

**Instruction and Template for  
PROPOSAL Submission**

Consultancy Title: Generating Evidence of Climate Change Adaptation and Food Security  
Impacts of Resilience and Food Security Program (SABAL) in Nepal  
PR No. PR...

Date of Proposal Submission: <Insert date>

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

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

### **Section A: Instruction for Proposal Development**

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

1. A proposal will not be considered for review if:
  - It is received after the deadline
  - It is not sealed properly (NA in case of email proposals)
  - There are any missing documents mentioned in the ToR
  - Information submitted by the company is found to be false
  - It is incomplete
2. A proposal submitted through email should have four (4) separate files:
  - 1<sup>st</sup> for essential documents
  - 2<sup>nd</sup> for technical proposal
  - 3<sup>rd</sup> for financial proposal
  - 4<sup>th</sup> for other supporting documents as per ToR
  - All attached documents should be clearly labelled so it is clear to understand what each file relates to.
  - Emails should not exceed 15mb – if the file sizes are large, please split the submission into two emails.
  - Do not copy other SCI email addresses into the email when you submit it as this will invalidate your bid.
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 15-minute 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)	Home Address	Designation proposed for this study	Academic Qualification	Is there any disability? If yes, please provide evidence in attachment to support your answer.

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

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







**4. 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 <b>Yes / No</b>						
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)	<p>We, the Bidder, hereby confirm we compliance with the following policies and requirements:</p> <table border="1"> <tr> <td>Terms &amp; Conditions of Bidding</td> <td>             1. Terms &amp; Conditions of Bidding         </td> </tr> <tr> <td>Terms &amp; Conditions of Purchase</td> <td>             SC-C-01 Short Form Goods and Services         </td> </tr> <tr> <td>Supplier Sustainability Policy and the included mandatory policies</td> <td><a href="#">Click Here to Access</a></td> </tr> </table>	Terms & Conditions of Bidding	 1. Terms & Conditions of Bidding	Terms & Conditions of Purchase	 SC-C-01 Short Form Goods and Services	Supplier Sustainability Policy and the included mandatory policies	<a href="#">Click Here to Access</a>	
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Supplier Sustainability Policy and the included mandatory policies	<a href="#">Click Here to Access</a>							
c)	Do you confirm that the company is not linked directly or indirectly to any terrorism related activity, and does not sell any Dual-Purpose goods / services that may be used in a terror related activity?							
d)	Do you confirm that you are not a prohibited party under applicable sanctions laws or anti-terrorism laws or provide goods under sanction by the United States of America or the European Union and accepts that SCI will undertake independent checks to validate this?							

e)	Do you confirm that you are not a prohibited party or on government blacklisting	
f)	Do you have VAT registration? If yes, have you attached a copy of VAT registration certificate with the proposal?	
g)	Do you have tax clearance of FY 2078/079? If yes, have you attached a copy of tax clearance certificate with the proposal?	
h)	Does your proposed team leader have experience and qualifications as mentioned in ToR? If yes, is this reflected in his / her CV?	

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Date: 12<sup>th</sup> May 2023

Request for Proposal (RFP) Reference No: PR...

Dear Sir/Madam,

Save the Children requests submission of proposal to provide goods/services in accordance with the conditions detailed in the attached documents. Save the Children intends to enter into a contract for the following services: consultancy assignment entitled “Generating Evidence of Climate Change Adaptation and Food Security Impacts of Resilience and Food Security Program (SABAL) in Nepal”.

We include the following information for your review:

Policy	Policy / Document
Terms & Conditions of Bidding	 1. Terms & Conditions of Biddi
Terms & Conditions of Purchase	 SC-C-01 Short Form Goods and Services A
Supplier Sustainability Policy and the included mandatory policies	<a href="#">Click Here to Access</a>

Your proposal must be received in the following format:

- Full completion of the “Consultancy Proposal Form” document in order that your proposal may be regarded as compliant. Those proposals not completed may be treated as void.
- Proposal to be submitted via email to [nepal.quotations@savethechildren.org](mailto:nepal.quotations@savethechildren.org)

The email subject should indicate “Proposal for “Generating Evidence of Climate Change Adaptation and Food Security Impacts of Resilience and Food Security Program (SABAL) in Nepal”.

Your proposal must be received at [nepal.quotations@savethechildren.org](mailto:nepal.quotations@savethechildren.org) not later than **21<sup>st</sup> May 2023** (“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. Asesh Baidya (Contact Person) in writing at the following address: [eoiconsultant.nepal@savethechildren.org](mailto:eoiconsultant.nepal@savethechildren.org)

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

Yours faithfully,

Request For proposal

Asesh Baidya

Procurement Coordinator - Consultancy

## **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	12 <sup>th</sup> May 2023
Last day for bidders to send clarification questions to Save the Children	17 <sup>th</sup> May 2023
Last day for SCI to answer clarification questions to bidders	19 <sup>th</sup> May 2023
Return of Proposals (Closing Date)	<b>21<sup>st</sup> May 2023</b>
Award Contract and "Go-Live" with Supplier	31 <sup>st</sup> May 2023

### **Indicative information**

#### ***Background***

Save the Children, together with its consortium partners (ACTION FAIM, CARE, Hellen Keller, LI-BIRD, Nepal Water for Health, Nepal Technical Assistance Group, and TANGO) implemented the 5-year (2014-2019) Sustainable Action for Resilience and Food Security (SABAL) program funded by USAID/Food for Peace. This project was implemented in 11 districts (Makawanpur, Sindhuli, Udayapur, Kotang, Okhaladhunga, Ramechhap, Kabhrepalanchok, Dolakha, Nuwakot, Sindhupalchok, and Rasuwa) of Nepal in collaboration with the Government of Nepal (Ministries of Agriculture and Livestock Development, Health, Federal Affairs, Forest and Environment, and Home Affairs, local and district line agencies). This program integrated livelihoods diversification, health and nutrition, disaster risk reduction, and climate change adaptation interventions targeting the poorest and most vulnerable communities to increase their food

security and resilience. The goal of this project was to increase resilience and food security for the targeted vulnerable population in Nepal. Project activities focused on enhancing the absorptive, adaptive, and transformational capacities of the targeted populations to mitigate, adapt to, and recover from the shocks and stresses at multiple scales through:

- Stable income of communities and households, especially vulnerable females, and males, – through improved on-farm practices and technologies for crops and livestock, vocational skill and business development training, improved access to financial services, and market development initiatives;
- Improved health and nutrition status of pregnant and lactating women, children under 5, and their families – through health and nutrition services, homestead food production; improved water, sanitation, and hygiene (WASH); and
- Strengthened the ability of households and communities to mitigate, adapt to and recover from shocks and stresses to enhance household food security – through joint disaster risk reduction and climate change adaptation activities.

By involving participating communities and key stakeholders (both private and public) in the design and implementation of solutions to local problems, Sabal has helped lay the foundation for improved resilience and long-term self-reliance.

### **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, Supplier Sustainability Policy and the included mandatory policies.
- Organization is registered with relevant Government Authority (in case of an entity).
- VAT Registration and Tax Clearance of FY2078/079.
- Essential Experience and Qualification as mentioned in ToR.

#### **Evaluation Criteria**

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

#### **Capability Criteria (Technical Proposal): 50**

Criteria	Sub-Criteria	Weight
<b>Capability</b>	Understanding of the TOR, Proposed Methodology & Workplan	25
	Qualification (in Agricultural Economics, Economics, Climate Change, Environmental Sciences, or similar disciplines) and Experience of team leader	15
	Presentation (for shortlisted bidder/s only)	10

#### Sustainability Criteria: 10

Criteria	Sub-Criteria	Weight
<b>Sustainability</b>	Inclusive team composition (female member, disability, locality)	10

#### Commercial Criteria (Financial Proposal): 40%

Financial proposal will be scored in inverse proportionate basis.

#### How to apply for the services

Proposal Submission Guideline/Required Documents

Proposal Submission Deadline- **21<sup>st</sup> May 2023**

- Required Documents-
  - Filled out Consultancy Proposal Form (enclosed with this ToR)
  - CV of the proposed consultant with full date of birth in dd/mm/yyyy format.
  - For firms: Copies of- Firm registration certificate, VAT registration certificate, tax clearance certificate of FY 2078/079.
  - For Individuals: Copies of - Citizenship Certificate, VAT registration certificate, tax clearance certificate of FY 2078/079.
- A proposal should have **four (4)** separate files:
  - 1<sup>st</sup> for essential documents
  - 2<sup>nd</sup> for technical proposal
  - 3<sup>rd</sup> for financial proposal
  - 4<sup>th</sup> for other supporting documents as per ToR

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

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

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



*Generating Evidence of Climate Change Adaptation and Food Security Impacts of Resilience and Food Security Program (SABAL) in Nepal*

**Terms of Reference (ToR)**

Background on Save the Children

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

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

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

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

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

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

Background information/context

Save the Children, together with its consortium partners (ACTION FAIM, CARE, Hellen Keller, LI-BIRD, Nepal Water for Health, Nepal Technical Assistance Group, and TANGO) implemented the 5-year (2014-2019) Sustainable Action for Resilience and Food Security (SABAL) program funded by USAID/Food for Peace. This project was implemented in 11 districts (Makawanpur, Sindhuli, Udayapur, Kotang, Okhaladhunga, Ramechhap, Kabhrepalanchok, Dolakha, Nuwakot, Sindhupalchok, and Rasuwa) of Nepal in collaboration with the Government of Nepal (Ministries of Agriculture and Livestock Development, Health, Federal Affairs, Forest and Environment, and Home Affairs, local and district line agencies). This program integrated livelihoods diversification, health and nutrition, disaster risk reduction, and climate change adaptation interventions targeting the poorest and most vulnerable communities to increase their food security and resilience. The goal of this project was to increase resilience and food security for the targeted vulnerable population in Nepal. Project activities focused on enhancing the absorptive, adaptive, and transformational capacities of the targeted populations to mitigate, adapt to, and recover from the shocks and stresses at multiple scales through:

- Stable income of communities and households, especially vulnerable females, and males, – through improved on-farm practices and technologies for crops and livestock, vocational skill and business development training, improved access to financial services, and market development initiatives;
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By involving participating communities and key stakeholders (both private and public) in the design and implementation of solutions to local problems, Sabal has helped lay the foundation for improved resilience and long-term self-reliance.

### Objective

This assignment focuses on assessing the impact and/or effectiveness of SC's approach in relation to:

- Increased access to improved irrigation, climate-resilient seeds, agro-advisory services, and markets to expand adaptive capacity and promote resilient food/crop production systems.
- Income growth and risk-diversified livelihoods to reduce climatic risks and enhance food security at the household level.
- Effectiveness and impact of institutions building (farmers groups, collection centers, Village Saving and Landing Association, community disaster management committees) for scaling out sustainable agricultural practices and resilience building activities to enhance food security and adapt climate change and variability.
- Increased resilience capacity to have increased access to more disaster and climate information, resources, and networks to help communities deal with shocks and stresses.
- Evidence of transformative capacity (such as land use and cropping system change, livelihood diversification, reskilling to enhance employability, shift in food value chains, use of new technologies, etc.) for the increasing threats of climate change and variability.

### Location and official travel involved

The study requires intensive visits to the farmers' groups, local governments, local disaster Management committee, collection centers/marketing management committees, agrovets, cooperatives in the selected municipalities from Okhaldhunga, Udayapur and Makwanpur. The consultant team will purpose required number of villages and sites for FGD and KII. The travel to the field is possible either via the combination of airplane and car or car only. All the travel costs incurred will be borne by the consultant, so all the required costs need to be built in the financial proposal. The supplier will work on his/her own from his/her office while in Kathmandu and may also come to SCI office if needed. SCI office will be open during 9:00-17:00 Monday through Friday unless official holidays in between. In the field offices, partners offices can be used as necessary. The consultant is responsible for using his/her IT equipment including camera.

### Services the Supplier will provide:

#### **A. Desk review**

This activity will conduct a thorough desk review of the SABAL project to identify climate adaptation efforts and approaches in the context of climate change adaptation planning and implementation for resilience building. This will include mapping, organizing, and synthesizing available information in coordination and consultation with the country team. The desk review should focus to generate both qualitative and quantitative information based on the available information in project proposals, annual and quarterly reports, available annual and quarterly surveyed data, and published knowledge products related to the SABAL program. The focus of analysis and interpretation to be on:

- Develop a typology of climate adaptation interventions in agriculture, disaster risk reduction, including locally-led adaptation and natural resource management, including key characteristics, associated success, and challenges,

- Discuss how identified climate adaptation interventions and activities were prioritized and integrated with SABAL,
- Identify the linkage of interventions with government climate change adaptation initiatives and locally-led climate change adaptation actions
- Assess key impacts of adaptation on knowledge and capacity building, enhanced agricultural productivity and income, and preparedness to adapt and reduce climate risks.
- Identify key enabling factors, implementing challenges, gaps, and opportunities to enhance the integration of climate adaptation interventions in SABAL.

## B. Key informant and beneficiary survey

Additional information, such as partner surveys, key informant interviews, and beneficiary surveys should be collected to complement desk review and analysis. Partners, key informants, and beneficiaries should be identified through desk review and consultation with the country office team. A short questionnaire needs to be developed to collect information from the selected partners, key informants, and beneficiaries. Following are key guiding questions:

Table 1: Key evaluation questions for climate change adaptation efforts

Level	Evaluation Questions	Methods	Data sources
Performance level	<ul style="list-style-type: none"> <li>• What evidence is there that influences local ownership and continuation of activities/actions after the completion of climate adaptation and absorptive interventions</li> </ul>	Analysis of quantitative and qualitative data  Critical Interpretive Synthesis	Annual reports and performance/impact evaluation reports  Existing databases and data collected from partners, key informants, and beneficiaries' surveys
	<ul style="list-style-type: none"> <li>• What is the existing evidence for success, implementation challenges, and gaps in approaches in climate adaptation interventions</li> </ul>		
	<ul style="list-style-type: none"> <li>• What evidence is there on strengthened knowledge, capacity, and preparedness at household, community, and institutional levels</li> </ul>		
	<ul style="list-style-type: none"> <li>• What evidence is there on gender and other social inclusion factors being integrated into climate adaptation interventions</li> </ul>		
	<ul style="list-style-type: none"> <li>• What evidence is there on climate adaptation interventions integrated with climate change and variability</li> </ul>		
	<ul style="list-style-type: none"> <li>• What are the key factors of success and failure of climate adaptation and resilience-building actions under the SABAL program?</li> </ul>		
	<ul style="list-style-type: none"> <li>• What is the existing evidence supporting the implementation of climate adaptation and absorptive interventions</li> </ul>	Analysis of quantitative and qualitative data	Annual reports and performance/impact evaluation reports
	<ul style="list-style-type: none"> <li>• What evidence is there that interventions sustainably improved local climate adaptation capacity and preparedness</li> </ul>		
	<ul style="list-style-type: none"> <li>• What evidence is there that climate-adaptive and absorptive interventions reduced</li> </ul>		

<b>Impact Level</b>	climate risks in the target communities or production systems	<b>Critical Interpretive Synthesis</b>	Existing databases and data collected from partners, key informants, and beneficiaries' surveys
	<ul style="list-style-type: none"> <li>What evidence is there that the results of climate-adaptive and absorptive interventions raised awareness among governments, communities, and the private sector</li> </ul>		
	<ul style="list-style-type: none"> <li>What evidence is there that climate adaptation interventions elevated justice and equity (smallholders, women, youth, and other marginalized groups)</li> </ul>		
	<ul style="list-style-type: none"> <li>How were the adaptive, absorptive, and transformative capacities used to improve recovery from shocks and stresses during and after the project completion?</li> </ul>		

Experience and skill set required:

The consultants/firms need to have the following competencies:

**Essential:**

- The lead consultant should have a minimum master's degree in Agricultural Economics, Economics, Climate Change, Environmental Sciences, or similar disciplines with relevant experiences.

**Preferred:**

Team Lead's academic qualification of PhD in Agricultural Economics, Economics, Climate Change, Environmental Sciences, or similar disciplines is preferred.

- The study team should consist of 2 members (at least during field study) i.e., Team Leader and a Research Assistant with good combination of the required set of skills and experiences in the areas of research.
- They should have sound knowledge, extensive experience, and proven skills in carrying field research.
- The team should have an excellent command of the English and Nepali languages – both written and oral.
- Ability to produce quality work within deadline and under pressure.

Expected Deliverables

- Inception report
- Data and survey report
- Final assessment report

SCI expects the following deliverables to be provided:

Deliverable number	Deliverable title	Description	Format and style
1	Inception report	The report is to define the project's exact research methodology, work plan and scope for the rest of the duration. The report should be supported by quantitative/qualitative evidence from internal and external analysis.	Presentation delivered to SCI team
2	Field study	Conduct surveys and participatory approaches in the field with relevant stakeholders as proposed in the inception report.	
3	Draft report	Comprehensive draft report along with the value chain and context-specific recommendations	
4	Presentation of draft report	Consultant will present the findings of the research to SCI-Team and get their inputs, if any.	
5	Final report	After incorporating the inputs obtained in the presentation above, consultant will submit final report to SCI – including electronic copy.	

### Timeline

Estimated Commencement Date: 4<sup>th</sup> week of May 2023

Estimated End Date: 4<sup>th</sup> Week of July 2023

Estimated engagement of consultant = 35 days

The perspective consultant should present the detailed workplan with timeline based on the following key activities:

SN	Activity
1	Inception report
2	Desk review
3	Partner surveys, key informant interviews, and beneficiary surveys
4	Data cleaning, compilation, and analysis
5	<i>Report writing and knowledge products development, and sharing</i>

### Status updates/reporting

The consulting firms/consultant shall provide the below status updates for the duration of the services:

- Weekly progress update to the SCI team through email.

### General assumptions and dependencies

SCI will establish initial contact of consultant/firm with implementing partners in the field, they will help consultant to establish contacts with the respondents for the workshops and interviews wherever needed and relevant.

### Payment information

Out of the total contracted amount, 30% will be released after acceptance of inception report. The second instalment (70%) will be released after acceptance of the final report incorporating comments and suggestions.

ToR for Consultancy Service for Generating Evidence of Climate Change Adaptation and Food Security Impacts of Resilience and Food Security Program (SABAL) in Nepal

The Fees are inclusive of all costs, taxes, overheads, and expenses, including travel, subsistence, and accommodation.

#### **Other important information**

Sub-contracting the services as a whole or part of the services to third parties is strictly prohibited.

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

Proposal Submission Guideline/Required Documents

Proposal Submission Deadline- **21<sup>st</sup> May 2023**

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