



TERMS OF REFERENCE
<TRANSLATION OF SNBA STUDY TOOLS>
<CRF NO. CRF/081/2018>

1. Background

Save the Children Health and Nutrition Department is working to generate evidence on Newborn care through its flagship MCSP program funded by USAID. Through one of its activities, Small and Sick Newborn Study, MCSP aims to gather data and evidences from health institutions on its service readiness and enabling environment for small and sick newborn inpatient care.

2. Objectives

To translate 72 pages of Data Gathering Tools related to the study.

3. Deliverables and Timeline

Soft copy of translated **Nepali Unicode** documents.
26 July 2018 to 6 August 2018

4. Methodology

Translate into **Nepali Unicode** total of 72 pages of consent forms of variable length
Incorporate the feedbacks and comments

5. Consultant Specification

Experience on translation of Health documents.

6. Supervision Arrangements

Consultant will report to Mr. Deepak Joshi-Sr. M&E Coordinator

7. Proposal Submission Guideline/Required Documents

Proposal Submission Deadline- **15/07/2018**

• **Required Documents-**

- Filled out Consultancy Proposal Form (enclosed with this ToR)
- CV(s) of the proposed consultant(s) with full date of birth in dd/mm/yyyy format.
- For firms: Copies of- Firm registration certificate, VAT registration certificate, 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 PAN/VAT registration certificate;
- For Individuals (Foreign Nationals): Copies of passport and a valid visa/permit to work in Nepal.

If an individual is a full-time staff member of another organization, a no objection/consent letter signed by the organization head must be submitted along with the proposal. This is not applicable for proposals sent through a firm.

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