

**Instruction and Template for
PROPOSAL Submission
REVIEW EXISTING LIFE SKILL FOR SUCCESS MANUAL & PROVIDE TOT ON LS4S TO SCI AND
PARTNER STAFFS
PR No. PR521214**

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
 - 1st for essential documents
 - 2nd for technical proposal
 - 3rd for financial proposal
 - 4th 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 :
 Address :
 District/State :
 Country :
 Phone Number : (Landline) (Mobile)
 E-mail :

III. Major topics and sub-topics for proposal development

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

Brief Organizational background and work experience of similar works/ studies

2. List out the experience in similar type of training as mentioned in TOR.

S,No	Name of Training	Client Name	Assignment Start Date (MM/YYYY)	Assignment Completed Date (MM/YYYY)

Note: Please add rows as applicable!

3. List out the developed manual in similar type of training as mentioned in TOR.

S,No	Name of Training	Client Name	Assignment Start Date (MM/YYYY)	Assignment Completed Date (MM/YYYY)



4. Signatory and proposed facilitators/consultants Information (Team Composition):

SN	Full Name (Avoid abbreviations) with title.	Date of birth (dd/mm/yyyy AD)	Role for this assignment (the below roles are examples; pleas fill in as appropriate)	Academic Qualification	Expertise
			Team Leader		
			Co Trainer		

Please attach CVs of the proposed team members.

5. Please provide your understanding of ToR and proposed methodology / approach including quality assurance mechanism, monitoring, and supervision plan and workplan to conduct this assignment.

a. Understanding of TOR:

.....

b. Proposed Methodology including quality assurance mechanism and monitoring and supervision plan:

.....

6. Has the proposed team leader developed/designed relevant training as indicated in the ToR? If yes, please provide at least three sample reports. (if possible, Save the Children will assure the data protection of the report)

.....

7. Proposed Budget with clear breakdowns (specify the proposed cost is inclusive of VAT). PLEASE NOTE THAT THE PROPOSED COST SHOULD BE INCLUSIVE OF APPLICABLE GOVERNMENT TAXES, OVERHEADS, TRAVELS, ACCOMMODATIONS (AS APPLICABLE).

S.no	Expenditure Head	Budget (NPR)	REMARKS
1			
2			
3			

4			
5			
6			
7			

Note: Please add row(s) as required.

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)	The proposed Resource Person (Main trainer) must have University Degree (Master) in international development, social sciences or a related discipline. (Ph. D. is preferred)							
b)	Does the proposed team composition have A good command of the English and Nepali languages – both written and oral							
c)	The proposed team can produce quality work within deadline and under pressure.							
d)	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)							
e)	<p>We, the Bidder, hereby confirm we compliance with the following policies and requirements:</p> <table border="1"> <tr> <td>Terms & Conditions of Bidding</td> <td> 1. Terms & Conditions of Biddir</td> </tr> <tr> <td>Terms & Conditions of Purchase</td> <td> Goods and Services Short Form FWA (EN).</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 Biddir	Terms & Conditions of Purchase	 Goods and Services Short Form FWA (EN).	Supplier Sustainability Policy and the included mandatory policies	Click Here to Access	
Terms & Conditions of Bidding	 1. Terms & Conditions of Biddir							
Terms & Conditions of Purchase	 Goods and Services Short Form FWA (EN).							
Supplier Sustainability Policy and the included mandatory policies	Click Here to Access							
f)	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?							
g)	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?							
h)	Do you confirm that you are not a prohibited party or on any forms of government blacklisting?							
i)	Bidder confirms and agrees that the information provided are true and any deviation from the provided information would result into automatic disqualification.							
j)	ELIGIBILITY DECLARATION: Bidder declares that s/he is not ineligible to participate in the procurement proceedings; has no conflict of interest in the proposed procurement proceedings and has not been punished for a profession or business-related offense.							
k)	Have you attached a copy of VAT/PAN registration certificate and tax clearance certificate for FY2079/080?							

Date: 17th September 2024

Request for Proposal (RFP) Reference No: PR521214

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 goods/services: consultancy assignment entitled “**REVIEW EXISTING LIFE SKILL FOR SUCCESS MANUAL & PROVIDE TOT ON LS4S TO SCI AND PARTNER STAFFS**”.

We include the following information for your review:

Policy	Policy / Document
Terms & Conditions of Bidding	 1. Terms & Conditions of Bidder
Terms & Conditions of Purchase	 SC-C-01 Short Form Goods and Services A
Supplier Sustainability Policy and the included mandatory policies	Click Here to Access

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 procurementfo.nepal@savethechildren.org

The email subject should indicate “REVIEW EXISTING LIFE SKILL FOR SUCCESS MANUAL & PROVIDE TOT ON LS4S TO SCI AND PARTNER STAFFS”.

Your proposal must be received at procurementfo.nepal@savethechildren.org not later than **24th September 2024**. 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. Jitendra Jayswal (Contact Person) in writing at the following address: jitendra.jayswal@savethechildren.org

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

Sincerely,

Jitendra Jayswal

Procurement Officer- (Buying and Invoicing -General)

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>
Publication / Circulation of Request for proposal	17 th Sep 2024
Return of Proposals	24 th Sep 2024
Award Contract and "Go-Live" with Supplier	1 st Week of Oct 2024

Indicative information

Background

Sponsorship funded program is an Integrated Child Development Program, which is being implemented in Saptari, Mahottari and Sarlahi districts of Madhesh province. Outcome 4 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 adulthood through life skills for success (LS4S), micro-enterprise development and technical education and vocational skill trainings. Project aimed LS4S would enhance life skills and employment opportunities for young women and men through enterprises, green jobs, and vocational skills to improve economic outcomes for target adolescents. It's helpful for them to 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.

Life Skills for Success (LS4S) is Save the Children's common approach to develop foundational skills, competencies, behaviours, attitudes and unique qualities that enable young people to be useful navigate their environment, work well with others, perform well and achieve their goals. The adolescent boys' and girls' young men and women (10 - 24 years old) equitable acquire five core sets of transferable life skills (TLS) to support their transition into work and, in turn, support their ability to invest in their children's wellbeing. Therefore, Save the Children is looking for a qualified consultant to develop a session plan and train SCI and partner staff on LS4S. The syllabus and training materials

will cover five core transferrable skills: 1) social skills, 2) higher-order thinking skills, 3) self-control, 4) positive self-concept; and 5) communication. Additional module like Professionalism and Job Search Skill is also expected to be adaptive for age group 15-24, depending on social background and gender.

Objective:

The ultimate purpose of this study is to provide training to staff on LS4S to roll out among supervisor and community facilitators. The specific objectives of the assignment are:

- Assess and identify the content, methodology and the sessions under each domain of LS4S to develop session plan based on the context of Nepal.
- Deliver one TOT to the facilitators on how to facilitate the sessions.

Services the Supplier will provide

Sponsorship project will provide a manual on LS4S to consultant where global toolkit was well adapted. Consultant will review existing manual (for age group of 15-24 years) 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. After reviewing the contents, tools and methodologies provisioned in existing manual, develop session plan of training and facilitate one TOT to facilitators of Save the Children and its partners staffs in agreed timeline. The consultant will work in close consultation with Technical Manager-Livelihood of SCI and deliver these sessions/exercises of LS4S.

Award criteria

Award of the contract will be based on the following criteria:

ESSENTIAL CRITERIA (Exclusion if not met)

- Agree to comply with our mandatory policies.
- Tax Clearance FY 079/080. (not applicable for individuals)
- Not a prohibited party under applicable sanctions laws.
- Bid submission within the due date.
- VAT/PAN Registration, Firm registration (not applicable for individuals).
- The proposed team leader is experienced in developing and designing adolescent development/life skills training related module/guideline (at least three) in country and in INGO context.
- The proposed Resource Person (team leader) must have University Degree (Master) in international development, social sciences or a related discipline. (Ph. D. is preferred)
- Demonstrated experience (at least three) in facilitation of training linked with life skill and/or life skill for success in Save the Children funded program or other INGOs.

Evaluation Criteria

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

Capability Criteria: 60%

Criteria	Weightage	Sub-Criteria
CAPABILITY	60%	Relevant training manual developed by team leader/main trainer.
		Relevant training conducted by the team leader/main trainer.
		Academic qualification of Proposed Team Leader
		Understanding of ToR, Proposal Methodology & Workplan
		Presentation/ Interview Session for short listed bidders only

Remarks	Bidders shall secure minimum of 26 marks out of 50 in capability to be eligible for financial evaluation / review and presentation / interview.
----------------	---

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 - **24th September 2024.**

- 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 2079/080 (not applicable for individuals).
 - Experience letter of organisation mentioning quantitative study linked with menstrual hygiene and management.
 - For Individuals (Nepali): Copies of citizenship certificate, PAN registration certificate.
 - The organization should submit the detail required costs for costs incurred to deliver the deliverables: consultants' remuneration, including travel to and from study sites, accommodation in field and including internal travels.
 - Previous study reports of similar areas (at least three).

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.

- A proposal should have three (3) separate files:
 - 1st for essential documents
 - 2nd for technical & financial proposal.
 - 3rd for other supporting documents as per ToR

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

Proposals should be submitted via email to procurementefo.nepal@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).

Request for Proposal (RFP) Reference No: PR (PR521214)

Terms of Reference (ToR)

REVIEW EXISTING LIFE SKILL FOR SUCCESS MANUAL & PROVIDE TOT ON LS4S TO SCI AND PARTNER STAFFS

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.

Sponsorship funded program is an Integrated Child Development Program, which is being implemented in Saptari, Mahottari and Sarlahi districts of Madhesh province. Outcome 4 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 life skills for success (LS4S), micro-enterprise development and technical education and vocational skill trainings. Project aimed LS4S would enhance life skills and employment opportunities for young women and men through enterprises, green jobs, and vocational skills to improve economic outcomes for target adolescents. It's helpful for them to 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.

Life Skills for Success (LS4S) is Save the Children's common approach to develop foundational skills, competencies, behaviours, attitudes and unique qualities that enable young people to be useful navigate their environment, work well with others, perform well and achieve their goals. The adolescent boys' and girls' young men and women (10 -24 years old) equitable acquire five core sets of transferable life skills (TLS) to support their transition into work and, in turn, support their ability to invest in their children's wellbeing. Therefore, Save the Children is looking for a qualified consultant to develop a session plan and train SCI and partner staff on LS4S. The syllabus and training materials will cover five core transferrable skills: 1) social skills, 2) higher-order thinking skills, 3) self-control, 4) positive self-concept; and 5) communication. Additional module like Professionalism and Job Search Skill is also expected to be adaptive for age group 15-24, depending on social background and gender.

Objective:

The ultimate purpose of this study is to provide training to staff on LS4S to roll out among supervisor and community facilitators. The specific objectives of the assignment are:

- Assess and identify the content, methodology and the sessions under each domain of LS4S to develop session plan based on the context of Nepal.
- Deliver one TOT to the facilitators on how to facilitate the sessions.

Services the Supplier will provide

Sponsorship project will provide a manual on LS4S to consultant where global toolkit was well adapted. Consultant will review existing manual (for age group of 15-24 years) 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. After reviewing the contents, tools and methodologies provisioned in existing manual, develop session plan of training and facilitate one TOT to facilitators of Save the Children and its partners staffs in agreed timeline. The consultant will work in close consultation with Technical Manager-Livelihood of SCI and deliver these sessions/exercises of LS4S.

Experience and skill set required

Minimum competencies:

- Demonstrated experience of main trainer in developing and designing adolescent development/life skills training related module/guideline (at least three) in country and in INGO context.
- Advanced University Degree (Master) in international development, social sciences or a related discipline for main trainer. Ph. D. is preferred.
- Demonstrated experience (at least three) in facilitation of training linked with life skill and/or life skill for success in Save the Children funded program or other INGOs.
- A good command of the English and Nepali languages – both written and oral
- Ability to produce quality work within deadline and under pressure

Expected Deliverables

SCI expects the following deliverables to be provided:

SN	Deliverable Description	Format
1	Develop a detail action plan	Word sheet
2	Desk review of Save the Children's global LS4S toolkit and Life skills for success manual from Save the Children	Formative Study
3	Study SCI labor market surveys and gender analyses report to understand AYs motivations, interests, needs, and skills-gaps related to TLS	Formative Study
4	Analyse on manual how TLS is framed and understood to orient to adolescents and youths	Analysis
5	Develop TOT session based on context-specific learning objectives for each of the five core transferrable skills and sub-skills for each domain.	PPT for all 5 TLS
6	5 days residential training delivery at Madhesh Province (SCI will manage the financial budget of the participants and hotel cost)	In house training
7	Review resources to identify strengths, weakness and suggest SCI areas to add, change, or eliminate on modules of manual for improvement related to context, methodologies, and learning outcomes	Word Sheet

Timeline

Estimated Commencement Date: 15 Oct 2024

Estimated End Date: 15 Nov 2024

SN	Actionable Tasks	Submit to	Completion date
1	Develop a detail action plan	Technical Manager	15 Oct 2024
2	2.1 Desk review of Save the Children's global LS4S toolkit and Life skills for success manual (age group 15-24 yr)-2 days 2.2 Study SCI labor market surveys and gender analyses report to understand AYs motivations, interests, needs, and skills-gaps related to TLS-1 day 2.3 Analyse on manual how TLS is framed and understood to orient to adolescents and youths. Develop TOT session based on context-specific learning objectives for each of the five core transferrable skills and sub-skills for each domain- 3 days 2.4 Share TOT session PPT	Livelihood SCI	23 Oct 2024

3	5 days residential training delivery at Madhesh Province-6.5 days	SCI and Partner staff	28 Oct-1 Nov 2024
4	4.1 Review resources to identify strengths, weakness and suggest SCI areas to add, change, or eliminate on modules of manual for improvement related to context, methodologies, and learning outcomes-1 day 4.2 Training completion report contain Action Plan, Training contents, good thing_challenges_learning during conduct training -0.5 days	Sponsorship team	7 th Nov 2024

Financial Proposal

Save the Children seeks value for money in its work. This does not necessarily mean "lowest cost", but quality of the service and reasonableness of the proposed costs. Proposals shall include personnel allocation (role / number of days / daily rates / taxes), as well as any other applicable costs.

How to apply for the services

Proposal Submission Guideline/Required Documents

Proposal Submission Deadline – **24th September 2024.**

- 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 2079/080.
 - Experience letter of organisation mentioning quantitative study linked with menstrual hygiene and management.
 - For Individuals (Nepali): Copies of citizenship certificate, PAN registration certificate.
 - The organization should submit the detail required costs for costs incurred to deliver the deliverables: consultants' remuneration, including travel to and from study sites, accommodation in field and including internal travels.
 - Previous study reports of similar areas (at least three).

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.

- A proposal should have three (3) separate files:

1st for essential documents

2nd for technical & financial proposal.

3rd for other supporting documents as per ToR

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

Proposals should be submitted via email to procurementefo.nepal@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).