

Terms of Reference for Developing Flipchart on Nutrition

1. Introduction:

For mainstreaming nutrition, behavior change of the mass people is a key factor and it has been identified that the providers need a specific flipchart on nutrition for use during IPC, counseling and courtyard sessions. Hence, the Tackling Childhood Malnutrition (TCM) project of Save the Children has taken the initiative of developing a nutrition flipchart in consultation with Institute of Public Health Nutrition (IPHN) and other stakeholders. Contents and messages for the proposed flipchart have initially been identified by IPHN through stakeholders meeting and workshop.

Assignment Title: Development of Flip Chart on nutrition for IPHN

2. Objective of the assignment:

To develop a specific Flipchart on nutrition issues for use by the governments' health and nutrition service providers as well as others as specific and authorized BCC material at health facilities during nutrition counseling and at community level during courtyard sessions and interpersonal communication.

3. The responsibilities of the consultant:

The consultant will carry out the following tasks maintaining professional standard:

- Review the reports of workshop held at IPHN regarding development of flipchart.
- Review relevant documents and IEC/BCC materials specially Flipchart on Nutrition by different organization like BRAC, SHIKHA, Alive Thrive and Sonali Alo etc.
- Submit a comprehensive action plan with specific timeline
- Develop questionnaire for FGD and in-depth interview
- Develop a dummy Flipchart and incorporate comments from consultative workshop of stakeholders
- Conduct pre-testing of the draft flipchart in the TCM project area, date and location for this purpose will be provided by TCM project.
- Incorporate the observation and findings of pretest and develop a revised draft version to share with IPHN and SCI.
- Share the progress of the work with the focal point of IPHN/SCI Bangladesh on a regular basis.
- Share the Final Flipchart with the focal point and other team members/stakeholders through dissemination workshop.
- After having the feedbacks & inputs from the consultative meeting, Pre-test/FGD, consultant/assignee will incorporate those and finalize the draft.
- Submit the final soft and hard copies of the Flipchart with comprehensive report of the pretest/FGD Flipchart

4. Time frame: Maximum 30 (thirty) work days within a period of maximum two calendar months after signing the contract.

5. Deliverables:

The consultant will deliver the following:

1. Final (dummy) Flipchart on nutrition in Bangla & English (soft & hard copy) - 2 copies of each
2. A detail report in English on the process of development this flipchart (soft & hard copy)
3. Electronic file of pre-testing /FGD report (MS WORD)
4. Database
5. All filled-in questionnaires
6. Recommendations and feedback

Note: All reports, documents, papers, data etc. produced during preparation flip chart must be handed over to Save the Children and National Nutrition Services (NNS) and will be the property of SCI & NNS. The consultant must not keep any hard or soft data and must not use any information for any other purpose without the prior consent of Save the Children & National Nutrition Services.

6. Payment:

The payments will be made through account payee cheques in 2 installments.

1. Upon submission of the 1st draft flip chart: 40% of the contract amount,
2. After submission of the final version of the flip chart, report and other deliverables: 60% of the contract amount.

VAT and Tax will be deducted at source as per government regulations.

7. Minimum Criteria for Submission of Proposal for Bid:

The consultant(s) shall have:

- a) Adequate experience in developing BCC materials particularly flipchart on health or family planning preferably on nutrition/malnutrition issues.
- b) Demonstrate a strong understanding of child and maternal nutrition
- c) Demonstrated high level of professionalism and ability to work independently in high pressure situations under tight deadlines.
- d) Expertise to mobilize appropriate human resource for field data collection, training and quality check.

8. Technical Evaluation Criteria

Sl.	Criteria	Assigned Score
i	Methodology and implementation plan <ul style="list-style-type: none"> Understanding of objectives and assignments Details methodology proposed for the assignment; Details work plan indicating time frame 	20
ii	Organization and proposed team <ul style="list-style-type: none"> Organization profile [including administrative and logistics facilities available], client list, management control system; Detailed description of the team composition including their position and expertise. 	20

	<ul style="list-style-type: none"> The CV(s) [not more than 3-page for each CV] of the proposed team member(s) 	
iii	Work experience <ul style="list-style-type: none"> Details list of similar work for Government agencies, INGOs, UN bodies and Development Agencies 	30
v	Sample Flip Chart/Flash Card (preferably on health/FP/N and for government) <ul style="list-style-type: none"> Attach the best one or two sample of similar work (will be returned after review, soft copy if hard copy unavailable) 	30
	Total Points:	100
	Pass Marks	65

9. Evaluation of Financial Proposal

A financial proposal should be included containing summary of costs, breakdown of staff remuneration, travel and DSAs, miscellaneous, overhead costs (if any) and other costs.

10. Combined Evaluation

The individual/organizations achieving the highest combined technical and financial score will be invited for negotiation:

- a. **Technical weight : 80%**
- b. **Financial Weight : 20%**