

Review and Report perspectives of children to implementation of Sustainable Development Goals (SDGs) in relation to children's rights in Nepal

PR358534

Terms of Reference (ToR)

Background on Save the Children:

Save the Children believes every child deserves a future. In Nepal, and around the world, we do whatever it takes – every day and in times of crisis – so children can fulfil their rights to a healthy start in life, the opportunity to learn and protection from harm. Our experts go to the hardest-to-reach places where it's toughest to be a child. We ensure children's unique needs are met and their voices are heard. Together with children, families and communities, as well as supporters the world over, we achieve lasting results for millions of children. With over 100 years of expertise, we are the world's first and leading independent children's organization – transforming lives and the future we share.

Our vision: A world in which every child attains the right to survival, protection, development, and participation.

Our mission: To inspire breakthroughs in the way the world treats children, and to achieve immediate and lasting change in their lives.

Our values: Accountability, ambition, collaboration, creativity and integrity.

We are committed to ensuring our resources are used as efficiently as possible, in order to focus them on achieving maximum impact for children.

Background information / Context

In 2015, Member States of United Nations adopted the 2030 agenda on sustainable development which incorporates the sustainable development goals. The Sustainable Development Goals (SDGs) are a set of seventeen interlinked goals that serve as a shared blueprint for 5 Ps; **People:** the wellbeing of all people, **Planet:** protection of the earth's ecosystems, **Prosperity:** continued economic & technological growth, **Peace:** securing peace, and **Partnership:** improving international cooperation. The SDGs put the onus on all individuals and countries to work together for a prosperous and sustainable future leaving no one behind. The goals and the progress in achieving them has a great impact on the future of children and the world they will live in. All seventeen goals are related to children's issues and have direct linkages on children's rights that are enshrined in the United Nations Convention on the rights of the child (UNCRC).

The Government of Nepal has developed a Sustainable Development Goals (SDGs) roadmap and set country-specific targets to meet the SDGs by 2030. As a part of the Voluntary National Review (VNR), Nepal presented its [first report in 2017](#) and [second in 2020](#). We have recently crossed the

mid-term of SDGs implementation, and a crucial time to reflect back and look forward to achieving the goals and targets. [Nepal intends to present its third VNR](#) during the High-Level Political Forum on Sustainable Development to be held in July 2024. Children's rights cannot be overlooked on achieving the SDGs and children's agenda should be the utmost priority to sustain the achievement beyond 2030. Children's perspective should be considered crucial and mandatory for SDGs implementation, review, and reporting.

As a global child rights organization, Save the Children promotes children's leadership, voice, and agency in every aspect to achieve the highest attainable rights of children through the SDGs. In this context, Save the Children is looking forward to a collaborative model of working with children and civil society organizations to conduct a mid-term review of the SDGs implementation (01 January 2016 – 30 September 2023) with children's perspectives and prepare a report focusing on children's constituencies on the SDGs. The report should contribute to the supplementary report of Voluntary National Review. For this, Save the Children calls for the Consultants or Consulting Firm to undertake the assignment.

Objective:

The Consultant(s) / consulting firm is expected to conduct a review and prepare a report with an analysis of each of the SDGs from a child-centered and intersectionality approach highlighting the perspectives of children most impacted by inequality and discrimination. The report is expected to serve as the supplementary report to the Voluntary National Reviews.

Study Design

The proposed assignment will conduct literature review from existing and credible sources, consultations, focus group discussions and validation with civil society organizations and children. An analysis of policies, programs and plans related to children and SDGs will also be incorporated. The report structure will be discussed and agreed together.

Ethical considerations:

- **Child participatory and child led.** Where appropriate and safe, children should be supported to participate in the research process beyond simply being respondents. It will also be ensured that FGDs with children will be child friendly and child-led. 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.

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.
- A referral mechanism will be in place in case any child safeguarding or protection issues arise.

Services the Supplier will provide

The Consultant(s) / consulting firm will propose a review design, methodology, child participation approach, timeframe, and reporting outlook and secure any prior consent as required for data collection and review of SDGs. The Consultant(s) / consulting firm is expected to coordinate with National Planning Commission, Provincial Planning Commission, relevant ministries (MoWCSC, MoEST, MoFAGA, MoHP, MoHA), National Child Rights Council, and civil society organizations including Nepal SDGs Forum, and children's groups etc. to ensure that a comprehensive and inclusive perspective is included in the study. Organizations directly working on the rights of children, particularly focused on girls, children with disabilities, children with diverse SOGIESC, Dalit children, children of ethnic and indigenous minorities etc and children from the mentioned group/community should be consulted / engage during the process. The consultant/consulting firm should produce a full review report, child-friendly version of summary report, along with briefs and infographics materials based on the report.

Key deliveries:

- Literature Review on the progress, achievements and challenges of SDGs and children related goals and targets. Review of legislation, policies and plans related to governments commitment to achieving these goals.
- Conduct consultation workshops and key informant interviews in provincial (Madhesh and Karnali) and federal level (Kathmandu).
- Prepare and design a full review report that feed-in to the supplementary report to VNR.
- Prepare, design, and print a child-friendly version as a summary report.
- Prepare and Design briefs and infographics materials from the report as content for social media and website.

Proposal requirement:

- Detailed methodology and study plan including proposed way of making the study child-informed/led.
- Prior work establishing strong knowledge and experience on related study, report writing and child participation.

- Study timeline highlighting review, consultation, KIIs, report write-up, design and publication.

Experience and Skill set Requirement:

Essential:

- Team leader should have 3+ years of experience in undertaking research or evidence-based advocacy on SDGs, child rights, child participation etc.

Preferred:

- Experience working with I/NGOs on similar issues.

Supervision: The consultant / consulting firm will work closely with Save the Children's ACCM team in Country Office (Kathmandu) and field offices (Bardibas and Surkhet).

Expected Deliverables

The following deliverables to be provided:

| <i>Deliverable number</i> | <i>Deliverable title</i> | <i>Description</i> | <i>Format and style</i> |
|---------------------------|--|---|---|
| 1. | Inception Report | Inception Report should include the context, preliminary literature review, final methodology, approaches of child participation and intersectionality, timeframe etc | Word file |
| 2. | Literature Review on SDGs, targets, progress, and gaps. Review of policies and legislations related to governments commitment to achieving the SDGs. | Desk Work in consultation with the SCI team. Prepare an overview on international and national context along with the review of policies, and programs. | Word file |
| 3. | Conduct consultation workshops and key informant interviews in Surkhet and Kathmandu. | Consultation workshop with CSOs and children in Surkhet (Karnali) and Kathmandu (federal). | Attendance Sheet, consultation notes on Word File |
| 4. | Conduct consultation workshops and key informant interviews in Madhesh province. | Consultation workshop with CSOs and children in Janakpur or Bardibas | Attendance Sheet, consultation notes on Word File |
| 5. | Prepare and design a full review report that serves to the VNR supplementary | Prepare a draft and share with SCI team for feedback / inputs, Incorporate feedback, share second | Word file |

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| | report. | draft version, and share the final reports | |
| 6. | Prepare, design and publish a child-friendly version as a summary report. | Prepare child-friendly version as a summary of report, Pre-test with children and finalize. Design for publication ready, and Publish | Final report in word file. Final designed version of the full report and summary report. |
| 7. | Prepare and Design briefs and infographics materials from the report for web-content. | Identify creative ways of presenting the report findings, an infographics and policy briefs in a designed version for social media and website. | Designed files |

Timeline

Commencement Date: The date contract is signed. Expected to be on **10 October 2023**

Estimated End Date: **15 February 2024**

Budget information

The proposed fees should be inclusive of all costs, overheads and expenses, subsistence, and accommodation related to above deliverables.

Evaluation Criteria

| Criteria | Sub-Criteria | % Weight |
|-------------------|---|----------|
| ESSENTIAL | Compliance with Save the Children International standard policies | .. |
| | Tax Clearance FY 078/079 | .. |
| | VAT registration | .. |
| | Experience and qualification of Team leader as mentioned above | .. |
| Commercial | Measured on Inverse proportional Basis (overall Rate) | 40% |
| Capability | Understanding of the TOR and Proposed Methodology & Workplan Proposals to be scored against understanding of ToR, organization, timeline, methodology etc. | 20% |
| | Previous work of Team Leader / Team Members Quality research or advocacy on child rights, child participation, SDGs (with the thorough understanding of the international and national accountability mechanisms, policies etc) | 10% |
| | Years of experience of the Team Leader in research or advocacy on child rights. | 10% |
| | Presentation (for shortlisted bidder/s only) | 20% |
| Total | Resulting Weighted % | 100% |

How to apply for the services

Proposal Submission Guideline/Required Documents

- Proposal Submission Deadline- **24th Sept 2023** **(Extended deadline 28th Sept 2023)**
- Required Documents-
 - Filled out Consultancy Proposal Form (enclosed with this ToR)
 - CV(s) of the proposed consultant(s) with full date of birth in dd/mm/yyyy format.
 - Copies of- Firm registration certificate, VAT registration certificate, tax clearance certificate of FY 2078/079.

Proposals should be submitted via email to eoiconsultant.nepal@savethechildren.org

**Instruction and Template for
PROPOSAL Submission**

**Consultancy Title: Review and Report perspectives of children to implementation of Sustainable
Development Goals (SDGs) in relation to children's rights in Nepal
PR No. PR358534**

Date of Proposal Submission: <Insert date>

This instruction & template for proposal development consists of the following sections:

1. **Section A:** Instruction for Proposal Development
2. **Section B:** Proposal Development Form
3. **Section C:** Essential Evaluation Questions

Section A: Instruction for Proposal Development

Please **READ** and **FOLLOW** the instructions before completing the proposal form

1. A proposal will not be considered for review if:
 - It is received after the deadline
 - It is not sealed properly (**NA in case of email proposals**)
 - There are any missing documents mentioned in the ToR
 - Information submitted by the company is found to be false
 - It is incomplete
2. A proposal should have three (3) separate envelopes (**NA in case of email proposals**):
 - 1st for CVs of Proposed Consultants listed in Section B, Part 2 below.
 - 2nd for technical proposal
 - 3rd for financial proposal

Each of the above envelopes should be sealed, and properly labelled respectively as “supporting documents,” “technical proposal” and “financial proposal.” Each page of the proposal should be stamped and signed. All these three (3) envelopes then should be kept in **another envelop sealed with wax** (*laha chhap*).

4. Only shortlisted bidder/s will be contacted by Save the Children at each stage of the selection process.
5. Shortlisted bidder/s will be invited to deliver a 15-minute presentation to the Procurement Committee on their technical proposal.

Section B: Proposal Development Form

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

Name of the organization :

Address :

District/State :

Country :

Phone number :

E-mail :

Website :

II. Details of contact person

Name :
Position :
Phone Number : (Landline) (Mobile)
E-mail :

III. Major topics and sub-topics for proposal development

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

- 1.1 Work experience.
- 1.2 Existing and current human resource and organization organogram.

2. Signatory and Proposed Consultants Information:

| SN | Full Name (Avoid abbreviations) | Date of birth (dd/mm/yyyy AD) | Designation | Academic Qualification |
|----|---------------------------------|-------------------------------|-------------|------------------------|
| 1. | | | | |
| 2. | | | | |
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| 5. | | | | |

Add rows as required.

3. Have your proposed team leader or team members previously engaged in quality research or evidence-based advocacy related to child rights, child participation, and the Sustainable Development Goals (SDGs), demonstrating a comprehensive grasp of international and national accountability mechanisms and policies? If yes, please provide evidence that could be publications or reports / stories they have authored / featured.

| SN | Title of Publications / Reports/ Stories | Date | Provide Links or attachment of Publications / Reports/ Stories | Remarks |
|-----|--|------|--|---------|
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| 10. | | | | |

Add rows as required.

4. Does your proposed Team Leader have experience in conducting research or evidence-based advocacy on child rights? If yes, please provide relevant experience:

| SN | Date (From -To) | Title of research or evidence-based advocacy on child rights | Details | Remarks |
|----|-----------------|--|---------|---------|
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Add rows as required.

- 5. Please provide your understanding of ToR, proposed methodology / approach and work plan to conduct this assignment.**

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- 6. Proposed Budget with clear breakdowns (specify the proposed cost is inclusive / exclusive of VAT)**



Section C: Essential Evaluation Questions

ESSENTIAL CRITERIA (Exclusion if not met)

In order to qualify as a bidder you must be able to answer 'Yes' against all of the Essential Criteria. After passing the essential criteria you will be scored against Capability and Commercial criteria.

| S. No. | Criteria | Please specify Yes / No | | | | | | |
|--|--|-------------------------------|---|--------------------------------|---|--|--------------------------------------|--|
| a) | Do you have a legitimate business/official address OR are you registered for trading or tax purposes with the authorities. If yes, have you attached a copy of registration documents with this proposal? (not applicable to individual bidders) | | | | | | | |
| b) | We, the Bidder, hereby confirm we compliance with the following policies and requirements: <table border="1" data-bbox="359 875 1082 1227"> <tr> <td>Terms & Conditions of Bidding</td> <td> 1. Terms & Conditions of Bidding</td> </tr> <tr> <td>Terms & Conditions of Purchase</td> <td> SC-C-01 Short Form Goods and Services</td> </tr> <tr> <td>Supplier Sustainability Policy and the included mandatory policies</td> <td>Click Here to Access</td> </tr> </table> | Terms & Conditions of Bidding |  1. Terms & Conditions of Bidding | Terms & Conditions of Purchase |  SC-C-01 Short Form Goods and Services | Supplier Sustainability Policy and the included mandatory policies | Click Here to Access | |
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| Terms & Conditions of Purchase |  SC-C-01 Short Form Goods and Services | | | | | | | |
| Supplier Sustainability Policy and the included mandatory policies | Click Here to Access | | | | | | | |
| c) | Do you confirm that the company is not linked directly or indirectly to any terrorism related activity, and does not sell any Dual-Purpose goods / services that may be used in a terror related activity? | | | | | | | |
| d) | Do you confirm that you are not a prohibited party under applicable sanctions laws or anti-terrorism laws or provide goods under sanction by the United States of America or the European Union and accepts that SCI will undertake independent checks to validate this? | | | | | | | |
| e) | Do you confirm that you are not a prohibited party or on government blacklisting | | | | | | | |
| f) | Have you attached a copy of VAT registration document? | | | | | | | |
| g) | Have you attached a copy of Tax Clearance certificate of FY 2078/079? | | | | | | | |
| h) | Does your Team leader have 3+ years of experience in undertaking research or advocacy on SDGs, child rights, child participation etc.? If yes, is this reflected in his / her CV? | | | | | | | |