

## Instruction and Template for PROPOSAL Submission

**Consultancy Title: Integrated Pest Management (IPM) Training**  
**PR No.: PR210406**

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 envelopes (**NA in case of email proposals**):
  - 1<sup>st</sup> for CVs of Proposed Consultants listed in Section B, Part 2 below.
  - 2<sup>nd</sup> for technical proposal
  - 3<sup>rd</sup> for financial proposal

Each of the above envelopes 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) envelopes 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 (Work Experience in case of individual consultant)

- 1.1 Work experience (Outline atleast: Organisation name, name of study/assessment and Duration, Name of Team Leader)
- 1.2 Existing and current human resource and organization organogram.

#### 2. Signatory and Proposed Consultant (Trainer/co-trainer) Information:

SN	Full Name (Avoid abbreviations)	Date of birth (dd/mm/yyyy AD)	Designation	Academic Qualification	Only Relevant Experiences
1					
2					

#### 3. Please provide your understanding on proposed methodology/approach & tools to conduct this training.

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#### 4. What will be the Quality assurance mechanism (teaching learning method, pre/post-test, excursion visit, study ethics and criterias for learning quality assurances) for this training?

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

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 .....  
 .....

## 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)	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"> <li>• Save the Children's Terms and Conditions of Purchase</li> <li>• Save the Children's Child Safeguarding policy</li> <li>• Save the Children's Anti-Bribery and Corruption policy</li> <li>• Save the Children Human Trafficking and Modern Slavery policy</li> <li>• Protection from Sexual Exploitation and Abuse Policy</li> <li>• Anti-Harassment, Intimidation &amp; Bullying Policy</li> <li>• IAPG Code of Conduct</li> <li>• Global Fund Code of Conduct for Suppliers</li> <li>• The Data Protection Policy</li> </ul>	
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	

TOR for providing Integrated Pest Management  
(IPM) Training  
to  
Livelihood Staffs of SCI and Partner NGOs

## **Background of 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 to focus them on achieving maximum impact for children.*

## **Background information/context**

Child Poverty theme of Sponsorship has focused on Food Security and Livelihood (FSL), Adolescent Skills for Successful Transition (ASST) and Child Sensitive Livelihood (CSSP). The Sponsorship program has empowered families (especially parent) to improve their food security status and meet the monetary needs for nutrition, education, health of their children. Project help to reduce cognitive barrier faced by youths, females and marginalized, such as lack of relevant skills and knowledge for entrepreneurship through capacitate them to sustain economically either by employed or self-employed.

There are 44 farmer group in Sponsorship program (26 saptari, 9 Sarlahi, 9 Mahotari) where 779 farmers (462 Saptari 153 Sarlahi 164 Mahotari) are engaged in IGA. Farmer's groups are registered in the local municipality. Project experienced that Improved farming technologies such as improved seeds, polyhouse, mulching, Integrated Pest Management (IPM), drip irrigation, power tiller, cocopit nursery have been instrumental for increased production. In some areas there is commercial vegetable production, that creates an enabling environment for women in farmers' groups for product marketing. Adoption of polyhouse, MIT (drip-irrigation, sprinkler) and gender friendly battery-operated sprayers has been tremendously increased. Marginalized families are skilled on improved tools and technology and it's have been greatly adopted by the beneficiaries.

The project has a plan of promoting Integrated Pest Management (IPM) approach among the farmers to produce safe and quality vegetables and other crops. However, the project staffs are not adequately equipped with required knowledge and skills on IPM tools and technologies and as a result supporting farmers to adopt such technologies has been a challenge to some extent.

Therefore, Save the Children is seeking Expression of Interest (EOI) from qualified firms, organisations, or even consultant to carry out 7 days full residential IPM training to 13 staffs.

## **Purpose of Assignment**

The main purpose of this assignment is to provide training on IPM to Save the Children and Partners staffs. It is expected that after the training the staff will have a better understanding of IPM principles and have skills and knowledge on the application of IPM tools and technologies that are relevant to the context.

It is expected that the trainer from the consulting firms/consultant has a very good understanding of the IPM approach/framework and has good experience of applying different tools and technologies that readily available in market.

Save the Children is looking for an independent, qualified consultant/consulting firm with specific track record in a similar field. The selected consultant/consulting firm will be assigned to access the existing capacity of the staff and develop the training package in consultation with the Save the Children's CPoV Technical Manager and deliver the seven days training.

### **Key actions of the assignment include (but are not limited to)**

- *Assess the existing understanding and skills on IPM among the staff members: organize a quick assessment of the capacity needs of the participants virtually and assess the gaps/area of improvement.*
- *Design a standard training package: based on the level of participants knowledge and skills. The training package will be seven days- residential. The consultant may take Nepal government standard as an example while developing the training package.*
- *Facilitate the training sessions for the nominated CPoV staff using participatory tools and methods. The training venue will be managed by a consulting firm for this residential training. If the consultant wants SCI to manage the training venue and incurred expenses including accommodation, it should be clearly mentioned in the proposal.*
- *Share the training materials and handouts with participants for future reference.*
- *Prepare a training completion report highlighting the key learnings and submit it to SCI.*

### **Deliverables**

The following key deliverables are expected to be produced by the consultant/consulting firm.

- *An inception report (in English) outlining the understanding of the TOR, methodology to be used and, where relevant information on training approach include timeline. Proposed IPM tools should be clearly mentioned in the table in the main document or in annexes.*
- *Detail Training schedule*
- *Conduct IPM training*
- *A training completion report highlighting pre/post training results and tools/format.*
- *Photographs collected during the training (annexed to the final report).*

**Duration of the assignment:** A total of 7 days training

- *Estimated Commencement Date: 10 Dec 2022*
- *Estimated End Date: 20-Dec-2022*

S.N.	Deliverable title	Effective days	Submit to SCI (days)	SCI acceptance (days)	Delivery date
1	Inception report including methodology, training approach, timeline. Proposed IPM tools	3	2	2	30 Nov, 2022
2	Conduct Training	7	2	1	20 Dec 2022
5	Final report submission	2	1	1	23 Dec 2022

## **Consultant Requirements**

The consultant/consulting firm shall have sound experience in similar assignments and consolidated technical expertise in capacity development particularly on IPM focused on vegetables. The proposed team (Lead trainer and additional team members) and their roles and expertise should be specified in the in line with the scope of the study. Consultant/trainer need to have university degree in Agriculture Sciences/ Applied Science and have excellent training facilitation skills including use of training materials and technologies. University degree in Plant Protection is highly preferred.

## **General assumptions and dependencies**

If consulting firm wants to provide only resource person, SCI along with its partners in the field will help consultant to manage training venue, accommodation and all the associated stationeries. Sub-contracting the services as a whole or part of the services to third parties is strictly prohibited.

## **Payment information**

Out of the total contracted amount, 50% will be released immediately after signing the contract. The second instalment (remain 50%) will be paid after submission of the training completion report. The Fees are inclusive of all costs, overheads, and expenses, including travel for exposure visit of participants, subsistence, and accommodation.

## **Study Team and Selection Criteria**

Proposal Submission Guideline/Required Documents Offers will be first assessed on their technical merits using the evaluation criteria. Only technical scores of at least 35 points out of 60 full evaluating score 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 (Lead Trainer & Co-Trainer)	30%
3	Proposed methodology and tools	10%
4	Quality assurance mechanism	10%
5	Budget	40%
Total		100%

- *Proposal Submission Deadline- 04 Dec 2022*
- *Required Documents-*
- *Filled out Proposal Form (enclosed with this ToR)*
- *CV(s) of the Consultant(s) with full date of birth in dd/mm/yyyy format. The date of birth is required for vetting purpose. The CV should clearly entail the detail works of consultant along with the clients/employees' detail.*
- *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.*



- *For Individuals: Copies of citizenship certificate and VAT registration certificate is must for more than **500K bid** amount otherwise PAN is applicable.*
- *If any documents/information is not available or not applicable, the reason(s) must be clarified in the proposal form. Save the Children will have the right to disqualify the proposals from the selection process if the proposal submission guideline has not been followed.*
- *The consultant should submit the detail required costs for the following:  
All the costs incurred to deliver the deliverables: consultants' remuneration, including the of travel to and from study sites, accommodation in field and including internal travels.*

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

The proposals - both the technical and financial - shall be submitted separately to save the Children in sealed envelope in the following address:

Supply Chain Department

**Save the Children**, Nepal

Eastern Field Office, Bardibas -01, Mahottari

Or

via email at: [procurementinfo.nepal@savethechildren.org](mailto:procurementinfo.nepal@savethechildren.org)

The envelope/Email should clearly be subjected as "EOI for IPM Training"

ToR prepared by:	XXXXXXX
ToR approved by:	XXXXXXX
Date of sign off:	17-Nov-2022

