

Request for proposal and ToR for Needs Assessment

Request for Proposal and ToR for Needs Assessment

SOS Children's Villages Nepal

2022

Request for proposal and ToR for Needs Assessment

REQUEST FOR PROPOSAL

TABLE OF CONTENTS

REQUEST FOR PROPOSAL	2
1 Context and rationale	4
1.1 About SOS Children's Villages	4
1.2 Description of (possible) programme location	4
1.3 Rationale and overall objective of the needs assessment.....	4
2 General information on request of proposal	4
2.1 Process of Submission of Bids	5
2.2 Documents to submit	5
2.3 Deadline for submission	5
2.4 Signing of the contract	5
2.5 Rights of SOS Children's Villages:.....	5
2.6 Evaluation of proposals	5
Terms of reference.....	7
3 Prepare needs assessment.....	7
3.1 Data collection and analysis, module by module.....	7
3.2.1 Module A: Target group analysis	7
3.2.2 Module B: Analysis of community assets and needs (PESTLE analysis)	8
3.2.3 Module C: Analysis of stakeholders	9
3.3 Share results:	9
3.4 Expected deliverables:.....	9
3.5 Timetable	9
3.6 Qualification of the researcher / research team	10
3.7 Logistical arrangements	10
3.8 Duration of the contract and terms of payment.....	10
3.9 Notice of Delay	10
3.10 Copyright and other propriety rights	11
3.11 Termination	11
4 Annex	12
4.1 SOS Children's Villages child protection policy and code of conduct	12
4.2 Bid submission / identification form.....	13
4.3 Previous experience form.....	13
4.4 Price schedule form.....	15
4.5 Technical proposal (guideline)	15
4.6 Outline for needs assessment report	17

Request for proposal and ToR for Needs Assessment

1 Context and rationale

1.1 About SOS Children's Villages

SOS Children's Villages is the umbrella organisation for the global federation of 118 national SOS Children's Villages associations, working in more than 2,500 programme locations worldwide in 136 countries and territories. We work together with a single vision: every child belongs to a family and grows with love, respect and security.

Uniquely, we provide long-term, family-like care for children who have lost parental care (alternative care service), and we work with vulnerable families and communities to help strengthen them and prevent child abandonment (family strengthening service, FS). SOS alternative care is usually organised in the form of a cluster of SOS families, where each SOS parent cares for small group of children.

1.2 Description of (possible) programme location

SOS Children's Village Surkhet is the fifth Children's Village which operates in Karnali Province. It was established in October 1987. SOS Children's Village Surkhet is one of the biggest projects of SOS Children's Villages Nepal and a total of 129 children are currently living in 14 SOS families. There is a Day Care Centre for children under the age of five, and a Skill Development Centre for imparting training to community members. SOS Hermann Gmeiner School Surkhet is within the premises of the Children's Village that provides quality education to nearly one thousand children and young people. Additionally, there is a Youth Care Programme having Youth Facilities (in separate complex for boys and girls in different locations) in Nepalgunj as well as two Day Care Centres under SOS Children's Village Surkhet. The needs-assessment needs to be carried out in the region from where the target group of children are considered for admission in SOS Children's Village Surkhet.

1.3 Rationale and overall objective of the needs assessment

Overall objective of the needs assessment is to obtain objective analysis of the target group's needs, gaps in adequate response to the needs of the target group and current stakeholders in each specific SOS programme. For both new and ongoing programme interventions a needs assessment should be carried out once per programme cycle (i.e. every 3-5 years, in line with the SOS Results Based Management Approach) in order to guide co-workers of SOS Children's Villages on whether the organisation is the best placed stakeholder to respond in a certain community, and to provide up-to-date information on context and most crucial needs of the target group. The recommendations provided in the needs assessment report are essential to develop tailored services and interventions, and thus are the basis to develop a programme concept.

2 General information on request for proposals

The interested consulting firms are welcome to submit their proposal for a needs assessment in the location of Surkhet. This bid is open to all national consulting firms who are legally constituted and can provide the requested services. The bidder shall bear all costs of the bid; costs of a proposal cannot be included as a direct cost of the assignment. The proposal and all supplementary documents have to be submitted in English. Financial bid needs to be stated in Nepalese Rupees (including Taxes).

Request for proposal and ToR for Needs Assessment

2.1 Process of Submission of Bids

To facilitate the submission of proposals, duly stamped and signed proposal can be submitted either in hard copy to SOS Children's Villages Nepal's National Office at Sanothimi, Bhaktapur or electronically in PDF format through email to **procurement.soscv@sosnepal.org.np**

The titles of submitted documents should clearly state "Technical proposal and Financial Proposal for needs assessment in SOS Children's Village Surkhet, Nepal by the company/consulting Firm title". Please make sure that the technical and financial proposals are prepared and submitted separately. For electronic submission also, the financial proposal should be shared in separate PDF file. During the process of evaluation, technical bids will be opened and evaluated first. The financial part of those proposals, which are shortlisted after evaluation of the technical proposal, will be opened in a second step.

2.2 Documents to submit

- Bid submission / identification form
- Previous experience format
- Price schedule form (to be sealed in a closed envelope or a separate PDF file)
- Technical proposal
- CVs of the research team member(s) including current geographical location(s)
- Three references (at least two of them must be familiar with your work)
- An example of a recent/relevant evaluation report

2.3 Deadline for submission

The proposal has to be received by latest on 30th March 2022, until 17:00. Proposals received after the deadline will not be considered.

2.4 Signing of the contract

SOS Children's Villages Nepal will inform the successful consulting firm electronically and will send the contract form within three weeks after closure of the proposal submission deadline. The successful consulting firm shall sign the contract, and return it to SOS Children's Villages Nepal within seven calendar days of receipt of the contract. After the contract is signed by two parties, the successful consulting firm shall deliver the services in accordance with the delivery schedule outlined in the proposal or newly developed schedule by both parties.

Please note that the needs assessment will follow a modular approach with optional contracting of module B and C (see terms of reference).

2.5 Rights of SOS Children's Villages Nepal:

- contact any or all references supplied by the consulting firm/s;
- request additional supporting or supplementary data (from the consulting firm/s);
- arrange interviews with the consulting firm/s;
- reject any or all proposals submitted;
- accept any proposals in whole or in part;
- negotiate with the consulting firm who has attained the best rating/ranking, i.e. the one providing the overall best value proposal;
- contract any number of candidates as required to achieve the overall Needs Assessment process.

2.6 Evaluation of proposals

After the opening, each proposal will be assessed first on its technical quality and compliance and subsequently on its price. The proposal with the best overall value, composed of technical merit and price, will be considered for approval. The technical proposal is evaluated on the basis of its responsiveness to the Term of Reference (TOR). Consulting firms may additionally be requested to provide additional

Request for proposal and ToR for Needs Assessment

information (virtual presentation or phone interview) to SOS Children's Villages Nepal on the proposed services.

The criteria for selection are:

Method: The proposed method for conducting a needs assessment is suitable

Timetable/work plan: The timetable/work plan is realistic and meet the needs of the assessment process.

Cost: The cost of the proposal is reasonable and feasible, given the other aspects of the proposal

Experience: The training and experience of the consultants in processes like needs assessment, evaluations and recommendations from organisations for which the consultant(s) has previously worked

Request for proposal and ToR for Needs Assessment

3 Terms of reference

The needs assessment follows a modular approach and is conducted in different stages. The initial contract will include only module A (target group analysis). Based on findings of module A, a subsequent contract can be agreed on to proceed with module B (analysis of community assets and needs). Based on findings of module B, module C (stakeholder analysis) can be contracted. The proposed time table below reflects this modular approach. Stage 1 (prepare), which includes submission and approval of inception report, will only start after the contracting is completed.

Each of the below listed modules includes some key questions, and closes with a critical reflection question, that helps to determine whether or not to continue the needs assessment. (Preliminary) results are therefore required after each module, in order to plan the further process.

3.1 Prepare needs assessment

Undertake all required preparations for the field evaluation: propose detailed methodology, conduct desk research, identify key informants, plan data collection process, organisation & logistics, and prepare field visit schedule. **Submit and secure approval for the refined evaluation design and methodology in an inception report: document (i) proposed methodological set-up, (ii) locally adapted and proposed data collection tools.** Preparation of checklists, participant lists and other management/organisational information for data collection.

3.2 Data collection and analysis, module by module

As mentioned above, the needs assessment follows a modular approach. For each step, following actions need to be carried out:

- Collection of data as per the agreed methodology and tools.
- Analysis of the data, including critical reflection question (see above) and decisions to continue or not (for modules B and C).

The methodology is expected to be based on the SOS Results Based Management Approach, Tool 1. Needs assessment, (short overview on key questions provided below), that will be shared with consultants after the contract has been signed, and can be adapted and further detailed. Any changes or adaptations need to be outlined the inception report.

The data collection process is to be proposed by the consultant and should include e.g.: interviews with stakeholders like representatives of the target group, community leaders and representatives of the municipality, NGOs (including SOS) and other key stakeholders; various sources for desk research such as available internal and external reports; analysis of statistics and key facts on the location and the country. The technical proposal is expected to include a short section on proposed methodology. After signing of contract, an inception report is expected (see deliverables above) in order to agree on the detailed methodology.

3.2.1 Module A: Target group analysis

The purpose of this step is to collect primary and secondary data on the living arrangements, the relationship between children and their caregivers and risk factors of children in this community to estimate how many fall into our target group. The specific groups of children that live in vulnerable care situations vary from location-to-location, as well as over time. As such, it is essential to gain a clear picture on the estimated size of the target group and the levels of vulnerability in the community.

Key questions:

- How many children of the community fall into one of the following target group sub-types (step 1: collect data as per agreed methodology; step 2: analyse data):

Request for proposal and ToR for Needs Assessment

- Children are living without a caregiver. There is an absence of quality care. The children's well-being and development is at serious risk.
- Children are living with a caregiver, but there are shortfalls in quality care. The children's well-being and development is at serious risk and/or there is a high risk of separation.
- Children are living with a caregiver, but there are shortfalls in quality care. The children's well-being and development is at put risk over time and/or there is an increasing risk of separation if left unattended.
- Children are living with an alternative caregiver, receiving consistent quality care, but there may be a more suitable care setting.
- What are their typical living arrangements, relationships to caregivers (if any) and critical risk factors they are dealing with? Proposed categories for analysis, both qualitative and quantitative information to be collected:
 - To what extent are basic needs met (education, health, psycho-social development)
 - What is the average capacity of parents to care for their children (including information on domestic violence, discrimination)?
 - Average income of families in target group?
 - Typical housing and living conditions
 - Typical social life, and entrepreneurial or employability skills of youth, how many youth not enrolled in employment, education or training?
 - Major needs of children / caregivers who need special support (e.g. in case of disabilities)?
- Critical reflection: are there sufficient children within the above listed target group categories, who face critical risk factors that justify further analysis? Preliminary target group analysis sheet to be submitted to support decision on whether or not to proceed with subsequent modules.

Optional, depending on findings of module A:

3.2.2 Module B: Analysis of community assets and needs (PESTLE analysis)

The responses to the situation of children within our target group change over time. The situation of a child who has lost or risks losing parental care greatly depends on three topics:

1. How families and communities react
2. Governmental efforts in prevention
3. National care systems

Therefore, it is crucial to learn more about the community context, in particular the community assets in relation to our target group. The community assets help to identify unaddressed needs, which are the differences between what the situation is for our target group and what it should be.

Key questions:

- What community structures are in place to address vulnerability of the target group? Analysis of community assets (PESTLE analysis, first column)
- Analysis of community assets and critical risk factors elaborated under module A to identify unaddressed needs (PESTLE analysis, second column) in the particular community
- Critical reflection: summary of assets and needs; Preliminary PESTLE analysis sheet to be submitted to support decision on whether or not to proceed with subsequent module.

Optional, depending on findings of module B:

Request for proposal and ToR for Needs Assessment

3.2.3 Module C: Analysis of stakeholders

A stakeholder analysis examines the motivation and capacity of stakeholders present in the community. This contributes to an educated and evidence-based recommendation on who may be best-placed to respond to the identified needs. A best-placed stakeholder is someone who has the interest, power, and capacity to respond effectively and efficiently to the needs.

Key questions:

- Identify relevant stakeholders with their respective power, attitude and interest (stakeholder analysis sheet)
- Critically reflect whether SOS is the best placed stakeholder to address the identified needs

3.3 Share results:

Provide recommendations in needs assessment report (draft report first, final report), based on data analysis, critical reflection questions and the most important conclusions. Provide a draft report first. The report includes the following:

- a. Identification of the target group, community assets, and needs
- b. Recommendations of who is best-placed to respond to the needs
- c. Rationale for deciding to continue or stop the needs assessment (based on the collected and analysed data)
- d. Recommendations for SOS Children's Villages Nepal

The following steps are expected:

- Preparation of a draft report in English
- Presentation of the findings to the programme staff / national office staff / international team (face-to-face).
- After having received feedback from the various stakeholders – finalise the report and submit it in English [and other language if needed].

3.4 Expected deliverables:

1. Documentation of activities (e.g. interviews) carried out
2. Refinement of needs assessment design and methodology in an inception report
3. First draft of the final report in English
4. Presentation of preliminary results to SOS Children's Villages Nepal and International (face-to-face)
5. Final report

3.5 Timetable

[please fill in / customize activities and dates]

Activities	dates	Time frame	Location
Prepare needs assessment Module A and submit suggested data collection methods and interview partners to the contracting body (inception report)			
Conduct desk research (general)			
Conduct data collection (interviews etc.) for module A			
Analyse data and prepare draft target group analysis (module A)			
OPTIONAL: Contract on Module B			
Conduct data collection (interviews etc.) for module B			
Analyse data and prepare draft community assets and needs analysis (module B)			
OPTIONAL: Contract on Module C			

Request for proposal and ToR for Needs Assessment

Conduct data collection (interviews etc.) for module C			
Analyse data and prepare draft stakeholder analysis (module C)			
Prepare draft report			
Incorporate feedback and prepare final report and presentation			

3.6 Qualification of the researcher / research team

The researcher / team of researchers must have:

- proven competency (record of previous experiences) in project/programme evaluations, including formative programme evaluations / needs assessments
- a good understanding of development work in Nepal
- a good understanding of child rights and issues affecting vulnerable children and their families
- good facilitation, organisational and interpersonal skills
- proven experience in participatory processes and data collection methods (including age appropriate data collection methods)
- strong analytical and conceptual skills
- excellent written communication skills

3.7 Logistical arrangements

When at the programme location, accommodation and transport to the field will be organised by SOS Children's Villages Nepal, including the **full coverage of costs** during the entire stay of the researcher(s) (not to be included into price proposal). National or location level staff (SOS) will be available to help organizing the interviews including contacting SOS, announcement and local preparation of evaluation, linking to community duty bearers and national authorities if required.

3.8 Duration of the contract and terms of payment

Payment will be made only upon SOS Children's Villages Nepal acceptance of the work performed in accordance with the above described deliverables. Financial proposals should include proposed stage payments. Payment will be effected by bank transfer in the currency of billing and is due within 30 days after receipt of invoice and acceptance of work.

Funding and Payment: The consultant will be paid by SOS Children's Villages Nepal as follows:

25% on the submission and approval of inception report

25% on completion of the draft report

50% on completion of final report

Depending on which modules were contracted, the payment will include the fees for data collection and analysis of module A, B and C (B and C optional). The final report includes all conducted modules.

Duration of contract: the contract is effective from the moment it was signed until the acceptance of work by the project team.

3.9 Notice of Delay

Shall the successful bidder encounter delay in the performance of the contract which may be excusable under unavoidable circumstances; the contractor shall notify SOS Children's Villages Nepal in writing about the causes of any such delays within one (1) week from the beginning of the delay. After receipt of the Contractor's notice of delay, SOS Children's Villages Nepal shall analyse the facts and extent of delay, and extend time for performance when in its judgment the facts justify such an extension.

Request for proposal and ToR for Needs Assessment

3.10 Copyright and other propriety rights

SOS Children's Villages Nepal shall be entitled to all intellectual property and other proprietary rights including, but not limited to, copyrights, and trademarks, with regard to products, processes, inventions, ideas, know-how, or documents and other materials which the Contractor has developed for SOS Children's Villages Nepal under the Contract and which bear a direct relation to or are produced or prepared or collected in consequence of, or during the course of, the performance of the Contract. The Contractor acknowledges and agrees that such products, documents and other materials constitute works made for hire for SOS Children's Villages Nepal.

All materials: interviews, reports, recommendations, and all other data compiled by or received by the Contractor under the Contract shall be the property of SOS Children's Villages Nepal and shall be treated as confidential, and shall be delivered only to SOS Children's Villages Nepal authorized officials on completion of work under the Contract. The external consultant is obliged to hand over all raw data collected during the assessment to SOS Children's Villages Nepal.

3.11 Termination

SOS Children's Villages reserves the right to terminate without cause this Contract at any time upon forty-five (45) days prior written notice to the Contractor, in which case SOS Children's Villages Nepal shall reimburse the Contractor for all reasonable costs incurred by the Contractor prior to receipt of the notice of termination.

SOS Children's Villages Nepal reserves the right to terminate the contract without any financial obligations in case if the contractor is not meeting its obligations without any prior notice:

- agreed time schedule
- withdrawal or replacement of key personal without obtaining written consent from SOS Children's Villages Nepal
- the deliverables do not comply with requirements of ToR and research guide.

Request for proposal and ToR for Needs Assessment

4 Annex

4.1 SOS Children's Villages child protection policy and code of conduct

SOS Children's Villages International has a child protection policy and code of conduct that all consultants will be expected to comply with and will be required to sign a statement of commitment to the policy. This will happen upon signing of contract, together with an orientation of consultants on internal child safeguarding processes and data protection regulations.

The successful bidder is requested to obtain written consent from all participants of the evaluation process and/or their official guardians/representatives (when applicable).

Request for proposal and ToR for Needs Assessment

4.2 Bid submission / identification form

This bid form must be completed, signed and returned to SOS Children's Villages Nepal. Bids have to reflect the instructions described in the Request for Proposal and Terms of Reference.

Any requests for information regarding this Request for Proposal shall be sent to the focal point of the Needs Assessment task, Mr. Nabin Bajracharya at **nabin.bajracharya@sosnepal.org.np**

The Undersigned, having read the complete Request for Proposals including all attachments, hereby offers to supply the services specified in the schedule at the price indicated in the Price Schedule Form, in accordance with the Terms of Reference included in this document.

Offering service for: SOS Children's Villages Nepal

Company/Institution Name/Individual's Name _____

2. Address, Country: _____

3. Telephone: _____ Fax _____ Website _____

4. Date of establishment (for companies): _____

5. Name of Legal Representative (if applicable): _____

6. Contact Person: _____ Email: _____

7. Type of Company: Ltd. Other _____

8. Number of Staff: _____

9. Subsidiaries in the region:

Indicate name of subsidiaries and address

- a) _____
- b) _____
- c) _____

Validity of Offer: valid until: _____

Date

Signature and stamp

Request for proposal and ToR for Needs Assessment

4.3 Previous experience form

Description (services and products provided to the clients relevant to the current RFP)	Client	Contact person/phone, e- mail address	Date of assignment (from/to)

Request for proposal and ToR for Needs Assessment

4.4 Price schedule form

The financial proposal needs to include all taxes.

	Activity	Staff involved	Number of people	Number of days	Daily rate	Total price per row	Percentage of total price
			A	B	C	$D=A \times B \times C$	$E=D/F$
1	Development of data collection methodology (Inception report)						
2	Module A: data collection and analysis						
3	OPTIONAL: Module B: data collection and analysis						
4	OPTIONAL: Module C: data collection and analysis						
5	First draft of the final report						
6	Final report						
	Total Price (F)						100%

Accommodation and local transportation to be covered by SOS, not to be included into price proposal.

This proposal should be authorized, signed and stamped

(Name of Organisation)

Name of representative

Address:

Telephone/Fax/Email:

Request for proposal and ToR for Needs Assessment

4.5 Technical proposal (guideline)

Name of Organisation/Firm/Independent Consultant	
Name of contact person for this proposal (for organisation/firm)	
Address:	
Phone/Fax:	
E-mail:	

The technical bid should be concisely presented and structured in the following order to include, but not necessarily be limited to the following information listed below.

1. Quality and Relevance of Technical Proposal

- Describe all actions related to defining data collection methodology and conducting the needs assessment
- Realistic work plan with time lines in accordance with ToR
- Detailed quality assurance process for data collection and analysis

2. Qualification and expertise of or organisation/team of consultants/consultant submitting proposal

- Reputation of firm/organisation and staff and individual consultant/s (competence and reliability) in carrying out evaluations
- Relevance of:
 - Specialized knowledge
 - Proven expertise in carrying out formative evaluations
- CVs for key staff

Request for proposal and ToR for Needs Assessment

4.6 Structure for needs assessment report

The final needs assessment report should be based on the proposed outline:

COVER PAGE (1 page)

[The cover page of the report must include the name of the programme, country, date, implementing agency of the evaluation, name of the authors.]

EXECUTIVE SUMMARY

1. INTRODUCTION

1.1 Overview on location and short description of national child rights situation

1.2 Description of key questions and objectives

2. METHODOLOGY

2.1 Description of the overall assessment process, research team, and methodology

2.2 Data collection methodology

3. NEEDS ASSESSMENT RESULTS

2.1 Target group analysis

[Include the target group analysis table and narrative summary that answers the critical reflection question]

2.2 Community assets and needs analysis

[Include the PESTLE analysis table and narrative summary that answers the critical reflection question]

2.3 Stakeholder analysis

[Include the stakeholder analysis table and narrative summary that recommends who may be best-placed]

3. NARRATIVE SUMMARY AND RECOMMENDATIONS

[Analyse the main findings and give recommendations on whether SOS should implement a programme in this location]