

Terms of Reference

Title	Consultancy service for development of standard power point slide decks in English and Dzongkha based on existing material.
Duration	15 working days
Period	September 2024
Location	Bhutan

1. Background

The Sustainability of HIV Services for Key Populations in South-East Asia (SKPA)-2 Program is funded by the Global Fund to Fight AIDS, Tuberculosis, and Malaria to improve the sustainability of evidence-informed, prioritized HIV services for key populations in Bhutan, Mongolia, Philippines, and Sri Lanka.

In Bhutan, the project is delivered through Save the Children Bhutan (SCB, as sub-recipient) in close collaboration with the implementing partners namely, the National HIV, AIDS & STIs Control Program (NACP) of the Ministry of Health (MoH), Lhak-Sam, Pride Bhutan, and Chithuen Phendhey Association.

SKPA aims to promote sustainable services for key populations (sex workers, men who have sex with men, transgender people, and people who use drugs in the region) at scale to stop HIV transmissions and AIDS-related deaths by 2030 with the following objectives:

1. Accelerate financial sustainability.
2. Improve strategic information availability and use.
3. Promote programmatic sustainability.
4. Remove human rights and gender-related barriers to services.

Under objective 4, the project supports awareness and advocacy efforts for key populations focused on policy and law makers, law enforcement agencies and other critical institutions, which is expected to help remove barriers to accessing services and promote safe environment for key populations. Save the Children Bhutan is seeking the service of a local consulting individual/firm to support standardization of presentation materials including translation of content into Dzongkha based on existing content.

2. Objective

To standardize presentation materials targeted at three audience groups (Police, Legal Officials and the Monastic Body) for consistent messaging.

3. Deliverables

- An inception plan detailing the approach to the assignment with workplan and timeline.
- Three sets of PowerPoint slide decks (two in English and one in Dzongkha) with integrated graphics and a cohesive design.
 - Incorporate original graphics and other visuals.

- Ensure content is translated with careful consideration of context.
- Assignment completion report.

4. Qualification, skills, experience and role

- A degree in a relevant field such as communication, international development, social sciences, or a related area.
- Strong written and oral communication skills are essential to convey complex concepts in clear and accessible language.
- The ability to gather, synthesize, and distill information from various sources, including reports, case studies, and expert consultations, to create well-informed advocacy materials that resonate with various audiences.
- Proficiency in creating visually appealing presentation slide decks that effectively communicate information and engage the audience in English and Dzongkha.
- Proficiency in graphic design software (e.g., Adobe Creative Suite, Canva).
- Experience in creating advocacy materials, such as reports, briefs, and presentations, to effectively convey complex concepts to different audiences.

5. Institutional arrangement

The consultant will work under the supervision of the Sr. Health Program Manager. The SC-Bhutan office will render all support in terms of institutional arrangements not limited to the issue of office orders, arrangements of meetings, training, and necessary support for any field visits required or other such facilities deemed necessary for the smooth completion of the assignment, as per SC-Bhutan or RGoB policies, as applicable.

6. Reporting

The consultant will be supervised by and directly report to the Sr. Health Program Manager, Save the Children Bhutan.

7. Scope of price and payment schedule

The consultant shall quote **all-inclusive daily fees for the contract period**. The term “all-inclusive” implies that all costs (daily professional fees, daily subsistence and travel allowances while travelling away from his or her workstation, communications, consumables, etc.) that could be incurred by the consultant in completing the assignment. Payments shall be done as reflected below upon verification of completion of deliverables.

- a. 30 % upon submission of inception plan.
- b. 70 % upon the submission of the three sets of finalized and approved presentation slide decks, along with assignment completion report.

8. Consultancy duration/period

The consultant will be contracted for a maximum of **15 working days** and the work will be executed within September 2024.

9. Client contact person

Dr. Tashi Dendup, Sr. Health Program Manager
Chang Geydaphu, GPO Box. 281, Thimphu, Bhutan
<https://bhutan.savethechildren.net>
Telephone number: +975-2323419/ +975-2325599 (Ext 108) | Fax +975-2322290

ANNEXURE 4: Proposal Form Template

Proposal Form

<Insert Consultancy Title Here>

Submission Date:

1. Covering Letter
2. Basic Information (1 page)

Consultant's name and full address:	
Consultant's date of birth in dd/mm/yyyy:	
Landline No.:	
Mobile No:	
Email address:	
Post Box No:	
Fax No:	
TPN No:	

3. List the relevant work experience of the Consultant.
4. Express your understanding of the Terms of Reference for this consultancy.
5. Technical Proposal: Explain how you propose to undertake this assignment with clear methodology and timeline.
6. Financial Proposal: Provide a clear breakdown of your proposed consultancy fees in Bhutanese Ngultrums only chargeable to Save the Children on a monthly Basis. The proposed cost should be inclusive of taxes.
7. Supporting documents mandatorily required:
 - 7.1. TPN numbers
 - 7.2. ID copy of the Consultant
 - 7.3. Individual Bank Account Number of Individual Consultants
 - 7.4. Latest CV of the Consultant with Name and Contact details of at least
 - 7.5. Three professional Referees.
 - 7.6. Address and contact details.

Proposal for the assignment should be submitted either in softcopy to ugyen.dorji@savethechildren.org or in hard copy no later than 5.00 PM, **15th August 2024** addressed to the:

The National Director
Save the Children, Bhutan Country Office
Chang Geydaphu, Thimphu
Telephone: 323419/325599