

Instruction and Template for
PROPOSAL Submission

Consultancy Title: Consultant for Analysis and documentation of Survey/Research and surveillance data of NTP
PR No. PR448745

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

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4. Please state your experience of data cleaning, analysis and report writing of systematic review/Operational Research of health program:

| Date | | Description of work | Job title | Organization |
|------|----|---------------------|-----------|--------------|
| From | To | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |

Please add rows as required.

5. Please provide link of at least 2 research papers that you have published in international journals as first author in last five five-year period.

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6. Please state your experience of working in epi-Info and KOBO tool:

| Date | | Description of work | Tool | Organization |
|------|----|---------------------|------|--------------|
| From | To | | | |
| | | | | |
| | | | | |
| | | | | |

Please add rows as required.

2. Please state your experience of working in Statistical software like in R, STATA, SPSS, etc.:

| Date | | Description of work | Job title | Organization |
|------|----|---------------------|-----------|--------------|
| From | To | | | |
| | | | | |
| | | | | |
| | | | | |

Please add rows as required.



3. Proposed per day rate inclusive of taxes:

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: | | |
| | Terms & Conditions of Bidding |  1. Terms & Conditions of Biddir | |
| | 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 you are 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) | Have you attached a copy of your PAN registration? | | |
| g) | Do you have at least master's in public health (MPH)? | | |
| h) | Do you have minimum 3 years of relevant experience in data cleaning, analysis and report writing of systematic review/OR of health program? | | |

Consultant for Analysis and documentation of Survey/Research and surveillance data of NTP**PR448745****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

Tuberculosis is one of the major public health problems in Nepal. It is the sixth leading cause of death in Nepal. The Government of Nepal has established National Tuberculosis Control Centre (NTCC) for overall planning and management of tuberculosis in Nepal. TB data is the steam of the national tuberculosis program. National Tuberculosis Control Centre (NTCC) is under the Department of Health Services in the Ministry of Health and Population. The central technical unit of the National Tuberculosis Program (NTP is the National Tuberculosis Centre (hereafter referred to as the NTCC). The technical unit is responsible for policy formulation, planning and monitoring of NTP activities in throughout the country.

National TB Programme – Nepal has adopted the End TB Strategy which also aims to reduce the burden of tuberculosis through conducting the different intervention in National TB Programme. The issue of drug-resistant tuberculosis (DR-TB) in Nepal is highlighted as a significant public health challenge. According to WHO data from 2022/23, Nepal is among the countries with a high burden of DR-TB, with a reported burden of 2900 cases. However, only 693 cases were diagnosed during that period, indicating a substantial gap in detection, with approximately 76% of cases going undiagnosed. Despite relatively high treatment success rates of 92% for drug-sensitive tuberculosis (DS-TB) and nearly 80% for DR-TB, the increasing

number of TB and DR-TB cases underscores the presence of a considerable number of undiagnosed and untreated cases within the community. This delay in diagnosis and treatment, particularly for new and retreatment cases potentially harbouring drug resistance, contributes to the ongoing transmission of DR-TB.

In response to this challenge, Nepal initiated a DR-TB survey in 2021 to determine the prevalence of pulmonary TB patients with multi-drug resistance (MDR-TB) or rifampicin resistance. The survey is expected to be completed by June 2024.

Simultaneously, there has been a lack of nationally representative studies on the social and economic ramifications of TB for patients in Nepal. To address this gap, efforts are underway to assess the direct and indirect costs associated with TB illness, diagnosis, and care, as well as to estimate the proportion of households facing catastrophic costs due to TB, including both DS-TB and DR-TB cases. Additionally, there is a focus on understanding the relationship between catastrophic costs and adverse TB treatment outcomes, with the aim of informing policy recommendations to reduce barriers to TB treatment access and adherence while alleviating the economic burden on patients and their families. Furthermore, plans are being made for future research to delve deeper into the factors contributing to cost-related barriers among TB patients and to evaluate the effectiveness of interventions in mitigating these costs. Nepal has initiated a patient cost survey with the aim of completing it by June 2024.

As part of the National Tuberculosis Program's strategy to eliminate TB by 2050, operational research plays a crucial role. Accordingly, Nepal has planned various operational research initiatives, including studies on sputum transportation and initial defaulters, for the current year. These efforts are aimed at strengthening the program's ability to effectively address the challenges posed by TB and DR-TB in Nepal.

Objective

The objective of the consultant is;

- To support data cleaning, analysis, and drafting reports for the ongoing survey (DRTB survey, and Patients' cost survey).
- To supervise and provide feedback to TA on data cleaning, analysis, and drafting/ finalizing reports for ongoing operational research (OR).
- To conduct analysis of ACF, Initial Defaulter, and SR activities using available data.

Scope of Work

The consultant(s) will prepare a detailed work plan. This work plan will describe how and when the assignment will be carried out, in line with the objectives and the SOW. The level of effort is currently assessed to be of 40 Days.

The details of the deliverables in the specified number of working days are as follow;

- Guide and support in data review/cleaning of Survey- PCS, DR Survey, and ORs
- Data update or entry in the system after cleaning of data of PCS and DR surveys
- Tabulation and analysis of the data of Surveys and ORs
- Guide and support OSA of PCS and ORs on data quality assurance from field visits, reviews, and feedback.

- Analysis on ACF activities of SRs and share report.
- Analysis of initial loss to follow cases and provide feedback to field team for correction.
- Contribute to draft and finalize the reports of Surveys and ORS
- Perform other activities related to Surveys and ORs as requested by the line manager.

Location and official travel involved

The logistic arrangements, including transportation cost will be self-managed by the consultant.

Services the Supplier will provide

Services the consultant will provide as just as “Scope of work and deliverables” mentioned in the ToR.

The following attributes are required for the selection of the consultancy:

This consultancy will be carried-out by an experienced and qualified team members. The consultant will be selected through a competitive and transparent process. Relevant experience criteria will include:

Academic qualification and Experience and skill set required

Essential:

- At least master’s in public health (MPH).
- Minimum 3 years of relevant experience in data cleaning, analysis and report writing of systematic review/OR of health program.

Preferred:

- Published at least 2 research papers as a first author in international journals during the last five five-year period.
- Knowledge on epi-Info, Kobo tool.
- Good knowledge and skill in excel and word of MS Windows or equivalent
- Skills on Statistical software like in R, STATA, SPSS, etc.

Deliverables of the Project

SCI expects the following deliverables to be provided:

| Deliverable number | Deliverable title | Description | Format and style |
|---------------------------|-----------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------|
| 1 | Complete set of working, clean, analyse data of Survey (DRS & PCS) and ORs. | - Utilize statistical software to examine the data present within the system (such as Epi-Info or Kobo tool). Clean the data in system and downloaded documents accordingly with the source. Provide the Complete set of working, clean, analyse data of Survey and ORs. | Use R, Stata, or other statical software. Provide the data in Excel |

| | | | |
|---|--------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------|
| 2 | Complete, clean, and validated data of Survey and ORs available in the system. | - Upon identifying any issues or variances, proceed to entry the clean data in the system. Where the entered data is validated with all sources. | Epi-Info, Kobo tool and others system |
| 3 | Analysed data set of ACF and Initial Defaulter cases | Review and analyse the ACF trend data derived from SR reporting and initial cases of defaulters from tracker. Utilize statistical software to identify and highlight any emerging issues and gaps. Once identified, offer feedback on necessary changes to address these issues and gaps effectively. | Excel and other statical form. |
| 4 | Analysis and feedback reports | Progress report detailing the assistance provided to OSA of PCS and ORs in identifying issues and feedback on quality of data, monitoring and feedback on the progress of ORs. Additionally, the report should emphasize the tasks performed or support provided throughout the specified period | Word format |
| 5 | Progress report on report writing of surveys | Reports on contribution to drafting and finalization of survey reports as a member of writing team | Word and PDF format |

Timeline

Estimated Commencement Date: 8th May 2024

Estimated End Date: 30th June 2024

| Deliverable number | Deliverable title | Submit to | Delivery date |
|---------------------------|--------------------------------------------------------------------------|------------------|------------------------------------------------------|
| 1 | Provide complete set of working, clean, analyse data of Survey DRS & PCS | NTCC/SCI | End of May for DRS and PCS. By End of May for ORs |
| 2 | Complete, clean, and validated data of Survey available in the system. | NTCC/SCI | Mid-June for DRS and PCS. By End of June for ORs |
| 3 | Analysed data set of ACF and Initial Defaulter cases | NTCC/SCI | End of June and Regular basis |

| | | | |
|---|-------------------------------------------------------------------|----------|------------------|
| 4 | Reports on analysis and feedback on survey/ORs data | NTCC/SCI | End of June 2024 |
| 5 | Submit final reports of activities completed during the TA period | NTCC/SCI | End of June 2024 |

Status updates/reporting

The consultant shall provide the below status updates for the duration of the services to Senior Planning and M&E NTCC of SCI/NTCC

- Fortnightly progress update
- Final documents on completion

Acceptance

All Deliverables are to be accepted by SCI and NTCC within 5 working days of delivery date.

General assumptions and dependencies

NTCC will support in coordination and other technical made as per need.

Intellectual Property Rights

The consultant acknowledges and agree that the NTCC/GF will hold all intellectual property rights but not limited to copyright and trademark rights. The consultant agrees not to claim any such ownership in intellectual property at any time prior to or after the completion and delivery.

Confidentiality

The consultant discloses to any third party the business of NTCC, details regarding the documents (the “Confidential Information”), (i) make copies of any Confidential Information or any content based on the concepts contained within the Confidential Information for personal use or for distribution unless requested to do so by NTCC, or (ii) use Confidential Information other than solely for the benefit of the NTCC.

Proposal evaluation and scoring criteria:

| Criteria | Weight | Sub-Criteria | % Weight |
|-------------------|------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|
| ESSENTIAL | NA | Compliance with Save the Children International standard policies | .. |
| | | PAN registration | |
| | | Proposed consultant should have at least master's in public health (MPH). | |
| | | Proposed consultant should have minimum 3 years of relevant experience in data cleaning, analysis and report writing of systematic review/Operational Research of health program. | .. |
| Commercial | 40% | Measured on Inverse proportional Basis (overall Rate) | 40 |
| Capability | 60% | Academic qualification of proposed consultant Master's in public health - 8 PhD in Public health - 10 | 50 |
| | | Work experience in data cleaning, analysis and report writing of systematic review/OR of health program. | |

| Criteria | Weight | Sub-Criteria | % Weight |
|--------------|--------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|
| | | Published at least 2 research papers as a first author in international journals during the last five five-year period. Evidence: Link to the published research paper | |
| | | Proposed consultant has experience of working in epi-Info and Kobo tool. | |
| | | Proposed consultant has experience of working in Statistical software like in R, STATA, SPSS, etc. | |
| | | Interview / presentation (for shortlisted bidder's only) | 10 |
| Total | | Resulting Weighted (Commercial + Capability) | 100 |

How to apply for the services

Proposal Submission Guideline/Required Documents

- Proposal Submission Deadline- **1st May 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.
 - Link to the published research paper as a first author in international journals during the last five five-year period.
 - 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