

Validation of RCCE/SBC actions and documentation of good practices (2 months)

PR69389

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.

Objective: To validate the effectiveness of approaches and tools piloted in the Risk Communications and Community Engagement (RCCE) project and develop a good practice booklet focusing on the contribution of the RCCE/SC action in shifting norms related to COVID-19 safe practices and vaccination for external sharing.

Scope of Work (SoW):

- Conduct desk research on Save the Children's work on Risk Communications and Community Engagement (RCCE) and Social Behaviour Change (SBC) actions on COVID-19 safe behaviour promotion and vaccine uptake (**Note:** RCCE/SBC actions are implemented in Surkhet, Banke, and 3 districts of Madhesh Pradesh)
- Interview Save the Children staffs, local partners, stakeholders, and beneficiaries to understand RCCE tools and approaches, and understand the impact of the action in shifting knowledge, attitude, practice (KAP) of the community towards COVID-19 and vaccines
- Identify at least six Most Significant Change Stories (MSC) to showcase social norms and behaviour level shift regarding COVID-19 safe practices and vaccine uptake

- Develop an external facing booklet (20-page max) highlighting Save the Children's RCCE/SBC tools/approaches and good practices in English and Nepali
- Produce a one-pager to summarize the validation and good practice booklet in English
- Support with learning sharing meeting (national level)

Key deliveries:

Task	Estimated Deadline	Remarks
Submission of application	10 th April 2022	With the technical and financial proposal, the applicants need to submit a detailed work plan highlighting the process that will be involved to validate the RCCE/SC approaches using multiple tools (Qualitative/Quantitative), and a timeline for each action. Writing samples of learning and evaluation briefs need to be included, along with a reference letter to validate applicants' strengths in leading/facilitating the task.
Selection of consultant Desk research	15 th April 2022	Consultant will review the RCCE/SBC strategy, monthly reports, etc.
Interview and consultation <ul style="list-style-type: none"> - Save the Children staff - Government (To validate and discuss the role of Save the Children in COVID-19 and vaccination RCCE) - Local partner - Beneficiaries - UN agency (To validate and discuss Save the Children's role in COVID-19 and vaccination RCCE) 	Week of 17 th April 2022	Consultant will also conduct MSC process Note: Prior experience of collecting MSC stories is preferred.
First draft submission	Week of 24 th April 2022	Includes validation of text/content from key staffs and local partner focal points
Submit revised draft after submission	Week of 1 st May 2022	
Final submission	Week of 8 th May 2022	Includes signed off booklet and one pager

Location and official travel involved: If and when requested.

Supervision: The consultant will work under the supervision of Specialist – Social Behavior Change, and in collaboration with Officer – Risk Communications and Community Engagement.

Experience and skill set required:

- Master's Degree in Journalism, or any other field with experience in data collection, qualitative and quantitative survey, and research tools is required
- Working knowledge on Risk Communications and Community Engagement (RCCE) and Social Behaviour Change (SBC)
- Track record of leading or facilitating research work for development agency, and production of learning briefs, good practice documents
- Experience working with I/NGO or UN bodies will be an advantage
- Ability to collaborate with a diverse group of people and receptive to feedbacks
- Good knowledge of both Nepali and English

Provisional Timeline

April 15th to 13th May 2022

Proposal evaluation and scoring criteria

S.No.	Major Topic	Score Weightage
1	Prior experience of developing learning briefs for development agencies, focusing on SBC/RCCE interventions <ul style="list-style-type: none"> • 3 years and above (20) • 2 years and above (15) • 1 year and above (10) • Below 1 year (5) 	20
2	Experience on data mining, research, evaluation, and most significant change (MSC) <ul style="list-style-type: none"> • 3 years and above (20) • 2 years and above (15) • 1 year and above (10) • Below 1 year (5) 	20
3	High quality writing and editing skills in both English and Nepali (Review reports/sample documents) <ul style="list-style-type: none"> • Strong (20) • Good (15) • Satisfactory (10) • Doesn't meet expectations (0) 	20
4	Budget	40
	Grand Total	100

How to apply for the services

Proposal Submission Guideline/Required Documents

- Proposal Submission Deadline- **10th April 2022**
- Extended proposal submission deadline- **17th April 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