

**Instruction and Template for
PROPOSAL Submission**
Consultancy Title: KoBo entry and field testing
PR No. PR287660

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 may 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 resources and organization organogram.

2. Signatory and Proposed Consultants Information:

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

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

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4. Please provide research experience of proposed consultant in Public Health:

Date		Research title	Organization	Remark	Attach a copy of research report or link.
From	To				

Please add rows in above table as required.

5. Please provide experience of proposed consultant in Maternal and Newborn program:

Date		Description	Organization	Remark
From	To			

6. Does your proposed consultant have experience of developing and testing the electronic data collection in KoBo toolbox or other relevant systems? If yes, please provide details below:



Date		Name of System	Work Description	Organization	Remark
From	To				







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

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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" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">Terms & Conditions of Bidding</td> <td style="width: 50%; text-align: center;">  1. Terms & Conditions of Biddir </td> </tr> <tr> <td>Terms & Conditions of Purchase</td> <td style="text-align: center;">  SC-C-01 Short Form Goods and Services </td> </tr> <tr> <td>Supplier Sustainability Policy and the included mandatory policies</td> <td style="text-align: center;">Click Here to Access</td> </tr> </table>	Terms & Conditions of Bidding	 1. Terms & Conditions of Biddir	Terms & Conditions of Purchase	 SC-C-01 Short Form Goods and Services	Supplier Sustainability Policy and the included mandatory policies	Click Here to Access	
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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	



MOMENTUM Country and Global Leadership

Consultant for Entering and Field Testing the Health Facility Assessment Tool into the KoBo toolbox

PR287660

Terms of Reference (ToR)

Background on Save the Children

Save the Children is the leading global independent organisation for children. Save the Children believes every child deserves a future. Around the world, we work every day to give children a healthy start in life, the opportunity to learn and protection from harm. When crisis strikes, and children are most vulnerable, we are always among the first to respond and the last to leave. We ensure children's unique needs are met and their voices are heard. We deliver lasting results for millions of children, including those hardest to reach.

We do whatever it takes for children – every day and in times of crisis – transforming their lives and the future we share.

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

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

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

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

Background information/context of the Project

MOMENTUM Country and Global Leadership (MCGL) is a five-year global project (2019-2024) funded by the U.S. Agency for International Development (USAID) to provide targeted maternal, new-born and child health, family planning and reproductive health (MNCH/FP/RH) technical and capacity development assistance (TCDA) to countries to facilitate countries' journeys to sustainable development. MCGL also aims to contribute to global technical leadership and learning, and USAID's policy dialogue for achievement of global MNCH/FP/RH goals through support to globally endorsed MNCH/FP/RH initiatives, strategies, frameworks, guidelines, and action plans.

In collaboration with Family Welfare Division (FWD), Ministry of Health and Population (MOHP) of Nepal, USAID/Nepal and national stakeholders, MCGL supported the review and adaptation of the 2020 WHO Standards for improving QoC for small and/or sick newborns (SSNB)s in health facilities leading to the development of the Nepal specific model of high-quality nurturing care for SSNBs. This model will now be pilot tested in 4 Level II Health Facilities and learning documented for further scaling up.

MCGL is supporting Family Welfare Division (FWD) by hiring a consultant to enter and field test the health facility assessment tool into KoBo toolbox which will be used as baseline assessment.

Goal: The goal of this activity is to enter, and field test the health facility assessment tool into KoBo toolbox.

Objectives

The objectives of this consultancy are to:

- Work closely and support MCGL Nepal team to transform the health facility assessment tool into KoBo toolbox
Develop the daily report format within KoBo toolbox to track the progress of data collection process and completeness of assessment form. Field test the questionnaire entered into KoBo toolbox to ensure smooth working of the Kobo tool.

Location and official travel involved:

The consultant will work remotely, with visits to the SCI country office in Kathmandu and attend in-person meetings as appropriate. SCI will also be covering all the in-person meetings/workshops related expenses including the logistics required.

Services the Supplier will provide:

The consultant will be responsible for:

- Supporting MCGL Nepal team to transform the health facility assessment tool into Kobo toolbox and field test the questionnaire as required.

Below is the detailed scope of work and level of effort required for the assigned activities.

A: Prepare Health Facility Assessment Tool into KoBo toolbox and field testing the tool

Tasks	Proposed timeline	Days allocated
1. Enter the questionnaire into KoBo toolbox	May 2023	6
2. Prepare data collection progress tracking report within Kobo toolbox	May 2023	1
3. Field test the questionnaire entered in KoBo toolbox	May 2023	2

4. Prepare brief report of Kobo tool development process for learning and documentation	May 2023	1
Total Number of days		10

Academic Requirements:

- Bachelor's Degree in public health with 2-3 years of professional experience

Experience and skill set required:

- Proven experience of developing and testing the electronic data collection tools/platforms (Kobo toolbox preferred)
- Good understanding of data collection tools and methods
- Strong analytical, writing, editing and communication skills

Expected Deliverables:

SCI expects the following deliverables:

<i>Deliverable number</i>	<i>Deliverable title</i>	<i>Description</i>	<i>Format and style</i>
1.	<i>Workplan based on objectives and scope of work</i>	<i>Detail workplan with specified timeline for each deliverable</i>	<i>Word/PDF</i>
2	<i>HFA questionnaire fully transformed in Kobo toolbox</i>	<i>Finalized health facility assessment tool on Kobo toolbox ready for field testing</i>	<i>Kobo Tool</i>
3	<i>Prepare the data collection progress report in Kobo</i>	<i>Prepare report using kobo tool to track the data collection progress</i>	<i>Kobo tool</i>
4	<i>Field testing of prepared Kobo and do necessary correction</i>	<i>Test the consistency and quality of prepared kobo questionnaire and do necessary correction</i>	<i>Kobo Tool</i>
5	<i>Documentation of KOBO tool development process for learning</i>	<i>Write a brief report about the process of kobo questionnaire development for learning and documentation</i>	<i>Word file</i>

Timeline

The consultancy period will be from the **16th of May 2023 to the 31st of May 2023** during which the consultant is expected to work for, not exceeding a total of **10 days** to complete all activities and deliverables.

Status updates/reporting

The consultant will report to the Senior M&E and Documentation Coordinator and engage as necessary with the Project Manager and MCGL team.

General assumptions and dependencies

Roles of SCI:

1. Provide technical leadership and oversight to the consultant for entering the health facility assessment tool on KoBo toolbox and field testing the tool.
2. Review and approve the deliverables by the consultant.

Other Important Information

This consultancy assignment will require close coordination/collaboration with the broader MOMENTUM COUNTRY AND GLOBAL LEADERSHIP. If there are any changes to the scope of work, including timeline, the consultancy period may be amended accordingly after agreement between both the parties.

All contexts and products borne out from this consultancy would be the property of Save the Children and MOMENTUM COUNTRY AND GLOBAL LEADERSHIP Project in full. No part of the product shall be used by consultant or any other for their personal gain.

Payment information

The payment will be made in full after completion of the assignment. SCI will deduct applicable taxes as per the prevailing tax rules of Nepal Government.

Proposal evaluation and scoring criteria

Criteria	Sub-criteria	Weightage
Commercial	Budget	40%
Capability	Research Experience in Public Health: 10% Prior experience in Maternal and Newborn program: 15% Academic Qualification: 10% Experience of developing and testing the electronic data collection tools/platforms: 25%	60%

How to apply for the services

Proposal Submission Guideline/Required Documents

- Proposal Submission Deadline- 4th May 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.
 - For firms: Copies of- Firm registration certificate, PAN / VAT registration certificate, Latest tax clearance certificate.
 - For Individuals (Nepali): Copies of citizenship certificate and PAN/VAT registration certificate;

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

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