

**Instruction and Template for
PROPOSAL Submission**
Consultancy Title: Learning documentation on SRSP Design Tweaks and Landslide
Anticipatory Action
PR No. PR411387

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 / individual Background

- 1.1 Work experience
- 1.2 Existing and current human resources and organization organogram.

2. Signatory and Proposed Consultants / Experts Information:

SN	Full Name (Avoid abbreviations)	Date of birth (dd/mm/yyyy AD)	Designation	Academic Qualification
1.				
2.				
3.				
4.				
5.				
6.				
7.				

Please add rows as required.

3. Do proposed team leader (consultant) have experience of developing case studies? If yes, please provide details below.

S. No.	Title of the case studies developed/documented	Date completed	Organization	Reference (if any)
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				
11.				

Please add rows as required.

4. Do proposed team leader (consultant) have experience of proof reading and copy editing? If yes, please provide details below:

S. No.	Document Title	Date	Organization	Reference (if any)
1.				
2.				
3.				
4.				
5.				
6.				
7.				

8.				
9.				
10.				
11.				

Please add rows as required.

5. Please provide your understanding of ToR, proposed quantitative and qualitative methodology and work plan 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 the registration documents with this proposal?							
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 & Conditions of Bidding</td> <td style="width: 50%; text-align: center;"> 1. Terms & Conditions of Bidder</td> </tr> <tr> <td>Terms & 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;">Click Here to Access</td> </tr> </table>	Terms & Conditions of Bidding	 1. Terms & Conditions of Bidder	Terms & Conditions of Purchase	 SC-C-01 Short Form Goods and Services	Supplier Sustainability Policy and the included mandatory policies	Click Here to Access	
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Terms & Conditions of Purchase	 SC-C-01 Short Form Goods and Services							
Supplier Sustainability Policy and the included mandatory policies	Click Here to Access							
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)	Have you attached a copy of PAN / VAT registration certificate?	
g)	Do proposed team leader (consultant) have at least bachelor's degree of education? If yes, is this reflected in his / her CV?	
h)	Do proposed team leader (consultant) have experience of content writing, learning documents, report editing? If yes, is this reflected in his / her CV?	



Learning documentation on SRSP Design Tweaks and Landslide Anticipatory Action

PR411387

Terms of Reference (ToR)

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

The assignment is part of the ECHO funded Pratibaddha II: Together for Disaster Preparedness and Early Action in Landslide Affected Hill Areas of Nepal, which has been implemented by a consortium of People in Need, Save the Children, Community Self-Reliance Centre and S.W.Nepal Pvt. Ltd. Building on achievements and previous learnings and gaps identified, the project aims to work in 4 municipalities (Barabise and Bhotekoshi of Sindhupalchok district and Naukunda and Uttargaya of Rasuwa district) most exposed to landslide risks in Bagmati province, where the Government of Nepal (GoN) implements pilots designed to improve DRR, humanitarian preparedness and response. The project aims to unlock bottlenecks that prevent households at risk of landslides (categorized as per Government of Nepal (GoN) guidelines as CAT II – in need of mitigation, and CAT III – relocation) and at risk of floods from benefiting from improved disaster preparedness and early action. This will be achieved by putting vulnerable households at the centre of risk analysis and focusing on multiple interventions implemented by municipalities and the households. Specifically, the project will engage municipality representatives, communities at risk and key stakeholders across three tiers of the government to commit and work together to 1) implement nature-based solutions aimed at disaster mitigation, 2) localize forecasting, plan and implement early action, leverage the governmental Social Protection (SP) programmes before, during and after the times of crisis. Additionally, the project will contribute to broader topics that are fundamental for GoN to be better prepared in case of future humanitarian crisis in hill areas of Nepal.

During the 2023 monsoon, Pratibaddha-II project had developed and implemented SRSP design tweaks and Landslide Anticipatory Action in collaboration with local government. The project had carried out the study on system disruption which had proposed the five design tweaks that were

piloted with the initiation of local government. The local government had allocated the fund for rental assistance as a part of social protection programme expansion to highly vulnerable families who would require relocation during monsoon anticipating the risk of landslides. Similarly, the local government had preponed the payment schedule of Social Security Allowance (SSA) considering the possible disruption on regular payment schedule to the recipient. Both local levels i.e.; Bhotekoshi and Barhabise had adopted the SSA list for messaging the critical forecast information linking with the anticipatory actions, to the most vulnerable population. After the trigger had reached, Save the Children distributed the Essential basic Non-Food Items to the 166 HHs of Bhotekoshi and Barhabise aiming to support them for safe shelter. In addition, to this, the municipalities, had incorporated the SRSP design tweaks like additional payment modalities i.e., cash camps, in their policies/programme documents and also allocated the fund to implement the same. Referring the beforementioned cases, the project aims to document the learnings in a visible way targeting the wider audiences.

Objective of the study

The objective of the consultancy is to carry out the field work and document the learnings related to

- i. Additional social protection programme for flood/landslide at-risk population by the municipality, (1 case from Bhotekoshi rural municipality)
- ii. SRSP piggybacking for forecast messaging (3 cases from Bhotekoshi rural municipality Barabise municipality and Uttargaya)
- iii. Adjustment in social security allowance payment schedule (1 case from Bhotekoshi rural municipality)
- iv. Introduction of additional payment modalities considering the business disruption during monsoon (1 case from Naukunda rural municipality)
- v. Landslide anticipatory action impacts to the most vulnerable population (5 cases from Bhotekoshi rural municipality, Barabise municipality and Naukunda).

Methodology of the study

The consultant is suggested to use qualitative and quantitative information to document the learnings.

Location of the study

The study area will be 4 municipalities (Barabise and Bhotekoshi of Sindhupalchok district and Naukunda and Uttargaya of Rasuwa district) which are most exposed to landslide risks.

Expected Deliverables

SCI expects the following deliverables to be provided:

Deliverable number	Deliverable title	Description
1	Inception report	The report is expected to define the methodology and timeline about each learning document.
2	10 cases document	Cases and learnings should be documented from desk review and field works in the respective locations
3	Final report	i. Additional social protection programme for flood/landslide at-risk population by the

		<p>municipality, (1 case from Bhotekoshi rural municipality- content enough for 2 pages)</p> <p>ii. SRSP piggybacking for forecast messaging (2 cases from Bhotekoshi rural municipality and Barabise municipality- content enough for 2 pages)</p> <p>iii. Adjustment in social security allowance payment schedule (1 case from Bhotekoshi rural municipality- content enough for 2 pages)</p> <p>iv. Introduction of additional payment modalities considering the business disruption during monsoon (1 case from Naukunda rural municipality- content enough for 2 pages)</p> <p>v. Landslide anticipatory action impacts to the most vulnerable population (5 cases from Bhotekoshi rural municipality and Barabise municipality- content enough for 1 page of each case).</p>
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Experience and skill set required.

Minimum competencies:

- At least bachelor's degree of education
- Have experience of content writing, learning documents, report editing

Estimated Commencement Date: 12th January 2024

Estimated End Date: 31st January 2024

The report should be submitted to the SRSP coordinator.

Proposal Evaluation and Scoring Criteria.

Criteria	Weight	Sub-Criteria	% Weight
ESSENTIAL	NA	Acceptance of Mandatory SCI Policies.	..
		PAN / VAT registration.	
		For Firms: Firm registered as per prevailing act of Nepal Government.	..
		Minimum competencies as explained above.	..
Commercial	40	Measured on Inverse proportional Basis (overall Rate)	40
Capability	60	Academic Qualification	15
		Experience of developing case studies, proof reading and copy editing.	20
		Proposed Methodology Creative Quantitative and Qualitative Methodologies	15
		Workplan Workplan covers required activities and proposed timeline is reasonable.	10
Total		Resulting Weighted (Commercial + Capability)	100

How to apply for the services

Proposal Submission Guideline/Required Documents

- Proposal Submission Deadline- **8th January 2024.**
- 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