

**Instruction and Template for
PROPOSAL Submission**

Consultancy Title: Media Partnership for Humanitarian Response Reporting and Documentation of
Flash Flood of 26th August 2026
PR No. PR....

Date of Proposal Submission: <Insert date>

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

1. **Section A:** Instruction for Proposal Development
2. **Section B:** Proposal Development Form
3. **Section C:** Essential Evaluation Questions

Section A: Instruction for Proposal Development

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

1. A proposal will not be considered for review if:
 - It is received after the deadline
 - It is not sealed properly (**NA in case of email proposals**)
 - There are any missing documents mentioned in the ToR
 - Information submitted by the company is found to be false
 - It is incomplete
2. A proposal should have three (3) separate envelopes (**NA in case of email proposals**):
 - 1st for CVs of Proposed Consultants listed in Section B, Part 2 below.
 - 2nd for technical proposal
 - 3rd for financial proposal

Each of the above envelopes should be sealed, and properly labelled respectively as “supporting documents,” “technical proposal” and “financial proposal.” Each page of the proposal should be stamped and signed. All these three (3) envelopes then should be kept in **another envelop sealed with wax** (*laha chhap*).

4. Only shortlisted bidder/s will be contacted by Save the Children at each stage of the selection process.
5. Shortlisted bidder/s will be invited to deliver a 15minute presentation to the Procurement Committee on their technical proposal.

Section B: Proposal Development Form

I. Organization Information (NA in case of individual consultant)

Name of the organization :
Address :
District/State :
Country :
Phone number :
E-mail :
Website :

II. Details of contact person

Name :

Position :
 Phone Number : (Landline) (Mobile)
 E-mail :

III. Major topics and sub-topics for proposal development

1. Organization Background (NA in case of individual consultant)

- 1.1 Work experience in below area in detail with timeline (date).
- Experience in Media Management
 - Experience in Documentation
- 1.2 Existing and current human resource and organization organogram.

2. Signatory and Proposed Consultants Information:

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

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

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4. Proposed Budget with clear breakdowns (specify the proposed cost is inclusive / exclusive of VAT)

Section C: Essential Evaluation Questions

ESSENTIAL CRITERIA (Exclusion if not met)

In order to qualify as a bidder you must be able to answer 'Yes' against all of the Essential Criteria. After passing the essential criteria you will be scored against Capability and Commercial criteria.

S. No.	Criteria	Please specify Yes / No						
a)	Do you have a legitimate business/official address OR are you registered for trading or tax purposes with the authorities. If yes, have you attached a copy of registration documents with this proposal? (not applicable to individual bidders)							
b)	We, the Bidder, hereby confirm we compliance with the following policies and requirements: <table><tr><td>Terms & Conditions of Bidding</td><td> 1. Terms & Conditions of Biddir</td></tr><tr><td>Terms & Conditions of Purchase</td><td> SC-C-01 Short Form Goods and Services</td></tr><tr><td>Supplier Sustainability Policy and the included mandatory policies</td><td> SCI Supplier Sustainability Policy.</td></tr></table>	Terms & Conditions of Bidding	 1. Terms & Conditions of Biddir	Terms & Conditions of Purchase	 SC-C-01 Short Form Goods and Services	Supplier Sustainability Policy and the included mandatory policies	 SCI Supplier Sustainability Policy.	
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Terms & Conditions of Purchase	 SC-C-01 Short Form Goods and Services							
Supplier Sustainability Policy and the included mandatory policies	 SCI Supplier Sustainability Policy.							
c)	Do you confirm that the company is not linked directly or indirectly to any terrorism related activity, and does not sell any Dual-Purpose goods / services that may be used in a terror related activity?							
d)	Do you confirm that you are not a prohibited party under applicable sanctions laws or anti-terrorism laws or provide goods under sanction by the United States of America or the European Union and accepts that SCI will undertake independent checks to validate this?							
e)	Do you confirm that you are not a prohibited party or on government blacklisting							
f)	Do you have VAT registration and Tax Clearance of FY 2081/082? Have you submitted a copy of these documents?							

Terms of Reference (ToR)

Media Partnership for Humanitarian Response Reporting and Documentation of Flash Flood of 26th August 2026

1. Background

Following the flash flood of 26th August 2026, in Rasuwa, Nuwakot and Dhading, many members of the Association of International NGOs in Nepal (AIN), and their local partners mobilized to support affected communities. Working in coordination with the Key Ministries, National Disaster Risk Reduction and Management Authority (NDRRMA), District Disaster Management Committees (DDMCs), Social Welfare Council (SWC), federations, National Human Rights Commission (NHRC) and local governments provided immediate humanitarian assistance covering but not limited to the emergency food supplies, shelter materials, dignity kits, hygiene kits, information management support, transportation assistance, psychological first aid and other priority needs identified in the impacted areas.

More than a report, this initiative is a tribute to the resilience, solidarity, and hope demonstrated during the flood. Through bilingual documentation, stories, photographs, infographics, media coverage, and videos, it will amplify survivor voices, recognize partners and frontline responders, capture lessons and unmet needs, and create a lasting record that inspires more effective and accountable humanitarian action.

Under the European Union-supported Civic Space Project, Save the Children, on behalf of AIN, is exploring qualified media service providers to responsibly and ethically document and communicate humanitarian response through national and local online, print, and television platforms. Working closely with line ministries, provincial and local governments, AIN members, and their partners, the assignment will **capture sectoral contributions in Shelter, WASH, Food Security, Health, Protection, Education, Cash Programming, Logistics, Livelihoods, Inclusion and Accountability, and Operational Information**. It will also highlight the needs and priorities of affected communities, document lessons learned, counter misinformation, and strengthen accountability to affected populations.

2. Objective

To engage a qualified media house to document, communicate, and amplify the humanitarian response to the 26th of August 2026 flood in Rasuwa, Nuwakot, and Dhading ensuring human centric accurate, timely, ethical, and inclusive coverage of the efforts of AIN members and their partners.

Specific Objectives:

1. Document the humanitarian interventions and achievements of AIN members and partners through collaborative engagement with affected communities and government stakeholders.

2. Produce accurate, high-quality media and communication content that reflects the experiences, priorities, and feedback of crisis-affected people while enhancing the visibility of AIN's collective flood response.
3. Capture lessons learned, best practices, challenges, and response gaps to demonstrate impact and inform more effective future humanitarian action.

3. Scope of Work

The selected media house will provide technical, editorial, documentation, and media communication services to capture and share the humanitarian response undertaken by AIN members and their partners following the floods of 26 August 2026, details in the section below.

3.1.Documentation and Information Management

- 1) Assign experienced teams to collect and document AIN members, and their partners contribution as first responder capturing sectoral contributions in Shelter, WASH, Food Security, Health, Protection, Education, Cash Programming, Logistics, Livelihoods, Inclusion and Accountability, and Operational Information including interviews, stories, photographs, videos, field observations, and community feedback;
- 2) Prepare a **comprehensive flood response documentation report** in **English and Nepali**, covering key response activities, achievements, community perspectives, lessons learned, gaps, and recommendations;
- 3) Develop and produce a concise, accessible, and visually compelling **four-page infographic report**, including writing, editing, translation, graphic design, layout, and final production.
- 4) Support the publication and dissemination of approved documentation products through appropriate media and communication channels.

3.2.Media and Communication Support

- 1) Assign a Focal Person to coordinate regularly with AIN and Save the Children throughout the assignment;
- 2) Produce high-quality communication materials, including;
 - Human-interest stories and case studies on multiple themes such as education, protection, shelter, WASH, GBV, disabilities coordinating with AIN members and their partners,
 - News articles and feature stories in national and local media covering all digital, print and audiovisuals;
 - Interviews and testimonials;
 - Short videos and multimedia content with subtitles and licensed music covering the content of good works by AIN, AIN members and their partners and possible contents to raise the awareness on rights and dignity of crisis affected population.
 - Digital content suitable for websites and social media platforms;
 - Sector wise Info graphs of INGOs engagement and joint efforts;
 - Messages from allies/govt spokesperson talking about AIN effort.
- 2) Disseminate approved information and communication products through appropriate national, provincial, and local media platforms;
- 3) Counter misinformation by sharing verified, clear, and context-sensitive information;

- 4) Obtain informed consent before conducting interviews or capturing and publishing photographs, videos, testimonials, or personal information; and
- 5) Ensure the safe and meaningful representation of women, children, older persons, persons with disabilities, and other marginalized groups.

4. Key Deliverables, Timeline and Acceptance

Estimated Commencement Date: 24th September 2026

Estimated End Date: 20th November 2026

1) Inception Report and Work Plan

Timeline: Within five days of signing the agreement.

Acceptable deliverable:

The inception report and work plan should include:

- *Documentation methodology and overall approach;*
- *A detailed activity schedule and fieldwork plan;*
- *A proposed media and communication plan;*
- *Team composition, including clearly defined roles and responsibilities; and*
- *Ethical, safeguarding, and informed consent procedures.*

2) Documentation of Assistance Provided by AIN Members and Their Partners

Timeline: Within 25 days of approval of the inception report.

Acceptable deliverable:

The documentation should capture humanitarian assistance provided by AIN members and their partners across relevant sectors, including **Shelter, WASH, Food Security, Health, Protection, Education, Cash Programming, Logistics, Livelihoods, Inclusion and Accountability, and Operational Information.**

The documented evidence will serve as source content for media and communication engagements and should include:

- A concise, accessible, *and* visually compelling **four-page infographic report**, including content writing, editing, translation, graphic design, layout, and final production;
- **At least 10 human-interest stories and case studies;**
- **At least 10 interviews, 10 testimonials, and 10 documented instances of community feedback;**
- **At least 200 high-quality photographs**, each accompanied by an appropriate caption and corresponding informed consent record;
- **Relevant raw and edited video footage**, with informed consent records where applicable; and
- **Documentation** of response activities, achievements, challenges, gaps, good practices, and lessons learned.

3) Media and Communication Products

Timeline: Within 25 days of approval of the inception report.

Acceptable deliverables:

- At least **five media features, five publications, five broadcasts, and 20 news stories** published or aired through leading national, provincial, and local online, print, radio, and television media. The content should highlight humanitarian efforts and the contributions of AIN members and their partners.
- A **consolidated media monitoring report**, including publication links, broadcast records, or other supporting evidence of dissemination.
- At least **five high-quality, professionally edited short videos**, each two to three minutes long, highlighting response activities, community perspectives, key achievements, innovations, and lessons learned. The videos should be optimized for websites, social media platforms, and presentations.
- Periodic media coverage at the national, provincial, and local levels throughout the assignment.

4) **Final Report and Digital Repository**

Timeline: Within 10 days of approval of the documentation and media and communication products.

Acceptable deliverables:

- One professionally designed final report, not exceeding **16 pages**, produced in both **English and Nepali**. The report should present the collective contributions of AIN members and their partners using infographics, photographs, maps, charts, case studies, and human-interest stories.
- One well-organized digital repository containing all reports, datasets, photographs, raw and edited videos, media coverage and monitoring records, case studies, consent forms, and other communication materials produced through the assignment. The repository should be systematically categorized and appropriately labelled to ensure accessibility, future reference, and preservation of all documentation and communication products.

5. **Role of AIN/Save the Children**

Team of AIN/Save the Children will facilitate to service Providers coordinating with AIN members and Government entities for collecting information required for the documentation.

6. **Proposed Budget**

Proposal should include a detailed budget in Nepali Rupees including all applicable taxes.

7. **Reporting and Coordination**

The media house will work closely with the Program Coordinator-AIN and Project Coordinator-CSP from AIN for day-to-day coordination and reporting.

8. **Required Qualifications for the Media House**

- 1) At least 5 years of experience in journalism, media production, development communication, or humanitarian response, disaster management development or social inclusion initiatives.

- 2) Capacity to assign expert teams for the assignment.
- 3) Demonstrated expertise in bilingual report writing, editing, translation, infographic design, and publication in English and Nepali.
- 4) Strong knowledge of ethical journalism, safeguarding, protection, gender equality, disability inclusion, informed consent, and humanitarian principles.
- 5) Ability to produce high-quality content for online, print, and audio-visual media.
- 6) Strong national media networks and demonstrate capacity to secure media coverage.
- 7) Ability and willingness to work in flood-affected, remote, and challenging locations in Nepal.

9. Evaluation Criteria

Criteria	Sub-Criteria	% Weight
ESSENTIAL	➤ The bidder accepts SCI's 'Terms and Conditions of Purchase'. ➤ The bidder and its staff agree to comply with the SCI Supplier Sustainability Policy and the included Mandatory Policies ➤ The bidder confirms it is not linked directly or indirectly to any terrorism related activity and does not sell any Dual-Purpose goods / services that may be used in a terror related activity. ➤ The bidder will provide details for and be vetted against global sanctions list. ➤ The bidder confirms it is fully qualified, licensed and registered to trade with Save the Children including compliance with all relevant local legislation.	NA
	Firm Registration as per the prevailing act of the Nepal Government	
	VAT registration and Tax Clearance 2081/082.	
Commercial	Measured on an Inverse proportional Basis (overall Rate)	40
Capability	• Understanding of the assignment, objectives, target audience, and expected outputs- 5% • Proposed methodology, plan and timeline - 10% • Experience in Media Management – 10% • Experience in Documentation – 10% • Proposed Team composition: 10% • Presentation (for shortlisted bidder only): 15%	60
Total	Resulting Weighted (Commercial + Capability)	100
Remarks	Bidders shall secure a minimum of 25 marks out of 45 in capability to be eligible for financial evaluation/review and presentation/interview.	

10. How to apply for the Services.

Proposal Submission Guideline/Required Documents

- Proposal Submission Deadline- **16 September 2026**
- Required Documents-
 - Filled out Consultancy Proposal Form (enclosed with this ToR)
 - CV(s) of the proposed consultant(s) with full date of birth in dd/mm/yyyy format.
 - Copies of- Firm registration certificate, VAT registration certificate, and tax clearance certificate of FY 2081/082.

Proposals should be submitted via email to eoiconsultant.nepal@savethechildren.org