

Instruction and Template for PROPOSAL Submission

Consultancy Title: Develop a training manual on nutrition for children aged 0–59 months for a parenting program

PR No. PR634577

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 **may** 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 Please provide your / organization's experience in health and nutrition related project/s below especially in training manual development.

Organization Name	Project Title	Date		Remark
		From	To	

Please add / delete rows in the above table as required.

2. Relevant sector manual development developed best sample:

Please list at least two of the most recent and well-developed training manuals created by you or your organization in the field of health and nutrition programs

S. No.	Title of research / studies	Attached soft copy or provide Link/hyperlink to the report or articles	Completion Date
1			
2			
3			
4			

Please add / delete rows in the above table as required.

3. Signatory and Proposed Consultants Information:

SN	Full Name (Avoid abbreviations)	Date of birth (dd/mm/yyyy AD)	Designation proposed for this assignment	Academic Qualification

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

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5. Work plan (timing/detailing/unfolding activities and delivery time)

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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)	<p>We, the Bidder, hereby confirm we compliance with the following policies and requirements:</p> <table><tr><td>Terms & Conditions of Bidding</td><td> 1. Terms & Conditions of Biddii</td></tr><tr><td>Terms & Conditions of Purchase</td><td> SC-C-01 Short Form Goods and Services</td></tr><tr><td>Supplier Sustainability Policy and the included mandatory policies</td><td>Click Here to Access</td></tr></table>	Terms & Conditions of Bidding	 1. Terms & Conditions of Biddii	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)	Are you registered in VAT? Have you submitted a copy of VAT registration certificate with this proposal?							
g)	Have you / your organization conducted at least three studies/research in the field of education particularly accelerate learning programs and/or pedagogical practices and/or curriculum and/or out of school learning programs and/or stakeholders' engagement in children's learning and quality learning framework of education? If yes, have you submitted evidence such as report or articles either in softcopy or links with this proposal?							
h)	Does you / proposed team leader have master's degree in education /international development / social sciences, or in related discipline? If yes, is this reflected in CV?							

The deadline for Proposal Submission is 21 September 2025

The End.