

**Consultancy for the Child Hearings on Climate Change and Economic Inequality
Terms of Reference (ToR)
PR116726**

1. Background

Save the Children is the leading global independent organisation for children. Save the Children believes every child deserves a future. In Nepal and 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.

What is the campaign?

Generation Hope is a campaign for a world that cares for children and their planet, by fixing the broken system. At the heart of Generation Thrive is children's own campaigning, actions and voices. Save the Children is campaigning alongside children to urgently address the connected crises of economic inequality and climate change.

A more radical youth voice is emerging through this generation of youth-led social movements with a strong focus on storytelling, with many children around the world already leading the way on climate change and inequality activism.

Children around the world are actively keen to campaign on the connected issues of economic inequality and climate change; our research shows they see the need for systemic change on it, they have told us that they are motivated to work and campaign the nexus of climate an inequality, and that they want Save the Children's support and platform to do so.

Project: Child Hearing

A Child Hearing is an in-person/online gathering of children, facilitated by adults or young people supported by adults, to capture the views of children on climate change and economic inequality. The Child Hearing project will also include an online/offline survey for capturing responses at a large scale, or where online/virtual workshops are not possible. It *might* also include inviting decision-makers, parents/caregivers and journalists, where it is safe to do so – but there is no requirement to invite any of these adults. Ideally, you will bring children into the planning of your Hearings from the start. We are aiming to reach out to 6000 children through different tools by the end of July for the child hearing.

Introduction of this consultancy assignment

The consultant is required to hold meaningful, diverse, public Hearings all across the country on children's views on inequality and climate change in the months of June-July 2022. The Hearings will first and foremost be a listening opportunity. The consultant will organise Hearings to gather children's ideas, demands, recommendations, solutions, and needs. The Hearings will create public pressure to hold leaders accountable to children's words and actions. Without public pressure there is a real risk that leaders will not be as bold as children need them to be. The consultant needs to support the Advocacy and Campaign team of Save the Children, Nepal CO for reaching out to 6000 (six thousand) children over the assigned period in Nepal through this hearing. It will be in-person/online gathering of children, facilitated by adults or young people supported by adults, to capture the views of children on climate change and economic inequality including online/offline survey as per the Facilitators Toolkit.

2. Scope of Work

The assignment is focused on conducting Child Hearings on Climate Justice and Economic Inequality to reach out to 6 thousand children through in person and online gathering and online/offline survey. The hearings will be in Bagmati (including Kathmandu Valley), Karnali and Madhesh Provinces.

The specific tasks are:

- i. Review the child hearing toolkit (Note: *It's developed by Save the Children and will be shared with you once you are selected for this assignment*) and give orientation to the team members who will be the part the child hearing process
- ii. Organize one hour long in-person child hearings with children (in small group: 20 – 30 participants or in large group: 30 -100 participants which will take more than 1 hour) in Bagmati, Karnali and Madhesh (at least 15 child hearings in each province). Please use the Child Hearing questions (3 compulsory and 4 optional questions). (Note: you may collaborate with your local networks/contacts for child hearings. Please orient them well for facilitation and documentation)
- iii. Additional 10 child hearings or more can be done online
- iv. Please use the "Question Response" table from the template to capture responses to the questions.
Guidance:
 - Use exact quotes from children as much as possible.
 - Consider capturing notes using programmes like jamboard, miro and mural – if you are holding online Hearings, you can ask participants to type directly into the notes.
 - If working with a large group, you will mostly be capturing notes from the reflections shared in plenary. However, if you are working with smaller groups, you could also collect quotes and reflections from the activities too.
- v. Please use the "Country Summary Sheet" from the template to synthesise the responses from all of the Hearings (In-person and online hearings).

- vi. Accompany the report with standard photos of children in groups and in portraits and unedited videos for social media so that the hype can be built as we progress.
- vii. Support the Advocacy and Campaign team to circulate online survey forms to your networks to reach out to as many children as possible (*Note: we are planning to reach 5000 children through online survey*)

3. Deliverables and Timeline

Estimated Commencement Date: 11 July 2022

End Date: 28th July 2022

SN	Deliverables/Outputs	Tentative Days
1	Inception meeting with Save the Children	1 Day
2	Safeguarding and Child Hearing Orientation	1 Day
3	Child Hearings	14 Days
4	Draft Report Submission	5 Days
5	Final Report Submission	2 Days
6	Child Hearing Review and Reflection Meeting and Nepal report	
	Total Days	25 Days

4. Methodology

The methodologies of the Child Hearings will be both person/online gathering of children and online/offline survey as per the Child hearings on Climate Change and Economic Inequality Facilitators Toolkit. The inputs to the project will be collected and aggregated in the London office of Save the Children. Focus group discussion styled dialogues will be held with children where we would want to capture the key information that they share.

5. Consultant Specification

The individual consultant or consultancy should have following qualification, specialized knowledge and experience with skill set to undertake this hiring service:

- i. Prior similar types of working experience with children in Climate Change and Economic Inequality.
- ii. Member of the consultancy should have completed at least his/her Bachelor's degree in any discipline.
- iii. Excellent reporting and documentation skills in both English and Nepali languages,
- iv. Excellent photography skills of interventions,
- v. Willing to travel in remote areas of Nepal including community of Karnali and Madhesh Province.
- vi. Ability for the child friendly dealing and communication with children,
- vii. Culturally sensitive and flexible while travelling to the communities.
- viii. Team of the consultancy service needs at least 6 members for 3 groups. 1 member will facilitate the hearing, and another will take note, photos and record of the hearing.

- ix. Preference will be given with the academic and experience on the background of climate change and economic inequality.

6. Supervision Arrangements

The consultant or consulting firm will report to the Advocacy Specialist, Save the Children Nepal Country Office, Sinamagal Kathmandu.

Payment information

Payment will be done after submission of final report.

How to apply for the services:

Proposal Submission Deadline- 3rd July 2022

Extended Proposal Submission Deadline- 6th July 2022

- **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

**Instruction and Template for
PROPOSAL Submission**
Consultancy Title: Child Hearings on Climate Change and Economic Inequality
PR No. PR116726

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 envelops (**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.

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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)	Do you agree to comply with SCI standard policies and procedures, Terms and Conditions of Purchases as stated in RFP? <ul style="list-style-type: none"> • Save the Children's Terms and Conditions of Purchase • Save the Children's Child Safeguarding policy • Save the Children's Anti-Bribery and Corruption policy • Save the Children Human Trafficking and Modern Slavery policy • Protection from Sexual Exploitation and Abuse Policy • Anti-Harassment, Intimidation & Bullying Policy • IAPG Code of Conduct • Global Fund Code of Conduct for Suppliers • The Data Protection Policy 	
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	