

**Instruction and Template for
PROPOSAL Submission**

Consultancy Title: Design, Production, and Dissemination of AIN Podcast Series
PR No. PR733051

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.
- 1.2 Existing and current human resource and organization organogram.

2. Signatory and Proposed Team Information:

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

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

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4. Please provide the details of the podcast video produced by your organization and share the link:

S. No.	Title of Podcast Video	Date of Production	Client Name	Link to Podcast Video
1				
2				
3				
4				
5				

Please add rows as required.

5. 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 Firm Registration as per the prevailing act of the Nepal Government?	
g)	Have you attached a copy of VAT registration and Tax Clearance 2081/082 certificates?	

Terms of Reference (ToR)
Development Podcast Production Service
(Design, Production, and Dissemination of AIN Podcast Series)

1. Background

The Association of International NGOs in Nepal (AIN) serves as a collective platform representing over one hundred INGOs contributing across thematic sectors such as governance, climate change, health, education, social inclusion, and humanitarian. These organizations play a critical role in supporting Nepal's development priorities in alignment with national policies and international commitments, including the Sustainable Development Goals (SDGs), the Paris Agreement, and human rights frameworks.

While AIN and its members have made significant contributions, there is limited structured documentation and public dissemination of these efforts in an accessible format. Existing communication approaches remain fragmented and largely document-based, thereby limiting broader engagement with stakeholders and the public.

Recognizing the need for innovative knowledge-sharing approaches, AIN intends to produce a **development podcast series** to capture narratives, showcase contributions, and amplify learning from INGOs' work in Nepal.

On behalf of AIN under the EU supported CIVIC space project, Save the Children calls for proposals from a qualified Service Provider to design and deliver this assignment.

2. Purpose of the Assignment

The purpose of this assignment is to engage a qualified Service Provider to design, produce, and disseminate a high-quality podcast series through a well-established digital media platform. The series will highlight INGOs' contributions to Nepal's development in alignment with national priorities and international commitments by documenting evidence-based stories, building positive narratives, and promoting stakeholder engagement through structured storytelling.

The assignment specifically aims to:

- 1) Consolidate and communicate evidence-based development narratives that highlight INGOs' contributions to Nepal's development and SDG achievements.
- 2) Build positive narratives on the role of INGOs in Nepal's national development, highlighting their contributions to development priorities, policies, frameworks, and international commitments.
- 3) Capture and share experiences, lessons learned, and good practices from INGOs' work with communities, local actors, government, and development partners.
- 4) Strengthen stakeholder engagement and dialogue by facilitating meaningful conversations among government, INGOs, development partners, communities, and local stakeholders.
- 5) Produce a sustainable digital communication product that enhances the visibility of INGOs' contributions and strengthens AIN's communication, advocacy, and knowledge dissemination capacity.

3. Scope of Services

The Service Provider,

- I. Shall undertake a full-cycle podcast production process, from concept development to dissemination and documentation.
- II. Will engage with AIN stakeholders to identify priority themes, target audiences, and episode structure during the inception phase,
- III. Will design a podcast series of 8 episodes, each focusing on specific development themes aligned with national and international commitments. The exact number of episodes may be changed, possibly more

than 8, based on the effectiveness and availability of resources. Each episode will include structured interviews, narratives, and expert insights highlighting INGOs' contributions across sectors,

- IV. Will ensure high-quality audio recording, editing, and post-production, including branding elements such as intro/outro licensed music and a consistent format. Subtitles and sign language in the final product.
- V. Will produce **teasers**: a) pre-episode reels (1–2 minutes) for announcements two days before release using the Reels format, and b) post-episode reels (1–2 minutes) summarizing key highlights as a recap and **Social Media Content**: Infographics, animations, and optimized posts for social media dissemination.
- VI. Will develop a dissemination strategy covering digital platforms such as YouTube and social media channels.
- VII. Social Media Analytics: Reports for each episode, including audience engagement, feedback, and insights for improvement.
- VIII. Will identify and coordinate with a diverse pool of guest speakers, including government representatives, INGO leaders, development partners, experts, and community voices, in coordination with and sign-off from the AIN focal person.
- IX. Final Report: Comprehensive documentation of the podcast process and key learnings
- X. Will document all outputs, including transcripts, summaries, and key insights from each episode.

4. Technical Approach and Production Design

- I. The podcast series shall adopt a structured and thematic format, ensuring consistency across episodes while allowing flexibility for storytelling.
- II. The production design shall include:
 - Introductory segment (theme overview)
 - Guest conversation/interview
 - Key insights and reflections
 - Closing summary
- III. The Consultant shall ensure:
 - Professional audio quality and editing standards
 - Clear and engaging storytelling techniques
 - Accessibility across multiple digital platforms
- IV. The system shall allow integration with AIN's existing communication platforms and future digital initiatives.

5. Podcast Workflow (Illustrative Flow Description)

The production process will follow a structured workflow:

- **Step 1: Planning and Theme Finalization**
AIN and Consultant identify themes, objectives, and episode structure.
- **Step 2: Guest Identification and Coordination**
Relevant stakeholders are identified, contacted, and scheduled.
- **Step 3: Content Development**
Interview guides, scripts, and key questions are prepared.
- **Step 4: Recording**
Episodes are recorded either in-person with high-quality equipment.
- **Step 5: Editing and post-production**
Audio is edited, enhanced, and structured into final episodes.
- **Step 6: Review and Approval**
AIN reviews episodes and provides feedback for finalization.
- **Step 7: Dissemination/Podcast**
Episodes are published on digital platforms and promoted through communication channels.

- **Step 8: Documentation and Reporting**

Transcripts, summaries, and analytics are compiled and reported.

6. Thematic Areas but not limited to this (Indicative Episodes)

- INGOs and Nepal's Development Journey
- Contribution to SDGs
- Climate Change and Environmental Sustainability
- Governance and Federalism
- Gender Equality and Social Inclusion
- Health System Strengthening
- Education and Youth Engagement
- Livelihoods and Economic Development
- Humanitarian Response and Resilience
- Innovation and Partnerships
- Any other identified in between the period

7. Expected Timeline, Deliverables and Acceptance

Estimated Period: August – November 2026

SN	Deliverables	Timeline	Acceptance
1	<u>Deliverable 1:</u> Inception Report with work plan, themes, and methodology	1 Week after contract signing	<i>Final sign-off of Inception Report by Project Coordinator – CSP</i>
2	<u>Deliverable 2:</u> Production Phase includes recording, editing, and episode development	3 to 14 Weeks	<i>Final sign-off of story board and podcast episodes by Project Coordinator - CSP</i>
3	<u>Deliverable 3:</u> Podcast, Dissemination, Promotion and Reporting	5 to 16 Weeks	<i>Podcast of the final sign-off episodes, promotion of contents in social media and final report</i>

8. Experience and Skill Set Required

The consulting firm/team should have:

- 1) Proven experience in podcast production or multimedia communication.
- 2) Strong storytelling, interviewing, and editing skills
- 3) Experience working with INGOs, UN agencies, or government stakeholders

9. Reporting and Coordination

The Service Provider will coordinate, communicate and report to the Project Coordinator- CSP for further needful action on behalf of AIN.

10. Evaluation Criteria

Criteria	Sub-Criteria	% Weight
ESSENTIAL	Compliance with Save the Children International standard policies	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	1. Understanding of the ToR – 5% 2. Methodology, Creative Approach, Podcast Design, Strategies and Work Plan: 15% 3. Relevant Experience: 10% 4. Quality of Previous Work: 10% 5. Technical Production Capacity, Team Composition, and Host / Moderator Quality: 5% 6. Presentation (For shortlisted bidders only): 15%	60
Total	Resulting Weighted (Commercial + Capability)	100

11. How to apply for the services

Proposal Submission Guideline/Required Documents

Proposal Submission Deadline- **9th 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, tax clearance certificate of FY 2081/082.
 - Supporting documents as required by ToR and Consultancy proposal form.

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