criteria set out in the Request for Proposal.
- (b) **Bidder** - a person or organisation who submits a proposal.
- (c) **Conditions** - the conditions set out in this 'Conditions of Proposal' document.
- (d) **Cover Letter** - the cover letter attached to the Proposal Information Pack.
- (e) **Goods and/or Services** - everything purchased by SCI under the contract.
- (f) **Request for Proposal** - the Proposal Information, these Conditions, SCI's Terms and Conditions of Purchase, SCI's Child Safeguarding Policy, SCI's Anti Bribery and Corruption Policy and the IAPG Code of Conduct.
- (g) **SCI** - Save the Children International (formerly known as The International Save the Children Alliance Charity), a charitable company limited by guarantee registered in England and Wales (company number 03732267; charity number 1076822) whose registered office is at St Vincent House, 30 Orange Street, London, WC2H 7HH.
- (h) **Specification** - any specification for the Goods and/or Services, including any related plans and drawings, supplied by SCI to the Supplier, or specifically produced by the Supplier for SCI, in connection with the proposal.
- (i) **Supplier** - the party which provides Goods and/or Services to SCI.

2. The Contract

The contract awarded shall be for the supply of goods and/or services, subject to SCI's Terms and Conditions of Purchase (attached to these Conditions). SCI reserves the right to undertake a formal review of the contract after twelve (12) months.

3. Late Proposal submissions

Proposals received after the Closing Date will not be considered, unless there are in SCI's sole discretion exceptional circumstances which have caused the delay.

4. Correspondence

All communications from Bidders to SCI relating to the proposal must be in writing and addressed to the person identified in the Cover Letter. Any request for information should be received at least 5 days before the Closing Date, as defined in the Request for proposal. Responses to questions submitted by any Bidder will be circulated by SCI to all Bidders to ensure fairness in the process.

5. Acceptance of Proposals

SCI may, unless the Bidder expressly stipulates to the contrary in the proposal, accept whatever part of a proposal that SCI so wishes. SCI is under no obligation to accept the lowest or any proposal.

6. Alternative offer

If the Bidder wishes to propose modifications to the proposal (which may provide a better way to achieve SCI's Specification) these may, at SCI's discretion, be considered as an Alternative Offer. The Bidder must make any Alternative Offer in a separate letter to accompany the proposal. SCI is under no obligation to accept Alternative Offers.

7. Prices

Quoted prices must be shown as both inclusive of and exclusive of any Value Added Tax chargeable or any similar tax (if applicable).

8. No reimbursement of proposal expenses

Expenses incurred in the preparation and dispatch of the proposal will not be reimbursed.

9. Non-Disclosure and Confidentiality

Bidders must treat the Request for Proposal, contract and all associated documentation (including the Specification) and any other information relating to SCI's employees, servants, officers, partners or its business or affairs (the "**Confidential Information**") as confidential. All Bidders shall:

- recognise the confidential nature of the Confidential Information;
- respect the confidence placed in the Bidder by SCI by maintaining the secrecy of the Confidential Information;
- not employ any part of the Confidential Information without SCI's prior written consent, for any purpose except that of quoting for business from SCI;
- not disclose the Confidential Information to third parties without SCI's prior written consent;
- not employ their knowledge of the Confidential Information in any way that would be detrimental or harmful to SCI;
- use all reasonable efforts to prevent the disclosure of the Confidential Information to third parties;

- notify SCI immediately of any possible breach of the provisions of this Condition 9 and acknowledge that damages may not be an adequate remedy for such a breach.

10. Award Procedure

SCI's Procurement Committee will review the Bidders and their proposals to determine, in accordance with the Award Criteria, whether they will award the contract to any one of them.

11. Information and Record Keeping

SCI shall consider any reasonable request from any unsuccessful Bidder for feedback on its proposal and, where it is appropriate and proportionate to do so, provide the unsuccessful Bidder with reasons why its proposal was rejected. Where applicable, this information shall be provided within 30 business days from (but not including) the date on which SCI receives the request.

12. Anti-Bribery and Corruption

All Bidders are required to comply fully with SCI's Anti-Bribery and Corruption Policy (attached to these Conditions).

13. Child Protection

All Bidders are required to comply fully with SCI's Child Safeguarding Policy (attached to these Conditions).

14. Human Trafficking and Modern Slavery

All Bidders are required to comply fully with SCI's Human Trafficking and Modern Slavery Policy (attached to these Conditions).

15. Exclusion Criteria

Any Bidder is required to confirm in writing that:

- Neither it nor any related company to which it regularly subcontracts is insolvent or being wound up, is having its affairs administered by the courts, has entered into an arrangement with creditors, has suspended business activities, is the subject of proceedings concerning those matters, or are in any analogous situation arising from a similar procedure provided for in national legislation or regulations;
- Neither it nor a company to which it regularly subcontracts has been convicted of fraud, corruption, involvement in a criminal organisation, any money laundering offence, any offence concerning professional conduct, breaches of applicable labour law or labour tax legislation or any other illegal activity by a judgment in any court of law whether national or international;
- Neither it nor a company to which it regularly subcontracts has failed to comply with its obligations relating to the payment of social security contributions or the payment

of taxes in accordance with the legal provisions of the relevant country in which it the Bidder operates.

Any Bidder will automatically be excluded from the proposal process if it is found that they are guilty of misrepresentation in supplying the required information within their proposal bid or fail to supply the required information.

16. Conflict of Interest / Non Collusion

Any Bidder is required to confirm in writing:

- That it is not aware of any connection between it or any of its directors or senior managers and the directors and staff of SCI which may affect the outcome of the selection process. If there are such connections the Bidder is required to disclose them.
- Whether or not there are any existing contacts between SCI, and any other Save the Children entity, and it and if there are any arrangements which have been put in place over the last twenty four (24) months.
- That it has not communicated to anyone other than SCI the amount or approximate amount of the proposal.
- That it has not and will not offer pay or give any sum of money commission, gift, inducement or other financial benefit directly or indirectly to any person for doing or omitting to do any act in relation to the proposal process.

17. Assignment and novation

All Bidders are required to confirm that they will if required be willing to enter into a contract on similar terms with either SCI or any other Save the Children entity if so required.

PART 3: TERMS AND CONDITIONS OF PURCHASE

1 Definitions and Interpretation

These terms and conditions ("Conditions") provide the basis of the contract between the supplier ("Supplier") and Save the Children International (the "Customer"), in relation to the validly issued purchase order ("Order") (the Order and the Conditions are together referred to as the "Contract"). All references in these terms and conditions to defined terms - Goods, Services, Prices and Delivery - refer to the relevant provisions of the Order.

2 Quality and Defects

2.1 The Goods and the Services shall, as appropriate:

- a) correspond with their description in the Order and any applicable specification;
- b) comply with all applicable statutory and regulatory requirements;
- c) be of the highest quality and fit for any purposes held out by the Supplier or made known to the Supplier by the Customer;
- d) be free from defects in design, material, workmanship and installation; and
- e) be performed with the best care, skill and diligence in accordance with best practice in the Supplier's industry, profession or trade.

2.2 The Customer (including its representatives or agents) reserves the right at any time to audit the Supplier's records, inspect work being undertaken in relation to the supply of the Goods and Services and, in the case of Goods, to test them.

3 Compliance and Ethical Standards

3.1 The Supplier, its suppliers and sub-contractors, shall (a) observe the highest ethical standards, and shall comply with all applicable laws, statutes, regulations and codes (including environmental regulations and the International Labour Organisation's international labour standards on child labour and forced labour) from time to time in force, (b) comply with the following Customer policies, which are annexed: Child Safeguarding; Fraud, Bribery and Corruption; and Human Trafficking and Modern Slavery (together the "Mandatory Policies"), and (c) act in relation to the Contract in accordance with the principles of the Inter-Agency Procurement Group Code of Conduct.

3.2 The Supplier, its suppliers and sub-contractors shall not in any way be involved in (a) the manufacture or sale of arms or have any business relations with prohibited party armed groups or governments for any war related purpose; or (b) terrorism, including checking its staff, suppliers and sub-contractors against the following sanctions lists: UK Treasury List, EC List, OFAC List and US Treasury List.

3.3 The Supplier is taking reasonable steps (including but not limited to having in place adequate policies and procedures) to ensure it conducts its business (including its relationship with any contractor, employee, or other agent of the Supplier) in such a way as to comply with the Mandatory Policies, and shall upon request provide the Customer with information confirming its compliance.

3.4 The Supplier shall notify the Customer as soon as it becomes aware of any breach, or suspected or attempted breach, of the Mandatory Policies or Condition 8 (Supplier's Warranties), and shall inform the Customer of full details of any action taken in relation to the reported breach.

4 Delivery / Performance

4.1 The Goods shall be delivered to, and the Services shall be performed at the address and on the date or within the period stated in the Order, and in either case during the Customer's usual business hours, except where otherwise agreed in the Order. Time shall be of the essence in respect of this Condition 4.1.

4.2 Where the date of delivery of the Goods or of performance of Services is to be specified after issue of the Order, the Supplier shall give the Customer reasonable written notice of the specified date.

4.3 Delivery of the goods shall take place and title in the Goods will pass on the completion of the physical transfer of the goods from the Supplier or its agents to the Customer or its agents at the address specified in the Order.

4.4 Risk of damage to or loss of the Goods shall pass to the Customer in accordance with the relevant provisions of Incoterms 2010 identified in the Order, or, where Incoterms do not apply, risk in the Goods shall pass to the Customer on completion of delivery.

4.5 The Customer shall not be deemed to have accepted any Goods or Services until the Customer has had reasonable time to inspect them following delivery and/or performance by the Supplier.

4.6 The Customer shall be entitled to reject any Goods delivered or Services supplied which are not in accordance with the Contract. If any Goods or Services are so rejected, at the Customer's option, the Supplier shall forthwith re-supply substitute Goods or Services which conform with the Contract. Alternatively, the Customer may cancel the Contract and return any rejected Goods to the Supplier at the Supplier's risk and expense.

5 Indemnity

The Supplier shall indemnify the Customer in full against all liability, loss, damages, costs and expenses (including legal expenses) awarded against or incurred or paid by the Customer as a result of or in connection with any act or omission of the Supplier or its employees, agents or sub-contractors in performing its obligations under this Contract, and any claims made against the Customer by third parties (including claims for death, personal injury or damage to property) arising out of, or in connection with, the supply of the Goods or Services.

6 Price and Payment

Payment will be made as set out in the Order and the Customer shall be entitled to off-set against the price set out in the Order all sums owed to the Customer by the Supplier.

7 Termination

7.1 The Customer may terminate the Contract in whole or in part at any time and for any reason whatsoever by giving the Supplier at least one month's written notice.

7.2 The Customer may terminate the Contract with immediate effect by giving written notice to the Supplier and claim any losses (including all associated costs, liabilities and expenses including legal costs) back from the Supplier at any time if the Supplier:

- a) becomes insolvent, goes into liquidation, makes any voluntary arrangement with its creditors, or becomes subject to an administration order; or
- b) is in material breach of its obligations under the Contract or is in breach of its obligations and fails to remedy such breach within 14 days of written request from the Customer.

7.3 In the event of termination, all existing Orders must be completed.

8 Supplier's Warranties

8.1 The Supplier warrants to the Customer that:

- a) it has all necessary internal authorisations and all authorisations from all relevant third parties to enable it to supply the Goods and the Services without infringing any applicable law, regulation, code or practice or any third party's rights;
- b) it will not and will procure that none of its employees will accept any commission, gift, inducement or other financial benefit from any supplier or potential supplier of the Customer;
- c) the Services will be performed by appropriately qualified and trained personnel, with the best care, skill and diligence and to such high standard of quality as it is reasonable for the Customer to expect in all the circumstances;
- d) none of its directors or officers or any of its employees have any interest in any supplier or potential supplier of the Customer or is a party to, or are otherwise interested in, any transaction or arrangement with the Customer; and
- e) information provided to the Customer are, and remain, complete and accurate in all material respects.

9 Force majeure

9.1 Neither party shall be liable for any failure or delay in performing its obligations under the Contract to the extent that such failure or delay is caused by an event that is beyond that

party's reasonable control (a "Force Majeure Event") provided that the Supplier shall use best endeavours to cure such Force Majeure Event and resume performance under the Contract.

9.2 If any events or circumstances prevent the Supplier from carrying out its obligations under the Contract for a continuous period of more than 14 days, the Customer may terminate the Contract immediately by giving written notice to the Supplier.

10 General

10.1 The Supplier shall not use the Customer's name, branding or logo other than in accordance with the Customer's written instructions or authorisation.

10.2 The Supplier may not assign, transfer, charge, subcontract, novate or deal in any other manner with any or all of its rights or obligations under the Contract without the Customer's prior written consent.

10.3 Any notice under or in connection with the Contract shall be given in writing to the address specified in the Order or to such other address as shall be notified from time to time. For the purposes of this Condition, "writing" shall include e-mails and faxes.

10.4 If any court or competent authority finds that any provision of the Contract (or part of any provision) is invalid, illegal or unenforceable, that provision or part-provision shall, to the extent required, be deemed to be deleted, and the validity and enforceability of the other provisions of the Contract shall not be affected.

10.5 Any variation to the Contract, including the introduction of any additional terms and conditions, shall only be binding when agreed in writing and signed by both parties.

10.6 The Contract shall be governed by and construed in accordance with Nepal law. The parties irrevocably submit to the exclusive jurisdiction of the courts of Nepal to settle any dispute or claim arising out of or in connection with the Contract or its subject matter or formation.

10.7 A person who is not a party to the Contract shall not have any rights under or in connection with it.

PART 4: SAVE THE CHILDREN'S CHILD SAFEGUARDING POLICY

Our values and principles

Child abuse is when anyone under 18 years of age is being harmed or isn't being looked after properly. The abuse can be physical, sexual, emotional or neglect. The abuse and exploitation of children happens in all countries and societies across the world. Child abuse is never acceptable.

It is expected that all who work with Save the Children are committed to safeguard children whom they are in contact with.

What we do

Save the Children is committed to safeguard children through the following means:

Awareness: Ensuring that all staff and those who work with Save the Children are aware of the problem of child abuse and the risks to children.

Prevention: Ensuring, through awareness and good practice, that staff and those who work with Save the Children minimise the risks to children.

Reporting: Ensuring that you are clear on what steps to take where concerns arise regarding the safety of children.

Responding: Ensuring that action is taken to support and protect children where concerns arise regarding possible abuse.

To help you clarify our safeguarding approach, we list here examples of the behaviour by a representative of Save the Children which are prohibited. These include but are not limited to:

1. Hitting or otherwise physically assaulting or physically abusing children.
2. Engaging in sexual activity or having a sexual relationship with anyone under the age of 18 years regardless of the age of majority/consent or custom locally. Mistaken belief in the age of a child is not a defence.
3. Developing relationships with children which could in any way be deemed exploitative or abusive.
4. Acting in ways that may be abusive in any way or may place a child at risk of abuse.
5. Using language, making suggestions or offering advice which is inappropriate, offensive or abusive.
6. Behaving physically in a manner which is inappropriate or sexually provocative.
7. Sleeping in the same bed or same room as a child, or having a child/children with whom one is working to stay overnight at a home unsupervised.
8. Doing things for children of a personal nature that they can do themselves.

9. Condoning, or participating in, behaviour of children which is illegal, unsafe or abusive.
10. Acting in ways intended to shame, humiliate, belittle or degrade children, or otherwise perpetrate any form of emotional abuse.
11. Discriminating against, showing unfair differential treatment or favour to particular children to the exclusion of others.
12. Spending excessive time alone with children away from others.
13. Placing oneself in a position where one is made vulnerable to allegations of misconduct.

In order that the above standards of reporting and responding are met, **this is what is expected of you:**

If you are worried that a child or young person is being abused or neglected, (such as in points 1, 2, 3, 4, 6, 8, 9 and 10 above for example) or you are concerned about the inappropriate behaviour of an employee, or someone working with Save the Children, towards a child or young person, then you are obliged to:

- act quickly and get help
- support and respect the child
- where possible, ensure that the child is safe
- contact your Save the Children manager with your concerns immediately (or their senior manager if necessary)
- keep any information confidential to you and the manager.

If you want to know more about the Child Safeguarding Policy then please contact your Save the Children manager.

PART 5: SAVE THE CHILDREN'S ANTI-BRIBERY AND CORRUPTION POLICY

Our values and principles

Save the Children does not allow any partner, supplier, sub-contractor, agent or any individual engaged by Save the Children to behave in a corrupt manner while carrying out Save the Children's work.

What we do

Save the Children is committed to preventing acts of bribery and corruption through the following means:

Awareness: Ensuring that all staff and those who work with Save the Children are aware of the problem of bribery and corruption.

Prevention: Ensuring, through awareness and good practice, that staff and those who work with Save the Children minimise the risks of bribery and corruption.

Reporting: Ensuring that all staff and those who work with Save the Children are clear on what steps to take where concerns arise regarding allegations of bribery and corruption.

Responding: Ensuring that action is taken to support and protect assets and identifying cases of bribery and corruption.

To help you identify cases of bribery and corruption, behaviour which amounts to corruption includes but is not limited to:

- a) Paying or Offering a Bribe – where a person improperly offers, gives or promises any form of material benefit or other advantage, whether in cash or in kind, to another in order to influence their conduct in any way.
- b) Receiving or Requesting a Bribe – where a person improperly requests, agrees to receive or accepts any form of material benefit or other advantage, whether in cash or in kind, which influences or is designed to influence the individual's conduct in any way.
- c) Receiving or Paying a so-called 'Grease' or 'Facilitation' payment – where a person improperly receives something of value from another party for performing a service or other action that they were required by their employment to do anyway.
- d) Nepotism or Patronage – where a person improperly uses their employment to favour or materially benefit friends, relatives or other associates in some way. For example, through the awarding of contracts or other material advantages.
- e) Embezzlement - where a person improperly uses funds, property, resources or other assets that belong to an organisation or individual.

f) Receiving a so-called 'Kickback' Payment – where a person improperly receives a share of funds, a commission, material benefit or other advantage from a supplier as a result of their involvement in a corrupt bid or proposal process.

g) Collusion – where a person improperly colludes with others to circumvent, undermine or otherwise ignore rules, policies or guidance.

h) Abuse of a Position of Trust – where a person improperly uses their position within their organisation to materially benefit themselves or any other party.

In order that the above standards of reporting and responding are met, **this is what is expected of you:**

You have a duty to protect the assets of Save the Children from any form of corruption. Furthermore, you must immediately report any suspicion of bribery or corruption to the Save the Children senior management team or Country Director and not to anyone else. Failure to report will be treated as serious and may result in termination of any agreement with Save the Children.

You are obliged to:-

- act quickly and get help
- encourage your own staff to report on bribery and corruption
- contact the Save the Children senior management team or Country Director with your concerns immediately (or their senior manager if necessary)
- keep any information confidential to you and the manager.

Attempted corruption is as serious as the actual acts and will be treated in the same way under this policy.

If you want to know more about the Anti-Bribery and Corruption Policy then please contact your Save the Children representative.

PART 6: SAVE THE CHILDREN'S HUMAN TRAFFICKING AND MODERN SLAVERY POLICY

1. Our values and principles

Save the Children does not allow any partner, supplier, sub-contractor, agent or any individual engaged by Save the Children to engage in human trafficking or modern slavery.

This policy applies to all persons working for us or on our behalf in any capacity, including employees at all levels, directors, officers, agency workers, seconded workers, volunteers, interns, agents, contractors, external consultants, third-party representatives and business partners.

2. What is human trafficking and modern slavery?

The Modern Slavery Act (MSA) 2015 covers four activities:

Slavery	Exercising powers of ownership over a person
Servitude	The obligation to provide services is imposed by the use of coercion
Forced or compulsory labour	Work or services are exacted from a person under the menace of any penalty and for which the person has not offered themselves voluntarily
Human trafficking	Arranging or facilitating the travel of another person with a view to their exploitation

Modern slavery, including human trafficking, is a crime and a violation of fundamental human rights. It takes various forms, such as slavery, servitude, forced and compulsory labour and human trafficking, all of which have in common the deprivation of a person's liberty by another in order to exploit them for personal or commercial gain. We have a zero-tolerance approach to modern slavery and we are committed to acting ethically and with integrity in all our business dealings and relationships and to implementing and enforcing effective systems and controls to ensure modern slavery is not taking place anywhere in our own business or in any of our supply chains.

We are also committed to ensuring there is transparency in our own business and in our approach to tackling modern slavery throughout our supply chains, consistent with our national and international disclosure obligations, and shall comply with all applicable laws, statutes, regulations and codes from time to time in force, including:

- UK Modern Slavery Act 2015 (see above);
- US Trafficking Victims Protection Act 2000;
- USAID ADS 303 Mandatory Standard Provision, Trafficking in Persons (July 2015); and

- International Labour Standards on Child Labour and Forced Labour.

3. Our approach to preventing human trafficking and modern slavery

Save the Children is committed to preventing human trafficking and modern slavery, including through the following means:

Awareness: Ensuring that all staff and those who work with Save the Children are aware of the problem of human trafficking and modern slavery.

Prevention: Ensuring, through awareness and good practice, that staff and those who work with Save the Children minimise the risks of human trafficking and modern slavery.

Reporting: Ensuring that all staff and those who work with Save the Children are clear on what steps to take where concerns arise regarding allegations of human trafficking and modern slavery.

Responding: Ensuring that action is taken to identify and address cases of human trafficking and modern slavery.

To help you identify cases of human trafficking and modern slavery, the following are examples of prohibited categories of behaviour:

- a. **'Chattel slavery'**, in which one person owns another person.
- b. **'Bonded labour' or 'debt bondage'**, which is when a person's work is the security for a debt – effectively the person is on 'a long lease' which they cannot bring to an end, and so cannot leave their 'employer'. Often the conditions of employment can be such that the labourer can't pay off their debt and is stuck for life, because of low wages, deductions for food and lodging, and high interest rates.
- c. **'Serfdom'**, which is when a person has to live and work for another on the other's land.
- d. **Other forms of forced labour**, such as when passports are confiscated (sometimes by unscrupulous recruitment agencies) from migrant workers to keep them in bondage, or when a worker is 'kept in captivity' as a domestic servant. If a supplier or contractor appears to impose excessively harsh working conditions, or excessively poor wages, then you should always be alive to the possibility that a form of forced labour is occurring, and take care with your due diligence.
- e. **'Child slavery'**, which is the transfer of a young person (under 18) to another person so that the young person can be exploited. Child labour may, in fact, be a form of child slavery, and should not be tolerated. See the Save the Children Child Safeguarding Policy for further details.

- f. **'Marital and sexual slavery'**, including forced marriage, the purchase of women for marriage, forced prostitution, or other sexual exploitation of individuals through the use or threat of force or other penalty.

4. The commitment we expect from commercial partners

We expect the same high standards from all of our contractors, suppliers and other business partners, and as part of our contracting processes, we may include specific prohibitions against the use of forced, compulsory or trafficked labour, or anyone held in slavery or servitude, whether adults or children, and we expect that our suppliers will hold their own suppliers to the same high standards.

Please contact your Save the Children representative if you have further questions.



PART 7: CODE OF CONDUCT FOR IAPG AGENCIES AND SUPPLIERS

Suppliers and manufacturers to Non Governmental Organisations (NGO's) should be aware of the Code of Conduct initiatives that the Inter-Agency Procurement Group (IAPG) support. This information is to advise you, our suppliers, of the Corporate Social Responsibility (CSR) element in our supplier relationships.

- Goods and services purchased are produced and developed under conditions that do not involve the abuse or exploitation of any persons.
- Goods produced and delivered by organisations subscribe to no exploitation of children
- Goods produced and manufactured have the least impact on the environment

Code of Conduct for Suppliers:

Goods and services are produced and delivered under conditions where:

- Employment is freely chosen
- The rights of staff to freedom of association and collective bargaining are respected.
- Living wages are paid
- There is no exploitation of children
- Working conditions are safe and hygienic
- Working hours are not excessive
- No discrimination is practised
- Regular employment is provided
- No harsh or inhumane treatment of staff is allowed.

Environmental Standards:

Suppliers should as a minimum comply with all statutory and other legal requirements relating to environmental impacts of their business. Areas to be considered are:

- Waste Management
- Packaging and Paper
- Conservation
- Energy Use
- Sustainability

Business Behaviour:

IAPG members will seek alternative sources where the conduct of suppliers demonstrably violates anyone's basic human rights, and there is no willingness to address the situation within a reasonable timeframe.

IAPG members will seek alternative sources where companies in the supply chain are involved in the manufacture of arms or the sale of arms to governments which systematically violate the human rights of their citizens.

Qualifications to the statement

Where speed of deployment is essential in saving lives, IAPG members will purchase necessary goods and services from the most appropriate available source.

Disclaimer

This Code of Conduct does not supersede IAPG Members' individual Codes of Conduct. Suppliers are recommended to check the Agencies' own websites.

Terms of Reference

PR56467

Project End Line Evaluation

Ending Discriminatory Gender Norms in Sponsorship Program Area

February 2022

TABLE OF CONTENTS

Table of Contents.....	1
1. Project Summary.....	2
2. Introduction.....	3
3. Background and Context.....	3
4. Scope of Study.....	5
4.1 Purpose, Objectives and Scope.....	5
4.2 Key Study Questions.....	5
4.3 Intended Audience and Use of the Study.....	6
5. Study Methodology.....	6
5.1 Study Design.....	6
5.2 Sampling.....	7
5.3 Data Sources and Data Collection Methods / Tools.....	8
5.4 Ethical Considerations.....	9
6. Expected Deliverables.....	10
7. Reporting and Governance.....	11
8. Study Management.....	11
9. Study Team and Selection Criteria.....	13
10. Schedule of Payment.....	14
11. How to Apply.....	14
12. Annexes.....	14



1. PROJECT SUMMARY

Type of evaluation	End Line Study
Name of the project	Ending Discriminatory Gender Norms in Sponsorship Program Area
Project Start and End dates	July 2020 – March 2022
Project duration	1 year 9 months (with 3 months extension)
Project locations:	<ol style="list-style-type: none"> 1. Saptari District- Bishnupur Rural Municipality, Chhinmasta Rural Municipality, Tilathi Koiladi Rural Municipality, Khadak Municipality and Surunga Municipality 2. Sarlahi District- Ishworpur Municipality 3. Mahottari District- Jaleswor Municipality
Thematic areas	Education and Child Protection
Sub-theme	Basic education and other child protection
Donor	Save the Children Korea (SCK)
Estimated beneficiaries	Total Direct beneficiaries: 19,650 girls, 16,175 boys. Grand total 35,825 children aged 0-18 years. 5,750 women and 8,150 men. Grand total 13,900 adult aged above 18 years. Overall total direct beneficiaries 49,725.
Overall objective of the project	<p>To promote attitudinal changes in gender norms in home, community, school and government by providing gender training in sponsorship area.</p> <p>SO1: Knowledge in gender norms in home and community are changed positively.</p> <p>SO2: Gender responsive environment in school is strengthened.</p> <p>SO3: Coordination and collaboration with local and provincial government of State- 2 on gender equality strengthened.</p>

INTRODUCTION

Ending Discriminatory Gender Norms in Sponsor Program area is a gender centric complementary project. The duration of this project was 21 months (3 month extended from the original period). The overall objective is to promote attitudinal changes in gender norms by strengthened gender training in schools, community and children in sponsorship area. The two key approaches adopted by the project to change the discriminatory gender norms are: i) School Me and ii) Choices, Voices, Promises (CVP) and positive parenting. The program interventions are designed based on the learning from these two approaches being implemented in different countries which contributed to change the discriminatory gender norms and reduce discriminatory gender norms in the community. The School Me approach includes i) capacity building of the government officials, Save the Children (SC) and partner staffs on School Me gender champion trainings to ensure that our staffs and our interventions for targeted communities and beneficiaries are gender sensitive, ii) provide gender champion training to head teachers, gender focal teachers in school to ensure that teachers are gender sensitive and treat girls and boys equally and endure gender sensitive pedagogy in classroom iii) utilize community action planning to promote community self-action on gender issues and iv) promote male participants in program interventions to bring changes in the gender discriminatory attitude and behaviour. Similarly, the customized package on Choices, Voices, Promises (CVP) and parenting without violence approach includes i) gender norms interventions among children to improve boy's and girl's access to activities that challenge restrictive gender norms and promote gender norms and promote gender equality through choices curriculum ii) gender norms interventions among parents to change the discriminatory gender norms in home by increasing dialogue between parents and children that improves equity in household through voices and positive parenting interventions iii) gender norms interventions among community member to create enabling environment where boys and girls are valued equally by promises interventions.

The project is implemented through four local implementing partners Save the Saptari, Sabal Nepal, Rural Women Uplift Association and Ratauli Yuwa Club in three districts in four Municipalities and three Rural Municipalities of province 2 within existing sponsorship program structures such as child clubs, girl networks, parents and community members, ward child protection committee, School Management Committee, Parent Teacher Association in schools through mobilization of local facilitators. The program will work in close coordination with provincial, ward and municipal level government and support the government initiatives on gender equality and girl's empowerment in Chinamasta RM, Bisanpur RM, Thilathi Koladi RM, Surunga and Khadak Municipalities of Saptari, Jaleshwar municipality of Mahottari and Ishwarpur Municipality of Sarlahi. This study will be assessed the project effectiveness, efficiency, relevance and quality of implementation towards the target children, communities and stakeholders based on the project deliverables.

BACKGROUND AND CONTEXT

Save the Children (SC) is the leading non-governmental child-focused organization in Nepal delivering interventions at scale since the last four decades. It has a strong government and community relations. SC's CSP 2016 – 2018 strategy and current CSP 2019 to 2021 strategy focuses on an integrated and lifecycle approach through its different themes: child protection, child rights governance, education, child poverty, and health and nutrition to address children's multiple need in line with SC's global Ambition for Children 2030 that states that by 2030 all children survive, learn, and be protected. It has also mainstreamed Disaster Risk Reduction (DRR) and resilience building into all sectors of program considering country's vulnerability to potential hazards. Similarly, Gender Equality and Social Inclusion (GESI) is another cross-cutting priority. In Nepal, SC works in all 77 districts along with its current program.

Girls in Saptari, Sarlahi and Mahottari districts are the most marginalized by traditional practices and the major gender issues in these districts are restricted movement of girl and women, torture related to dowry, domestic violence, child and early marriage, and barring from education and economic activities. Whereas for boys, the discriminatory gender norms push them in forced and harmful child labour, family responsibility and unsafe migration. Many of the girls never had the opportunity to attend school or dropped out before they completed basic education.

Due to the socially and culturally defined roles and perceptions towards girls, inequalities in education exist in terms of meaningful access, meaningful participation, learning outcomes, and completion of their education. Gender parity of 0.98 at the basic level indicates that there is a positive impact regarding girls' enrolment. However, it seems that boys are more frequently sent to private schools, indicating that some parents still invest more in boys' education. A total of 33%, 34%, and 37% of girls are in institutional schools in Saptari, Mahottari, and Sarlahi which is lower than the national average of 41% whereas their enrolment at community schools is 55%, 54%, and 54% respectively which is higher than the national average of 53% (MoEST/ CEHRD, Flash report 2018-2019). This shows that there is more discrimination to girls investing in education in the sponsorship program districts. According to the Flash report 2018-19 of Ministry of Education, Science and Technology (MOEST), girls are more out of school than boys and their Net Enrolment Rate (NER) at basic education is lower than boys. Out of 7.3% of out of school children in Nepal at basic level, the percentage of out of schoolgirl is much higher than the percentage of out of schoolboys (8.4% are girls and 6.3% are boys). This percentage is even higher in Saptari (11.49% are girls and 10.05% are boys) (Community based Management Information System Report (CMIS), 2019).

Girls often drop out during and after the basic education; the reasons for girl drop out from school is either due to the distance of the school, unsafe mobility and unwillingness of parents to send school. A significant proportion of children are dropping out even before they reach Grade 4 to support their parents in household chores or to take care of their siblings. In addition to poverty and domestic work, other factors that undermine girls' education are early marriage, discriminatory cultural gender norms devaluing girl's education, sexual and gender-based violence and the poor quality and gender unfriendly teaching and learning environments. Teachers play pivotal role in promoting girl's retention in school by promoting gender friendly school environment and behaving in a gender sensible way. However, teacher's discrimination and abusive behaviour is also responsible for the adolescent girl's school dropout. Considering this as one of the important areas, there is a provision of gender focal teacher in each school in Nepal. However, there is capacity gap on gender among the gender focal teachers in schools. Government has prioritized to make gender friendly schools and has promoted separate toilets for girl and boy in school. In sponsorship program area, girls are considered young and not a child any longer after her first menstruation and adolescent girl do not get proper information in school about mensuration and there is no availability and proper management of sanitary pads and other wash facilities in schools. In this way, the onset of puberty is a significant factor which affects the girls' education because it increases their vulnerability and may therefore make parents decide to withdraw their daughter from school. Hence, girls may drop out of school when they feel frustrated due to their teacher's behaviour and boys' teasing in school.

Besides teachers, parents and other relevant members of the society are key actors in shaping children's worldview. Girls are often seen as a burden to be unloaded as early as possible through marriage by many parents in Nepali society. This perception is driven by the gender roles that sons stay with, and financially support, their parents throughout their lives, while girls go to live with and belong to their husband and in laws. There is a belief that marrying girls at young age will open their way to heaven. Many parents believe that when a girl menstruates for the first time, she is ready for marriage and that it is in the family's interest to get her married as quickly as possible to avoid the risk of her engaging in a love relationship. In case of child marriage, both mother and father make decisions. Child marriage is rampant in the sponsorship impact areas: Saptari 16%, Mahottari 25% and Sarlahi 27%.¹ Some of the obvious discriminative behaviours one observes because of the discriminatory gender norms, are that girls

are fed less than boys and girls usually eat last, least and what is left over from the portions of the male member.

The Federal as well as State 2 government have several laws, policies, strategies and guidelines for stopping gender-based violence at homes and continuing girls' education. However, the implementation of these existing laws and policies needs to be strengthened. There is gap in the implementation of the existing policies and girl's focus education program of the Government.

The current COVID-19 situation has worsened the situation of children (both girl and boy) in Sponsorship program area. With a rise in the domestic violence, Sexual and Gender Based Violence (GBV), early marriage, care work burden of girl children, there are fears that efforts to increase female literacy by preventing them from dropping out of school may suffer a setback in the present COVID-19 situation. 37% percent respondents revealed that due to the lockdown situation, household responsibility has increased for both boys and girls, 30% said girls have more responsibilities and 4% said workload has increased for boys as well (Rapid Assessment on impact of COVID-19 on children, May 2020). The findings of the assessment show that the cases of violence against children has increased of which scolding is the most common form followed by corporal punishment, neglect and child marriage during the lockdown period.

2. SCOPE OF STUDY

2.1 Purpose, Objectives and Scope

This end line study is being conducted at the end of the project gender centric project in Sponsorship Program Area in Nepal. It's the end line with the scope for possibility of gathering result across indicators and log frame of project and against baseline of project.

The primary purpose of the study is to assess the impact based on the set project goals and outcomes including changes on KAPs towards gender norms.

The specific purposes which are nested within the primary purpose are:

- (1) Establish values for the indicators of the log frame at the goal and outcome levels for comparative analysis against baseline.
- (2) Assess the project progress in terms of relevancy, effectiveness, efficiency, impact and sustainability.

The study team will be required to undertake consultation with the SC study Project Manager at the commencement of the end line study to further refine the research questions if necessary.

2.2 Key Study Questions

The key study questions that the end line study should consider are provided below. These questions are grouped into two broad categories. The first category is related to either themes such as child protection and education with relation to the gender. The second category is related to the log frame and the project indicators. All evidence which should address in answering the questions will be categorizing analysis by district wise age, gender and disability.

- A) What are the major change in the Knowledge in gender norms at home and community level?
- B) Is the advancement transformation seen in school are strengthening in the Gender responsive environment?

- C) How would the approaches have applied on effective Coordination and collaboration with local government on gender equality?
- D) What are the gender gaps that the program/project addressed and what remaining aspects need to be considered further?

2.3 Intended Audience and Use of the Study

Primary intended audience of the study are

Stakeholder	Intended Audiences
Project donor	SCK
Member country	SCK
Primary implementing organisation	Save the Children (Project team; Program Development, and Quality Improvement team; Advocacy and Communications team, MEAL team, Operation team)
Implementing partners	<ol style="list-style-type: none"> 1. Save the Saptari, Saptari 2. Sabal Nepal (Saptari) 3. Rural Women Uplift Association (Sarlahi) 4. Ratauli Youth Club (Mahottari)
Government stakeholders	Municipalities EDCUs, DAOs and DPACs
Community groups	Community groups at local level; Ward Child Protection Committee, Girl Networks, Child Clubs, Schools, School Management Committee
Beneficiaries	Households, children (Girls and Boys), adolescents and youths (girls, boys and young women); parents/caregivers; teachers, service providers; administrators and policy makers.
International development/humanitarian research community	N/A

3. STUDY METHODOLOGY

3.1 Study Design

The methodology described below are suggestive and the consultant can present evaluation methodology that is better suited to evaluate the project as per the project objectives and evaluation objectives above. The methodology will be discussed and finalised by the evaluation team with the MEAL and project team.

a. *Proposed evaluation design*

The final evaluation will use a non-experimental design, using both qualitative and quantitative methods to triangulate the findings. Cross sectional study design will apply for this evaluation

b. *Proposed data collection method and analysis*

The consultant is expected to visit selected project sites to conduct focus group discussions, key informant interviews and an outcome harvesting workshop with the concerned stakeholders, beneficiaries and the project staff to collect information and to verify findings of the evaluation. The project team will provide project documents, project reports, monitoring reports and other related documents to the consultant.

3.2 Sampling

Study team will use confidence interval (ideally 95%) and margin of error (ideally 5%) should be used 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 a country's sampling strategy to minimize possible bias in sample.

Depending on the type of sample design selected modifications maybe necessary. For example, a country with social heterogeneity as a result of multiple sub-groups of ethnicities in a community, such as in Nepal, may choose based on multi-stage cluster sampling design for representing all sub-groups. In such a case it is recommended that sample weights are used by calculation of base weights from secondary population data derived from municipalities, voter list or census reports to offset any bias that may under-represent a sub-group. Alternately, in case multi-stage cluster sample is chosen the design must note the dilution in precision of clustered data because of intra cluster variance which should be offset by considering an appropriate design effect. Country MEAL team should consider these basic sample modifications in their overall sample design.

Secondly, the program is designed for both children between the age of 10 to 16 and adult including parents/caregivers and community members. Therefore, the sample should consider this age group in the populations of the program area. This category is further sub-categorized across indicators. The sample therefore needs to factor in the representation of sub-groups by age categories and aligned to programme objectives and age of intervention for each group. As the overall sample considered, whatever the type of sample design, would have the last stage as random selection there is a chance by randomness that one or more of these sub-categories of age may not be adequately represented to reflect the structure of its respective population. Two steps are recommended to address any possible sample bias because of age stratification. First, a sample with adequate power should be calculated to increase the probability for inclusion of all age sub-categories; and secondly, each age sub-category should be weighted by calculating its corresponding base weight to match the population structure within the population of the program area. This strategy should also be followed for adequately representing girls and women in the final sample design and to cover up for any non-response.

Even after improving representation in the sample design as mentioned above there is still the chance by randomness that data on disability may be underrepresented. Each respondent interviewed should be asked for information to identify households in his/her community with members who are adolescent age 10-16 years. These households should be included in the sample. Addition of that local schools, municipality person will also interview in between this study.

Focus group discussion (FGD) and key informant interviews (KII) are proposed for qualitative method. FGDs should be organised with adolescents separately for each gender; parents; and community members. The field team should monitor the incoming data from each FGD to understand the level of saturation. Following FGDs, KII should be organized with girls of 10-16 years, service providers, duty bearers and officials responsible for policy maker.

R/Municipality	Children (10-18) group	WCPC	School Teachers	Parent	Local governments
Chinamasta					

Bisanpur					
Thilathi Koiladi					
Khadak					
Surunga					
Jaleshwar					
Ishwarpur					
TOTAL FGD					
Chinamasta					
Bisanpur					
Thilathi Koiladi					
Khadak					
Surunga					
Jaleshwar					
Ishwarpur					
TOTAL KII					

3.3 Data Sources and Data Collection Methods / Tools

Data collection tools will incorporate disaggregation by age, gender, caste/ethnicity 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 but also to include in the end line report wherever relevant. The most current data available and widely used for country level planning by local government should be used. In case secondary data from multilateral agencies such as UNICEF and World Bank are found to be the most recent and also in use by the governments and other development agencies, then each country 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.

Primary sources for data will include respondents from the project villages that covers the spectrum across all levels of the socio-ecological model. This is explained above in the sampling strategy. For AY, targeting of this age category will also mean that interviews for data collection will include households with adolescents and youths within this age category. It is therefore important that the respondents are the AYs and if parents/caregivers they should be parents/caregivers of AYs, but in case teenage child is responding s/he should be accompanied by either one of their parents for safeguarding purposes as per policy of SCI – see section on ethics below. The training for enumerators should emphasise practice of voluntary participation with consent from parent/caregiver and child - if s/he is the respondent.

Survey will be administered with questionnaire as the tool for quantitative data collection. Survey will be administered with school children, child club members, school teachers, local government, and parents/caregivers. Digital applications, such as Commcare or Kobo, should be used for data collection. Use of digital application expedites data collection, minimizes errors in data during collection and transfer to centralized system.

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 country MEAL and SCI Korea to ensure that

questions are measuring the indicators as defined in the program. This is critical and a multiple review by designated experts within SCl and SC Korea is required to finalize the questions. Further, reliability tests should be done by reviewing the questions and also by using Cronbach's Alpha 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 in each country 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. A similar process for finalizing open ended questions for FGD and KII should be followed.

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 disclude 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. Each study should prepare a clear plan for error correction by their identification and document the process to include data cleaning trail in the report.

3.4 Ethical Considerations

It is expected that this study will be:

- **Child participatory.** Where appropriate and safe, children should be supported to participate in the end line process beyond simply being respondents. Opportunities for collaborative participation could include involving children in determining success certain aspects of the end line design, supporting children to collect some of the data required for the end line 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.²
- Public access - to the results when there are not special considerations against this
- 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.

It is expected that:

- Data collection methods will be age and gender appropriate.

² 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.

- 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.

The study team will be required to obtain approval from a Human Research Ethics Committee. Save the Children in each country will provide assistance with this process.

4. EXPECTED DELIVERABLES

The study deliverables and tentative timeline (subject to the commencement date of the study) are outlined below. The study team lead, and SC study Project Manager of each country will agree on final milestones and deadlines at the inception phase.

Deliverables and Tentative Timeline

Deliverable / Milestones	Timeline
The study Team is contracted and commences work (where relevant)	
The study Team will facilitate a workshop with the relevant stakeholders at the commencement of the project to develop the inception report.	
<p>The study Team will submit an inception report* in line with the provided template, including:</p> <ul style="list-style-type: none"> ▪ Study objectives, scope and key study questions ▪ Description of the methodology, including design, data collection methods, sampling strategy, data sources, and study matrix against the key study/research questions ▪ Data analysis and reporting plan ▪ Caveats and limitations of study ▪ Risks and mitigation plan ▪ Ethical considerations including details on consent ▪ Stakeholder and children communication and engagement plan ▪ Key deliverables, responsibilities, and timelines ▪ Resource requirements ▪ Data collection tools (in line with the study matrix and requirements set by the POWER 4 AY indicators framework and learning agenda) <p>Once the report is finalised and accepted, the end line study team must submit a request for any change in strategy or approach to the study manager or the steering committee.</p>	
<p>Ethics submission (if applicable): Should approval from a Human Research Ethics Committee be required, an ethics submission should include:</p> <ul style="list-style-type: none"> ▪ study protocols (participant recruitment, data security and storage, consent and confidentiality etc.) ▪ considerations for consulting with children and other vulnerable groups (if applicable) ▪ participant information statement and consent forms 	

Final data collection tools (in the report language): <ul style="list-style-type: none"> ▪ Survey instrument ▪ Data collection mechanism 	
<p>A summary of findings from the study should focus will be on:</p> <ul style="list-style-type: none"> ▪ Summary of interim findings ▪ Any emerging program issues or risks (if applicable) ▪ Any changes that have had to be made to the study design (if applicable) ▪ Key tasks for the next stage of the study and any proposed refinements or changes to methodology (if applicable) 	
<p>A Study Report* (Draft Version – template available if useful though external actors may want to use theirs) including the following elements:</p> <ul style="list-style-type: none"> ▪ Executive summary ▪ Background description of the Program and context relevant to the Study ▪ Scope and focus of the study ▪ Overview of the study methodology and data collection methods ▪ Data quality management plan and action ▪ Findings aligned to each of the key research questions and indicators ▪ Specific caveats or methodological limitations of the study ▪ Conclusions outlining implications of the findings or learnings ▪ Recommendations ▪ Annexes (Project log frame, study ToR, Inception Report, Study schedule, List of people involved) <p>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.</p>	
<p>Data and analyses including all encrypted raw data, databases and analysis outputs</p>	
<p>Final Study Report* incorporating feedback from consultation on the Draft Study Report</p>	
<p>Knowledge translation materials:</p> <ul style="list-style-type: none"> ▪ PowerPoint presentation of Study findings ▪ Evidence to Action Brief** 	

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

All documents are to be produced in MS Word format and provided electronically by email to the SC End line Study Project Manager. Copies of all PowerPoint presentations used to facilitate briefings for the project should also be provided to Save the Children in editable digital format.

5. REPORTING AND GOVERNANCE

The study team lead is to provide reporting against the project plan. Verbal reporting each week to the Project MEAL Coordinator by outlining progress and a written Progress Report (1-page) by email to the Save the Children study Project Manager every fortnight, documenting progress, and any emerging issues to be resolved and planned activities for the next month.

6. 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
Consultation Meeting	Study team	4 March 2022	
Inception report	Study team	9 March 2022	
Review of inception report	SC team	13 March 2022	
Development and digitization of Data collection tools	Study team	18 March 2022	SCI technical and MEAL team
Data collection tools pretesting	Study team	22 March 2022	SCI district team
Ethics submission	Study team	N/A	SCI technical team
Logistical arrangements	Study team	28 March 2022	SC Supply chain
Data collection	Study team	By 14 April 2022	SC MEAL team
Data management and analysis (coding, transcriptions, data cleaning, integration and analysis)	Study team	By end of April	MEAL Coordinator-Operational Research, CO
First draft of the Final study report	Study team	By 1 st week of May 2022	
Review of first draft report	SC team	2 nd week of May 2022	Study team, SC project manager, technical advisors, MEAL team
Meeting with consultants and evaluation team to finalize the report	SC, Project Manager	3 rd week of May 2022	MEAL team, technical advisors, SC Korea team.
Validation of study findings and recommendations	Project Manager	4 th week of May 2022	SC MEAL team, technical advisors
Final Study report and submission of data and analysis	Study team	1 st week of June 2022	
Knowledge translation materials	Study team	2 nd week of June 2022	MEAL team
Project team meeting to develop Study Response Plan	Project Manager	2 nd week of June 2022	MEAL and Technical advisors
Study final report (together with response plan) posted on One Net and reviewed (see page 1 above for platform links)	Project Manager	3 rd week of June 2022	SC Peer reviewers

7. 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 end line using theory based mixed method design
- Conducting studies in the field of GESI, protection and/or education
- Leading socio-economic research, end lines, evaluation or consultancy work respective country and is sensitive to the local context and culture, particularly [child rights, gender equality, ethnicity, religion and minority groups and/or other factors]
- Conducting ethical and inclusive studies involving children and child 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
- Experience conducting study in development contexts
- Extensive experience of theories of change and how they can be used to carry out end lines 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.
- A team leader will be appointed who has the seniority and experience in leading complex study projects, and who has the ability and standing to lead a team toward a common goal.
- 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 social science or higher (ie., Phd) with proficiency in mixed method using both quantitative and qualitative methods
- Certification or demonstrated proficiency in data science with SPSS, R, STATA, Nvivo, etc.
- Experience conducting surveys.

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 any other applicable costs.

8. SCHEDULE OF PAYMENT

- Upon approval of inception report and tools: [20%]
- Upon submission of First Draft study Report: [30%]
- Upon approval of final study report: [50%]

9. HOW TO APPLY

How to apply for the services

Proposal Submission Guideline/Required Documents

Proposal Submission Deadline- **20th February 2022**

- 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, Latest tax clearance certificate. For firms that are tax exempted by the government, a copy of tax exemption certificate should be submitted.

Proposals should be submitted via email to 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).

10.ANNEXES

Annex 1: Project Log frame

Annex 2: List of project documents to be consulted

1. Project Theory of Change
2. Project Logical Framework
3. Project Proposal
4. Washington Groups Questions on Disability
5. Each end line team should access secondary data for the project area in consultation with the country MEAL teams – demography (categorized by age, gender and disability), health, education, WASH, school enrollment, school availability, etc.

Annex 4: SCI Evaluation Scoring for perspective consultants

Evaluation Quality Criteria (used for internal scoring after completion)
Purpose, Design and Methods
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?
Analysis and Findings
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?
Communication and Use
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 ?