

**Instruction and Template for  
PROPOSAL Submission**

Consultancy Title: Development of mini-web series on online safety  
PR No. PR468276

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 submitted in designated email ID.
  - 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 submitted through email should have four (4) separate files:
  - 1<sup>st</sup> for essential documents
  - 2<sup>nd</sup> for technical proposal
  - 3<sup>rd</sup> for financial proposal
  - 4<sup>th</sup> for other supporting documents as per ToR
  - All attached documents should be clearly labelled so it is clear to understand what each file relates to.
  - Emails should not exceed 15mb – if the file sizes are large, please split the submission into two emails.
  - Do not copy other SCI email addresses into the email when you submit it as this will invalidate your bid.
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 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

#### 1.1 Work experience.

Please provide organization's experience working in audio visual production:

Date	Description	Client Name	Link to Sample work (URL) / attachments

*Please add rows as required.*

Please provide organization's experience in relevant video production (curating Social and Behavior Change Communication campaigns, and working in the issues of gender, child rights, online safety etc):

Date	Description	Client Name	Link to Sample work (URL) / attachments

*Please add rows as required.*

#### 1.2 Existing and current human resource and organization organogram.

### 2. Signatory and Proposed team information:

SN	Full Name (Avoid abbreviations)	Date of birth (dd/mm/yyyy AD)	Proposed position for this assignment	Academic Qualification	Expertise

---


Please add rows as required.

3. Please provide your understanding of ToR, proposed methodology and workplan to conduct this assignment.

.....  
 .....  
 .....  
 .....

4. 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?							
b)	We, the Bidder, hereby confirm we compliance with the following policies and requirements: <table border="1" data-bbox="363 1393 1082 1742"> <tr> <td>Terms &amp; Conditions of Bidding</td> <td> 1. Terms &amp; Conditions of Biddir</td> </tr> <tr> <td>Terms &amp; Conditions of Purchase</td> <td> SC-C-01 Short Form Goods and Services A</td> </tr> <tr> <td>Supplier Sustainability Policy and the included mandatory policies</td> <td><a href="#">Click Here to Access</a></td> </tr> </table>	Terms & Conditions of Bidding	 1. Terms & Conditions of Biddir	Terms & Conditions of Purchase	 SC-C-01 Short Form Goods and Services A	Supplier Sustainability Policy and the included mandatory policies	<a href="#">Click Here to Access</a>	
Terms & Conditions of Bidding	 1. Terms & Conditions of Biddir							
Terms & Conditions of Purchase	 SC-C-01 Short Form Goods and Services A							
Supplier Sustainability Policy and the included mandatory policies	<a href="#">Click Here to Access</a>							
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 certificate?	
g)	Have you attached a copy of Tax Clearance certificate of Fiscal Year 2079/080?	
h)	Have you attached CVs of Proposed Consultant/s?	



## Development of mini-web series on online safety

PR468276

### Terms of Reference (ToR)

Save the Children is the leading global independent organization 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, in order to focus them on achieving maximum impact for children.

#### **Introduction:**

Save the Children is seeking for a media company to produce 6 episode mini-web series on online safety, linking it to mental health, and help seeking mechanisms. The web series, or info-series will target adolescent and young people, and will feature stories, which helps strengthen help seeking behaviour.

#### **Objective:**

- Produce six episode (15 minutes each) mini web series, or info-series on online safety, linking to mental health and help seeking mechanism.
- Conduct creative treatment sessions with young people, development sector actors, experts working in the field of online safety, and mental health to develop creative storylines.
- Field test storyboards, and pre-production scripts.

#### **Experience and skill set required:**

- Media company with more than 3 years of work experience developing, producing, and implementing media and communications projects/actions on issues related to young people and adolescent.
- Experience working with young people and adolescents.

**Expected Deliverables:**

SCI expects the following deliverables to be provided:

Deliverable number	Deliverable title	Description
1	Creative treatment sessions	Conduct creative treatment sessions with young people, development actors, and technical experts working in the field of online safety to develop scripts for the mini-web series, or info-series.
2	Develop scripts for the web-series	Based on the creative treatment sessions, develop scripts for the mini-web-series, and conduct script testing with child and youth club members.
3	Pre-production	<i>After the script is field-tested, finalize the script, and then start with shooting. Ensure that safeguarding measures are undertaken during the production.</i>
4	Submission of first draft of the web-series	Submit the first draft of the web-series to Save the Children for comment and review.
5	Submit final episodes of web-series	After incorporating comments from Save the Children, submit the final high-quality files (web and social media version) for broadcast and promotion.

**Timeline:**

- Estimated Commencement Date: June 3<sup>rd</sup>, 2024.
- Estimated End Date: August 31<sup>st</sup>, 2024.

**Payment information:** 40% payment after the submission of the scripts and remaining 60% after the submission of the final web series episode.

**To Apply:**

Proposal submission should include a creative brief, clearly mentioning the creative treatment process, summary of storyline, and tentative implementation plan. Also include past work experience, focusing on creative communications and social & behavior change (SBC) work on online safety.

**Proposal evaluation and scoring criteria.**

S. N.	Category	Weightage in %	Subcategory
A	Essential	-	<ul style="list-style-type: none"> <li>• Compliance with SCI mandatory policies</li> </ul>

			<ul style="list-style-type: none"> <li>Firm Registration as per the prevailing act of Nepal Government.</li> <li>VAT registration and tax clearance 2079/080</li> </ul>
<b>B</b>	<b>COMMERCIAL</b>	40%	Overall Rate
<b>C</b>	<b>CAPACIBILITY</b>	60%	Relevant Experience (bidder's experience working in audio visual production)
			Relevant Video Production (Experience in curating Social and Behaviour Change Communication campaigns, and working in the issues of gender, child rights, online safety, etc.)
			<b>Proposal Methodology &amp; Workplan</b> <ul style="list-style-type: none"> <li>Clear understanding of the creative and team requirement of the assignment.</li> <li>Ability to propose creative and innovative ideas to make the communication collaterals youth friendly, interesting and impactful.</li> <li>Ability to develop creative communication collaterals.</li> <li>Clear understanding of the timeline and ability to deliver within the stipulated timeline.</li> <li>Understanding of Save the Children's requirements and guidelines to successfully complete the assignment.</li> <li>Good understanding of the requirements working with children and youth</li> </ul>
			<b>Presentation</b> (for shortlisted bidders only)
<b>B+C</b>		<b>100%</b>	<b>Total Weightage</b>

### How to apply for the services

#### Proposal Submission Guideline/Required Documents

- Proposal Submission Deadline- **28<sup>th</sup> May 2024.**
- 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, tax clearance certificate of FY 2079/080.

Proposals should be submitted via email to [eoiconsultant.nepal@savethechildren.org](mailto:eoiconsultant.nepal@savethechildren.org)