

**Instruction and Template for
Application / PROPOSAL Submission**
**Consultancy Title: Technical Assistance to Implement National Malaria Program in Gandaki
Province**
PR No. PR436864

Date of Proposal Submission: **<Insert date>**

This instruction & template for Application /proposal development consists of the following sections:

Section A: Instruction for Proposal Development

Section B: Proposal Development Form

Section C: Essential Evaluation Questions

Section A: Instruction for Application /Proposal Development

Please **READ** and **FOLLOW** the instructions before completing the application/ proposal form

1. An application /proposal will not be considered for review if:
 - It is received after the deadline
 - There are any missing documents mentioned in the ToR
 - It is incomplete
2. Only shortlisted applicants/bidder/s will be contacted by Save the Children at each stage of the selection process.
3. Shortlisted applicants/bidder/s will be invited to deliver a interview / presentation to the Procurement Committee on their technical proposal.

Section B: Application /Proposal Development Form

I. Details of contact person

Name :

Position :

Address :

Phone Number : (Landline) (Mobile)

E-mail :

II. Major topics and sub-topics for proposal development

1. Proposed Consultants Information:

1.a Academic qualification

QUALIFICATION OBTAINED	MAJOR SUBJECT	INSTITUTION	YEAR

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1.b Work Experience:

Position	Main Tasks	Employer	Period (MM/YYYY)	
			From	to
	<ul style="list-style-type: none"> . . 			
	<ul style="list-style-type: none"> . . 			

Please add rows as required.

Please add CV for the details as an annex 1

2. Please provide your understanding of ToR, proposed modality / approach and workplan to conduct this assignment (in a single page)



3. Proposed remuneration (per day rate) inclusive of taxes.

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Section C: Essential Evaluation Questions

ESSENTIAL CRITERIA (Exclusion if not met)

In order to qualify as an applicant /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 applicant /Bidder, hereby confirm we compliance with the following policies and requirements:	
	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	Click Here to Access
c)	Do you confirm that the you /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 confirm that you are not engaged in any kind of human right violation,	
g)	Do you confirm that you are not engaged in any kind of corruption, sexual abuse and exploitation	

Technical Assistance to Implement National Malaria Program in Gandaki Province

PR436864

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

Save the Children is managing the National Malaria Program with the support from the Global Fund in close coordination with Epidemiology and Disease Control Division (EDCD). The consultant will be responsible for implementation of malaria program at provincial and local level. He/she will be responsible for active case finding surveillance, foci investigation, supporting health care delivery system at provincial and local level in passive case finding, including onsite coaching and supervision of health workers, facilitating private sector engagement in malaria program, and screening of sub microscopic cases. He/she will also support malaria program in development of malaria treatment protocol, implementation of malaria reorientation to the HWs up to HP level, implementation of malaria free palika initiative in Gandaki province and other malaria elimination activities at provincial and local level.

Objective

The main objective of this consultancy is to provide technical assistance to implement National Malaria Program at provincial and local level.

Scope of Work

The Scope of Work includes following activities but not limited to;

- Provide trainings, technical and logistic assistance to government counterparts as needed to promote malaria elimination activities within designated area, in accordance with guidelines and procedures provided by the Save the Children and the Government of Nepal, Ministry of Health and Population, Department of Health Services (DoHS), Epidemiology and Disease Control Division (EDCD).
- Coordinate with Director of Provincial Health Directorate, Chief of Health Offices within the Province and Health coordinators of municipalities for effective and efficient implementation of Malaria control activities.
- Manage day to day implementation of Global Fund costed malaria activities at provincial and local level in close coordination with Save the children provincial office at Pokhara and Nepal government staffs.
- Provide onsite coaching and supervision in malaria case diagnosis and management to health service providers in both public and private health facilities within the province.
- Support in capacity building of Vector Control inspector/officer (VCO/I), Lab assistants and lab technicians in diagnosis and management of malaria vector and parasites.
- Supervise and monitor the diagnosis and management procedure of malaria by private health service providers including capacity building trainings.
- Build strategic partnership and maintain effective communication with stakeholders at provincial level.
- Planning, training, implementation, and evaluation of malaria microstratification and malario-metric survey in coordination with PMU team at EDCD.
- Conduct epidemiological surveillance of confirmed malaria cases.
- Plan, organize and conduct orientations/meetings with government officials, professional organizations, health staff, health volunteers, local leaders, medical colleges, non-government organizations and others to promote understanding of, support for, participation in, and effective implementation of activities related to malaria surveillance.
- Maintain up-to-date case data and laboratory results for area of responsibility and submit to the EDCD.
- Work with counterparts across borders as required for coordinated cross boarder malaria initiatives.
- Strengthen epidemiological surveillance through periodic re-mapping and re-stratification of malaria which involves collaboration with both government and private development projects.
- Work with the government counterparts on recording and reporting of data related to malaria to ensure timely reporting of all indicators to HMIS and subsequent data validation and verification.
- Support the team of EDCD PMU and other members in province for foci investigation, entomological surveillance and related activities and other relevant operational research and evaluations.
- Support EDCD/PMU to implement malaria free Palika initiative in Gandaki Province.
- Collaborate with relevant programs to strengthen the supply and management of antimalarial medicines, diagnostics and related commodities, including drug quality monitoring and combating counterfeit medicines.

Location and official travel involved

Gandaki Province, other as per need.

Services the Supplier will provide

Support to implement of malaria program at provincial and local level. He/she will be responsible for active case finding surveillance, foci investigation, supporting health care delivery system at provincial and local level in passive case finding, including onsite coaching and supervision of health workers, technical assistance to implement Malaria Program in the province.

Experience and skill set required

At least MBBS or with Master's Degree preferably in Public Health or Community Medicine or Tropical Medicine or any other Health Management Degree.

- At least 3 years' (2 years for GSI category) of relevant working experience in community health or with Government partners
- Ability to work in close coordination with the government entities
- Good communication and coordination skills

Expected Deliverables

SCI expects the following deliverables to be provided:

Deliverable number	Deliverable title	Submit to	Delivery date
1	Monthly Work Plan based on Scope of Work	Senior program Coordinator	First week of the Month
2	Monthly Narrative Report of key activities	Senior Program Coordinator	First week of month
3	Final report of the activities carried out during the consultancy period	Senior Program Coordinator	One week before the end of the consultancy period

Timeline

Estimated Commencement Date: 10th March 2024

Estimated End Date: 30 June 2024

18-22 Working days in a month.

Status updates/reporting

The consultant will provide monthly update on Malaria related activities in the province.

The reporting is done to Senior Program Coordinator based in SCI/GF Pokhara office directly and to Sr. Program Manager Malaria program EDCC PMU indirectly.

Acceptance

- All the deliverables will be accepted by Senior Program Coordinator.

General assumptions and dependencies

- SCI/GF will manage logistic part of Field movement.

Payment information

Monthly basis upon submission of the report

Other important information

SCI policy is applicable for field movement.

Proposal Evaluation and Scoring Criteria

Criteria	Weightage in %	Sub-Criteria
Essential		Bidder's acceptance of SCI mandatory policy.
Capability	60	Academic Qualification – (10) Working Experience (30) <ul style="list-style-type: none"> • Experience in related program more than 3 years (15) • Working experience in public health program with government mechanism (15) Interview (for shortlisted bidder/s only): 20
Commercial	40	Proposed daily rate will be Scored in inverse proportionate basis.

How to apply for the services

Proposal Submission Guideline/Required Documents

- Proposal Submission Deadline- **5th March 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.