

Instruction and Template for
PROPOSAL Submission
Comic artists/Illustration Service
PR159952

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 all the supporting documents as per ToR;
 - 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 individuals/firms will be contacted by Save the Children at each stage of the selection process.

Section B: Proposal Development Form

I. Organization Information (NA in case of individual consultant)

Name of the organization :

Address :

District :

Municipality/VDC :

Ward # :

Phone number :

E-mail :

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. Understanding of the ToR

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3. Signatory and Proposed Consultants Information:

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

4. Methodology to conduct this assignment

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5. Please provide your relevant working experience with INGOs or Child clubs below

Date (From -To)	Assignment detail	Organization	Remarks

Please add row as required

6. Please provide sample of the Social Behavior Change (SBC) messaging:

S.No.	Description	Link (URL) or attachment of sample	Remarks

Please add rows as required.



7. Deliverables with timeline (in table format)

8. Proposed Budget with clear breakdowns (must be inclusive of TDS/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	
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Call for Comic artists/Illustration Service
PR 159952

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.

Objective: Save the Children is seeking for skilled illustrator or a group of illustrators to develop child-friendly social media comic strips to promote COVID-19 vaccines, mental health awareness, and online safety.

Services the Supplier will provide

The estimated duration of the assignment will be from 15th October – 30th November 2022

Experience and skill set required

- At least three years of demonstrated experience in creating illustrations/comics for children
- Diploma or bachelor's degree in Arts will be an asset
- Knowledge in relevant software's
- A portfolio that demonstrates the consultant's skill and experience
- Experience working with children
- Ability to collaborate with diverse group of people and receptive to feedback
- Good knowledge of Nepali and working knowledge of English is desirable

- Familiarity of child rights in Nepal will be an asset

Expected Deliverables

SN	Expected Deliverables/Outputs	Estimated Timeline
1	Ideation meeting with Save the Children and Child Advisory Group (CAG)	Starting from second week of October
2	Submission of story boards/storyline in consultation with relevant thematic colleagues	Third week of October
3	Submission of first draft of the comic strips/field test and validation (4 panel each slide)	First week of November
4	Submission of final comic strips after field-testing and approval from relevant thematic colleagues (6)	By 21 November

Proposal Evaluation and Scoring Criteria

S.No.	Criteria	Weightage
1	Commercial / Budget	40%
2	Capability <ul style="list-style-type: none"> I. Relevant Working experience with I/NGO or child club II. Sample quality of SBC Messaging 	60%

How to apply for the services:

Deadline for proposal submission: 17 October 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 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