

**Instruction and Template for
PROPOSAL Submission**
Consultancy Title: **LGBTIQA+ Mental Health Service Seeking Behaviour Research**
PR No. **PR503780**

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**):
 - 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 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 will be invited for interview by the panel member.

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

3. Please provide your / proposed lead consultant’s experience of using quantitative and qualitative software’s.

.....

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

.....

5. Please provide your / lead consultant’s experience of conducting research and studies and sample of research reports done in past 6 years.

Date		Research Title	Organization	Attach research report / link to report.
From	To			

Please add rows as required.







6. 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)	We, the Bidder, hereby confirm we compliance with the following policies and requirements: <table border="1" data-bbox="359 965 1082 1317"> <tr> <td>Terms & Conditions of Bidding</td> <td> 1. Terms & Conditions of Bidir</td> </tr> <tr> <td>Terms & 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>Click Here to Access</td> </tr> </table>	Terms & Conditions of Bidding	 1. Terms & Conditions of Bidir	Terms & Conditions of Purchase	 SC-C-01 Short Form Goods and Services	Supplier Sustainability Policy and the included mandatory policies	Click Here to Access	
Terms & Conditions of Bidding	 1. Terms & Conditions of Bidir							
Terms & Conditions of Purchase	 SC-C-01 Short Form Goods and Services							
Supplier Sustainability Policy and the included mandatory policies	Click Here to Access							
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)								

Lead Analyzer and Report Writer for LGBTIQA+ Mental Health Service Seeking Behaviour Research

PR503780

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 in collaboration with Blue Diamond society, is undertaking research focused on the mental health of the LGBTIQA+ children and young people in Nepal. A similar study is being conducted in Bhutan. The research will focus on understanding the mental health challenges faced by LGBTIQA+ children and young people, going beyond normative considerations to explore system-level challenges and key barriers in service and help-seeking mechanisms.

Objective

The primary objective of the lead analyzer and report writer is to conduct qualitative/quantitative analysis of the LGBTIQA+ mental health research in Nepal and prepare a compiled Nepal and Bhutan report along with a brief by mid-November 2024. The consultant will conduct data analysis of the quantitative data collected in Nepal and produce a comprehensive joint report of both Nepal and Bhutan research. The researcher will also ensure effective communication and coordination with the Save the Children Nepal.

Services the Supplier will provide

The lead analyzer and report writer will be responsible for the following tasks:

- Data Analysis:
 - Conduct data analysis using appropriate statistical and qualitative methods of the Nepal research.
 - Interpret findings in the context of the mental health of the LGBTIQ+ children and young people.
 - Triangulate findings based on data sets, and other means.
- Reporting:
 - Develop a comprehensive joint research report (a separate Bhutan report will be shared with the selected consultant), presenting the findings and providing actionable recommendations.
 - Ensure the report is completed and submitted by the stipulated deadline.
 - Ensure that the joint report corresponds to the objective of the research action, and ensure country specific and joint recommendations.
- Coordination and Communication:
 - Maintain regular communication with the BDS team and Save the Children to provide updates on research progress.
 - Address any challenges encountered during the research process and propose solutions.

Experience and skill set required

- Proven experience in conducting quantitative and qualitative research, particularly in the field of mental health or LGBTQI+ issues.
- Good understanding of LGBTQI+ and SOGIESC.
- Strong background in data analysis and report writing in English.
- Proven track record of research publication.
- Experience of using analysis tools like SPSS, STATA, nvivo, atlas-ti etc.
- Excellent communication and coordination skills.

Commitment to ethical research practices and SOGIESC sensitivity

Expected Deliverables

- Quantitative analysis, with technical lead to further streamline quantitative analysis and build cohesion with qualitative actions.
- Regular progress reports on data collection, data entry, and analysis.
- A final high quality compiled research report with findings and recommendations.
- 2-4-page summary brief for both Nepal and Bhutan findings, along with country-specific recommendations.

Timeline

The researcher is expected to complete all tasks by November 2024, adhering to the following timeline:

- September 2024: Qualitative data collection and supervision
- October 2024: Data analysis and report drafting.
- November 15, 2024: Finalization and submission of the joint research report.

Estimated Commencement Date: 28th September

Estimated End Date: 30 November

Status updates/reporting

The Researcher will report directly to Senior Research and Evaluation Coordinator providing regular weekly updates on the research progress.

Proposal Evaluation and Scoring Criteria

Criteria	Weight	Sub-Criteria	% Weight
Essential	Pass / Fail	<ul style="list-style-type: none"> • Compliance with SCI mandatory policies • Firm registration (not applicable to individual bidders) • PAN registration 	
Capability	60%	Understanding of the TOR and Proposed Methodology & Workplan	15%
		Professional and academic expertise	15%
		Team Leader's experience of research	25%
		Interview (for shortlisted bidders only)	5%
Commercial	40%	Overall budget / proposed total cost	40%
Total		Resulting Weighted %	100%

How to apply for the services

Proposal Submission Guideline/Required Documents

- Proposal Submission Deadline: 2nd October 2024.
- Required Documents-
 - Filled out Consultancy Proposal Form (enclosed with this ToR)

- CV(s) of the proposed consult/ant(s) with full date of birth in dd/mm/yyyy format.
- For firms: Copies of- Firm registration certificate, PAN/VAT registration certificate, Latest tax clearance certificate.
- For Individuals (Nepali): Copies of citizenship certificate and PAN/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

