

Terms of Reference for Baseline Study

Project: Abasar (Phase II)

Nepal

15 February 2023

PR#255897

Table of Contents

1. Project Summary	1
2. Introduction	2
3. Background and Context.....	2
4. Scope of Study	3
4.1 Purpose, Objectives, and Scope	3
4.2 Key Study Questions	4
4.3 Intended Audience and Use of the Study	4
5. Study Methodology	4
5.1 Study Design.....	4
5.2 Sampling.....	5
5.3 Ethical Considerations	9
6. Expected Deliverables.....	10
7. Reporting and Governance	12
8. Study Management.....	12
9. Study Team and Selection Criteria.....	13
10. Schedule of Payment.....	15
11. How to Apply	15
12. Annexes	16

1. PROJECT SUMMARY

Type of evaluation [if applicable]	Baseline Study
Name of the project	Abasar (Phase II)
Project Start and End dates	1 November 2022 – 31 December 2024
Project duration	Two Years and two months
Project locations:	Jajarkot District- Bheri Municipality, Shivalaya Rural Municipality, and Kushe Rural Municipality
Thematic areas	Child Poverty, Education, Child Protection
Sub themes	Food Security and Livelihoods, Protection of children from harmful work, Other Education
Donor	SC Italy various donors/general funds
Estimated beneficiaries	Total of 8378 Children 5856 (G-2984, B-2872) Adults 2522 (F-1283, M-1239)
Overall objective of the project	Children from the most deprived and vulnerable families are educated, protected and their families are economically resilient

2. INTRODUCTION

Abasar II project is two years project (November 2022 to December 2024) funded by Save the Children Italy which is being implemented by SCI Country Office in Nepal in partnership with a local NGO named, Hilly Region Development Campaign (HRDC) Jajarkot. This project is being implemented in three municipalities of Jajarkot district viz Shivalaya Rural Municipality, Bheri Municipality and Kushe Rural Municipality. Save the Children intends to establish baseline values for its performance indicator which will be used to monitor the project progress. Trend analysis on indicator performance will generate evidence for project managers to tweak or strategize operation. Finally, the baseline will complement the analysis during the final evaluation of the project for making inference on the impact and quality of design of the project for understanding its scalability.

3. BACKGROUND AND CONTEXT

Nepal is one of the low Human Development Index (HDI) ranked country having a HDI value of 0.602¹, where 25.4%² of the population are living below the poverty line. In the Global Hunger Index, Nepal ranks 76th out of 116 countries. About 52% of the households in Nepal are food insecure and have access to food lasting less than a year. Several evidence indicates that severe food insecurity leads to higher chances of malnutrition among children³. Women and girls in the family are more likely to eat less due to the food insufficient in the family. Similarly, a large number of AYs are out of school. The dropout rate of the secondary level attendance is between 7-10% (reference??). More than 82% of the youths migrate as unskilled workers who are underpaid and are vulnerable to exploitation (reference??).

Karnali province is one of the poorest provinces with 0.447 HDI, low life expectancy lower level of incomes and low education. More than 50% of the population in Karnali is multidimensionally poor⁴ and about 78% of the families in Karnali are food insecure. The recent assessment in proposed municipalities revealed that large number of parents (around 50%) along with their children (boys aged 14 and above) migrate to India for earning as seasonal labour (Field Assessment, 2022) for 3-7 months in a year. This indicates 3-7 months of irregularity of the secondary school aged children in their education/schools resulting huge learning loss. It was found that children are almost regular in school until the grades 7-8 (basic education) level only. Child marriage is rampant throughout the site.

Abasar II project has been planned to address the issues around deeply entrenched poverty, food insecurity, school dropout and learning losses due to migration along with lack of access to safe quality education, poor child protection and governance system inefficiency to respond to the needs of the children and families in an integrated way. Child poverty interventions will help families to generate adequate incomes and foods through which they will be able to invest for their children's overall wellbeing including education, protection, and nutrition. Education interventions will be targeted to the secondary education whose focus will be on assuring children's continuity in the classes and improving the quality of teaching and learning practices. Child protection interventions in the project will support local governments with a focus on improving systems and capacity of local governments to respond to the pertinent cases of child

¹ Human Development Report 2021/2022, UNDP

² Nepal Multi-Dimensional Poverty Index, 2018, Government of Nepal and Oxford Poverty and Human Development Initiative

³ <https://doi.org/10.1016/B978-0-12-818460-8.00017-4>

⁴ Nepal Multi-Dimensional Poverty Index, 2018, Government of Nepal and Oxford Poverty and Human Development Initiative

protection. The three key outcome areas necessary to operationalize this integrated project is presented below.

- i. *Food security and incomes of poor and marginalized families increased.*
- ii. *Increased school regularity of the children from the poor and marginalized families*
- iii. *Local government systems and policies are in place for family's economic empowerment and children's education and protection.*

For materialising the aforementioned objectives, the Abasar II project targets to achieve the outputs on: i) increased adoption of profitable and climate smart farming technologies/green jobs; ii) enhanced capacity of youths on micro-entrepreneurs (ME) and vocational skills enhanced to support for their employment and incomes; iii) establish linkages between traders, SMEs, other market actors and financial institutions; iv) out of school children or irregular to school and underperformer (grade 9-10) gained academic skills to succeed, v) improved learning environment at schools (grade 9-10); vi) strengthened the capacity of local governments on planning and implementation of food security and income generation, education and child protection programs at local government level; and vii) formulation of relevant local policies and programs on economic empowerment of poor families, education and child protection.

The project will directly reach to 720 households, 200 ME/VT youths, and 16 schools in all three local government levels. A total of 5856 children (Girls-2958, Boys-2872) and 2522 adults (Female-1283, Male-1239) will be reached. The project targets to reach out to poor families who can hardly afford to fulfil the need of their children's nutrition, education, and protection. The schools located around the poor community will be targeted by the project. Child protection interventions will focus on the system strengthening at local government level.

4. SCOPE OF STUDY

4.1 Purpose, Objectives and Scope

This baseline study is planned to be conduct at the start of the Abasar II project. The primary purpose of this baseline is to measure the indicators of Abasar II project before a project begins and provide the baseline value of objectives and outcome indicators of the log frame. These values will be used for periodic monitoring of the project progress and final evaluation of the project performance.

The specific purposes which are nested within the primary purpose are:

- (1) *Establish foundational evidence for answering the research questions.*
- (2) *Establish values for the indicators of the log frame at the objectives, outcome and in output level⁵*

The study team is required to work closely with the Project MEAL Focal Person at different stages of the baseline study in order to further refine the research questions and approaches wherever required.

⁵ There are few indicators under output to be established BL value

4.2 Key Study Questions

The study will follow the quantitative methodology to establish quantitative value of all relevant indicators. The consultant will develop the key research questions based on the indicators in the logical framework. Upon the commencement of the assignment, SCI will provide project logical framework to the selected consultant. The quantitative evidence which should address in answering the questions will be categorized by age, gender, caste, and disability as mentioned the logical framework. The selected consultant will share the proposed questionnaires and methodologies of research with Save the Children focal person and finalise them by incorporating the inputs from Save the children's thematic experts.

4.3 Intended Audience and Use of the Study

Primary intended audience of the study are.

Stakeholder	Intended Audiences
Member country	SC Italy from various donors
Primary implementing organisation	Save the Children (Project team; Project/program Development, and Quality Improvement team; Advocacy and Communications team, MEAL team, Operation team)
Implementing partners	Hilly Region Development Campaign (HRDC), Jajarkot
Government stakeholders	Local governments and their concerned units (agriculture section, education section, women and children section), Schools including Vocational/Technical Schools; Ministry and Department of Agriculture; Ministry and department of Education, Ministry of women children and senior citizen at provincial and federal government
Community groups	Farmers' groups and other relevant groups at local level; district and municipal chapters of Federation/Organization of People with Disability; child clubs.
Beneficiaries	Parents, children, adolescents, and youths (girls, boys and young women); children/people with disability, teachers, service providers including traders and financial institutions; administrators and policy makers.

5. STUDY METHODOLOGY

5.1 Study Design

The baseline will be cross-sectional in nature as the research has to be done with different categories of people at a time.

The baseline study will establish values for the objective, outcome and some output indicators in order to assign or revise indicator performance targets; provide a basis for assessment of the performance of the indicators to forecast trends in indicator target achievement; and will also be the index for undertaking analysis of criteria agreed across intended users during the final

evaluation by quantitative study. Therefore, the consultant will propose the most appropriate study design that will capture realistic values for the indicators from the appropriate respondents/population. The baseline report will be the foundational document for supporting the project team in managing project targets and facilitating organisational learning.

5.2 Sampling

The study team/consultant will use confidence level (ideally 95%) and margin of error (ideally 5%) to decide the sample size with respect to the design opted. Further, to specifying sample size and design the following guideline should be used to formulate sampling strategy to minimize possible bias in sample:

Considering the social heterogeneity because of multiple sub-groups of ethnicities in a community, multi-stage cluster sampling design will be adopted to represent all sub-groups. In that case, sample weights will be used by calculation of base weights from secondary population data derived from municipalities, voter list or census reports, farmers' group list in the project Palikas etc to offset any bias that may under-represent a particular sub-group. The design must note the dilution in precision of clustered data because of intra cluster variance which should be offset by considering an appropriate design effect. The country MEAL team will accept these basic sample modifications in their overall sample design.

The project is designed for Adolescents, Youths and parents between the age of 13 to 40 (educational target of grade 9-10: children/adolescents aged 13 -16 and youths/parents of 16-40 years) including caregiver, farmers, and community members. Therefore, the sample should consider this age group in the populations of the project area. This category is further sub-categorized across indicators. The sample therefore needs to factor in the representation of sub-groups by age categories and aligned to project objectives and age of intervention for each group. As the overall sample considered, whatever the type of sample design, would have the last stage as random selection, there is a chance by randomness that one or more of these sub-categories of age may not be adequately represented to reflect the structure of its respective population. Therefore, two steps are recommended to address any possible sample bias because of age stratification. First, a sample with adequate power should be calculated to increase the probability for inclusion of all age sub-categories; and secondly, each age sub-category should be weighted by calculating its corresponding base weight to match the population structure within the population of the project area. This strategy should also be followed for adequately representing girls and women in the final sample design and to cover up for any non-response.

The consultant shall use snowball sampling technique if the data in some of the samples are under-represented. In order to minimise this risk of non-inclusion, enumerators should be instructed to collect data from the nearest respective population. Each respondent interviewed should be asked for information to identify households in his/her community with members who have persons with disability. These households should be included in the sample.

Below table shows the tentative estimated samples for quantitative survey based on the Census Bureau Statistics data for 2011.

Log Frame Indicators	Type of respondent	Sampling Frame	Respondent	Estimated sample size required	Data collection method	Availability of Tool
1.1 Family income spent on children's well-being (Food/nutrition, health, and education) disaggregated by girls and boys)	Individual	Household having children in the selected project clusters	18-40 years parents	251	Survey	Yes
1.2 Overall learning outcomes of the secondary level (grade 9-10) children who participated in remedial education/catch up classes (disaggregated by gender, disability)	Individual	16 schools of the project area	Head Teachers/ Class teachers	Children of grade 9 and 10	Survey	Yes
1.3: Proportion of children at risk referred for legal, psychosocial counselling service, medical, education and livelihood support (disaggregated by gender and disability)	Individual, Institutional	Institutional level: Data/records of psychosocial counselling service, medical, education and livelihood support Individual: No. of children seek the services in the last year	Child Welfare Committee; and individual		Survey	No
2.1: Annual Income of the poor and marginalized families (disaggregated by women led HH and others)	Individual	Household having children in the selected project clusters	Household Heads	251		No
2.2.: Average Reduced Coping Strategy Index (rCSI) score - a measure of food insecurity	Individual	Household having children in the selected project clusters	Household Head	251		Yes

Log Frame Indicators	Type of respondent	Sampling Frame	Respondent	Estimated sample size required	Data collection method	Availability of Tool
3.1. School regularity days of the drop out and likely to drop-out children (grade 9-10) (disaggregated by gender, caste/ethnicity and disability)	Household having children in the selected project clusters	Household having children in the selective project clusters	Schools/Head Teachers	Children of grade 9 and 10		
3.2. Learning outcomes of underperforming children (in Science, Mathematics, and English) who received the remedial education/catch-up classes (disaggregated by gender, and disability)	Individual	16 schools of the project area	Head Teachers/Class teachers	All children of grade 9 and 10		Yes
4.1. Local governments with updated data management system related to food security and income generation, education and child protection.	Institutional	Local Government units	Head of the Agriculture Section, Education section, Chief Executive Officer, Head of the Women and Children Section/Child Rights Committee	12	Survey,	No
4.2: Local governments having child protection, education, youth economic empowerment policies (List of policy and numbers)	Institutional	Local Government units	Head of the Agriculture Section, Education section, Chief Executive Officer, Head of the Women and Children Section/Child Rights	12	Survey,	No

Log Frame Indicators	Type of respondent	Sampling Frame	Respondent	Estimated sample size required	Data collection method	Availability of Tool
			Committee			
4.3. Funds committed to goods and services in sub-national budgets for which children are the primary or secondary user group (to use budget for children tool)	Institutional	Local Government units	Head of the Finance Unit, Chief Executive Officer	6	Survey,	No
4.4 Local budget for income generation and employment of youths and their families (amount as a percentage)	Institutional	Local Government units	Head of the Finance Unit, Chief Executive Officer	6	Survey,	No
Situation of child protection systems (WCRC, justice committee, PSWs, Child welfare officers) in Palika and ward level of working area	Institutional	Local Government units	Technical Manager-CP&CRG	5	Survey	No

5.3 Data Sources and Data Collection Methods / Tools

Data collection tools will incorporate disaggregation by age, gender and disability. Both secondary and primary sources for data will be resourced. For secondary sources, data from county census and municipality records of population with categorization across age, gender, social stratification, and disability will be used primarily to operationalize the sample design but also to include in the baseline report wherever relevant. The most current data available and widely used for planning by local government should be used. In case secondary data from multilateral agencies such as UN agencies and World Bank are found to be the most recent and also in use by the governments and other development agencies, then the study team can decide on using it on the basis of their acceptability, quality and availability for the lowest administrative units such as a municipality or village wards. Every secondary data used should be referenced appropriately with DOIs or website links.

Primary sources for data will include respondents from the project villages that covers the spectrum across all levels of the socio-economic settings. This is explained above in the sampling strategy. For Adolescents and youths, targeting of this age category will also mean that interviews for data collection will include households with adolescents and youths and having children within this age category. It is therefore important that the respondents are the

Adolescents and Youths and if parents/caregivers they should be parents/caregivers of AYs. But in case teenage child is responding s/he should be accompanied by either one of their parents for safeguarding purposes as per policy of SCI – see section on ethics below. The training for enumerators should emphasise practice of voluntary participation with consent from parent/caregiver and child - if s/he is the respondent.

Survey will be administered with questionnaire as the tool for quantitative data collection. Survey will be administered with adolescents, youths, parents/caregivers or community members. Questionnaire will be designed to reflect the indicators of the log-frame as well as to answer the research questions. Study team should design its questionnaire as per the project indicators. Digital applications, such as CommCare or Kobo, should be used for data collection. Use of digital application expedites data collection, minimizes errors in data during collection and while transferring to centralized system. SCI strongly encourages to use digital application wherever possible.

The design of the questionnaires should be guided by steps to ensure validity and reliability of the tools. Validity checks should be done by reviewing the questions by MEAL team of Nepal CO and SCI Italy to ensure that questions are measuring the indicators as defined in the project. This is critical and a multiple review by designated experts within SCI Nepal team and SC Italy is required to finalize the questions. Further, reliability tests should be done by reviewing the questions and also by using Cronbach's Alpha⁶ if scale rankings are used for any set of questions. A pre-testing of the questionnaire should be done by the consulting team to revise and improve the reliability of this tool. The extent of testing will depend on the resource available and at the least can be tested within the team if not at the community level. This should be followed by an intensive training for enumerators who are provided the capacity to ensure data quality. A similar process for finalizing open ended questions for FGD and KII should be followed.

Data quality management should be exercised by following the process for error detection and data cleaning prior to data analysis. Data should undergo tests for assigning correct data types; duplication of data; completeness check and management of missing observations by an appropriate strategy to either dis-clude or impute with mean, median, etc.; identification of outliers and membership to data range and type; review of descriptive statistics to look at mean, median, standard deviations; examine frequencies to detect unequal distributions in categories such as age and sex; logic checks; bivariate associations for outliers; etc. The study should prepare a clear plan for error correction by their identification and document the process to include data cleaning trail in the report.

5.4 Ethical Considerations

It is expected that this study will be:

- **Child participatory.** Where appropriate and safe, children should be supported to participate in the baseline process beyond simply being respondents. Opportunities for collaborative participation could include involving children in determining success certain aspects of the baseline design, supporting children to collect some of the data required for

⁶ [1] Cronbach's alpha is a measure of internal consistency, that is, how closely related a set of items are as a group. It is considered to be a measure of scale reliability. A "high" value for alpha does not imply that the measure is unidimensional. If, in addition to measuring internal consistency, you wish to provide evidence that the scale in question is unidimensional, additional analyses can be performed. Exploratory factor analysis is one method of checking dimensionality. Technically speaking, Cronbach's alpha is not a statistical test – it is a coefficient of reliability (or consistency).

the baseline 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 behavior 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.*
 - *Confidentiality and data protection – measures will be put in place to protect the identity of all participants and any other information that may put them or others at risk.⁷*
 - *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.*

It is expected that:

- 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.
- Informed consent will be used where possible.

The study team will be required to obtain approval from a Human Research Ethics Committee. SC Nepal will provide assistance with this process.

6. EXPECTED DELIVERABLES

The study deliverables and tentative timeline (subject to the commencement date of the study) are outlined below. The study team lead and Abasar II Project Manager of SC Nepal will agree on final milestones and deadlines at the inception phase.

Deliverables and Tentative Timeline

Deliverable / Milestones	Timeline
The study Team is contracted and commences work (where relevant)	15 March 2023
The study Team will facilitate a workshop with the relevant stakeholders at the commencement of the project to develop the inception report.	21st of March 2023

⁷ If any Consultancy Service Provider, Freelancer or Contingent worker will have direct contact with children and/or vulnerable adults and/or beneficiaries and/or have access to any sensitive data on safeguarding and/or children and/or beneficiaries, it is the responsibility of the person receiving the consulting service to contact the local HR team and child safeguarding focal point to ensure vetting checks and on-boarding are conducted in line with statutory requirements, local policies and best practices guidance.

<p>The study Team will submit an inception report* in line with the provided template, including:</p> <ul style="list-style-type: none"> ▪ Study objectives, scope and key study questions ▪ Description of the methodology, including design, data collection methods, sampling strategy, data sources, and study matrix against the key study/research questions ▪ Data analysis and reporting plan ▪ Caveats and limitations of study ▪ Risks and mitigation plan ▪ Ethical considerations including details on consent. ▪ Stakeholder and children communication and engagement plan ▪ Key deliverables, responsibilities, and timelines ▪ Resource requirements ▪ Data collection tools (in line with the study matrix and requirements set by the Abasar II indicators framework and learning agenda) <p>Once the report is finalised and accepted, the baseline study team must submit a request for any change in strategy or approach to the study manager or the steering committee.</p>	First week of April 2023
<p>Ethics submission (if applicable): Should approval from a Human Research Ethics Committee be required, an ethics submission should include:</p> <ul style="list-style-type: none"> ▪ study protocols (participant recruitment, data security and storage, consent and confidentiality etc.) ▪ considerations for consulting with children and other vulnerable groups (if applicable) ▪ participant information statement and consent forms 	First week of April 2023
<p>Final data collection tools (in the report language):</p> <ul style="list-style-type: none"> ▪ Survey instrument ▪ Data collection mechanism 	Second week of April 2023
Field study	April 17-30
<p>A summary of findings from the study should focus will be on:</p> <ul style="list-style-type: none"> ▪ Summary of interim findings ▪ Any emerging project issues or risks (if applicable) ▪ Any changes that have had to be made to the study design (if applicable) ▪ Key tasks for the next stage of the study and any proposed refinements or changes to methodology (if applicable) 	April 17-30
<p>A Study Report* (Draft Version – template available if useful though external actors may want to use theirs) including the following elements:</p> <ul style="list-style-type: none"> ▪ Executive summary ▪ Background description of the Project and context relevant to the Study ▪ Scope and focus of the study. ▪ Overview of the study methodology and data collection methods ▪ Data quality management plan and action ▪ Findings aligned to each of the key research questions and indicators. ▪ Specific caveats or methodological limitations of the study ▪ Conclusions outlining implications of the findings or learnings. ▪ Recommendations ▪ Annexes (Project log frame, study ToR, Inception Report, Study schedule, List of people involved) 	3 rd week of May 2023

A consolidated set of feedback from key stakeholders will be provided by Save The Children within one weeks of the submission of the draft report.	
Data and analyses including all encrypted raw data, databases, and analysis outputs	3 rd week of May 2023
Knowledge translation materials: <ul style="list-style-type: none"> PowerPoint presentation of Study findings Evidence to Action Brief** 	4 th week of May 2023
<ul style="list-style-type: none"> Final Study Report* incorporating feedback from consultation on the Draft Study Report 	First week of June 2023

*All reports are to use the Save the Children Final Study Report template

All documents are to be produced in MS Word format and provided electronically by email to the Abasar II Project Manager. Copies of all PowerPoint presentations used to facilitate briefings for the project should also be provided to Save the Children in editable digital format.

7. REPORTING AND GOVERNANCE

The study team lead is to provide reporting against the project plan. Verbal reporting each week to the MEAL Coordinator by outlining progress and a written Progress Report (1-page) by email to the Save the Children study Project Manager in every fortnight, documenting progress, and any emerging issues to be resolved and planned activities for the next month. The day-to-day communication and technical progress/issues should be reported to MEAL Coordinator

Study Management

Tentative Timeline, with key deliverables in bold. The final timeline and deliverables will be agreed upon the inception phase.

What	Who is responsible	By when	Who else is involved
Study tender submissions due	Project Manager	28 Feb 2023	MEAL team, TM, Supply chain
Tender review and selection of study team	SC tender review panel formed	3 March 2023	TM, Technical Advisors, MEAL
Documentation review, desk research	Study team	7 March 2023	TM, Technical Advisors MEAL
Consultation	Study team	7 March 2023	TM, Technical and MEAL
Inception report	Study team	14 March 2023	TM, Technical Advisors MEAL
Ethics submission	Study team	14 March 2023	TM, Technical Advisors MEAL

Review of inception report	SC team	21 March 2023	TM, Technical and MEAL team
Development and digitization of Data collection tools	Study team	31 March 2023	TM, Technical Advisors MEAL
Data collection tools pretesting	Study team	7 April 2023	TM, Technical Advisors MEAL
Logistical arrangements	Study team	As per need	SC Supply chain
Data collection	Study team	20 April 2023	SC MEAL team
Data management and analysis (coding, transcriptions, data cleaning, integration and analysis)	Study team	25 April 2023	MEAL Coordinator-Operational Research, CO
First draft of the Final study report	Study team	7 May 2023	MEAL, TAs
Review of first draft report	SC team	12 May 2023	Study team, SC Project Manager, Technical Advisors, MEAL team
Meeting with consultants and evaluation team to finalize the report	MEAL Coordinator	17 May 2023	PM, TM, Technical Advisors, SC Italy team.
Validation of study findings and recommendations	MEAL Coordinator	25 May 2023	SC MEAL team, Technical Advisors
Final Study report and submission of data and analysis	Study team	By 3 rd week of May 2023	
Knowledge translation materials	Study team	By 3 rd week of May 2023	MEAL team
Project team meeting to develop Study Response Plan	MEAL Coordinator	By third week of May 2023	MEAL and Technical Advisors
Study final report (together with response plan) posted on One Net and reviewed (see page 1 above for platform links)	MEAL Coordinator	By end of May 2023	SC Peer reviewers

8. STUDY TEAM AND SELECTION CRITERIA

Interested consultants will be required to submit an Expression of Interest in line with the provided template, which should demonstrate adherence to the following requirements.

Understanding of Academic Qualification, Requirements and Experience

To be considered, the study team members together must have demonstrated skills, expertise and experience in:

- Designing and conducting baseline using quantitative method/design.
- Conducting studies in the field of livelihoods/child poverty, child protection and/or education
- Leading socio-economic research, baselines, evaluation or consultancy work in Nepal and is sensitive to the local context and culture, particularly [child rights, gender equality, ethnicity, religion and minority groups and/or other factors]
- Conducting ethical and inclusive studies involving children and children's participatory techniques
- Conducting ethical and inclusive studies involving marginalised, deprived and/or vulnerable groups in culturally appropriate and sensitive ways.
- Managing and coordinating a range of government, non-government, community groups, private sectors, and academic stakeholders.
- Experience conducting study in development contexts.
- Extensive experience of theory of change and how they can be used to carry out baselines or evaluations.
- Strong written and verbal skills in communicating technical and/ or complex findings to non-specialist audiences (especially report writing and presentation skills)
- A track record of open, collaborative working with clients

There is a high expectation that:

- Members (or a proportion) of the study team have a track record of previously working together with Save the Children with excellent working track record.
- A team leader will be appointed who has the seniority and experience in leading complex study projects, and who has the ability and standing to lead a team toward a common goal.
- A team member having experience on conducting quantitative research method especially previous similar work experience in Jajarkot district.
- The team has the ability to commit to the terms of the project and have adequate and available skilled resources to dedicate to this study over the period.
- The team has a strong track record of working flexibly to accommodate changes as the project is implemented.
- The team having at least one core female member.

The academic qualifications are: -

- At least Master's degree in social science, applied economics, natural resource management, or any other related subject or higher (i.e., PhD) with proficiency in quantitative methods.
- Certification or demonstrated proficiency in data science with SPSS, R, STATA etc.
- Experience of conducting surveys.

Consultant/consulting firms should propose an appropriate team including team leader and members based on the proposed methodology and sample size.

Evaluation Criteria:- 60%	
1	Organization Background:
2	Relevant Experience and education 7.5+7.5=15
A	Team Leader:
B	Team Members (Data Collection-Qualitative/Quantitative): 7.5
3	Reports Quality of recently conducted similar baseline/evaluation reports (attach at least one reports).
4	Human Resources and education background: [5+5=10]
A	Team Leader
B	Team members having
5	Research Methodology: (Study design, Sampling, Sample Size, timeline Methodology (Study methodology, Sample technique, field Management and Coordination, Data Management, Data Analysis, Data Protection and Ethical Standard): 10
6	Quality assurance mechanism of Orientation program and monitoring and supervision plan: 5
7	Work Plan: 5
8	Previous work experience with SC in Similar work and satisfactory level: 5

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 the cost of enumerators.

9. SCHEDULE OF PAYMENT

- Upon approval of inception report and tools: [30%]
- Upon submission of First Draft study Report: [40%]
- Upon approval of final study report: [30%]

10. HOW TO APPLY

Proposals Submission Guideline/Required Documents

Interested team of professional experienced consultants should submit below mentioned documents by **28 Feb 2023**.

Filled out Consultancy Proposal Form and Bidder Response Document (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, and latest Tax clearance certificate. For firms that are tax exempted by the government, a copy of tax exemption certificate should be submitted.
- For Individuals (Nepali): Copies of citizenship certificate and VAT registration

certificate. An application letter including remuneration requirements (daily rate) and contact information for three work-related referees.

- Applications not including all the above information will not be reviewed. Only short-listed candidates will be contacted.

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: procurementmfwo.nepal@savethechildren.org [The proposals can be dropped at the reception of Save the Children Filed office, Birendranagar Surkhet.

Procurement Coordinator – Sourcing

Supply Chain Department

Save the Children, MFWFO- Office

Birendranagar Municipality, Kalunchok, Surkhet

Tel: +977-083-525756

11. ANNEXES

Annex 1: List of project documents to be consulted.

1. Project Logical Framework
2. Project Proposal
3. Each baseline team should access secondary data for the project area in consultation with the Nepal MEAL team or – demography (categorized by age, gender and disability), education, etc. from the secondary sources.

Annex 4: SCI Evaluation Scoring for perspective consultants

Evaluation Quality Criteria (used for internal scoring after completion)
Purpose, Design and Methods
1. Does the report clearly identify the study purpose (including its key objectives, questions, and criteria) as set out in the evaluation's Terms of Reference (ToR)?
2. Are the data collection and analysis methods a clearly justified approach to addressing the study purpose and questions? (Do they provide valid, reliable, and ethical data?)
3. Is the methodology suitably tailored to the context and population groups to which the research questions relate (e.g. re gender, disability, socio-economic status, geographic location, cultural context, ethnicity)?
4. Is the size and composition of the sample in proportion to the conclusions sought by the study?

5. Does the study build on what is already known, for example existing tried and tested frameworks and tools, existing data/evidence, and previous lessons learned?

6. Are the methods used to collect and analyse data and any limitations of the quality of the data and collection methodology explained and justified?

Analysis and Findings

7. Has any personal and professional influence or potential bias among those collecting or analysing data been recorded and addressed or mitigated ethically?

8. Is the data well triangulated, such as by using different data collection methods, types of data and stakeholder perspectives

9. Are the perspectives of children & communities included in the evidence, including the most deprived and marginalised?

10. Are the findings disaggregated according to sex, disability, and other relevant social differences?

11. Is there a clear logical link between the data that was collected and analysed, and the conclusions and recommendations presented

12. Are conflicting findings and divergent perspectives presented and explained in the analysis and conclusions?

Communication and Use

13. Is the analysis and interpretation of the data well communicated through accessible language and helpful visuals (diagrams, graphs, tables as needed)?

14. Are references, annexes and links included that provide additional relevant data, analysis or references (including key documents and which individuals/stakeholders were involved)?

15. Is there a clear plan for how to use the results, including recommendations that are 'SMART' (Specific, Measurable, Achievable, Relevant, Timebound) and directed toward the appropriate 'end users', a dissemination plan, and specific actions for implementing these recommendations?

**Instruction and Template for
PROPOSAL Submission**
<Insert Consultancy Title as per ToR>
<Insert CRF No. as per ToR>

Date of Proposal Submission: <Example. July 1 2022>

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 (**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 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 :

II. Details of contact person

Name :

Position :

Phone Number :

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. **Understanding of the ToR**

.....

.....

.....

.....

3. **Signatory and Proposed Consultants Information:**

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

5. **Methodology to conduct this assignment**

.....

.....

.....

.....

9. **Deliverables with timeline (in table format)**

10. **Quality assurance mechanism of Orientation program and monitoring and supervision plan**

11. **Work Plan**

12. **Previous work experience with SC in Similar work**

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

1 Definitions and Interpretation

These terms and conditions ("**Conditions**") provide the basis of the contract between the supplier ("**Supplier**") and Save the Children International (the "**Customer**") in relation to the Agreement ("**Agreement**") (the Agreement and the Conditions are together referred to as the "**Contract**"). All references in these terms and conditions to defined terms - Goods, Services, Prices and Delivery - refer to the relevant provisions of the Order.

2 Quality and Defects

2.1 The Goods and the Services shall, as appropriate:

- a) correspond with their description in the Order and any applicable specification;
- b) comply with all applicable statutory and regulatory requirements;
- c) be of the highest quality and fit for any purposes held out by the Supplier or made known to the Supplier by the Customer;
- d) be free from defects in design, material, workmanship and installation; and
- e) be performed with the best care, skill and diligence in accordance with best practice in the Supplier's industry, profession or trade.

2.2 The Customer (including its representatives or agents) reserves the right at any time to audit the Supplier's records, inspect work being undertaken in relation to the supply of the Goods and Services and, in the case of Goods, to test them.

3 Compliance and Ethical Standards

3.1 The Supplier shall commit to the Customer's zero tolerance approach towards sexual exploitation and abuse, harassment, sexual harassment, intimidation and bullying. The Supplier, and its suppliers and sub-contractors shall not in any way engage in any actual, attempted or threatened:

- (a) sexual exploitation or abuse of a child or children, including but not limited to physical or emotional abuse, exploitation, neglect or any other form of maltreatment;
- (b) sexual exploitation or abuse of adults in vulnerable populations, including but not limited to the Customer's adult beneficiaries, and the Customer's staff and representatives;
- (c) sexual harassment, harassment, intimidation or bullying of the Customer's

staff, representatives or of anyone you come into contact with while delivering the terms of this Contract.

3.2 The Supplier, its suppliers and sub-contractors, shall (a) observe the highest ethical standards, and shall comply with all applicable laws, statutes, regulations and codes (including environmental regulations and the International Labour Organisation's international labour standards on child labour and forced labour) from time to time in force, (b) comply with the Supplier Sustainability Policy annexed to this Agreement (the "**Supplier Sustainability Policy**") which includes the following Customer policies: (i) Child Safeguarding; Protection from Sexual Exploitation and Abuse (PSEA); (ii) Anti-Harassment, Intimidation and Bullying policy; (iii) Fraud, Bribery and Corruption; and (iv) Human Trafficking and Modern Slavery (the Supplier Sustainability Policy and the policies listed under Clause 3.2(b)(i) to (iv) together, the "**Mandatory Policies**").

3.3 The Supplier, its suppliers and sub-contractors shall not in any way (a) engage in transactions with, or provide resources or support to armed groups, individuals and entities which are sanctioned, or individuals and organisations associated with terrorism, or otherwise be involved directly or indirectly in terrorism (b) be involved in the manufacture or sale of arms (c) have any business relations with governments for any war related purpose; or (d) transport the Goods/Services together with any military equipment.

3.4 The Supplier is taking reasonable steps (including but not limited to having in place adequate policies and procedures) to ensure it conducts its business (including its relationship with any contractor, employee, or other agent of the Supplier) in such a way as to comply with the Mandatory Policies, and shall upon request provide the Customer with information confirming its compliance.

3.5 The Supplier shall comply with all applicable sanctions, export control, embargo, or similar laws and regulations, including without limit those of the EU, the UK, the US and the UN ("**Sanctions and Export Control Laws**") and shall maintain policies and procedures designed to ensure continued compliance with the same. In particular, the Supplier will not make any funds or economic resources available, directly or

indirectly, to or for the benefit of, any person or entity that is targeted by any Sanctions and Export Control Laws, and shall not do anything which would cause the Customer to be in breach of any Sanctions and Export Control Laws (including but not limited to supplying items from country of origin which would mean that any conceivable supply or use of these items would be restricted under the Sanctions and Export Control Laws). The Supplier shall require all of its directors, officers, employees, affiliates, agents, suppliers and subcontractors to comply with this Condition. In particular, the Supplier shall obtain any licences, authorisations or permissions required under the Sanctions and Export Control Laws or other applicable laws that are required to export, import, supply, sell, transport, or broker any hardware, software, technology, support or assistance or service that is provided by or on behalf of the Supplier under this contract (including, but not limited to, obtaining any required export licences required for the export of goods by or on behalf of the Supplier to the Customer or its agents at the relevant delivery address), and shall further inform the Customer where any such hardware, software, technology, support or assistance or service provided is subject to controls or restrictions under the Sanctions and Export Control Laws and shall provide all relevant information that may be required by the Customer to apply for or obtain any further licences, authorisations or permissions.

- 3.6 In relation to Condition 3.5, the Supplier must ensure that it provides to the Customer the names and dates of birth of its key staff in order that the Customer can screen these names against sanctions lists, using the Customer's third party screening provider. Before providing the names to the Customer, the Supplier must ensure that all its key staff have been informed that their names will be provided to the Customer for screening using a third party provider, and, if necessary, the Supplier has sought their consent. The Supplier must ensure that it regularly checks its staff, suppliers and sub-contractors against sanctions lists and must immediately inform the Customer of any apparent correlation.
- 3.7 The Supplier shall notify the Customer as soon as it becomes aware of any breach, or suspected or attempted breach, of the Mandatory Policies or Condition 8 (Supplier's Warranties), and shall inform the Customer of full details of any action taken in relation to the reported breach.

- 3.8 The Supplier shall cooperate with the Customer on any investigations into alleged breaches of the Mandatory Policies, including but not limited to inspection and access to documents and personnel related to the breach, suspected or attempted breach.

- 3.9 The Customer may provide training or materials to the Supplier on protecting children and vulnerable populations from sexual exploitation and abuse, and on anti-harassment, intimidation and bullying. The Supplier shall, at the Customer's request, share any training or materials with any contractor, employee or other agent of the Supplier who will come into direct contact with the Customer's personnel, beneficiaries or members of the vulnerable population, through the performance of the terms of this Contract.

- 3.10 The Supplier agrees to allow the Customer's employees, agents, professional advisers or other duly authorised representatives to inspect and audit all the Supplier's books, documents, papers and records and other information, including information in electronic format, and including information regarding the Supplier's current and former personnel and other relevant personal data held by the Supplier, for the purpose of verifying compliance with the requirements of Condition 3. The Supplier shall ensure that, it has informed each person whose personal data is being provided to/accessed by any person or entity pursuant to this clause, of the information shared and the purpose of sharing such data before providing/allowing access to the data and, where necessary, obtained such person's consent.

4 Delivery / Performance

- 4.1 The Goods shall be delivered to, and the Services shall be performed at the address and on the date or within the period stated in the Agreement, and in either case during the Customer's usual business hours, except where otherwise agreed in the Agreement. Time shall be of the essence in respect of this Condition 4.1.
- 4.2 Where the date of delivery of the Goods or of performance of Services is to be specified after issue of the Agreement, the Supplier shall give the Customer reasonable written notice of the specified date.
- 4.3 Delivery of the goods shall take place and title in the Goods will pass on the completion of the physical transfer of the goods from the Supplier or its agents to the Customer or its agents at the address specified in the Agreement.

- 4.4 Risk of damage to or loss of the Goods shall pass to the Customer in accordance with the relevant provisions of Incoterms 2010 identified in the Agreement, or, where Incoterms do not apply, risk in the Goods shall pass to the Customer on completion of delivery.
- 4.5 The Customer shall not be deemed to have accepted any Goods or Services until the Customer has had reasonable time to inspect them following delivery and/or performance by the Supplier.
- 4.6 The Customer shall be entitled to reject any Goods delivered or Services supplied which are not in accordance with the Contract. If any Goods or Services are so rejected, at the Customer's option, the Supplier shall forthwith re-supply substitute Goods or Services which conform with the Contract. Alternatively, the Customer may cancel the Contract and return any rejected Goods to the Supplier at the Supplier's risk and expense.

5 Indemnity

The Supplier shall indemnify the Customer in full against all liability, loss, damages, costs and expenses (including legal expenses) awarded against or incurred or paid by the Customer as a result of or in connection with any act or omission of the Supplier or its employees, agents or sub-contractors in performing its obligations under this Contract, and any claims made against the Customer by third parties (including claims for death, personal injury or damage to property) arising out of, or in connection with, the supply of the Goods or Services.

6 Price and Payment

- 6.1 Payment will be made as set out in the Agreement and the Customer shall be entitled to off-set against the price set out in the Agreement all sums owed to the Customer by the Supplier.
- 6.2 All invoices provided under this Contract must be accurate and complete including a correct purchase order number. Where any invoice provided under this Contract is rejected by the Customer on the grounds that the invoice is inaccurate or incomplete including if the purchase order number is inaccurate or missing, the Supplier shall re-submit a corrected invoice upon the Customer's request. For the avoidance of doubt, correct invoices shall be payable within 45 days of receipt by the Customer.

7 Termination

- 7.1 The Customer may terminate the Contract in whole or in part at any time and for any reason whatsoever by giving the Supplier at least one month's written notice.
- 7.2 The Customer may terminate the Contract with immediate effect by giving written notice to the Supplier and claim any losses (including all associated costs, liabilities and expenses including legal costs) back from the Supplier at any time if:
- a) the Supplier becomes insolvent, goes into liquidation, makes any voluntary arrangement with its creditors, or becomes subject to an administration order; or
 - b) the Supplier is in material breach of its obligations under the Contract or is in breach of its obligations and fails to remedy such breach within 14 days of written request from the Customer; or
 - c) the Customer reasonably believes that the Supplier has breached (or if any of the Supplier's directors, officers, employees, affiliates, agents, suppliers and subcontractors) any Sanctions and Export Control Laws or has become directly or indirectly targeted under the same, or that continued performance of this Contract would otherwise be restricted by, or would put either party at risk of breaching, any Sanctions and Export Control Laws.
- 7.3 In the event of termination, all existing purchase orders must be completed.

8 Supplier's Warranties

- 8.1 The Supplier warrants to the Customer that:
- a) it has all necessary internal authorisations and all authorisations from all relevant third parties to enable it to supply the Goods and the Services without infringing any applicable law, regulation, code or practice or any third party's rights;
 - b) the Supplier, and all of its directors, officers, employees, affiliates, agents, suppliers and subcontractors, are not themselves, and are not owned or controlled by any party that is, targeted by any Sanctions and Export Control Laws;
 - c) it will not and will procure that none of its employees will accept any commission, gift, inducement or other financial benefit from any supplier or potential supplier of the Customer;
 - d) the Services will be performed by appropriately qualified and trained personnel, with the best care, skill and diligence and to such high standard of

quality as it is reasonable for the Customer to expect in all the circumstances;

- e) none of its directors or officers or any of its employees have any interest in any supplier or potential supplier of the Customer or is a party to, or are otherwise interested in, any transaction or arrangement with the Customer; and
- f) information provided to the Customer are, and remain, complete and accurate in all material respects.

9 Force majeure

9.1 Neither party shall be liable for any failure or delay in performing its obligations under the Contract to the extent that such failure or delay is caused by an event that is beyond that party's reasonable control (a "**Force Majeure Event**") provided that the Supplier shall use best endeavours to cure such Force Majeure Event and resume performance under the Contract.

9.2 If any events or circumstances prevent the Supplier from carrying out its obligations under the Contract for a continuous period of more than 14 days, the Customer may terminate the Contract immediately by giving written notice to the Supplier.

10 General

10.1 The Supplier shall not use the Customer's name, branding or logo other than in accordance with the Customer's written instructions or authorisation.

10.2 The Supplier may not assign, transfer, charge, subcontract, novate or deal in any other manner with any or all of its rights or obligations under the Contract without the Customer's prior written consent.

10.3 Any notice under or in connection with the Contract shall be given in writing to the address specified in the Order or to such other address as shall be notified from time to time. For the purposes of this Condition, "writing" shall include e-mails and faxes.

10.4 If any court or competent authority finds that any provision of the Contract (or part of any provision) is invalid, illegal or unenforceable, that provision or part-provision shall, to the extent required, be deemed to be deleted, and the validity and enforceability of the other provisions of the Contract shall not be affected. Any variation to the Contract, including the introduction of any additional terms and conditions, shall only be binding when agreed in writing and signed by both parties.

10.5 The Contract shall be governed by and construed in accordance with English law. The parties irrevocably submit to the exclusive jurisdiction of the courts of England and Wales to settle any dispute or claim arising out of or in connection with the Contract or its subject matter or formation.

10.6 A person who is not a party to the Contract shall not have any rights under or in connection with it.

11 Personal Data

11.1 In addition to its obligations of confidentiality, the Supplier, as the entity or person which processes personal data on behalf of the controller (the "**Processor**"), shall ensure that in relation to any information relating to an identified or an identifiable individual (data subject) as more particularly defined by operation of any applicable data protection legislation ("**Personal Data**");

- (a) it shall process such Personal Data only in accordance with the written instructions of the Customer (as the entity or person which determines the purposes and means of the processing of personal data, the "**Controller**") and only to the extent necessary for the purposes set out in this Contract;
- (b) such Personal Data is processed and transferred in accordance with the applicable data protection laws, regulatory guidelines and industry standards;
- (c) the Supplier has in place appropriate technical and organisational measures to protect the Personal Data against accidental or unlawful destruction or accidental loss, alteration, unauthorised disclosure or access, and which provide a level of security appropriate to the risk represented by the processing and the nature of the data to be protected; and
- (d) the Supplier has in place procedures so that any third party it authorises to have access to the Personal Data shall respect and maintain the confidentiality and security of such Personal Data. Any person acting under the authority of the Supplier shall be obliged to process the Personal Data only on the instructions of the Supplier; and
- (e) the Supplier shall promptly comply with any request from the Customer requiring the Supplier to amend, transfer or delete such Personal Data.

11.2 Where the Supplier engages a third party contractor to process the Personal Data on its

behalf, it shall do so only with the consent of SCI and by way of a written agreement with the third party contractor which imposes the same obligations on the contractor in relation to the security of the processing as are imposed on it under the terms of the Agreement and the applicable data protection laws.

11.3 The Supplier shall notify the Customer within 5 business days of it receiving a request for access or another request, complaint, notification or communication in relation to such Personal Data from a person or entity other than the Customer (including a request from a governmental or regulatory authority) and shall provide the Customer with full co-operation and assistance in relation to any such request, complaint, notice or communication.

11.4 The Supplier shall notify the Customer immediately if it becomes aware of any unauthorized or unlawful processing, loss of, damage to, or destruction of such Personal Data and shall provide the Customer with full cooperation and assistance in relation to responding to and rectifying such incident.

11.5 The Customer may, on giving at least 7 days' notice, inspect or appoint representatives to inspect all facilities, equipment, documents and electronic data of relating to the processing of Personal Data by the Supplier.

11.6 The Supplier shall not export the Personal Data outside the country in which the Customer is located.

11.7 If regulatory or legislative rules, provisions become applicable, or Case law and Guidance become available, such that the protection afforded Personal Data under this Contract is not sufficient, the Parties shall amend the Contract as necessary to comply with all applicable laws, rules, regulations or other requirements of regulatory authorities, as amended from time to time ("**Applicable Laws**").

SCHEDULE

SAVE THE CHILDREN SUPPLIER SUSTAINABILITY POLICY

PART 1 - INTRODUCTION

SAVE THE CHILDREN'S VALUES: Save the Children's vision is a "world in which every child attains the right to survival, protection, development and participation". Our values are *creativity, accountability, integrity, collaboration, and ambition*. These serve as overarching values to which suppliers of goods and services to Save the Children are expected to adhere.

REFERENCE: International Standards, Conventions, and Principles such as the *UN Declaration on Human Rights* and other core Human Rights Treaties, including the *UN Convention on the Rights of the Child* and the *International Labour Standards on Child Labour & Forced Labour* (namely 138 and 182) are the foundations on which much of this Policy is based. Therefore, it is Save the Children's expectation that any supplier will adhere to these principles.

INTERPRETATION: The [Global Compact](https://www.unglobalcompact.org/what-is-gc)¹ ("Compact") is a voluntary corporate citizenship community that sets the universal social and environmental principles, to meet the challenges of globalisation (a key foundation for the Compact is the *Guiding Principles on Business and Human Rights*). Save the Children encourages all suppliers to participate in the Compact. This policy addresses the issues included in the Compact in the areas of human rights, labour, environment and anti-corruption, and interpretation of this Policy should be undertaken in a manner consistent with the Compact.

PART 2 - SCOPE OF APPLICATION

- The provisions of this Policy set forth Save the Children's expectations for suppliers that are registered with Save the Children, or with whom it does business.
- Save the Children expects that these standards apply to, and will be communicated to, suppliers' employees, parent, subsidiary and / or affiliate entities, subcontractors, and their own suppliers.
- Suppliers will be required to sign a declaration of compliance in all bid submissions and supply contracts. **Save the Children's aim is to guide its suppliers over the long term to meet these standards. Those who will not be able to demonstrate their goodwill, may see their supply relationship called into question.**

PART 3 - CONTINUOUS IMPROVEMENT

- The provisions set forth in this Policy provide the minimum standards expected of suppliers.
- In addition, Save the Children expects suppliers to strive to exceed international and industry best practices and to ensure that their own suppliers and subcontractors aim to do the same.
- Save the Children recognizes that reaching some of the standards established in this Policy is a dynamic rather than a static process and encourages suppliers to continually improve their operations accordingly.

¹ <https://www.unglobalcompact.org/what-is-gc>

PART 4 - MANAGEMENT, MONITORING AND EVALUATION

- Suppliers are required, as a minimum, to comply with compulsory standards in this Policy (“must” provisions), and to set clear goals and work-plans to achieve the other standards (“should” provisions).
- This may require active monitoring of its own operations through establishing appropriate management systems to track progress and compliance.

PART 5 - KEY PRINCIPLES AND SUPPLIER STANDARDS

- Suppliers must follow all local and international laws at all times. Where the standards of this Policy exceed any laws / regulations, the Supplier is expected to strive to adhere to these higher standards in addition to the relevant laws.
- If you become aware of any instances where the requirements of this Policy are not being met (e.g. safeguarding breach, fraudulent behaviour) please notify Save the Children immediately (contact details in [Part 6](#)).
- For further information on each of the Supplier Standards below, please refer to these Mandatory Supplier Policies:
 - [Human Trafficking & Modern Slavery Policy](#)
 - [Protection from Sexual Exploitation & Abuse Policy](#)
 - [Anti-Harassment, Intimidation & Bullying Policy](#)
 - [Fraud, Bribery & Corruption Policy & Procedure](#)
 - [Child Safeguarding Policy](#)

1 - KEY PRINCIPLES

1.1	Obey all applicable international and local laws, legislation, and regulations	All Standards
1.2	Elevate Social, Economic and Environmental Sustainability to the core of your decision making and ways of working	
1.3	Promote diversity, inclusion, and equality in ways of working, decision-making and treatment of staff	Standard 2 - Labour
1.4	Employ staff of an appropriate age	
1.5	Pay all staff fairly and reasonably	
1.6	Employ staff on a voluntary basis, with freely agreed documented terms of employment	
1.7	Be a responsible employer, treat staff fairly and protect their health and safety	
1.8	Ensure that workers and employees have a voice and are given the freedom of association	Standard 3 - Human Rights
1.9	Grant staff the rights afforded under national and international Human Rights acts	
1.10	Ensure all staff are treated with dignity and respect	Standard 4 - Environment
1.11	Minimise environmental impact (including waste, energy, emissions and water) as much as possible	
1.12	Adhere to the highest standards of moral and ethical conduct	

1.13 Adopt a zero-tolerance approach towards fraud, bribery and corruption	Standard 5 – Ethical Conduct
1.14 Adopt a zero-tolerance policy towards any form of abuse, harmful practices, and behaviour being committed against children and adults, and take all available measures to prevent all forms of these	
1.15 Act against all allegations and reports of exploitation, abuse, harassment, and any other form of misconduct	Standard 6 – Safeguarding
1.16 Do not engage in any form of discrimination, maltreatment, abuse, or poor safeguarding practices irrespective of a person’s socio-economic status, gender, age, disability, ethnic and tribal identity, faith or religious affiliation, and/or sexual orientation (Applies to during and out of working hours)	
1.17 Protect and promote the land rights of communities, including indigenous people	Standard 7 – Community

SUPPLIER STANDARD 2 - LABOUR

2.1 MINIMUM WORKING AGE

- 2.1.1 **Must** adopt the highest applicable standard for working age based on the ILO Conventions and the laws of the country(s) where the contract is implemented (i.e. whichever age is the highest).

2.2 FORCED / COMPULSORY LABOUR

- 2.2.1 **Must** prohibit forced or compulsory labour / modern slavery in all forms.

2.3 MODERN SLAVERY AND HUMAN TRAFFICKING

- 2.3.1 **Must** not participate in, or support, Human Trafficking or Modern Slavery.
 2.3.2 **Must** not subject any people to exploitative or harmful labour.

2.4 CHILD LABOUR²

- 2.4.1 **Must** ensure that work opportunities provided to children of working age are decent.
 2.4.2 **Must** not employ persons under the age of 18 for work that is likely to harm their health, safety, or morals.
 2.4.3 *Should* work towards the effective elimination of child labour through your and your suppliers’ supply chains including identifying and supporting children and families where children are at risk of child labour, through a do no harm approach and through taking the best interest of the child into account.

2.5 DISCRIMINATION

- 2.5.1 **Must** not discriminate (in employment, pay, recruitment or any other processes) based on characteristics such as race, age, gender, religion, sexuality, disability, civil partnership or marriage, pregnancy, maternity etc.

² According to the ILO, Child Labour refers to work that deprives children of their childhood, their potential and their dignity. Child Labour also refers to work that is harmful to their physical and/or mental development.

2.6 HARASSMENT, INTIMIDATION AND BULLYING

- 2.6.1 **Must** ensure no staff are subject to harassment (sexual, verbal, physical, mental or visual), coercive behaviour, intimidation or bullying. This also includes behaviour directed towards Save the Children staff.
- 2.6.2 **Must** ensure zero-tolerance towards any action that violates a person's dignity, or creates an intimidating, hostile, degrading, humiliating or offensive environment.

2.7 WAGES AND WORKING HOURS

- 2.7.1 **Must** ensure workers are provided with a fair living wage³.
- 2.7.2 **Must** not make deductions from wages other than those permitted under conditions as prescribed by the applicable law, regulations, or collective agreement. The supplier should inform concerned workers of such deductions.
- 2.7.3 **Should** ensure workers are not required to work more than the regular and overtime hours allowed by the laws of the country where the workers are employed.
- 2.7.4 **Should** use employment contracts for all staff to provide security.
- 2.7.5 **Should** ensure your suppliers and subcontractors are paid fairly and on time as committed.

2.8 HEALTH AND SAFETY

- 2.8.1 **Must** ensure all applicable Occupational Health and Safety laws are adhered to.
- 2.8.2 **Must** ensure all workplaces, machinery, equipment, and processes are safe and without risk to health.
- 2.8.3 **Must** ensure adequate hygiene, health and safety measures are in place, and necessary and adequate protective clothing and equipment are provided to prevent the risk of accidents or of adverse effects on health.

SUPPLIER STANDARD 3 – HUMAN RIGHTS

3.1 HUMAN RIGHTS

- 3.1.1 **Must** not be complicit in any Human Rights abuses or violations.
- 3.1.2 **Must** ensure all staff are treated with dignity and respect, irrespective of their socio-economic status, gender, age, disability, ethnic and tribal identity, faith, or religious affiliation, and/or sexual orientation, and demonstrate the same values to the people they meet in relation to their employment.

SUPPLIER STANDARD 4 - ENVIRONMENT

Suppliers should reduce their negative environmental impact by adhering to the following standards⁴ :

³ A fair living wage is a total compensation package that meets, or exceeds, the legal minimum standards or the prevailing industry standards, whichever is higher. This will include:

- Wages: paid in full and directly to the staff concerned, at regular intervals no longer than one month

- Other benefits: including and not limited to, paid leave, parental leave, social protection, sick pay, overtime pay etc.

⁴ When this is not practical/possible, set a plan/ambition to achieve these standards in the future

4.1 ENVIRONMENTAL

4.1.1 **Must**, at all times, comply with existing environmental legislation and regulations.

4.2 IMPACT

4.2.1 *Should* develop environmental impact goals and implement an environmental policy, and where possible, include your own supplier's / supply chains in the goals.

4.2.2 *Should* measure and reduce, where possible, the negative environmental impact of your organisation and operations (e.g. biodiversity conservation, waste production, emissions, water usage etc.).

4.3 WASTE

4.3.1 *Should* adopt a work culture and business practices that endeavour to reduce waste throughout the lifecycle of your products and operations (this includes procurement, production / manufacturing, packaging, and transportation).

4.3.2 *Should* avoid using materials that are dependent on finite resources, instead use materials of sustainable origin.

4.3.3 *Should* review processes, operations and supply chains to maximise efficiency and reduce waste (including standardisation, sustainable practices, re-use of materials, recycling of waste, and disposal practices).

4.4 ENERGY AND EMISSIONS

4.4.1 *Should* adopt a work culture and practices that reduce emissions (e.g. CO₂, N₂O, Hydrocarbons etc.) in the lifecycle of your products and operations.

4.4.2 *Should* have a clear understanding of your carbon footprint and a plan to reduce it.

4.4.3 *Should* use alternative / green energy sources (e.g. solar power).

4.5 WATER

4.5.1 *Should* minimise water usage / wastage and adopt water-saving technologies where possible.

SUPPLIER STANDARD 5 – ETHICAL CONDUCT

5.1 CORRUPTION

5.1.1 **Must** not act in a dishonest manner or engage in any form of corrupt practices, including but not limited to extortion, fraud, tax evasion, money laundering and bribery.

5.1.2 **Must** not attempt to improperly influence any Save the Children procurement process.

5.2 CONFLICT OF INTERESTS (incl. Post-Employment Restrictions)

5.2.1 **Must** disclose any actual, perceived or potential Conflict of Interests. This may include a Save the Children employee / agent / member of their immediate family (or an organisation that employs any of this family), having any kind of interest or economic ties with a supplier.

5.2.2 **Must** notify Save the Children if employment is given to any ex Save the Children staff members within 12 months of them ending their employment with Save the Children.

5.3 GIFTS AND HOSPITALITY

5.3.1 **Must** not provide, or attempt to provide, any type of gift, hospitality, holidays, goods / services, or other items of value to a Save the Children employee⁵.

5.1 SANCTIONS, AID DIVERSION AND EXPORT CONTROLS

5.1.1 **Must** comply with applicable sanctions and export controls (so must not make funds or resources available to or for the benefit of any person / entity subject to restrictions), and obtain any necessary licenses.

5.1.2 **Must** provide to Save the Children the names and dates of birth of key staff, to enable vetting.

SUPPLIER STANDARD 6 - SAFEGUARDING

6.1 CHILD⁶ AND ADULT SAFEGUARDING

6.1.1 **Must** comply with all relevant laws and regulations including 'United Nations Convention on the Rights of the Child', 'International Labour Standards on Child Labour & Forced Labour' etc.

6.1.2 **Must** complete vetting / background checks on all perspective staff (permanent / temporary / casual) during recruitment.

6.1.3 *Should* ensure staff are aware of the Safeguarding Policy⁷ and participate in Safeguarding trainings provided by Save the Children when offered.

6.1.4 **Must** create and maintain a safe and inclusive environment, free from any form of discrimination, exploitation, abuse, harassment, intimidation, and bullying.

6.2 EXPLOITATION, ABUSE AND HARM

6.2.1 **Must** ensure no staff is left alone with a child in the course of them delivering goods / services to Save the Children.

6.2.2 **Must** ensure that no one shall be subjected to behaviour that has the purpose or effect of violating their dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment.

6.2.3 **Must** note that sexual activity with persons under the age of 18 is prohibited, regardless of the local age of minority / consent. Mistaken belief in the age of a person is not considered a defence.

6.2.4 **Must** not physically, sexually or emotionally harm, or threaten to harm any child or adult.

6.2.5 **Must** not engage in physical abuse, sexual abuse or harmful behaviour towards anyone.

6.2.6 **Must** not engage in any form of coercive behaviour including physical and / or humiliating punishment.

6.2.7 **Must** not exchange money, employment or other items or promises of value for any sexual activity that is exploitative.

6.2.8 **Must** ensure adequate provisions (e.g. Health and Safety) are in place when carrying out works / services where children and adults may be at risk.

⁵ Save the Children employees do not accept any type of gift or any offer of hospitality.

⁶ Child abuse consists of any act, or omission, which directly or indirectly harms children (any person under the age of 18 years old) or damages their prospect of a safe and healthy development into adulthood.

⁷ [Child Safeguarding Policy](#)

SUPPLIER STANDARD 7 – COMMUNITY IMPACT

7.1 COMMUNITY STRENGTHENING AND LIVELIHOODS

- 7.1.1 *Should* act in a way that positively impacts local communities, improves their livelihoods and uplifts the local economy.
- 7.1.2 *Should*, where possible, proactively engage and employ locally based suppliers.
- 7.1.3 *Should*, where possible, procure goods / materials that are sourced and manufactured locally.
- 7.1.4 *Should*, where possible, employ staff from local communities.
- 7.1.5 *Should* proactively strengthen local suppliers through technical / operational / management training or support.
- 7.1.6 *Should* respect the rights and title to property / land of the individual, indigenous people and local communities. All negotiations regarding their property or land must adhere to the principles of free, prior and informed consent, contract transparency and disclosure.

7.2 INDIGENOUS PEOPLE

- 7.2.1 *Should* respect the rights, cultures, and beliefs of indigenous people, and treat them in a culturally appropriate manner.
- 7.2.2 *Should* avoid activity that may have an adverse impact on the indigenous population.

7.3 CULTURAL HERITAGE

- 7.3.1 *Should* recognise and respect the importance of physical and non-physical cultural heritage in the community.

PART 6 – WHISTLEBLOWING / CONTACT US

- Save the Children commits to fair and transparent processes. Concerns should be submitted using the email addresses listed below. All issues will be reviewed and investigated discretely and appropriately.
 - Safeguarding: safeguarding@savethechildren.org
 - Whistleblowing: whistleblowing@savethechildren.org
 - Fraud: scifraud@savethechildren.org
 - Procurement Process / General: procurement@savethechildren.org

Date:

BID RESPONSE

(Please provide information against each requirement, additional rows can be inserted for all questions as necessary)

ESSENTIAL CRITERIA (Pass/Fail for capability and commercial evaluation)

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.

Note: Please tick on YES/NO option.

1. Do you have a legitimate business/official address OR are you registered for trading or tax purposes with the authorities: Yes/ No
2. Do you agree to comply with SCI standard policies and procedures, Terms and Conditions of Purchases as stated in RFQ: Yes/No
 - Save the Children's Terms and Conditions of Purchase
 - Save the Children's Child Safeguarding policy
 - Save the Children's Anti-Bribery and Corruption policy
 - Save the Children Human Trafficking and Modern Slavery policy
 - Protection from Sexual Exploitation and Abuse Policy
 - Anti-Harassment, Intimidation & Bullying Policy
 - IAPG Code of Conduct
 - Global Fund Code of Conduct for Suppliers
 - The Data Protection Policy
3. 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: Yes/ No
4. 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: Yes/ No
5. Required documents for bid:
 - I. Company registration
 - II. VAT registration
 - III. Tax clearance of FY 2077/078
 - IV. Trading license (if any)
 - V. Filled up Consultancy Proposal Form
 - VI. CVs of team members
 - VII. Bidders' response documents.

Section I - Bidder's general business details

I. General information

Organisation Name:	
Contact Name:	
Phone :	Legitimate business address:
Email :	

2. Please provide details of the type of your organisation (distributor, (re)seller etc):

--

3. Please provide details of the primary products/services of your organisation:

--

4. Please list your team members who will be involved with this project. Please attach CVs.

Name	Job title	Role for this project	Email address

SUSTAINABILITY CRITERIA

I. Team leader and team members working experience in similar project in Karnali Province

CAPABILITY CRITERIA

1	Organization Background:
2	Team composition, academic qualification, professional expertise experience in subject matter
2.1	A-Team Leader Qualification and Experience
2.2	B- Team Composition
2.3	Reports Quality of recently conducted similar baseline/evaluation reports (attach at least two reports)
3	Work Plan- Timing and Detailing
4	Sustainability Criteria (organization dynamic, job creation)
5	Research Methodology: (Study design, Sampling, Sample Size, timeline)
6	Interview (for shortlisted bidders only)
7	Budget

COMMERCIAL CRITERIA

Please refer to Consultancy Proposal Form for Commercial proposal (Pricing)

For Bidder:

.....
....

Signature & Company seal

.....
....

Name

.....
....

Job Title

.....
....

Company

.....
....

Date

Instruction for bid submission:**Electronic Submission via Email**

- Email should be addressed to Procurement Coordinator-Sourcing at nepal.proposals@savethechildren.org
- Note – this is a sealed tender box which will not be opened until the tender has closed. Therefore, do not send tender related questions to this email address as they will not be answered.

1) File no. 1 (PDF) Legal Documents

- Company registration
- PAN/VAT registration
- Tax clearance of FY 2076/077
- Organization Profile

2) File no. 2 (PDF) Commercial and Technical Proposals

- Consultancy Proposal Form
- Bid Response Document
- CVs of team members