

Instruction and Template for PROPOSAL Submission

< CONDUCTING IMPACT STUDY TO ASSESS THE EFFECTIVENESS OF 'NETRITWA' PROJECT AMONG DALIT WOMEN AND ADOLESCENT GIRLS >

< Ref. No.: PR257433 >

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

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 (N/A 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 envelops (N/A in case of email proposals):
 - 1st for all the supporting documents as per ToR;
 - 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*).

3. Only shortlisted individuals/firms will be contacted by Save the Children at each stage of the selection process.

Section B: Proposal Development Form

I. Organization Information (NA in case of individual consultant)

Name of the organization:

Address :

District :

Municipality/VDC :

Ward # :

Phone number :

E-mail :

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2. Understanding of the ToR (Please write below your understanding on attached TOR/ Assignment)

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3. Signatory and Proposed Consultants Information:

SN	Full Name (Avoid abbreviations)	Date of birth (dd/mm/yyyy in AD)	Designation (for this assignment)	Academic Qualification

5. Methodology to conduct this assignment

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6. Deliverables with timeline (in table format)

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7. Proposed Budget with clear breakdowns (must be inclusive of TDS/VAT)

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..... (THE END)

HOW TO APPLY

If interested in applying for this study, please fill this form & sent email to procurementfo.nepal@savethechildren.org by **12th Mar 2023**. All the documents must be duly signed & stamped on all pages. To avoid print, the bidder can add digital signature on the documents. Please refer to attached TOR for the background of the study. Contact person for this study is ramu.sharma@savethechildren.org.

Who can I contact if I have a question or comment about this document?

Please contact the Procurement Coordinator at dhirendra.joshi@savethechildren.org <9848751123> as well as Project Focal Point at ramu.sharma@savethechildren.org



TERMS OF REFERENCE (ToR)

for

CONDUCTING IMPACT STUDY TO ASSESS THE EFFECTIVENESS OF 'NETRITWA' PROJECT AMONG DALIT WOMEN AND ADOLESCENT GIRLS

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.

Information/context for this assignment

Save the Children (SC) is the world's leading independent children's rights organization with members in 33 countries and programs in more than 120 countries. SC fights for children's rights and delivers lasting improvements to children's lives in Nepal and around the world. SC has been working in Nepal since 1976 with a focus on programs such as Child Rights Governance, Child Protection, Education, Health and Nutrition, Child Poverty, HIV and AIDS, and Humanitarian preparedness and response.

SC Nepal has been implementing a project; NETRITWA from Jan 2022 in two municipalities (Balara Municipality, Sarlahi and Pipara Rural Municipality, Mahottari). Multiple factors account to the increase in inequality and discriminatory practices in Madhesh Pradesh, which curtails the rights and well-being of women and girls. Cases of sexual abuse, child marriage, and caste-based discrimination has escalated over the past few years. According to a recent report by WOREC (2020), "women and girls are subjected to ostracization, and their issues is dealt with by community formed, 'Panchayats' (Kangaroo court), mostly led by men." Further defying existing legal and judicial pathways, and further re-victimizing women and girls. A critical review of the condition of women in Madhesh Pradesh suggests that most of the survivors of caste-based discrimination and violence belong to the most marginalized, Dalit community, along with those with disability.

Objective

The study has following objectives:

- To assess the effectiveness of interventions undertaken by the project over the period of one year
- To document eight Most Significant Change (MSC) stories to indicate Knowledge, Attitude, and Practice (KAP) level change, focusing on social norms transformation to dalit women and girls leadership
- To assess community and stakeholders' perception towards Dalit women and girls' leadership
- To assess the sustainability and replicability of interventions and approaches undertaken by the project
- To spotlight on key recommendations and 'what works' while working on leadership and social norms transformation

Location and official travel involved.

The study will cover two municipality (Balara Municipality, Sarlahi and Pipara Rural Municipality, Mahotari) of Madesh province.

Study Population

The study will be conducted with 50 women leaders, who are the direct beneficiaries of the project. Besides this, study will also collect relevant information from trainers/mentors, partner staffs, local community people, representative of local government, etc.

Sampling techniques and size

Due to the nature of the study, respondents will be selected purposively. The consultant is expected to propose sampling strategy that will provide saturated information. The sampling strategy should be such that it is representative of different groups.

Data Collection Tools and Techniques

In-depth interview guideline to capture Knowledge, Attitude, and Practice (KAP), In-depth interviews & Key Informant Interviews (KII), Focus Group Discussion (FGD), Most Significant Change (MSC) story collection guidelines/Interview checklist will be developed and used to collect information from study participants. The consultant in coordination with SC will develop and finalize data collection tools.

Validity and Reliability of Data Collection Tools and Techniques

Pre-testing of checklist/guideline will be done, and necessary modification will be made in tools by incorporating feedbacks from pre-test. To develop uniform understanding in checklist/guideline an orientation program will be organized for Research Assistants to be hired by consultant/consulting firm.

Experience and skill set required.

Consultant/consultancy firm should have prior experience of conducting qualitative research. The proposed team leader should have at least Master's degree in related discipline; however, preference will be given to PhD degree in relevant discipline. Similarly, proposed team members/research assistants should have minimum bachelor's degree in relevant discipline and adequate research experience in qualitative methods and tools.

Expected Deliverables

- Data collection methods will be age and gender appropriate.

- Study activities will provide a safe, creative space where children feel that their thoughts and ideas are important.
- A risk assessment will be conducted that includes any risks related to children, young people's, or adult's participation.
- A referral mechanism will be in place in case any child safeguarding or protection issues arise.

S.N.	Deliverable title	Submit to	Delivery date
1	Inception report	Project Board	1 st April 2023
2	Data collection	SCI Project Lead	10 th April 2023
3	Final report	SCI project lead	25 th April 2023

Out of Scope

N/A

Status updates/reporting

The Supplier shall provide the below status updates for the duration of the services:

- Weekly progress update with project team

General assumptions and dependencies

IF, aspiring women and girl leaders from the Dalit community are capacitated on collaborative leadership skills and exposed to leadership principles and practices.

THEN, they will be able to confidently deal with adversarial situation which harms their well-being and growth and establish themselves as role models through collaborative and inclusive leadership skills.

Timeline

The study will be completed within five weeks from the consultant end as below. The total day of contract will be 60 days including final review, validation & full payment settlement.

S. No.	Activity	Week	Remarks			
1.	Study co-design with consultant	W1				
2.	Prepare draft data collection tools	W1				
3.	Testing and finalize tools		W2			
4	Data collection		W2			7 Days for data collection
5	Data analysis			W3	W4	
6	Share draft report				W4	
7	Incorporate feedback and finalize report					W5

Estimated Commencement Date: 28th March 2023

Estimated End Date: 27th May 2023

Payment information

30% of the total cost payable after receiving of inception report.

30% of the total cost payable after receiving of draft report

40% of the total cost payable after receiving of final report

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

ETHICAL CONSIDERATIONS

This study involves data collection, thus, prior to interviews, objective of the study will be shared with all research participants. Verbal consent will be obtained from all the respondents and in case of children, verbal consent will be taken from parents and assent will be obtained from children. Respondents can at any time withdraw their participation from the study. All the personal identifier will be kept confidential and no real name will be disclosed throughout the study and pseudo name will be used for quoting the useful quotations. Consultant should not use the collected data for his/her own purpose.

It is also expected that this study will be:

- **Child participatory.** Where appropriate and safe, children should be supported to participate in the evaluation process beyond simply being respondents. Opportunities for collaborative participation could include involving children in determining success criteria against which the project could be evaluated, supporting children to collect some of the data required for the evaluation themselves, or involving children in the validation of findings. Any child participation, whether consultative, collaborative or child-led, must abide by the [9 Basic Requirements for meaningful and ethical child participation](#).
- **Inclusive.** Ensure that children from different ethnic, social and religious backgrounds have the chance to participate, as well as children with disabilities and children who may be excluded or discriminated against in their community.
- **Ethical:** The study must be guided by the following ethical considerations:
 - Safeguarding – demonstrating the highest standards of behaviour towards children and adults.
 - Sensitive – to child rights, gender, inclusion and cultural contexts.
 - Openness - of information given, to the highest possible degree to all involved parties.
 - Public access - to the results when there are not special considerations against this
 - Broad participation - the relevant parties should be involved where possible.
 - Reliability and independence - the study should be conducted so that findings and conclusions are correct and trustworthy.

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