

**Terms of Reference**

**for**

**Hiring Consultant to update existing manual on Life Skill for Success (LS4S) and provide a TOT to the facilitators.**

**PR172440**

**SHORT TITLE: LS4S Manual Development**

**Year 2022**



## 1. PROJECT SUMMARY

<b>Type of study</b>	<b>Adoption of Life Skills Sessions</b>
<b>Name of the project</b>	Update Manual of Life Skills for Success (LS4S) and to Deliver a Session Plan for TOT
<b>Project Start and End dates</b>	October 2022 to December 2022
<b>Project duration</b>	3 months
<b>Project locations:</b>	Sponsorship districts (Saptari, Mahottari and Sarlahi)
<b>Thematic areas</b>	Child Poverty
<b>Sub-themes</b>	Adolescent skills for Successful Transition (ASST)
<b>Donor</b>	Save the children (SCI), Project: Sponsorship
<b>Estimated beneficiaries</b>	Both 10-14 yrs young adolescents and 15-19 older adolescent cohorts
<b>Overall objective of the project</b>	Formative research to review and Identify the contents, methodology and the sessions under each domain of LS4S based on Nepal's sponsorship project area's perspective

### 1. INTRODUCTION

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 Child Poverty, Health and Education. Child protection and community mobilization are implemented as cross cutting themes.

Child Poverty (CPoV) theme of Sponsorship project aims on improving the overall child wellbeing through improved food security and income status of parents/caregivers, and aims for successful transition of adolescents to adulthoods through financial literacy, life skills, micro-enterprise development and technical education and vocational skill trainings. Adolescent Skills for Successful Transition (ASST) component under sponsorship project aims to improve economic outcomes for target adolescents which means a successful transition to decent livelihoods and work, breaking the intergenerational cycle of poverty, and therefore reducing survival, learning, and protection deprivations for adolescents and their families.

### 2. PURPOSE, OBJECTIVES AND SCOPE

The ultimate purpose of this study is to develop a manual on LS4S and facilitate a TOT to the facilitators. The consultant will adapt the LS4S global toolkit. As guided by toolkit consultant will review existing manual and assess whether the specific training need are there to incorporate on it based on five major domain of LS4S- 1 Social Skills, 2 Higher order thinking skills, 3 self-control, 4 Positive self-concept, 5 Communication as guided by the LS4S toolkit. After reviewing

the contents, tools and methodologies provisioned in existing manual, it will be discussed with CO-based CPoV advisor and Sponsorship ASST TA based in Bangladesh to identify the sessions under each domain and develop facilitators manuals for LS4S sessions. The LS4S sessions will focus predominantly on the 10-14 and 15-19 years young cohorts, and mainly on readiness oriented adolescent programming. Following approval of LS4S manual, the consultant needs to facilitate one ToT to the facilitators of Save the Children and its partners staffs.

The specific objectives of the assignment are:

- *To carry out formative research to identify any gaps in the existing manual.*
- *To update existing manual incorporating the findings from the formative research and prepare e-version of LS4S manual for the facilitators*
- *To deliver one TOT to the facilitators on how to facilitate the sessions.*

The study team will work in close consultation with the Child Poverty Reduction Advisor and Sponsorship ASST-TA based in Dhaka, Bangladesh after the commencement of the assignment. Child Poverty technical manager will assure the trained facilitators deliver these sessions/exercises of LS4S with the adolescents in the community.

## 2.1 INTENDED AUDIENCE AND USE OF THE STUDY

Primary intended audience of the study are young and older adolescents from the sponsorship impact areas 1 and 2. Following is the detail of the audiences:

Stakeholder	Further information
Project donor	Sponsorship project
Implementing organisation	Save the Children, Nepal
Implementing partners	STS, SABAL, CFWA, RUWA, RRPK, RYC
Stakeholders	Adolescent, life skill graduates, facilitators
Beneficiaries	Both 10-14 year younger adolescents and 15-19 older adolescent cohorts. These may also include Child club members, ME/VT graduates, young mothers etc.

## 3. STUDY METHODOLOGY

The formative study will be conducted in Saptari, Mahottari and Sarlahi districts of Madhesh province, the main objectives of which is to identify whether there are any pertinent issues of the adolescents and youths those need to be addressed by LS4S manual. Study also requires to carry out desk review, meeting with respective team members for program inception and conduct FGD and KII with LS4S session graduate, facilitators, adolescents, their parents and capture their learnings for identifying contextual methods or content as per ground reality. Also, consultant need to explore other related manuals and tool kits for finalizing and producing the LS4S manual. Based on the intended objectives above, the consultant will propose appropriate study design.

### 3.1 Ethical Considerations

Principle of ethics i.e., voluntarism, informed participation, confidentiality, minimization of risk and maximizing benefits will be ensured throughout the study.

## Consent Process

Respondents need to be asked for their consent before participating in the interview process. In case of children, their parents will also be asked to provide consent for their wards participation in the survey. If they refuse to give consent, their children will not be involved in the study.

### Provisions to Protect the Privacy Interests of Participants:

- Interviews will be held in locations that are safe and protect the privacy of subjects. Survey interviews will be in locations where others will not be able to hear the conversations. All participants will be de-identified in the data for analysis. Only members of the research team will have access to the data collected for analysis.
- The written consents will have the names of those participating in the surveys. The consultants will also keep a list of participant names corresponding to a participant identifying code, to follow up with any participants for follow on assessments. This list will be saved on SC Nepal computers and password protected by Save the Children program monitoring and evaluation staff that are part of the study.
- The study data and information will be used only for this research purpose. All the copyright remain in Save the children in Nepal.

## 4. EXPECTED DELIVERABLES

- A. Inception report: that reflects the refined version of the methodology, tools and work plan. This workplan needs to be finalized in close consultation with CO-based CPoV Advisor.
- B. Organize meeting with CPoV team and take inception for contextual reality of LS4S,
- C. Desk research about different tool kits of LS4S; training need assessment of adolescents and youths on LS4S and identify the content, methodology and the contextual sessions based on the direction of Adolescent Skills for Successful Transitions (ASST) module.
- D. FGDs with life skills graduates and Facilitators to identify pros and cons of existing manual, tools and methods
- E. Mid-assignment meeting with TA/Child Poverty Reduction Advisor and Technical Manager- Child Poverty to discuss and approve initial results and confirm next steps.
- F. Develop facilitators manuals (30-40 Pages) and implementation guideline on LS4S in standard in Nepali with the final review of CPoV team
- G. Provide Training of Trainers (TOT) for one batch with pre and post tests
- H. A copy of the raw and clean data collected during the study,
- I. The final project completion report in the standard format. The study report should basically include the following sections: -Acknowledgements -Glossary/Acronyms - Executive summary (one page maximum), Introduction - -Research methodology - Limitations -Findings -Conclusion and recommendations -Appendices
- J. Assignment completion final report (short report)

## 5. REPORTING AND GOVERNANCE

Verbal reporting each week to the Technical Manager-CPoV by outlining progress made over the past week. Submit the final project completion report in standard format including newly developed LS4S manual to the Save the Children.

## 6. STUDY MANAGEMENT

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

Task	Responsible
1. Organize meeting with project focal for getting idea on tasks and deliverables.	Consultant
2. Review the global toolkit of LS4S and relevant documents adolescents' life skills education.	Consultant
3. Prepare the action plan on adaptation of LS4S toolkit based on Nepal context share with the project focal persons and finalize after incorporating their feedback.	Consultant
4. Training need assessment based on five major domains of LS4S. Field visit to the Madesh province as per need.	Consultant
5. Identify content, methodology based on the need, identify the sessions under each domain and develop facilitators manuals for LS4S sessions.	Consultant
6. Share the draft content, methodology and facilitators manuals with project focal persons and incorporate their feedback.	Consultant
7. Finalize the facilitators manuals and implementation guideline and share with project focal persons.	Consultant
8. Facilitate the ToT with facilitators.	
9. The LS4S will also be tested and finalized for the adolescents of Sponsorship context.	

## 7. STUDY TEAM AND SELECTION CRITERIA

Offers will be first assessed on their technical merits using the evaluation criteria. Only technical scores of at least 50 points will qualify for the financial review. The financial offer weight is 40% from the total weight of the evaluation while the technical offer is 60%. Following is the detail of scoring criteria while selecting proposals:

S. N.	Major topic	Score weightage
1	Organization background (experience of similar works)	10%
2	Proposed Human resource/s	20%
3	Proposed methodology and tools	20%
4	Quality assurance mechanism	10%
5	Budget	40%
Total		100%

Pre-requisite of the consulting firm/consultant:

The consultant/firm should have following competencies:

- *Conducting ethical and inclusive studies involving child participatory techniques*

- *Conducting ethical and inclusive studies involving marginalised groups in culturally appropriate and sensitive ways*
- *Managing and coordinating a range of govt., community groups and stakeholders*
- *A track record of open, collaborative working with clients*
- *Experience in developing and designing adolescent development/life skills training related module/guideline.*
- *Academic and research background in Education, Sociology and training module development and facilitation experience.*
- *Good knowledge around formative research with life skill, track record of similar works including economic analysis of different SMEs*
- *Master's degree in similar disciplines with at least 5 years of relevant experiences. Ph. D. is preferred.*

## 8. HOW TO APPLY

### Proposal Submission Guideline/Required Documents

- *Proposal Submission Deadline- **30<sup>th</sup> October 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 Individuals (Nepali): Copies of citizenship certificate and VAT registration certificate;*

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

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

The Email should clearly be subjected as "Technical/Financial Proposal for PR172440 "LS4S Manual development and A TOT Facilitation".