

**Instruction and Template for
PROPOSAL Submission**
 Consultancy Title: Sponsorship Impact Video 2022
 PR No. PR217379

Date of Proposal Submission: <Insert date>

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

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

Section A: Instruction for Proposal Development

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

1. A proposal will not be considered for review if:
 - It is received after the deadline
 - It is not sealed properly (NA in case of email proposals)
 - There are any missing documents mentioned in the ToR
 - Information submitted by the company is found to be false
 - It is incomplete

2. A proposal should have three (3) separate envelops (NA in case of email proposals):
 - 1st for CVs of Proposed Consultants listed in Section B, Part 2 below.
 - 2nd for technical proposal
 - 3rd for financial proposal

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

4. Only shortlisted bidder/s will be contacted by Save the Children at each stage of the selection process.

5. Shortlisted bidder/s **may** be invited to deliver a 15minute presentation to the Procurement Committee on their technical proposal.

Section B: Proposal Development Form

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

Name of the organization :

Address :

District/State :

Country :

Phone number :

E-mail :

Website :

II. Details of contact person

Name :

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

III. Major topics and sub-topics for proposal development

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

1.1 Work experience

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Note: please include experience in (project report style) development videos in work experience.

1.2 Existing and current human resource and organization organogram.

2. Signatory and Proposed Consultants Information:

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

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

Understanding of Terms of Reference:	
Proposed modality / approach to conduct this assignment:	
Please provide URL links of the sample of project impact videos:	

Work Plan:

4. Please provide your experience of working with child focused organizations:

Date		Project Title	Organization Name	Remark
Start	End			

Please add rows in above table as required.

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

Section C: Essential Evaluation Questions

ESSENTIAL CRITERIA (Exclusion if not met)

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

S. No.	Criteria	Please specify Yes / No
a)	Do you have a legitimate business/official address OR are you registered for trading or tax purposes with the authorities. If yes, have you attached a copy of registration documents with this proposal? (not applicable to individual bidders)	
b)	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 	

	<p>Conditions of Purchase</p> <ul style="list-style-type: none"> • 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 • 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	



Sponsorship Impact Video 2022

PR217379

Terms of Reference

Background on Save the Children

Save the Children is the leading global independent organization for children. Save the Children believes every child deserves a future. Around the world, we work every day to give children a healthy start in life, the opportunity to learn and protection from harm. When crisis strikes, and children are most vulnerable, we are always among the first to respond and the last to leave. We ensure children's unique needs are met and their voices are heard. We deliver lasting results for millions of children, including those hardest to reach.

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

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

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

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

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

Background information/Context

Save the Children has been implementing the Sponsorship Program in Nepal since the early 80s. Today, the program operates in 14 Municipalities of Saptari, Sarlahi and Mahottari. The Sponsorship Program aims to ensure that children are educated and healthy using proven approach design, implementation and measurement known as, 'The Common Approach' with its themes, **Education, Child Poverty Reduction, Health and Child Protection**. There are various sub themes and intervention activities under these major themes which ultimately works for the betterment of children in communities in an integrated way where Sponsorship Program operates.

Save the Children seeks to develop a comprehensive video documentary showing the impact of its integrated approach for child well-being. The video will showcase the positive changes in the lives of children through our interventions under the themes.

Objective

The objective of the consultancy service is to produce a **13-15-minute-long** video showing major impacts of the Sponsorship Program and a shorter social media friendly **2-3-minute-**

long video of the same. For the short video, each theme will take up not more than **60 seconds**. The final videos will complement the Sponsorship baseline videos created in 2018 and footage from the 2018 video will also be used in the making of the final video.

The specific objectives are listed out as:

- To collect videos including beneficiary testimonials from the Sponsorship working areas and edit them in a presentable way in line with Save the Children's branding.
- To showcase the activities and its direct link to children's and their families' wellbeing.

Location and official travel involved

The Sponsorship Program operates in 14 Municipalities of three districts (Mahottari, Sarlahi and Saptari) of Madhesh Pradesh. The footages will be collected in selected municipalities covering all three districts. The total municipalities are:

Saptari	Surunga Municipality	Mahottari	Gaushala Municipality
Saptari	Khadak Municipality	Mahottari	Jaleshwar Municipality
Saptari	Tilathi Koiladi Rural Municipality	Mahottari	Pipara Rural Municipality
Saptari	Bishnupur Rural Municipality	Sarlahi	Godaita Municipality
Saptari	Chhinmasta Rural Municipality	Sarlahi	Balara Municipality
Saptari	Rajbiraj Municipality	Sarlahi	Ishworpur Municipality
Mahottari	Bardibas Municipality	Sarlahi	Haripur Municipality

Experience and skill set required

- At least 3 years of professional experience in developing compelling success videos for I/NGOs.
- Good knowledge of Child Safeguarding Policy.
- Ability to produce quality work within deadlines and under pressure.

Expected Deliverables

Save the Children expects the following deliverables from the consultant:

- A well edited 13-15-minute-long video with subtitles, showcasing major impacts of Sponsorship Program's work in the community
 - The video should represent all four themes of the Sponsorship Program and should be edited in a way so that it can be broken down into individual theme videos.
- A shorter version 2-3-minute-long video of the same with not more than 60 second airtime for each theme, complete with motion graphics showcasing total reach and other data in a captivating way.
- A clean version without graphics, texts, music or subtitles of both videos.
- All raw footages collected from field in an external drive (Pen/Hard Drive)

Timeline

Estimated Commencement Date: 7 December 2022

Estimated End Date: 23 December 2022

S. N	Deliverable title	Submit to	Delivery date
1	Field Visit	-	7-14 Dec 2022
2	First Draft of both videos	Communication team – EFO	20 Dec 2022
3	Final videos	Communication team – EFO	23 Dec 2022

General assumptions and dependencies

The respective project team from Save the Children and/or partner organizations of Save the Children will identify and facilitate the footage collection process to ensure that the best visuals are collected from field. Draft versions of videos should be submitted to the Media and Communication Officer at Save the Children EFO for feedback and comments. The final version of the deliverables should address the feedback received.

Audiences of the final product

1. Stakeholders (community, government representatives) of future sponsorship program areas
2. Municipalities, government authorities in current sponsorship areas
3. Cross country sharing (Other sponsorship countries)
4. Social media followers

Other important information

- Use of camera stabilization equipment is recommended to get the smoothest footages possible
- Use of lavalier microphones is expected for testimonials for optimum audio quality
- Drone footage of agricultural interventions and infrastructures is expected in the video
- Creative editing in compliance with Save the Children’s branding compliance is a must

Proposal evaluation and Scoring Criteria

	Major topic	Score weightage
Capability	Consultant experience in (project report style) development videos	15
	Existing Human Resource (Profile of Cinematographer, Editor and content writer)	10
	Creativity in shooting and editing of submitted sample project impact videos	15
	Work Plan	10

	Previous experience of working with child focused organizations	10
Commercial	Budget (Cost)	40
	Total	100

How to apply for the services

Proposal Submission Guideline/Required Documents

- Proposal Submission Deadline- **1 December 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, Tax clearance certificate of FY 2077/078.

Proposals should be submitted via email to eoiconsultant.nepal@savethechildren.org