

**Instruction and Template for
PROPOSAL Submission**
 Consultancy Title: IEC/BCC Material development (Video) for Opioid Substitution Therapy (OST)
 program
 PR No. PR214476

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 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 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 (NA in case of individual consultant)

1.1 Work experience (Organizational experience in subject matter:

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 modality / approach and work plan 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	

IEC/BCC Material development (Video) for Opioid Substitution Therapy (OST) program

PR214476

Terms of Reference (ToR)

Background on Save the Children

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.

Background information /context

Opioid Substitution Therapy (OST) program is currently running in 12 sites in 10 Districts (Annex 1: List of OST sites) for interaction) of Nepal under the leadership of NCASC. The Department of Narcotics Control under the Ministry of Home Affairs (MoHA) is the main regulating body of narcotic drugs in Nepal. The OST program in Nepal includes provision of Methadone or Buprenorphine to opioid drug users. This program aims to improve physical, mental, and social recovery of patients affected by opioid use disorder with stabilization of patients affected by opioid use disorder to allow reestablishment of a satisfying and rewarding life free of illicit opioid use. Provision of access of people affected by opioid dependence to OST has been declared a high priority by the government of Nepal.

Ministry of Home Affairs (MOHA) in collaboration and coordination with NCASC and SCI-GF has planned to develop one video to for general public in terms of sensitization and increase awareness of harm reduction program (OST) implemented in Nepal and thus, improving the quality of life and health of injecting drug users.

Although OST program is implemented in Nepal since more than decade, its utilization is not satisfactory due to low coverage and less awareness about its effectiveness. With all these issues to be addressed, there is a need for one awareness creating video on current program of OST. Thus, this video development will be instrumental for enhancing the quality of life of injecting drug users with the use of OST.

Objective

The main objective of the consultancy is to develop video on OST

1. Prepare Script in Nepali Language and develop video on OST program to increase awareness on
 - benefits of OST,
 - clarify misconception on OST

Scope of work

The Scope of Work includes the following activities but not limited to.

1. Literature Review of Harm reduction and OST program in Nepal
2. Prepare script in Nepali Language for the video (maximum 5 mins) in consultation with NCASC, MOHA and SCI-GF and Network both OST service providers and OST taker, SCI Focal person, NCASC OST Focal person, MoHA Focal Person, NCB, Drug users (Male and Female)
3. Share the draft script to the above for review, feedback, finalization, and approval
4. Develop a video based on the approved script
5. Share the draft video with the above for review and feedback
6. Incorporate the feedback and share the final video for approval.

Technical Note:

- The video should be recorded in HD (preferably in 4K, but not mandatory).
- Use a proper camera with good video capabilities.
- Sound quality is crucial. Always use an external microphone close to the subject. For interviews a livelier mic will be preferable.
- Make it simple. Content is crucial.
- The tone of the video will be balanced and stay free of bias.
- All material should be shared not later than agreed upon date

Location and official travel involved

Where applicable

Services the Supplier will provide

- One Awareness raising video on Opioid Substitution Therapy
- A clean version of the same video

Experience and skill set required

1. At least 5 years' experience of working in developing videos in HIV program
2. Desirable- Previous experience of developing awareness video related to drug use

Expected Deliverables

SCI expects the following deliverables to be provided:

Deliverable number	Deliverable title	Submit to	Delivery date
1.	Script material for developing video on awareness of Opioid Substitution Therapy (maximum 5 mins)	MOHA	Within 10 working days after signing the contract
2.	Incorporate feedback from MOHA, NCASC and SCI on the draft script	MOHA	Within one day of feedback
3.	Video developing (maximum 5 mins)		Within 7 working days after finalizing the script
4.	Finalize the video to aware Opioid Substitution Therapy program		Within 2 days of feedback on drafted video

Timeline

Estimated Commencement Date: 15 December 2022

Estimated End Date: 31 January 2023

20 working days

Status updates/reporting

The consultant will provide update on the following:

1. Script finalization in coordination with MOHA, NCASC and SCI-GF
2. Finalization of Video

Acceptance

1. All the deliverables will be accepted by MOHA

General assumptions and dependencies

1. SCI will coordinate with NCASC and MOHA for consultation meeting
2. SCI will manage the logistic part of consultation meeting.

Payment information

After the submission of the Final video approved by MOHA

The Fees are inclusive of all costs.

Proposal Evaluation and Scoring Criteria.

Criteria	Major topic	Score weightage
Capability	Organizational Experience in subject matter	15
	Existing Human Resource	15
	Creativity of the core film idea	15
	Work Plan	5
	Interview (For Shortlisted Bidders only)	10
Commercial	Budget (Cost)	40
Total		100

Other important information

Not Applicable

How to apply for the services

Proposal Submission Guideline/Required Documents

- Proposal Submission Deadline- **4th December 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, tax clearance certificate of FY 2078/079 or extension letter from IRD.

Proposals should be submitted via email to eoiconsultant.nepal@savethechildren.org

Annex: List of OST sites

SN	Name of Site	District (10)	Province
Government Run OST (Medical Unit)			
1	Koshi Zonal Hospital	Morang	Province 1
2	Mechi Zonal Hospital	Jhapa	Province 1
3	Narayani Sub Regional Hospital	Parsa	Madehsh Province
4	Patan Mental Hospital	Lalitpur	Bagmati Province
5	TUTH	Kathmandu	Bagmati Province
6	Western Regional Hospital	Kaski	Gandaki Province
7	Lumbini Zonal Hospital	Rupandehi	Lumbini Province
8	Bheri Zonal Hospital	Banke	Lumbini Province
NGO Run OST (Medical Unit)			
9	Nirnaya	Chitwan	Bagmati Province
10	Saarathi Nepal	Kathmandu	Bagmati Province
11	Aavash Samuha	Bhaktapur	Bagmati Province
12	SPARSHA	Lalitpur	Bagmati Province