

INVITATION TO TENDER

Uganda

Tender/SCI/SC/CO/03/2026

05th March 2026

**TENDER FOR THE PROVISION OF CONSULTANCY SERVICES TO UNDERTAKE AN
IMPACT ASSESEMENT OF SAFE FAMILIES APPROACH IN ARUA DISTRICT – UGANDA
(UNDER JMOFA PROJECT)**

SUBMISSION DEADLINE: 12:00 PM ON 11th March 2026

PRE-SUBMISSION CLARIFICATION MEETING: N/A

QUESTIONS / CLARIFICATIONS: uganda.coprocurement@savethechildren.org

FORMAT FOR SUBMISSION: [BIDDER RESPONSE DOCUMENT](#)

PART 1: INVITATION TO TENDER

- o Introduction to SCI
- o Project Overview and Requirements
 - o Award Criteria
- o Instructions & Key Information

PART 2: CORE REQUIREMENTS AND SPECIFICATION

Detailed description of SCI's specific requirements (e.g. volumes, delivery dates / locations, product specifications etc).

PART 3: BIDDER RESPONSE DOCUMENT

Template to be used to submit response to this Invitation to Tender.

PART 1 – INVITATION TO TENDER

1. INTRODUCTION TO SAVE THE CHILDREN

SCI is the world's leading independent organisation for children. We save children's lives; we fight for their rights; we help them fulfil their potential. We work together, with our partners, to inspire breakthroughs in the way the world treats children and to achieve immediate and lasting change in their lives.

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.

We do this through a range of initiatives and programmes, to:

- ❑ Provide lifesaving supplies & emotional support for children caught up in disasters (e.g. floods, famine & wars).
- ❑ Campaign for long term change to improve children's lives.
- ❑ Improve children's access to the food and healthcare they need to survive.
- ❑ Secure a good quality education for the children who need it most.
- ❑ Protect the world's most vulnerable children, including those separated from their families because of war, natural disasters, extreme poverty or exploitation.
- ❑ Work with families to help them out of the poverty cycle so they can feed and support their children.

For more information on the work we undertake and recent achievements, visit our [website](#).

2. PROJECT OVERVIEW

Item	Description
Description of Goods / Services	PROVISION OF CONSULTANCY SERVICES TO UNDERTAKE AN IMPACT ASSESEMENT OF SAFE FAMILIES APPROACH IN ARUA DISTRICT – UGANDA (UNDER JMOFA PROJECT)
Outcome of Tender	<i>Contract – the successful supplier(s) will be awarded a 'Contract'. Within the terms & conditions of supply e.g. specifications, lead times, indemnities, liabilities, warranties etc.</i>
Duration of Award	90 days

Further detail on the specific requirements of the project (e.g. volumes, dates, specifications etc.) can be found in [Part 2 \(Core Requirements & Specifications\)](#) of this Tender Pack.

3. AWARD CRITERIA

SCI is committed to running a fair and transparent tender process and ensuring that all bidders are treated and assessed equally during this tender process. Bidder responses will be evaluated against four weighted categories of criteria: Essential Criteria, Sustainability Criteria, Capability Criteria, and Commercial Criteria.

3.1 ESSENTIAL CRITERIA

Criteria which bidders **must** meet in order to progress to the next round of evaluation. If a bidder does not meet any of the Essential Criteria, they will be excluded from the tender process immediately. These criteria are scored as 'Pass' / 'Fail'.

3.2 CAPABILITY CRITERIA (40%)

Criteria used to evaluate the bidder's ability, skill and experience in relation to the requirements. Bids will be evaluated against the same pre-agreed Criteria.

3.3 SUSTAINABILITY CRITERIA (10%)

Criteria used to evaluate the impact a supplier has on the environment, local economy and community. Bids will be evaluated against the same pre-agreed Criteria.

3.4 COMMERCIAL CRITERIA (50%)

Criteria used to evaluate the commercial competitiveness of a bid. Bids will be evaluated against the same pre-agreed Criteria.

4. VETTING

Successful bidders must be successfully vetted. This involves checking bidders and key personnel against Global Watch Lists, Enhanced Due Diligence Lists and Politically Exposed Persons Lists.

The vetting of bidders will be completed after the award decision and prior to any contract being signed, or orders placed. If any information provided by the Bidder throughout the tender process is proved to be incorrect during the vetting process (or at any other point), SCI may withdraw their award decision.

5. BIDDER INSTRUCTIONS

6.1 TIMESCALES

Activity	Date
Issue Invitation to Tender	05 th March, 2026
Pre-Submission Clarification Meeting	N/A
Deadline for questions from Bidders	06 th March 2026 at 12:00pm
Deadline for Bid Submission	11 th March 2026, 12:00PM
Award Contract	16 th March, 2026

Above dates are for indicative purposes only and are subject to change.

6.2 SUBMISSION FORMAT & BIDDER RESPONSE DOCUMENT

Bidders wishing to submit a bid **must use the Bidder Response Document template in [Part 3 of this Tender Pack](#)**. Any bids received using different formats, or incomplete bids, will not be accepted.

This document allows bidders to submit all the required information and be evaluated fairly and equally against the Essential, Capability and Commercial Criteria. Bidders may also be required to submit supporting documentation. Further instructions can be found within the document in Part 3 of this pack.

Soft copy Bids shall be submitted to:

Email: uganda.coprocurement@savethechildren.org

OR

Paper Submission

- ☐ One paper copy submitted on headed paper to

**Save the Children International
First Floor Grand Luthuli House
Plot 15 Luthuli Avenue, Bugolobi
P.O Box 12018, Kampala - Uganda
Tel: 0393 264520.**

- ☐ Bids should be submitted in a single sealed envelope addressed to “The Procurement Committee-Save the Children International”.

The envelope should clearly indicate the Invitation to **“Tender for the provision of consultancy services to undertake an Impact assessment for safe families approach in Arua District – Uganda under the JMOFA Project”**

but contain no other details relating to the bid or the bidder’s name.

- ☐ All supporting documentation should be labelled and grouped together (individual envelopes, stapled etc) and then included in a single sealed envelope as per the above.

6.4 CLOSING DATE FOR BID SUBMISSION

Your bid must be received, no later than **12:00 pm on 11th March, 2026**.

Bids must remain valid and open for consideration for a period of no less than **60 Working days**.

6.5 KEY CONTACTS

All questions relating to the tender should be sent via email to:

Name	Email Address
Mitchell Mugerwa (HoSC)	mitchell.mugerwa@savethechildren.org

Please be advised local working hours are 8:00 am to 5:00 pm. Please allow up to 2 days for a response.

Where the enquiry may have an impact on other bidders within the process, Save the Children will notify all other Bidders to maintain a fair and transparent process.

PART 2 – CORE REQUIREMENTS & SPECIFICATIONS

1. SPECIFIC REQUIREMENTS / CATEGORY OF GOODS / SERVICES

The Terms Of Reference (TORs) below represent the minimum requirements for this assignment, and consultants are advised to suggest any additional cost-effective approaches that will ensure more value addition to the exercise.

1.1 IMPLEMENTATION LOCATIONS:

Location: Uganda

Estimated duration of the assignment: **90 Days**

1.2. TERMS OF REFERENCE FOR THE ASSIGNMENT

Family Strengthening, Child Participation, and Child Justice initiatives as prevention and response mechanisms to strengthen the child protection system in Arua, Uganda **en**

- (i) routine cohort-based pre-post analysis across Cohorts 1–6,
- (ii) secondary historical cohort comparisons (Cohorts 1–4 vs 5–6 where comparable measures exist), and
- (iii) dose/intensity association analyses within Cohorts 5s leader engagement intensity).

	Family Strengthening, Child Participation, and Child Justice initiatives as prevention and response mechanisms to strengthen the child protection system in Arua, Uganda
	July 2024- June 2026
	24 months
	Arivu Sub-County (Arua District) and Oli Division (Arua City), West Nile.
	Child Protection
	● Save the Children Japan: Implementation of Safe Families & impact assessment: ● Japan Ministry of Foreign Affairs (JMoFA): SCI Staff time & broader child protection system-strengthening in Arua
	Through the Safe Families Common Approach, the project aims to reach approximately 1,490 children and 2,462 adults/caregivers in Arua District and Arua City. Priority groups include: children at heightened risk of violence or neglect (including out-of-school children and children in child-headed households), adolescent parents, and other at-risk children identified by para-social workers (PSWs) and community leaders. Caregivers presenting parenting/behavioural challenges will be engaged through structured parenting sessions and follow-up mentoring.

Project summary

To strengthen the family and caregiving environment in Arua District and Arua City by equipping parents and caregivers with positive parenting skills and non-violent discipline practices, and by empowering children through structured group sessions, thereby reducing the incidence of physical and humiliating punishment, improving child-caregiver relationships, and enhancing children's safety and wellbeing.

1.2.2 Introduction

Save the Children Uganda is implementing the Safe Families Common Approach in Arua District and Arua City as part of a broader child protection system-strengthening project. This Terms of Reference (ToR) sets the framework for commissioning an independent impact assessment using a cohort-based pre-post design and strengthened process/intensity measurement to generate robust, policy-relevant evidence on changes in outcomes and plausible contribution.

The purpose of this ToR is to clarify the scope, methodology, roles, timelines and deliverables for the contracted Consultant (prime) and any technical sub-contractors. It establishes quality standards, ethical requirements, data governance, and authorship/publication arrangements, as well as accountability between Save the Children International (SCI) and the contracted parties.

1.3 BACKGROUND AND CONTEXT

Project Overview

The Family Strengthening, Child Participation, and Child Justice initiatives as prevention and response mechanisms to strengthen the child protection system in Arua, Uganda (hereafter SCJ self-fund project, July 2024–June 2026) is funded by Save the Children Japan and is designed to complement the ongoing Child Protection System Strengthening project in Arua funded by JMoFA (March 2023–June 2026). The self-fund project leverages the same geographies, staff and coordination structure as the JMoFA project and, as one component of system strengthening, finances both Safe Families Common Approach delivery and this impact assessment. This blended resourcing improves efficiency, avoids duplication, and aligns with Uganda's National Child Policy (2020).

1.3.1 Project Rationale

Violence against children remains common, perpetuated by harmful social norms. In the JMoFA project's Year 1 baseline survey, children reported high exposure to harmful discipline: 79% reported having been slapped or witnessing slapping by adults (home/school); 48% had been beaten or witnessed beatings with sticks; 87% had been shouted at or witnessed shouting by adults; and 39% had been verbally abused or witnessed

verbal abuse. Over 70% of reported protection cases involved child neglect, correlating with child labour, early marriage/sexual abuse, abandonment, non-attendance at school, and lack of basic needs. The National Child Policy (2020) calls for parenting education and support to scale up family-strengthening services—precisely the gap Safe Families addresses.

1.3.2 Intervention Approach

Save the Children is strengthening the family and caregiving environment through Safe Families, Save the Children's universal, evidence-based Common Approach to positive parenting and violence prevention. Safe Families supports parents to respond to the individual needs and strengths of each child. The intervention delivers group-based parenting sessions for caregivers (12 sessions) alongside structured children's group sessions (10 sessions), scheduled in parallel or staggered on the same day. Rather than prescribing fixed rules, Safe Families focuses on strengthening relationships and shifting parent-child interactions from power and control towards mutual understanding and joint problem-solving. Safe Families aims to:

- Reduce physical and humiliating punishment in the home;
- Improve positive, non-violent caregiving skills and practices;
- Strengthen parent-child relationships and communication;
- Increase children's resilience, voice and help-seeking;
- Promote gender-equitable norms (including fathers' active engagement and non-discrimination); and
- Reinforce equitable, gender-sensitive child protection systems that prevent and respond to violence at home.

1.4 PURPOSE and Scope of the Study

Purpose of the study

The purpose of this study is to generate robust, policy-relevant evidence on the effects of the Safe Families parenting intervention in Arua District and Arua City. The impact assessment will use a cohort based pre-post design, drawing on prospective primary data, to examine changes in parenting practices, child wellbeing and violence outcomes.

The findings will be used to:

- inform programme adaptation and future programme design ;
- provide evidence to the Ministry of Gender, Labour and Social Development (MoGLSD), Arua District Local Government and Arua City to guide planning and resource allocation for parenting and child protection; and

Specific objectives of the study

Although Safe Families is recognised within Save the Children as an evidence-informed Common Approach for reducing violence against children and improving parenting, much of

the existing evidence comes from non-system-strengthening settings. There is limited evidence on how Safe Families performs when it is contextualised for Uganda, delivered through para-social workers and local government structures, and embedded within a broader child protection system-strengthening project. For example, in Arua City in particular, additional strategies have been introduced to increase male caregiver participation, including engaging religious leaders, conducting sensitisation workshops and improving awareness-raising and participant identification processes. This impact assessment therefore focuses on a set of objectives and questions that both test the effectiveness of Safe Families in Arua and add value to the existing evidence base by examining contextualisation, system linkages, implementation variation and gendered patterns of participation.

The specific objectives of the study are to:

1. **Overall programme effectiveness:** Estimate the effects of the Safe Families parenting intervention on pre-specified primary outcomes (past-month physical and psychological violence against children; caregiver attitudes and practices toward non-violent discipline) and secondary outcomes (child-caregiver relationship and communication, household caregiving environment, child participation), using a cohort based pre-post design based on routine pre-post measurement and cohort comparisons.
2. **For whom, and under what conditions, it works:** Examine how programme effects vary across key subgroups (e.g. child sex, age, disability status, and caregiver/household composition – such as single caregivers, only one parent attending, and both parents attending), as well as by basic participation patterns (e.g. session attendance) and facilitation modalities (e.g. delivery by para-social workers and Social Welfare Officers using local languages and working within community structures), in order to understand for whom, and under what implementation conditions, Safe Families works best in the Arua context.
3. **Contribution of male-engagement strategies:** Assess the contribution of targeted male-engagement strategies – including collaboration with religious leaders, church-based sensitisation, and strengthened awareness-raising and participant identification processes – to:
 - i. male caregiver enrolment and sustained participation in Safe Families; and
 - ii. changes in intra-household communication and violence outcomes, drawing on comparisons with previous cohorts and within-cohort variation in exposure to these strategies, with religious leader engagement quantified using standardised intensity indicators (e.g., frequency, reach and site coverage).
4. **Contextualisation and system linkages:** Document how Safe Families has been contextualised and adapted for Arua District and Arua City – including delivery through Para-Social Workers (PSWs) and Social Welfare Officers (SWOs), integration with existing referral pathways, linkages to statutory child protection structures, and specific approaches to engaging fathers and male caregivers – and critically assess how these implementation features and system linkages are associated with observed outcomes.

5. **Policy and practice implications for system strengthening:** Generate practical, policy- and practice-oriented recommendations for how parenting support can be adapted and integrated within broader child protection system-strengthening efforts in Arua, and in similar district contexts, including strategies to increase meaningful participation of fathers and male caregivers, and to strengthen alignment with national parenting guidance and tools, including The Uganda National Parenting Guidelines (2018), the National Parenting Training Manual for Uganda (July 2025), and the National Standards for Parenting Programmes in Uganda (2025).

1.4.1 Scope of the Study

Evaluation design and timing

- **Design:** The assessment will use (i) cohort-based pre-post analysis of routine Safe Families data across Cohorts 1–6 and (ii) secondary historical cohort comparisons (Cohorts 1–4 vs 5–6 where comparable). Within Cohorts 5–6, participation (dose) and religious leader engagement intensity will be measured and analysed as associational predictors of participation and intermediate outcomes.
- **Analytical contrasts:**
 - **Cohort comparison:** Cohorts 1–4 (standard implementation) vs Cohorts 5–6 (enhanced male-engagement implementation).
 - **Within-cohort intensity analysis (Cohorts 5–6):** associations between religious leader engagement intensity and male caregiver enrolment, attendance and completion, and intermediate family outcomes.
- **Data collection time-points:**
 - **Pre-test:** prior to the start of Safe Families sessions for each cohort.
 - **Post-test:** immediately after completion (or near-completion) of Safe Families sessions for the same cohort.
- **Cohort implementation:**
 - Safe Families will be delivered through two parallel cohorts (Cohorts 5 and 6).
 - For evaluation purposes, these cohorts will be treated as a single intervention arm, with internal variation (e.g. participation patterns, facilitator profiles, exposure to male engagement strategies) explored in heterogeneity and process analyses.
- **Timeline:**
 - **Feb–Mar 2026:** Pre-test for **Cohorts 5–6**, conducted as part of routine programme implementation **prior to session start**.
 - **Mar–May 2026:** Roll out for sessions of Cohorts 5–6.
 - **May 2026:** Endline / post-test for **Cohorts 5–6**, conducted **immediately after session completion**.
 - **Cohorts 1–4 (historical):** Existing routine **pre-post datasets** will be included for **secondary analyses**.

1.4.2 Geographic and population coverage

- **Location:** Arivu Sub- County (rural) in Arua District and Oli Division (urban) in Arua City, West Nile.
 - Intervention communities will be selected from within the existing Safe Families project catchment areas in Arivu Sub-County and Oli Division.

- o Comparison communities will be selected from neighbouring communities in Arua District/Arua City where SWOs/PSWs and routine child protection services are present, but Safe Families is not being implemented during the current project period due to resource and phasing constraints.
- **Population:** Caregivers and children in both intervention and comparison communities who meet the Safe Families targeting criteria, identified in collaboration with Social Welfare Officers (SWOs), para-social workers (PSWs) and community leadership. Priority groups include children at heightened risk of violence, neglect or exploitation (e.g. out-of-school children, children in child-headed households, adolescent parents), and their primary caregivers. All primary data will be disaggregated by sex, age, disability, location, Level of education, occupation and other vulnerability markers.

In-scope technical tasks (Consultant)

- **Study protocol and PAP:** Finalise the study protocol and pre-analysis plan (PAP), including: definition of the study population and cohort(s) (Cohorts 5–6), primary and secondary outcomes, covariates, sampling and participant tracking approach, and the planned analyses based on cohort-based pre–post measurement (paired/linked analysis where feasible; otherwise clearly specified repeated cross-sectional pre–post), supplemented by secondary historical cohort comparisons (Cohorts 1–4 vs 5–6 restricted to harmonised/common items where comparable data exist) and dose/intensity association analyses (e.g., session attendance and religious leader engagement intensity). The PAP will specify procedures for handling missing data, multiple testing, subgroup/heterogeneity analyses, and sensitivity/robustness checks, and will set clear reporting rules to avoid definitive causal claims given the absence of a contemporaneous comparison group.
- **Ethics & approvals:** Support the preparation of ethics documentation and required annexes, aligned with Save the Children safeguarding and data protection standards, and submit them to SCI for coordination of review/approval by the Save the Children Global ethics review team prior to fieldwork. SCI MEAL team will take lead this process.
- **Measurement:** Adapt/translate tools; pilot and refine instrument; train and supervise enumerators; implement safeguarding and safe referral SOPs for any disclosure of violence or serious distress, for both intervention and comparison communities.
- **Sampling and fieldwork:** Operationalise sampling and participant tracking in collaboration with SWOs, PSWs and community leaders, while avoiding coercion or undue influence. Implement cohort-based baseline (pre-test) and endline (post-test) data collection with enrolled caregivers and children for Cohorts 5–6, aligned with programme roll-out and completion.
- **Dose & implementation tracking:** Track Safe Families implementation in intervention communities, including session delivery and attendance. Document facilitation modalities, targeted male engagement strategies (e.g. collaboration with religious leaders) and major contextual adaptations, particularly linkages to the wider child protection system.
- **Analysis:** Conduct descriptive analyses of baseline characteristics and participation patterns. Estimate changes over time using paired/linked pre–post analyses at individual level where feasible, supplemented by cohort-level comparisons (Cohorts

1–4 vs Cohorts 5–6) with regression adjustment for observed differences. Analyse heterogeneity by subgroup and by participation (dose), and assess the association between religious leader engagement intensity and male caregiver participation and intermediate outcomes within Cohorts 5–6, as pre-specified in the PAP. Clearly distinguish effectiveness findings from contribution/implementation learning, and report limitations transparently.

- **Selection bias in religious leader engagement analyses:** Analyses of religious leader engagement intensity will be treated as associational (not causal). The Consultant will mitigate self-selection and time-invariant differences by adjusting for observed covariates and participation pathway variables (including “referral source” and stated motivation), and by presenting robustness checks (e.g., models with and without these controls; site-fixed effects where feasible; restricting to comparable sites or groups). Conclusions will be framed as evidence on plausible contribution and implementation learning.
- **Deliverables:**
 - **D1 Inception Report:** Concise inception report setting out the refined study objectives and research questions; a feasible evaluation design based on (i) cohort-based pre–post measurement for Cohorts 5–6, and (ii) historical cohort comparisons (Cohorts 1–4 vs 5–6) where comparable measures are available, including sampling approach, sample size assumptions, and a plan to restrict cohort comparisons to harmonised/common items. The package will include a measurement framework and finalised post-test data collection tools/templates for caregivers, children and process; an ethics and approvals plan (including safeguarding and referral procedures); a data management and anonymisation plan; and a pre-analysis plan (PAP) summarising planned analyses, including handling of missing data, multiple testing and key subgroup/heterogeneity and sensitivity analyses, together with an updated workplan and timeline.
 - **D2 Clean, anonymised datasets and codebooks:** Fully cleaned, anonymised caregiver and child datasets (pre-test and post-test for Cohorts 5–6), and harmonised historical pre–post datasets for Cohorts 1–4 where available and sufficiently comparable, with codebooks and data dictionaries describing all variables and constructed indicators.
 - **D3 Study Report (publication-ready organisational report):** SCI-branded report suitable for internal and external dissemination (including the Save the Children Resource Centre where appropriate), including methods, results, limitations and programme/policy recommendations, with cautious language on causal claims reflecting the absence of a contemporaneous comparison group.
 - **D4 Analysis syntax/scripts and replication package (key outputs):** The Consultant will provide analysis syntax/scripts (Stata/R or equivalent statistical package) sufficient to reproduce the key tables and figures presented in the Study Report (including primary outcomes and core subgroup/process/dose analyses), accompanied by a short README (run steps, file structure, software/version) and organised in a clear folder structure. Where Excel is used for descriptive summaries or data checks, the Consultant must provide a protected workbook and a clear calculation log

(variable definitions, formulas, and steps). Regression-based analyses must be conducted in a statistical package and documented in the scripts.

- o **D5 Dissemination:** The Consultant will support one dissemination session (in person or online) by providing an editable slide deck and a brief facilitation note. SCI will lead logistics and invitations.

1.5 Key Study Questions

EQ1: Does Safe Families reduce violence and improve parenting outcomes?

To what extent do priority violence- and parenting-related outcomes (key EQ1 outcome indicators (Indicators 1.1–1.13 in the attached evaluation matrix) change from pre-test to post-test among Safe Families participants in Arua District and Arua City?

- o Findings will be interpreted cautiously given the absence of a contemporaneous comparison group and will be triangulated with qualitative evidence.

EQ2: For which households does it work best?

How does the magnitude and pattern of pre-post change vary across household, caregiver, and child characteristics (e.g., caregiver sex/age, child age/sex, household composition, vulnerability profile), and by basic participation patterns (e.g., attendance/completion)?

- o This question identifies which households appear to benefit most (and least), to inform targeting and equitable adaptation.

EQ3: How can male engagement and system integration improve impact and support system strengthening?

a) How do (i) targeted male engagement strategies (including collaboration with religious leaders) and (ii) linkages with child protection system structures (e.g., PSWs, SWOs) influence programme reach, participation, and the strength of observed outcome changes,

b) What is the extent of alignment between Safe Families delivery and monitoring and Uganda's national parenting guidance and tools (The Uganda National Parenting Guidelines (2018), the National Parenting Training Manual for Uganda (July 2025), and the National Standards for Parenting Programmes in Uganda (2025)), and what light-touch value-for-money insights can be generated to inform planning and budgeting (where data permit)?

- o This question generates actionable learning on how implementation features can strengthen programme performance and support integration within child protection system.

1.5.1 Intended Audience and Use of the Study

This impact assessment focuses on the **Safe Families Common Approach**. Findings will be used to strengthen programme quality, guide scale-up, and inform policy and resource allocation.

- **Save the Children (SCI Uganda & SC Japan):** Assess effectiveness and light-touch value for money insights of Safe Families; identify best practices and gaps; refine curricula and delivery models; inform future programme design; produce materials for the Save the Children Resource Centre. Where feasible, provide light-touch

value-for-money insights (e.g., indicative unit costs and cost per key outcome change) to inform internal decision-making and future resourcing.

- **Ministry of Gender, Labour and Social Development (MoGLSD):** Use causal evidence to inform national parenting guideline(2025), align with the National Child Policy (2020), and support integration within government systems.
- **Arua District Local Government & Arua City:** Apply results to strengthen local child protection systems (e.g., CPIPPs, Child Wellbeing Committees), planning, budgeting and coordination with SWOs/PSWs.
- **Development and research partners (e.g., Academic research centres, NGOs):** Use the evidence and anonymised datasets to support adaptation, replication and further research on violence prevention and positive parenting in humanitarian and development settings.

1.5.2 Study Methodology

Primary surveys (Cohort-based pre–post surveys for Cohorts 5–6)

- **Respondents:** enrolled caregivers and children aged 6 to 17 years participating in Safe Families Cohorts 5–6, PSWs, SWOs, LC/Community leaders, Religious leaders, SCI staff.
- **Timing:**
 - **Pre-test:** administered prior to the first Safe Families session for each cohort (aligned with programme roll-out).
 - **Post-test:** administered immediately after completion (or near-completion) of Safe Families sessions for the same cohort.
- **Core modules:** caregiver and child questionnaires covering violence exposure, discipline practices (including non-violent discipline), attitudes and norms related to violence and men’s participation in child rearing, caregiver–child relationships and communication, participation/agency, household environment (including household composition and partnered status), and background characteristics.
- **Participation pathway and motivation (brief module):** include a short set of items to capture whether caregivers sought advice or reported a child protection concern to a Para-Social Worker or Social Welfare Officer within a defined recall period (for example, the past one month) at pre-test and post-test, and where feasible, whether this was a first-time contact or a follow-up to an existing case. These items will be used to examine system linkage and help-seeking patterns in relation to observed outcome change.
- **Measurement and data collection:** adaptation/translation → pilot → CAPI (Kobo) programming with skip patterns, range checks and consistency checks to minimise data entry errors.
- **Sensitive modules:** apply privacy-enhancing modes where feasible (e.g., self-administered components, child-friendly methods; ACASI only where operationally viable), in line with SCI safeguarding standards.
- **Data structure:** where feasible, link pre- and post-test at individual level using a secure, non-identifying unique code; otherwise implement clearly documented cohort-level repeated cross-sectional pre–post measurement.

- **Disaggregation:** all primary data must allow disaggregation by sex, age, disability status, location (district/city; rural/urban or agreed remoteness categories) and agreed vulnerability markers.

Administrative / process data (dose and male-engagement intensity)

- **Session delivery and participation:** session delivery logs and attendance registers (by caregiver type and sex; partnered status and household composition where feasible), enrolment and completion records, and supervision or home-visit records where available. Records should be maintained in a way that allows calculation of male caregiver enrolment and retention, and linkage to group or site identifiers.
- **Contextual adaptation log:** documented adaptations and implementation notes to construct dose measures and interpret cohort-to-cohort variation.
- **Religious leader engagement activity log (standardised):** date, site/venue ID, activity type, number of leaders engaged, estimated reach, key messages and referral/mobilisation mechanism; maintained throughout Cohorts 5–6 and linkable to attendance/completion at site/group level to construct intensity indicators (e.g., frequency, reach, site coverage).
- **Catchment and spillover tracking:** for each religious leader engagement activity, record the intended catchment (village/parish/zone) and any observed cross-area participation to support interpretation and sensitivity checks.
- **Awareness-raising activities:** activity reports on mobilisation and sensitisation (including locations and estimated reach), linkable to site/group IDs.
- **Cost and resource-use data (for light-touch VfM):** compile available programme expenditure and resource-use data for Cohorts 5–6 (e.g., direct implementation costs and key cost drivers where available), linked to site/group IDs where feasible, to enable indicative unit cost estimates (e.g., cost per participant reached and cost per completer) and assessment of any incremental costs associated with male engagement and system linkage activities.

Secondary sources

- SCI formative research and Safe Families implementation documentation in Arua.
- Routine pre-post datasets and reports from earlier cohorts), and relevant administrative datasets.
- Analyses using historical data will be clearly distinguished from the primary Cohorts 5–6 pre-post analyses and cohort comparisons in reporting.
- Structured document review to assess the extent of alignment between Safe Families delivery and monitoring and Uganda's national parenting guidance and tools, including The Uganda National Parenting Guidelines (2018), the National Parenting Training Manual for Uganda (July 2025), and the National Standards for Parenting Programmes in Uganda (2025), complemented by key informant interviews and validation discussions with relevant stakeholders.

Data quality and management

- **Training and supervision:** enumerator training plus in-field coaching, with specific emphasis on interviewing children, handling sensitive violence modules, and responding to disclosures.

- **Quality assurance:** daily data quality checks, supervisor spot-checks, re-interviews and audit trails as appropriate.
- **Data protection:** encrypted storage, strict access controls, and early separation of personally identifiable information (PII) from survey data.
- **Contractual outputs:** delivery of anonymised analysis-ready datasets, codebooks/data dictionaries, and fully reproducible analysis code/replication files.

Qualitative component (children's testimonies)

- Children's testimonies will be collected through individual interviews with a purposive sample of children aged 6 to 17 years from participating households, to provide child-centred perspectives on changes in the home environment, caregiver behaviour, emotional climate, and daily routines, and to triangulate pre-test and post-test findings. Sampling will consider variation in male caregiver participation, participation completion, and delivery context (for example, settings with higher versus lower exposure to religious leader engagement), and all procedures will follow SCI safeguarding standards.

Recommended tools

- Prioritise SCI standard Safe Families measures and instruments commonly used in violence prevention and parenting research, where appropriate for the Arua context.
- Where gaps exist, propose minimal, clearly justified additions/adaptations consistent with study objectives and SCI ethical, safeguarding and data-protection standards.

1.6 Ethical Considerations

Ethical review and approval

- The Consultant, together with SCI, will submit the final protocol, tools and consent/assent forms to the relevant Save the Children ethics review body prior to any consultant-led data collection (including the post-test) and before any research use and analysis of routine programme pre/post data. Ethical approval will cover the research use and analysis of routine programme pre/post data (secondary use), as well as post-test procedures and safeguarding/referral protocols.

Informed consent and assent

- Written informed consent will be obtained from all participating caregivers, and age-appropriate written assent from children aged 6–17 alongside caregiver consent. Consent for programme participation will be clearly distinguished from consent for research, and participation will be fully voluntary with the right to refuse or withdraw at any time without consequence.

Safeguarding and referrals

- SCI-approved SOPs for safe disclosure and referral will be followed for any report or suspicion of violence, abuse, neglect or serious distress, including immediate risk assessment, first-line support, referral to PSWs/SWOs and services, and secure documentation, in line with Ugandan child protection laws.

Participant protection

- Interviews will be conducted in private, without third parties present, with gender-matched enumerators for sensitive topics where feasible. The consultant will draft a simple distress protocol and referral pathway, aligned with Save the Children safeguarding procedures, for review and approval by the SCI prior to data collection. This will guide when to pause/stop interviews and how to offer support, and basic staff care/debriefing will be provided for field teams.

Data protection and confidentiality

- Data will be collected and stored using encrypted devices and secure systems with role-based access. Personally identifiable information will be separated early from survey data; only anonymised datasets will be shared, following clear data retention and disposal procedures consistent with SCI data protection standards.

Codes of conduct and inclusion

- All study personnel will sign and adhere to the Save the Children Child Safeguarding Policy and Code of Conduct. All enumerators will receive mandatory safeguarding training delivered by Save the Children prior to fieldwork. Field procedures will promote gender- and disability-inclusive participation, including appropriate deployment of male/female enumerators and separate spaces where needed.

Causal interpretation and reporting:

- Given the absence of a non-equivalent comparison group, the study will prioritise estimating within-cohort change and plausible contribution supported by cohort comparisons. Findings will be reported with appropriate caution, avoiding definitive causal claims and clearly distinguishing evidence of change, plausible contribution, and implementation learning.

1.7 Known limitations that should be taken in consideration in design

Cohort comparisons and time-varying confounding

- Comparisons between Cohorts 1–4 and Cohorts 5–6 may be biased by time-varying factors unrelated to the intervention enhancements, including seasonal effects, changes in the enabling environment, implementation team maturation, shifts in mobilisation practices, and broader contextual shocks. To mitigate these risks, the Consultant will: (i) limit cross-cohort comparisons to harmonised questionnaire items and consistent measurement procedures; (ii) adjust for observed baseline differences and key covariates available across cohorts (e.g., caregiver/child characteristics, household composition, location, and baseline outcome levels where available); and (iii) conduct sensitivity analyses (e.g., alternative model specifications, restricting to comparable sites/time windows, and reporting robustness of estimates) as pre-specified in the PAP. Residual confounding will be transparently acknowledged in reporting.

Social desirability and under-reporting of violence

- Reports of violence and sensitive experiences may be affected by social desirability and fear of disclosure. Mitigation will include privacy-respecting interviewing (private spaces, child-friendly methods), neutral and non-judgemental wording, strong

enumerator training on violence modules and confidentiality, and clear communication that services are not conditional on survey responses.

Logistics, access and participation patterns

- Weekend sessions, competing labour demands and remote locations may affect both programme attendance and survey follow-up. The design will therefore prioritise realistic scheduling of interviews (e.g. alongside sessions where appropriate), feasible transport support, flexible appointment windows and simple tracking systems to minimise attrition and allow analysis by participation patterns.

Attrition and missing data

- Loss to follow-up and item non-response may bias results if not addressed. The Consultant will use proactive tracking (multiple contact details, reminders, revisits), document reasons for non-response, and apply appropriate analytical strategies (e.g. sensitivity analyses alongside primary complete-case estimates) as specified in the PAP.

Data quality and protocol drift

- Fieldwork over several weeks carries risks of data entry errors and gradual deviation from agreed protocols. Mitigation will include Kobo validation rules, daily data quality checks, regular field supervision and spot-checks, brief refresher sessions with enumerators, and maintenance of basic audit trails for key survey edits and protocol changes.

1.8 Expected Deliverables

Deliverable/Milestone	Responsibility	Start date	End date
Contract signing	Consultant/SCI	13 Apr 2026	13 Apr 2026
Inception MTG arranged by consultants	Consultant/SCI	13 Apr 2026	16 Apr 2026
D1 Inception Report + final tools/templates + PAP (final)	Consultant	17 Apr 2026	27 Apr 2026
Review of inception report & PAP	SCI	26 Apr 2026	28 Apr 2026
SCI internal ethics review	Consultant/SCI	29 Apr 2026	13 May 2026
Revise & finalize inception report, PAP, tools	Consultant	15 May 2026	18 May 2026
Safe Families sessions (Cohorts 5–6)	SCI	01 Mar 2026	15 May 2026
Data collection	Consultant/SCI	18 May 2026	01 Jun 2026
Data cleaning, harmonization (incl. Cohorts 1–4 where available), anonymization, codebooks	Consultant	07 Jun 2026	15 Jun 2026
D2 Clean anonymized datasets + codebooks/data dictionaries + README + replication scripts	Consultant	16 Jun 2026	30 Jun 2026
D3 Final Study Report (SCI-branded) first draft	Consultant	16 Jun 2026	30 Jun 2026
D4 Analysis syntax/scripts and replication package (key outputs)	Consultant	16 Jun 2026	30 Jun 2026
D2-4 Review	SCI	01 Jul 2026	06 Jul 2026
D2-4 Revise	Consultant	07 Jul 2026	10 Jul 2026
D2-4 Final review/approval	SCI	13 Jul 2026	17 Jul 2026

D5 Dissemination MTG	Consultant	20 Jul 2026	21 Jul 2026
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Note the following:

- **Final Study Report** must use the official **Save the Children Final Study Report template** and follow the organisation's **technical writing guide** (structure, style, citations, branding).
- Submit **all deliverables** (reports, briefs, slide decks) in **both editable and PDF formats** (.docx/.pptx and .pdf), via email to SCI (use a secure download link if file size exceeds email limits).
- Ensure all materials are **de-identified** (no PII), include required **disaggregation** (sex/age/disability/location) where applicable, and conform to **SCI branding and accessibility** practices (clear headings, readable fonts, alt-text for figures).
- Where figures/tables are used, include **data sources** and consistent numbering/captions.

1.9 Study Team and Selection Criteria

Eligibility and format

- Eligible bidders include individual consultants, firms, or university/research centre teams. Single-entity bids are allowed.
- Given the budget and timeline, role consolidation is expected (one person may cover multiple roles if qualified).

Academic qualifications

- **Principal Consultant/Study Lead:** Master's degree or higher in Social Sciences, Economics, Public Health, Statistics, or a related field. A PhD is an advantage but not required with a strong applied evaluation track record.
- **Data Manager/Analyst:** Bachelor's degree or higher in Social Sciences, Statistics, Quantitative Economics or related field; proven competence in Kobo or comparable CAPI workflows, and statistical programming (Stata, R, SPSS or equivalent).

Professional experience (team-level)

- Documented experience in **cohort-based or pre-post evaluations** (design → analysis → reporting), preferably in child protection / violence prevention / evidenced-based positive parenting.
- Field implementation experience in Uganda or similar contexts; demonstrated ability to operate under tight timelines and deliver high-quality outputs.
- Experience working with sensitive modules (e.g., violence against children) and applying safeguarding and referral protocols.

Technical competencies (must be evidenced in the proposal)

- Capacity to develop a PAP covering: cohort-based **pre-post analysis** (Cohorts 5–6), **historical cohort comparisons** (Cohorts 1–4 vs 5–6 where comparable), regression adjustment, missing-data approach, sensitivity checks, and subgroup/heterogeneity analyses.
- Experience constructing and analysing dose measures and process/intensity indicators (including **religious leader engagement intensity** indicators where

applicable), and linking these to participation and outcome data at the appropriate level (group/site/household)

- Strong data management and quality assurance practice: Kobo/CAPI validation, secure data handling, anonymisation, codebooks/data dictionaries, and reproducible analysis scripts (Stata/R or equivalent).
- Demonstrated safeguarding competence for research involving children and sensitive topics, including interviewer training and supervision.

Team composition and deliverables discipline

- Proposals must clearly assign roles, provide CVs, and specify level of effort (days) by team member.
- Internal QA plan must be realistic and lean (e.g., design/PAP review and a basic code review), proportionate to a maximum three-month contract.

Financial Proposal

Save the Children seeks value for money in its work. This does not necessarily mean "lowest cost", but quality of the service and reasonableness of the proposed costs. Proposals shall include personnel allocation (role / number of days / daily rates / taxes), as well as any other applicable costs.

Cost responsibilities and in-kind support by SCI (to be excluded from the Consultant's budget unless otherwise agreed):

- **Programme implementation costs** for Safe Families delivery (facilitators, venues for sessions, awareness raising activities).
- **Access to existing programme documents and datasets**, including historical pre-post datasets (Cohorts 1–4 where available), routine monitoring and relevant reports, subject to SCI data-sharing and safeguarding requirements.
- **Local coordination support** with District/City stakeholders, SWOs/PSWs and community leadership to facilitate field access (non-coercive).
- **Enumerator sourcing support (if applicable)**: SCI may provide access to a pool of trained enumerators; where SCI enumerators are used.
- **Safeguarding and referral mechanisms**: SCI-approved referral pathways and focal points for case escalation; SCI will support linkage to services for high-risk disclosures.

Costs to be budgeted by the Consultant (unless explicitly covered by SCI in writing):

- Study design, tool adaptation/piloting, enumerator training and supervision, data collection management and quality assurance.
- Fieldwork operational costs directly required for research (e.g., stipends for research assistants (using local market standard rates), transport refund for participants (using local transport rates), per diems, CAPI devices/data bundles, printing of consent/assent forms, venue costs for training, consultant's accommodation, per diem, car hire, fuel costs, mobilization costs for respondents)
- Data management, anonymisation, analysis, reporting, and production of deliverables (including editable files).

Any deviations from the above cost responsibilities must be clearly stated in the Financial Proposal and will be assessed as part of value-for-money.

10.0 Schedule of Payment

Payments will be made against agreed deliverables on submission of satisfactory proof of progress and verification of quality. It is expected that payment will be made in 2 tranches and are subject to relevant tax deduction as per Uganda Tax Laws according to the outputs below.

Deliverable	Payment
Submission of inception report	40%
Final approved report with all required deliverables as specified in the TOR	60%
Total	100%

11.0 HOW TO APPLY

Submission Information:

Interested bidders are expected to provide the following documentation:

1. **Technical proposal** responding to this ToR, including: proposed approach/design (cohort-based pre-post and cohort comparisons where feasible), data management and analysis plan, safeguarding approach, and a clear division of roles.
2. **Financial proposal** with a budget breakdown (role/days/daily rate/taxes) and any direct costs, clearly stating any assumptions.
3. **Workplan and timeline** aligned with the contract period and key deliverables (D1–D4, and dissemination support if feasible).
4. **Team CVs** (or consultant CV) showing relevant experience; include **at least two** recent and relevant references with contact details.
5. **One writing/analysis sample** from a comparable evaluation/research assignment (e.g., evaluation report excerpt, analysis memo, or similar).

If interested in applying for this assignment, submit your expression of interest, technical and financial proposals to uganda.coprocurement@savethechildren.org by specified dates of submission in the request for proposals.

Annex: Evaluation Matrix



Evaluation matrix for
SF Impact Assessment

SC is an equal opportunity employer and seeks to assign the best qualified talent. Our selection process, which includes rigorous background checks, reflects our commitment to the protection of children from abuse.

Disclaimer: SC does not charge any kind of fee at any stage of the recruitment process and does not act through recruitment agents.

3. ADDITIONAL INFORMATION

Once/if ordered, items will need to be delivered to specified locations/districts in Uganda. In such cases delivery may be requested separately using separate quotations/orders.

PART 3 – BIDDER RESPONSE DOCUMENT

1. INTRODUCTION

This document **MUST BE USED** by Bidders wishing to submit a bid. It is linked into 5 sections detailed below:

- [Section 1 – Essential Criteria](#)
- [Section 2 – Capability & Sustainability Questions](#)
- [Section 3 – Commercial Questions](#)
- [Section 4 – Bidder Submission Checklist](#)

The Bidder is required to sign a copy of the Check list in Section 4 as part of their submission.

2. INSTRUCTIONS

Within each section there are instructions providing guidance to the bidder on what information is required. This guidance details the **MINIMUM** requirements expected by SCI. If a Bidder wishes to add further information, this is acceptable, but the additional information should be limited to only items that are relevant to the tender.

- ❓ For the avoidance of doubt, bidders are required to complete all items within the Bidder Response Document unless clear instruction is provided otherwise.
- ❓ If a Bidder does not complete the entire Bidder Response document, their submission may be declared void.
- ❓ If a Bidder is unable to complete any element of the Bidder Response Document, they should contact Save the Children through the using the contact details provided for guidance.

By submitting a response, the bidder confirms that all information provided can be relied upon for validity and accuracy.

SECTION 1 - ESSENTIAL CRITERIA

INSTRUCTIONS – Bidders are required to complete all sections of the below table.

Item	Question	Bidder Response	
1	Bidder accepts Save the Children's 'Terms and Conditions of Purchase' and that any business awarded to the bidder will be completed under the Terms and Conditions included in Section 5 of this pack.	Yes / No	Comments / Attachments
2	The Bidder and its staff (and any sub-contractors used) agree to comply with SCI and the IAPG's policies listed in Section 5 of this pack throughout this tender process, and during any future works should the bidder be awarded a contract.	Yes / No	Comments
3	The bidder confirms they 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.	Yes / No	Comments
4	The Bidder confirms it is fully qualified, licensed and registered to trade with Save the Children (including compliance with all relevant local Country legislation). This includes the Bidder submitting the following requirements (where applicable): - Legitimate business address - Tax registration certificate and Tax Clearance certificate - Business registration or Incorporation certificate - Valid Trading license - Audited books of accounts for the last 3 years	Yes / No	Comments
		Requirement	Bidder Response / Attachments
		<i>Legitimate Business Address</i>	
		<i>Tax Registration Certificate and Clearance</i>	
		<i>Business Registration Certificate</i>	
		<i>Valid Trading License</i>	
5	Bidder confirms that they have and are still in the in business of providing	Yes / No	Comments

	consultancy services similar in nature to the requirements in questions. (attach copies of proofs such as Letters of recommendation and Contracts from current and or previous client organizations)		
6	Bidder confirms that their proposal confirms to the stated TORs(attach copies of documents of Gant chart, proposed methodology, team in line with the requirements)	Yes / No	Comments

SECTION 2 – CAPABILITY & SUSTAINABILITY QUESTIONS

Instructions – Bidders are required to complete all sections of the below table.

1	REFERENCES Bidder shares at least three (3) clients to attest their experience in providing services similar to those included within the scope of this tender. Clients provided must be for similar projects within a similar environment / context to that in which Save the Children operates, and within the last four (4) years. <i>(Note – the Bidder must ensure that for any client references shared, the nominated client is happy to be contacted / visit by Save the Children)</i>	Client Name	Contact Details (Name & Email)	Contract value and period of execution
		1)		
		2)		
		3)		
2	Bidder's implementation schedule covering all deliverables and the ability to meet estimated delivery schedule	Bidder Response	Attachment(s)	
		Bidder has the capacity to deliver the entire assignment as detailed in the provided TOR		

		- Delivery within 60 days - Delivery within 70 days - Delivery within 80 days - Delivery within 90 days - Delivery above 90 Days	
4	Proof of having qualified and experienced Personnel within the firm. These should be relevant to the assignment. Attach up to date CVs and copies of academic documents - Team leader (1) (Min 10yrs experience in Consultancy services of which 5yrs should be in the subject matter and Master's degree in relevant field. - Technical staff (Min 2) – Min. 3yrs experience in Research and Evaluation related consultancies and Min Bachelors in relevant field. - Support staff (Min 2)-experience in relevant sources such as Admin, IT, quantitative methods, research. e.t.c.		Comments
5	Proof of at least 3 current and/or previous similar assignments executed within the last 4 years. Proof shall be inform of contracts and LPOs and contract completion notes signed by the clients.		Attachments
6	Proof of any additional benefits that the service provider guarantees SCI	Bidder Response	Comments

The forms below shall be used to provide information on the consultant's experience and technical staff in relation to this assignment.

(a) Experience in previous assignments. the consultant can fill a different form for each different assignment.

Assignment Name:		Country:
Location within the Country:		Professional Staff Provided by our Firm:
Name of the Client:		No. of Staff:
Address:		
Start Date (Month /Year):	Completion Date Month/Year:	Approximate Value of the project (in Uganda Shillings):
Name of Associated Firms(s) if any:		No of months of professional staff provided by associated firm(s):
Name of Senior Staff (Project Director/Coordinator, Team Leader) involved and functions performed;		
Narrative description of the Project:		
Description of actual tasks accomplished by the Staff:		

(b) Composition of the Team and Task Assigned to each Team Member

Core Team: Technical and Managerial		
Name	Position	Task Assignment

1.

Other Staff		
Name	Position	Task Assignment

(c) Task assignment as per proposed work plan and activity schedule.

	Month with weekly Subdivisions															
Items of Work/Activities	1				2				3				4			

SUSTAINABILITY CONSIDERATIONS

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Indicate any sustainability initiatives implemented by your organization which are in line with SCL sustainability policy  Save the Children Supplier Sustainabil																			

SECTION 3 – COMMERCIAL QUESTIONS

CURRENCY OF COSTS: _____

FEES				
Name and Position of Personnel	Input Quantity	Unit of Input	Rate	Total Price
TOTAL:				

REIMBURSABLE AND MISCELLANEOUS COSTS				
Description of Cost	Quantity	Unit of Measure	Unit Price	Total Price
TOTAL:				

TOTAL LUMP SUM PRICE IN CURRENCY: _____

Breakdown of Lump Sum Price Authorised By:

Signature: _____
e:

Name: _____

Position: _____

Date: _____

(DD/MM/YY)

Authorised for and on behalf of:

Company _____

OTHER COMMERCIAL CONSIDERATIONS	
Supplier's Quote Validity Period: At least 90 working days required	

Bidder's payment terms: Required minimum 30 days after acceptance of submission and acceptance of the invoice 1- Initial payment: 40% of the contract amount on submission and acceptance of the inception report. 2- Final payment: 60% of the contract amount upon Submission, presentation and acceptance of the final report. The report shall be presented to SCl management and technical team.	
Bidder's financial capability: Bidder's proof of financial capacity to finance the requirement and deliver at least the first deliverables. Bank statement from the January 2025 to date	

SECTION 4 – BIDDER SUBMISSION CHECKLIST

We, the Bidder, hereby confirm we have completed all sections of the Bidder Response Document:		
No	Section	Please Tick
1.	Section 2 – Essential Criteria	
2.	Section 3 – Capability & Sustainability Questions	
3.	Section 4 – Commercial Questions	
We, the Bidder, confirm we have uploaded all of the required information and supporting evidence:		
Section	Required Document / Evidence	Please Tick
Essential Criteria Evidence	Proof of legitimate business address	
	Copy of tax registration & tax clearance certificate	
	Copy of business registration / incorporation certificate	
	Valid trading license	

Capability Criteria Evidence	Completed Bidder Response Document	
	Supporting documents	
Commercial Criteria Evidence	Completed Bidder Response Document	
We, the Bidder, hereby confirm we compliance with the following policies and requirements:		
Policy	Policy / Document	Signature
Terms & Conditions of Bidding	 1. Terms & Conditions of Bidding	
Child Safeguarding Policy	 Child Safeguarding Policy.pdf	
Anti-Bribery & Corruption Policy	 Anti-Bribery & Corruption Policy.pdf	
Human Trafficking & Modern Slavery Policy	 Human Trafficking & Modern Slavery Policy	
Protection from Sexual Exploitation & Abuse	 Protection from Sexual Exploitation & Abuse	
Anti-Harassment, Intimidation & Bullying Policy	 Anti-Harassment, Intimidation & Bullying Policy	
IAPG Code of Conduct	 IAPG Code of Conduct for Agencies	

We confirm that Save the Children may in its consideration of our offer, and subsequently, rely on the statements made herein.

Signature:

Name:

Title:

Company:

Date: