

**Instruction and Template for  
PROPOSAL Submission**

Consultancy Title: Training on Human Rights and Medical Ethics  
PR No. PR431657

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**):
  - 1<sup>st</sup> for CVs of Proposed Consultants listed in Section B, Part 2 below.
  - 2<sup>nd</sup> for technical proposal
  - 3<sup>rd</sup> 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 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 / Individual Background

#### 1.1 Work experience.

Please state organizational / individual experience in undertaking work related to Human rights, Public Health, Medical Ethics trainings:

Date		Job Title / work description	Organization	Remark
From	To			

*Please add rows as required.*

Please state organizational / individual experience in delivering the training related to Human rights, Public Health, Medical Ethics:

Date		Training title	Organization	Remark
From	To			

*Please add rows as required.*

#### 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, proposed methodology and training/session plan 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? (not applicable to individual bidders)							
b)	We, the Bidder, hereby confirm we compliance with the following policies and requirements: <table><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</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	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							
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 submitted a copy of your PAN / VAT registration?							
g)	Have you submitted a CVs of proposed consultants / trainers and resource person?							



## Training on Human Rights and Medical Ethics

PR431657

### 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, in order to focus them on achieving maximum impact for children.

#### **Background information/context**

Nepal has concentrated HIV epidemic with around 30,084 estimated populations living with HIV. The estimated adult HIV prevalence stands at 0.12% (Source: HIV Infection estimates 2021). Key populations remain the focus of the National HIV Strategic Plan (NHSP) 2021- 2026. In Nepal, these populations include female sex workers, transgender sex workers, male sex workers, clients of sex workers, transgender people, gay men and other men who have sex with men, people who inject drugs, prison population as well as labour migrants going to India and other destinations. Save the Children as a principal recipient (PR) for Global Fund in Nepal has been managing HIV program throughout the country among several key populations, through sub recipient NGOs.

Human Rights and Gender related barriers remain major obstacles to the uptake of prevention, treatment and care for HIV, TB, and Malaria. Therefore, the project “Reducing Human Rights and Gender related barriers accessing HIV and TB services in Nepal” also popularly addressed as Catalytic Fund has been developed and implemented in 55 districts across all seven provinces of Nepal. The Catalytic Fund is committed to ensuring that the vulnerable communities in the working districts have access to much needed services in the most efficient, effective, reliable, and trusted manner at any time and whenever required.

In recent times medical ethics has been greatly influenced by developments in human rights. In a pluralistic and multicultural world, with many different moral traditions, the major international human rights agreements can provide a foundation for medical ethics that is acceptable across national and cultural boundaries. Moreover, physicians, health care workers frequently must deal with medical problems resulting from violations of human rights. The ever-changing way health care is provided has created new challenges for physicians, nurses, other health care workers, health researchers, and for the broader health care of the community. A lot of times, medical professionals find themselves confronted with moral questions and ethical dilemmas while doing treatments to PLHIV and people from HIV key populations. Modern healthcare has given rise to extremely complex and multifaceted ethical dilemmas. All too often physicians are unprepared to manage these competently.

Human rights are mainly concerned with the relationship between the individual and the state, but also include responsibilities for private, non-state actors. Governmental obligations regarding human rights broadly fall under the principles of respect, protect and fulfil. The right to health – articulated as the highest attainable standard of physical and mental health – is enshrined in the Universal Declaration of Human Rights (Article 25) and the International Covenant on Economic, Social and Cultural Rights (Article 12).

With this consultancy, we are looking for a trainer to provide training on Human Rights and Medical Ethics focusing on PLHIV and key population.

### **Objective**

The main objective of this consultancy is to capacitate the People living with HIV (PLHIV) and key population (KPs) on the issues of human rights and medical ethics.

### **Location and official travel involved.**

1 training in Chitwan  
1 training in Dhulikhel

Note: Kindly put cost for travel only in budget, accommodation will be covered by SCI

### **Services the Supplier will provide.**

1. Develop and design a training content, reference materials on Medical Ethics and Human Rights related to HIV and KPs
2. Facilitate 2 days training on 'Medical Ethics and Human Rights related to HIV and KPs.
3. Prepare detail report of the trainings conducted.

### **Experience and skill set required.**

- Masters/Postgraduate qualifications in public health, human rights, gender, or a discipline relevant to this assignment with a minimum of 5 years work experience.
- Competence and experience in developing materials on HIV, human rights, and medical ethics.
- Competence and experience in facilitating trainings.
- Knowledge and experience in capacity building of Key population and front-line worker with focus on HIV, Human Rights and Gender
- Ability to produce quality work within deadline and under pressure.

### Expected Deliverables

SCI expects the following deliverables to be provided:

Deliverable number	Deliverable title	Description	Format and style
1	Contents and detail session plan of 2 days training	Detail session plan, with methodology used for 2 days.	
2	Content of the training and reference materials of the training	The content should be shared in advance with the Program Manager – Human rights and Gender.	<ul style="list-style-type: none"> <li>• Power point slides (Nepali language preferred)</li> <li>• Reference material</li> </ul>
3	Facilitate 2 days training	There will be 2 batches of training of 2 days each	<ul style="list-style-type: none"> <li>• Power point slides (Nepali language preferred)</li> </ul>
4	Details training report	Detailed training report of each training after the completion.	<ul style="list-style-type: none"> <li>• Detail report (English language)</li> </ul>

### Timeline

Estimated Commencement Date: **15<sup>th</sup> March 2024**

Estimated End Date: **31<sup>st</sup> May 2024**

Deliverable number	Deliverable title	Submit to	Delivery date
1	Session plan designed and content of the training	Program Manager _ Human Rights and Gender	Within a week of contract signing
2	2 batch training, each training is 2 days.	Program Manager _ Human Rights and Gender	TBD after contract
3	Detail Training Report after each training is conducted	Program Manager _ Human Rights and Gender	Within a week of final training

### Status updates/reporting

The Consultant will report directly to the Program Manager- Human Rights and Gender who will review and accept all deliverables in writing. The Senior Director, Program gives final approval to all work products. The progress of the Consultant's performance during the period of the assignment will be monitored and evaluated by the Program Manager - Human Rights and Gender through but not limited to progress meetings, telephone calls as well as review and acceptance of all deliverables prior to payment.

### Travel

1 batch of training in Dhulikhel  
1 batch training will be conducted in Chitwan.

### General assumptions and dependencies

SCI will identify, coordinate, and communicate with the participants to be engaged in the 2 days residential training.

All the logistic arrangements will be managed by SCI.

Criteria	Weight	Sub-Criteria	% Weight
<b>ESSENTIAL</b>	<b>NA</b>	Compliance with Save the Children International standard policies	..
		Firm registration as per prevailing act of Nepal Government (Not applicable of individuals)	
		PAN/VAT registration	..
<b>Commercial</b>	<b>40%</b>	Measured on Inverse proportional Basis (overall Rate)	<b>40%</b>
<b>Capability</b>	<b>60%</b>	<b>Organization or Individual Background</b> <b>i. <u>Organization Background</u></b> <ul style="list-style-type: none"> <li>Organizational experience of at least 5 years in undertaking work related to Human rights, Public Health, Medical Ethics trainings.</li> <li>Training experience related to Human rights, Public Health, Medical Ethics.</li> </ul> <p style="text-align: center;"><b>OR</b></p> <b>ii. <u>Individual Background</u></b> <ul style="list-style-type: none"> <li>Individual experience of at least 5 years in undertaking work related to Human rights, Public Health, Medical Ethics trainings.</li> <li>Training and facilitation experience related to Human rights, Public Health, Medical Ethics trainings.</li> </ul>	<b>10%</b>
		<b>Understanding of TOR</b> (Clear objective, Scope of Work, training methodology, Training content of 3 days)	<b>5%</b>
		<b>Proposed methodology for conducting training</b>	<b>10%</b>



Criteria	Weight	Sub-Criteria	% Weight
		<b>Human Resource proposed to accomplish task (Team Composition)</b>	
		<b>i. Qualification &amp; experience of Lead Facilitator/trainer: 15</b> <ul style="list-style-type: none"> <li>Master's Degree or above in any of this field (Public Health, Human Rights, Law, Social Science, Gender).</li> <li>More than 5 trainings leading as a trainer or content designers.</li> <li>Human rights, medical ethics training facilitation experience to Key population in HIV/AIDS sector</li> </ul>	<b>20%</b>
		<b>ii. Proposed relevant resource person for relevant topic/session plan: 5</b>	
		<b>Training/session plan</b> A detailed session plan with clear objective, methodology for 3 days training	<b>5%</b>
		<b>Presentation (for shortlisted bidders only)</b>	<b>10%</b>
<b>Total</b>		<b>Resulting Weighted (Commercial + Capability)</b>	<b>100%</b>

#### How to apply for the services

#### **Proposal Submission Guideline/Required Documents**

- Proposal Submission Deadline- **12<sup>th</sup> March 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, 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](mailto:eoiconsultant.nepal@savethechildren.org)