

**Instruction and Template for
PROPOSAL Submission**

Consultancy Title: Partners' Capacity Strengthening on Donor- Proposal Writing – Training
PR No. PR263458

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 15minute 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

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

.....

4. Please provide your / proposed consultant's experience of providing similar services (Proposal Writing – Training) in Nepal INGOs context:

Experience in different settings	S. No.	Date (from and to)	Assignment Title	Organization Name	Remark	Attach reference letter / training report as evidence
Experience in providing similar service in Development settings.	1					
	2					
	3					
Experience in providing similar service in Humanitarian settings.	1					
	2					
	3					

*Please add rows as required.







5. 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)	<p>We, the Bidder, hereby confirm we compliance with the following policies and requirements:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; padding: 5px;">Terms & Conditions of Bidding</td> <td style="width: 50%; padding: 5px; text-align: center;">  1. Terms & Conditions of Biddir </td> </tr> <tr> <td style="padding: 5px;">Terms & Conditions of Purchase</td> <td style="padding: 5px; text-align: center;">  SC-C-04A%20FWA%20(Non-GDPR)%20Se </td> </tr> <tr> <td style="padding: 5px;">Supplier Sustainability Policy and the included mandatory policies</td> <td style="padding: 5px; 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-04A%20FWA%20(Non-GDPR)%20Se	Supplier Sustainability Policy and the included mandatory policies	Click Here to Access	
Terms & Conditions of Bidding	 1. Terms & Conditions of Biddir							
Terms & Conditions of Purchase	 SC-C-04A%20FWA%20(Non-GDPR)%20Se							
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							

Partners' Capacity Strengthening on Donor- Proposal Writing – Training

PR263458

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

Save the Children -Nepal has been developing and rolling out its Nepal Partner Graduation model, as a part of its Localization milestone is "Equitable and complementary partnerships between SCI local, national, and international actor". With the aim to strengthen its partner organizations to become sustainable and leaders of the child rights agenda at the local level. The model is based on increasing the Organisational Development Capacity of local implementing partners that allows for a more individualised engagement and support to our local implementing partner organization. Thus, assisting to establish stronger, equitable and sustained partnerships through its work in Nepal in both Development and Humanitarian settings of Bagmati, Karnali, Lumbini, Sudurpashchim and Madhesh Province of Nepal.

Objective:

Training on 'Donor- Proposal Writing' is organized to 25 Participant from 25 Partner organizations with the aim to strengthened capacity of Save the Children-Nepal's Partner organization's on designing and writing quality Donor-Proposals. Save the Children-Nepal feels that organizing a **Training on Donor- Proposal Writing** to all partner organization will aid in enhancing the partners' board/staff capacity towards exploring fundings through designing quality proposal writing in near- future opportunities. Further, this will be supplementing the development of a Resource Mobilisation Strategy of the implementing partner organizations working in Development and Humanitarian settings.

Location and official travel involved :

- Training will be carried out in within Kathmandu Valley. If there is any Travel need within Kathmandu valley will be provided by Save the Children Nepal CO-office. However, if the consultant is travelling from outside valley, Travel cost will be borne by consultant.

- The Consultant will not/will be required to travel to outside Kathmandu valley. Any required travel to other locations will need pre-approval by SCI in accordance with SCI's Travel Policy and applicable RO/CO Expense Policy
- Training Venue logistic need of Participant will be managed by Save the Children Nepal. However, consultant is responsible for bringing they/ his/her own IT equipment and Training materials.
- Accommodation and Fooding for the required for Single person -from consultant will be managed by Save the Children Nepal. However, if the Primary-individual Consultant/consulting organizations need a support of more number of his/her team members be borne by Primary-individual Consultant/consulting organizations.

Services the Supplier will provide:

- The trainings will be delivered using face-to-face (F2F) approach by consultant collaboratively with Save The Children -Nepal in-country team of learning leads (subject matter experts) in the Kathmandu, Nepal to Partner representative from diverse background in Kathmandu.
- Consultant shall take a lead designing 5 Days Training course curriculum on Donor -Proposal writing in collaboration with Save The Children -Nepal in-country team of learning leads (subject matter experts) in the Kathmandu, Nepal.
- Planning and developing course contents with support from Save the Children Nepal team, from the Asia Pacific (APAC) Regional Teams (as required) as well as from the Learning/Digital Solution Specialists based in Humanitarian Leadership Academy (HLA).

Experience and skill set required:

Essential competencies:

- Master's or postgraduate in international development, social sciences, or a related discipline.

Preferred competencies:

- Demonstrated experience of providing similar services in Country and in INGO context
- An excellent command of the English and Nepali language- both written and oral
- Ability to produce quality work within deadline and under pressure
- Experience in carrying out training on Donor-Proposals in both development and Humanitarian setting will be considered a strong attribute

Expected Deliverables : SCI expects the following deliverables to be provided:

Deliverable number	Deliverable title	Description	Format and style
1.	5 Days Training course curriculum on Donor -Proposal writing .	For quality assurance, consultant shall develop a training content in collaboration with Save The Children -Nepal in-country team of learning leads (subject matter experts) in the Kathmandu, Nepal.	Word File in a report Format
2	Develop Methodology, Course curriculum and training materials aligning Humanitarian and Development Context	For Quality learning purpose, methodology that are practical and applicable and accommodating diverse partners working context/geographical settings for both Humanitarian and Development Context	Report and Presentation
3	Organize the Proposal Writing Training	Roll out of 5 Day Training to diverse Participants from Partner organization.	
4	Submit The Final report	The report should be supported by quantitative/qualitative evidence from Training from internal and	Completed in SCI template

		external analysis from participants capturing the Participant's learning, actions plans , Quotations and others	
--	--	---	--

Timeline :Detail the estimated duration of the work

- Estimated Commencement Date: 14th March 2023
- Estimated End Date: 4th April 2023

Deliverable number	Deliverable title	Submit to	Delivery date
1	5 Days Training course curriculum on Donor - Proposal writing .	SCI -Project Lead	17 th March 2023
2	Develop Methodology, Course curriculum and training materials as per both global and Nepal Context	SCI Project Lead	21 st March 2023
3	Organize the Proposal Writing Training	Subject Matter Lead of SCI will be present	27 th March-31 st March 2023
4	Submit The Final report	SCI Project Lead	4 th April 2023

General assumptions and dependencies:

- Consultant needs will be work closely with Save The Children -Nepal in-country team of learning leads (subject matter experts) in the Kathmandu, Nepal.
- Training methodology must be able participatory as participants group will be from diverse background and locations.
- Consultant must be flexible in accommodating the feedback and suggestion from key identified subject matter expert of SCI.

Payment information

- 20 % of the total cost payable after submission of 5 Days Training course curriculum on Donor - Proposal writing Develop Methodology, Course curriculum and training materials as per both global and Nepal Context.

- 30% of the total cost payable after submission of Develop Methodology, Course curriculum and training materials as per both global and Nepal Context.
- 50% of the total cost payable after submission of Submit The Final report
The Fees are inclusive of all costs, overheads, and expenses, including travel, subsistence, and accommodation

Evaluation criteria

Criteria	Sub-criteria	Weightage
Commercial	Financial proposal / budget	40%
Capability	Demonstrated experience of providing similar services in Country and in INGO context: 20% Number of Training on Donor Proposal writing: 10% Understanding of ToR : 10% Proposed Training Methodology: 10% Qualification of proposed consultant - 10%	60%

How to apply for the services

Proposal Submission Guideline/Required Documents

- Proposal Submission Deadline- **12th March 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, 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