



Terms of Reference (TOR)

CONSULTING SERVICE FOR

Review, design, print and publication of the Story of Change document

Contract period: [Approx 27 February – 17 March 2025]

1. Background to VSO

VSO is one of the longest-serving INGOs working in Nepal since 1964. It works through Volunteering for Development approach with volunteers (Local, National, and International) as central actors in its three priority areas of programming: 1. Resilient Livelihoods 2. Inclusive Education and 3. Global Health.

Gender and Social Inclusion, Social Accountability, and Resilience are embedded into VSO's all programmes and priorities. Our unique relational volunteering model provides the essential pre-conditions for systemic and sustainable change by fostering trust to create equitable, resilient, and inclusive locally driven solutions.

2. Background and Rationale of the assignment

Peer-to-peer mentoring is at the heart of VSO's approach to development. Our dedicated Big Sisters, who are our integral community volunteers, serve as mentors and coaches, guiding the marginalized children in improving their learning outcomes. Big sisters emerge as youth leaders who work in transforming harmful norms and overcoming barriers to inclusive education.

VSO is planning to compile best practices and achievements of big sisters and prepare a single resource material with 15 selected stories of change, reflecting their journey of change within themselves and the communities. The assignment is to expertly review available case stories, edit where required, design the book and print the publication in English language that presents diversified initiatives and accomplishments of big sisters on inclusive quality education.

3. Objective of the assignment

- Review, edit, design and print the Story of Change document reflecting the journey of transformation on inclusive quality education through VSO's Big Sister approach.

4. Approach and Methodology

- Revisit the available 50-60 case stories of 2-3 pages each.
- Prepare and print a publication with 15 selected stories of change. Proofreading is required, where necessary.
- Provide quotes within each story to highlight its synopsis.

- Place the provided photographs with captions, where relevant.
- Design the publication with VSO's branding requirements and make it attractive and reader friendly (Includes front page and back page).
- Print 500 copies of the publication (Specifications mentioned below in Deliverables section).

5.1 Relevant Experience

- At least 5-6 years of experience reviewing, edit formatting, designing case stories/success stories in the development sector.
- Must have working experience in writing, editing and printing articles, stories of change, progress reports, and other IEC materials in English language.
- Strong language proficiency, especially on written English.

5.3 References: Please provide two references whom we may contact to discuss experiences of working with you.

- Name of the organization:
- Contact person:
- Designation:
- Contact Number:
- Email:

5.4 Past publications

Please provide at least 3 - 4 publication samples prepared in the past. It must be related to stories of change/case stories. Samples related to community engagements on inclusive quality education are preferred.

6 Deliverables and Schedule

Deliverables:

1. One (1) Final Digital Copy publication with 15 selected stories of change in English language. Each story must be within 2-3 pages in A4 paper size.
2. The stories must include diversified issues/themes that reflect the journey of Big Sister approach right from its commencement.
3. Design the publication with VSO's branding requirements and make it attractive and reader friendly (include designing or front page and back page).
4. Five Hundred (500) printed copies in the following specifications:
 - Size: A5
 - Cover Pages: Art Paper of 300 gm for front and back cover with matte lamination
 - Inside Pages: 150 gm art paper
 - Binding: Perfect

Action/Outputs	Deadline/Timeline (Tentative)
Induction with VSO staff	27 February 2025
Produce first draft of publication with 15 selected stories of change in English language.	6 March 2025
Feedback from VSO	07 March 2025
Submission of ready-to-print publication	11 March 2025
Provide 500 printed copies of the document in the specifications mentioned above	20 March 2025

7 Financial Proposal and Payment

Provide a financial proposal that includes detailed breakdown of all the human resource, design and print costs, including miscellaneous.

Prices must be quoted in Nepalese currency. Any cost not stated in the financial proposal will not be allowed as a charge under any resultant contract. Bidders are required to organize and fund their own duty of care arrangements as required. Payment would be made once the assignment is complete.

8 Intellectual Property

The contract will be work for hire. Therefore, all planning, work products, and final outputs of this project will be the property of VSO.

9 Ethics and Safeguarding

As the assignment must consider safety of participants and especially children at all stages, please demonstrate your approach to protection and safeguarding. Please note, at a minimum, your proposed approach should comply with international good practice with regards to research ethics and protocols particularly with regards to safeguarding children, vulnerable groups (including people with disabilities) and those in fragile and conflict affected states. Consideration should be given to:

- administrative, technical, and physical safeguards to protect the confidentiality of those participating in the assignment;
- physical safeguards for those conducting the task;
- data protection and secure maintenance procedures for personal information that needs to be informed by GDPR 2018;
- parental consent concerning data/photo collection from children or collation of data about children;
- age-appropriate participation of children, including in the development of data collection tools.
- Secure photo consent.

10 Instructions to complete and submit a proposal

Following are the key instructions for bidders/Consulting firms who are interested in submitting a proposal:

- Study the TOR completely and prepare the bid proposal as per the instructions, and requirements provided.
- A detailed Technical proposal with not more than 10 pages in length. Please use Calibri font size 12.
- A detailed financial proposal with a necessary budget breakdown of costings and miscellaneous involved.
- Curriculum-vitae of the expert within the firm in any in the attached template (3 pages max).
- Similar work experience documents.
- A valid Company registration certificate, PAN/VAT certificate, tax clearance certificate of FY 2080/81, organizational profile, and areas of expertise.
- Submit both technical and financial proposals to procurement.nepal@vsoint.org by **23 February 2025**. Proposals submitted after the deadline will not be considered.
- The parties should send their questions and queries related to the TOR, if any to VSO in procurement.nepal@vsoint.org by **17 February 2025**.
- The value of Technical and Financial proposals will be evaluated at a ratio of 70:30 respectively.

Annex 1: CV template



CV format.docx