

**Instruction and Template for**

**Consultancy Title: Audio/visual training material of NTPMIS**  
**PR No. PR288570**

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):
  - 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 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	Professional Certifications (such as graphic designing, animation, visual effects)

*Add rows as required*

#### 3. Please provide your experience in development and deployment of audio-visual training materials below:

Date (From & To)	Details of the related assignment	Client Name

*Add rows as required*

#### 4. Please provide list of audio-visual training materials you have developed and deployed in below table

Date (From & To)	Details of the related assignment	Client Name	Attach or provide link to audio – visual training material.

*Add rows as required*

#### 4. Please provide past record of completion of consultancy

Date (From & To)	Details of the related projects	Client Name	Link




*Add rows as required*

**5. Please provide your understanding of ToR and proposed modality / approach to conduct this assignment.**







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**6. 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 border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">Terms &amp; Conditions of Bidding</td> <td style="width: 50%; text-align: center;">   1. Terms &amp; Conditions of BidDir </td> </tr> <tr> <td>Terms &amp; Conditions of Purchase</td> <td style="text-align: center;">   SC-C-01 Short Form Goods and Services </td> </tr> <tr> <td>Supplier Sustainability Policy and the included mandatory policies</td> <td style="text-align: center;"> <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>	
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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)	Do you have academic qualifications and experience as mentioned in ToR?	



## Audio/visual training material of NTPMIS

PR288570

### 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

The strategic objectives of the Global Fund to Fight AIDS, TB and malaria for 2017-2022 include supporting countries that apply for grants to develop and scale up programs to remove human rights-related barriers to health services. In fulfilment of this objective, the Global Fund has undertaken a special initiative, "*Breaking Down Barriers*" in which 20 countries, including Nepal, have received catalytic funding to reduce human rights and gender-related barriers to services for HIV and TB. Human rights-related barriers remain major obstacles to the uptake of prevention, treatment and care for HIV, TB and malaria. Based on a baseline assessment of human rights-related barriers to HIV and TB the project "*Reducing Human Rights and Gender related barriers accessing HIV and TB services in Nepal*" is developed and implemented in 60 districts across all 7 Provinces of Nepal.

National Tuberculosis Control Center (NTCC) is the lead organization of Tuberculosis Control Program in Nepal. As being the focal point, it is responsible for overall data management, monitoring and evaluation of tuberculosis control program. For effective management and monitoring of enrolled tuberculosis patients in Nepal the NTCC uses NTPMIS system to collect Tuberculosis data. There is various information system like eTB Register, eTB for Private

Practitioners, NTP Service Tracker, GXMIS, NTP Dashboard and NTP Service Mapping. These systems are an essential tool for monitoring the burden of TB and for identifying trends and patterns in the distribution and transmission of the disease. They also help to inform the development of TB control strategies and policies and can be used to evaluate the effectiveness of these strategies.

Audio-visual training material can be an effective way to educate people about how to use TB information systems and to ensure that they are used correctly and consistently. This type of material can be particularly useful for reaching healthcare workers and other stakeholders who may be responsible for collecting, entering, and analyzing data in these systems.

Providing training on TB information systems through audio-visual material can also help to ensure that the data collected is accurate and reliable, which is essential for making informed decisions about TB control and treatment. By providing this type of training, it is possible to improve the quality and usefulness of the data being collected and analyzed, which can ultimately help to reduce the impact of TB on communities around the world.

### **Objective**

Objective of the consultancy is to development of visual training materials of NTPMIS system such as eTB Register, eTB PPM, TB Laboratory system, DR tracking system, ACF and Presumptive tacker register, SR Reporting and GXMIS

### **Scope of Work**

The Consulting firm will work closely with M&E Specialist (PMU section) at NTCC, along with NTCC M&E team.

- i- Perform Requirements & Analysis on audio-visual training materials of NTPMIS system
- ii- Develop audio-visual training materials complying with the industry standards
- iii- Upload the audio-visual training materials in NTCC official website and YouTube channel
- iv- Implementation and testing of audio-visual training materials
- v- Provide one-year free support from the end date of the consultancy for system support and debug any issues that may arise during final implementation
- vi- The consultant will have to deploy and demonstrate software for NTCC's final approval
- vii- Consultant will have to incorporate all the suggestions and changes in this assignment that are received during testing and training session and recommended by NTCC

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

The logistic arrangements, including transportation cost will be managed by the consultant firm.

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

Services the supplier/consultant or consulting firm will provide as just as "Scope of work" mentioned above.

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

#### **Essential:**

- 3 Years' experience in development and implantation of audio-visual materials.

#### **Preferred:**

Terms of Reference (ToR) for Audio/visual training material of NTPMIS

- Relevant Past Experience in development and deployment of audio-visual training materials.
- Past record of completion of consultancy
- Qualification & expertise of team member

### **Intellectual Property Rights**

The Developer acknowledge and agree that the NTCC will hold all intellectual property rights in the Software including, but not limited to, copyright and trademark rights. The Developer agrees not to claim any such ownership in the Software's intellectual property at any time prior to or after the completion and delivery of the Software to NTCC.

### **Confidentiality**

The Developer shall not disclose to any third party the business of NTCC, details regarding the Software, including, without limitation any information regarding the Software's code, the Specifications, System Credentials or the Client's business (the "Confidential Information"), (ii) make copies of any Confidential Information or any content based on the concepts contained within the Confidential Information for personal use or for distribution unless requested to do so by NTCC, or (iii) use Confidential Information other than solely for the benefit of the NTCC.

### **Expected Deliverables**

SCI expects the following deliverables to be provided:

<b>Deliverable number</b>	<b>Deliverable title</b>	<b>Description</b>	<b>Format and style</b>
1	Perform Requirements & Analysis	Perform Requirements & Analysis	
2	Develop audio-visual training materials	development of visual training materials of NTPMIS system such as eTB Register, eTB PPM, TB Laboratory system, DR tracking system, ACF and Presumptive tacker register, SR Reporting and GXMIS	
3	Upload the audio-visual training materials in NTCC official website and YouTube channel	Upload the audio-visual training materials in NTCC official channel as requested by NTCC	
4	Implementation and testing of audio-visual training materials	Testing of developed audio-visual training materials with various stakeholders for is ease of use and effectiveness	
5	Get feedback on Improve the audio-visual training materials	Get feedback on Improve the audio-visual training materials	

6	Consultant will have to incorporate all the suggestions and changes in this assignment that are received during testing and training session and recommended by NTCC.	Incorporate changes requested by NTCC team	
7	Deployment of development in Official channel	Deployment of development in Official channel	
8	Submission of Final Report	Provide final consultancy completion report	

### Timeline

Estimated Commencement Date: 10<sup>th</sup> July 2023

Estimated End Date: 30<sup>th</sup> November 2023

Deliverable number	Deliverable title	Submit to	Delivery date
1	Perform Requirements & Analysis	NTCC M&E Team	
2	Develop audio-visual training materials	NTCC M&E Team	
3	Upload the audio-visual training materials in NTCC official website and YouTube channel	NTCC M&E Team	
4	Implementation and testing of audio-visual training materials	NTCC M&E Team	
5	Get feedback on Improve the audio-visual training materials	NTCC M&E Team	
6	Consultant will have to incorporate all the suggestions and changes in this assignment that are received during testing and training session and recommended by NTCC.	NTCC Team	



7	Deployment of development in Official channel	NTCC Team	
8	Submission of Final Report	NTCC Team	

### **Status updates/reporting**

The Consultant/consulting firm shall provide the below status updates for the duration of the services to M&E Specialist (PMU section):

- Weekly progress update
- Final report on completion of consultancy

### **Acceptance**

All Deliverables are to be accepted by M&E Specialist (PMU section) and steering committee task force members within 5 working days of delivery date.

### **General assumptions and dependencies**

NTCC will provide access to test server, live server and required data sets.

### **Payment information**

Detail the payment arrangement for the services. To better control costs the SCI preference is that payment is made on a milestone basis, on specific dates or all on satisfactory completion of the work.

The Fees are inclusive of all costs, overheads, and expenses, including travel, subsistence, and accommodation.

### **Evaluation Criteria:**

<b>Criteria</b>	<b>Sub-criteria</b>	<b>Weightage %</b>
Commercial (40)	Budget	40
Capability (60)	Experience in development and implantation of audio-visual materials:	15
	Relevant Past Experience in development and deployment of audio-visual training materials: (Should present work evidence projects)	15
	Qualification & certification of team member	10
	Understanding of ToR and proposed modality / approach to conduct this assignment:	10
	Presentation: (For shortlisted bidders only)	10

### **How to apply for the services**

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

- Proposal Submission Deadline- 2<sup>nd</sup> July 2023

Terms of Reference (ToR) for Audio/visual training material of NTPMIS

- 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, PAN / VAT registration certificate, Latest tax clearance certificate.
  - For Individuals (Nepali): Copies of citizenship certificate and PAN/VAT registration certificate.

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)