

Request for Proposal (RFP) Hiring Agency for Mid -Term Evaluation of C-PAT project Implemented by TB Alert India

Organization: **TB Alert India**

Issue Date: 08th March 2025

Submission Deadline: 13th March 2025

Organization Background

TB Alert India (TBAI) TB Alert India (TBAI) is a not-for-profit organization working with a vision to make India free from TB. It has a strong presence in Andhra Pradesh, Bihar, Delhi, Haryana, Punjab, Rajasthan, Telangana and UP. All projects of TBAI aim at supplementing the National Tuberculosis Elimination Program (NTEP), mobilizing, and linking local communities in fighting against TB.

Background: The C-PAT project aims to provide comprehensive TB care, encompassing awareness generation, community stakeholder development, and support for TB testing and treatment services. As part of this initiative, TBAI strives to eliminate TB in 300 villages, strengthen the capacities of 1,000 community stakeholders, and disseminate TB-related messages to 500,000 people.

Purpose of the Study : TBAI wishes to take up a mid -term evaluation of the project. Community stakeholders play a critical role in accelerating project outcomes and ensuring the sustainability of interventions. Understanding their knowledge of TB, the concept of TB-free villages, their roles in achieving this vision, and their willingness to support the initiative is essential for refining engagement strategies. This mid-term evaluation seeks to assess stakeholder preparedness and derive insights for optimizing project implementation in the remaining duration.

Scope of work: Scope of Work (SoW) for the midterm evaluation including the key expected outcomes and deliverables are in Annexure 1 of the RFP.

Eligibility Criteria:

- The bidder must be a legally registered firm with GST registration and a minimum of 5 years of experience in research and evaluation of health-related projects.
- Individual consultants may apply if they meet the experience criteria, with at least 7 years of experience in similar project evaluations.
- The bidder must provide evidence of previous experience.
- Supporting documents,
 - Firms must submit GST certificate, PAN, latest audited financial statements, and organization profile.
 - Individual consultants are exempt from submitting the GST certificate if they are not charging GST. Last three year income tax returns should be included. PAN number is mandatory. Individual consultant should demonstrate team
- Each agency is allowed to submit only one bid. Multiple bids by the same agency, whether submitted jointly or individually, will result in disqualification.
- The bidder should have a minimum turnover of INR 10 lakhs. Individual consultants are exempt from the turnover requirement

Terms and conditions:

- TB Alert India reserves the right to accept, reject, or select one or more agencies and to withdraw the bidding process for any or all bids at any time prior to awarding the contract without incurring any liability to the affected agency.
- TB Alert India reserves the right to cancel the contract based on the performance of the agency without assigning any reason.
- The evaluation of bids will be conducted by the Purchase Committee of TB Alert India.
- Only agencies that are technically qualified will be considered for the opening of financial bids.
- Bidders are expected to thoroughly review and adhere to all instructions, forms, terms, and specifications outlined in this RFP. Failure to provide all required information or submission of a bid that does not comply with the RFP requirements will be at the bidder's risk and may result in bid rejection.

Bid:

- Technical Proposal: Must be submitted in the format provided in Annexure 2.
- Financial Proposal: Must be submitted in Annexure 3 as a separate password-protected file.
- The password will be requested by the TBAI procurement team after technical qualification.

Pricing:

- Price should be as detailed as possible; indicating the human resource costs and any other direct costs to be involved in this assignment, including travel expenses. In Annexures – 3 consolidated amount should be included. Detailed budget should also be included in Annexure.
- The quoted price should also indicate applicable taxes.

Time lines: Complete exercise should be completed between March 2025 to Apr 2025

Validity:

- The rate quoted by the agency will remain valid for 1 month from the award of the contract.

Quotation receiving through the mail:

- Quotations must be submitted via email in PDF format, on your company letterhead, and password-protected. The password will be requested upon opening the quotations.
- Only quotations submitted in the Annexure 3 format will be accepted. Bidders who do not meet the eligibility criteria and terms will be disqualified.

Scoring Criteria for Technical Proposal

Evaluation Parameter	Max Score	Excellent (90-100%)
 (Max-min: 23-25)	Good (70-89%)
 (Max-min: 22-18)	Average (50-69%)
 (Max-min: 17-13)	Low (Below 50%)
 (Max-min: 12-0)
Understanding of Scope & Research Approach	25	Demonstrates a clear and in-depth understanding of the project's objectives, methodology, and deliverables; strong alignment with the study's purpose; innovative and feasible research approach.	Good understanding of objectives and methodology, but minor gaps in approach or execution.	Basic understanding but lacks detailed methodology or clarity in implementation.	Poor understanding, vague or incorrect research approach.
Experience & Technical Capability	25	Extensive experience (5+ years) in conducting qualitative research and program evaluations; strong expertise in thematic analysis, community-based research, and TB-related studies.	3-5 years of relevant experience, demonstrated research and evaluation work, but some technical gaps.	1-3 years of experience, some relevant studies conducted but lacks depth in execution.	Less than 1 year of relevant experience or no demonstrated expertise in TB-related evaluations.
Team Expertise & Composition	20	Well-defined team with experienced researchers, facilitators, and analysts; clear roles and responsibilities aligned with study requirements.	Team has relevant expertise but minor gaps in composition or role clarity.	Some experienced members, but weak overall team structure.	No clarity on team roles, inexperienced members, or an inadequately staffed team.
Work Plan & Timelines	15	Realistic, well-structured work plan with clear execution strategy, timeline adherence, and risk mitigation measures.	Feasible plan but minor scheduling or risk management gaps.	Some scheduling challenges, unclear execution steps.	Unrealistic timelines, no structured execution plan.
Data Collection & Analysis Strategy	15	Well-designed data collection tools, clear sampling methodology, strong thematic analysis framework, and actionable insights.	Good data collection and analysis plan, but minor gaps in tools or execution.	Basic data collection and analysis plan but lacks methodological rigor.	Poor data collection strategy, weak analysis framework, lacks credibility.

Final Score Categories:

- **90-100% (Excellent):** Fully meets or exceeds expectations.
- **70-89% (Good):** Strong proposal with minor gaps.
- **50-69% (Average):** Adequate but needs improvement in key areas.
- **Below 50% (Low):** Does not meet expectations; lacks expertise or clarit

Financial Evaluation

Financial Evaluation (100)				
S.no.	Evaluation Criteria	Score Description	Means of Verification	Score
1	Type of the firm and registration: Bidding agency should be a legally registered firm with valid GST registration.	<ul style="list-style-type: none"> • Legally Registered Company/Firm/Partnership Firm : 15 • Single Proprietorship: 5 • Individual Consultant: 5 	<ul style="list-style-type: none"> • Registration document • GST Certificate 	15
2	Turnover: Average turnover above INR 10,00,000 for FY 2022-23 or FY 2023-24.	<ul style="list-style-type: none"> • Above INR 10 lakhs: 15 • Below INR 10 lakhs: 5 	<ul style="list-style-type: none"> • Audit Reports (Balance sheet for the FY 2022-23 or FY 2023-24) 	15
3	Cost competitiveness	<ul style="list-style-type: none"> • Least quote (including all taxes):20 • More than 10% of the Lowest Bid: 10 	<ul style="list-style-type: none"> • Quotation duly filled, stamped giving response to all the information requested in Annex – 2 	20
4	Time Lines (Complete the assignment within time lines)	<ul style="list-style-type: none"> • Within the mentioned timeline:15 • Not meet mentioned timeline:5 	<ul style="list-style-type: none"> • Quotation highlighting timelines 	15
5	Payment term: 30% before work and 70% are after completion of the work	<ul style="list-style-type: none"> • Agree to the payment term -20 • Doesn't agree to the payment term, proposing other term – 10 	<ul style="list-style-type: none"> • Quotation highlighting payment terms on release of advance 	20
6	Price Stability	<ul style="list-style-type: none"> • Price valid for 1month or more: 15 • Price valid for below 1month: 5 	<ul style="list-style-type: none"> • Quotation highlighting Price Validity 	15

Financial Evaluation =	$\frac{\text{Lowest Quote (INR)}}{\text{Quote being scored (INR)}} \times 100 \text{ (Maximum score)}$	
------------------------	--	--

Total score = 50% Technical score + 50% Financial score

The total score: The total score for each proposal will be the weighted sum of the technical score and the final score. The maximum total score is 100.

NOTE: Agencies which have qualified the technical bit will be eligible for opening of the financial bid. An agency should score at the least 40% score to be deemed eligible for opening the financial bid. Finally the after combining both scores bidder should get 40% to be considered for evaluation.

Quotation Submission Guidelines:

- Bids should adhere to the specifications provided in Annexures 1 and 2.
- Price quotations must include all local taxes, GST, duties.
- The quotation should remain valid for one month from the award of the contract.
- Payment terms should specify any advance requirements and the terms for the remaining payments upon completion of the service.

Note: Financial documents (**Annex – 2**) will be opened after technical evaluation (**Annex – 1**) and the required documents are to be provided in hard and soft copy. The financial quotation should be submitted with Password and the password will be asked separately

Important Dates:

Schedule of Activities	Activity Date and Time
Issue the RFP	8 th Mar 25
Cut-off Date for Vendor Questions	10 th Mar 25
Distribution of Responses to Vendor Questions	11 th Mar 25
Proposal Submission Deadline	13 th Mar 25
Announcement of the selected vendor	15 th Mar 25

Application Process: Interested bidders/vendors are requested to submit their proposals in accordance with the following guidelines:

- a. Technical Proposal (enclosed annexure 2) covering information about the organization, relevant experience of supplying such devices, compliance to eligible criteria should be submitted separately.
 - i. Only Soft Copy Submission:
 1. Technical proposal (should be in PDF format with font- Arial 12)
 2. Subject line should include – Technical proposal for supply of Grocery Items for Nutrition support <<name of the agency/vendor>>
 3. Email: procurement@tbalertindia.org.in
 4. Supporting documents requested as annexures
- b. Financial Information (enclosed as annexure 2) covering costs should be submitted separately
 - i. Soft copy submission:
 1. Financial Proposal (protected with a password). Please do not share the password. Password will be requested through an email after completion and qualify the technical evaluation
 2. Subject line should include –Financial proposal for filmmaker/video editor to document, edit and produce a film _ <<name of the agency/vendor>>
 3. Email: procurement@tbalertindia.org.in

Other Information: The information provided in this Request for Proposal (RFP) document is for informational purposes only and does not constitute a commitment, promise, or legal obligation on the part of TBAI. While every effort has been made to ensure the accuracy and completeness of the information herein, TBAI makes no warranties, express or implied, regarding the content of this document.

Prospective vendors are advised to conduct their own due diligence and seek clarification on any aspects of the RFP that may require additional information. TBAI reserves the right to modify,

amend, or withdraw the RFP at any time without prior notice. All costs associated with the preparation and submission of proposals are the sole responsibility of the vendors.

This RFP does not obligate TBAI to award a contract or to compensate vendors for any costs incurred during the proposal submission process. By submitting a proposal, vendors acknowledge and accept the terms of this disclaimer.

TBAI shall not be liable for any loss, damage, or expense arising out of or in connection with the use of this RFP document or participation in the procurement process.

All queries, mails seeking clarifications, intimations shall be made to the below email id

tbaiaadmin@tbalertindia.org

Before 10th March 2025

Annexure – 1

Concept Note: Mid-Term Evaluation of the C-PAT Project – Understanding Stakeholder Preparedness for TB-Free Villages

Background

TB Alert India (TBAI) is a national-level charity committed to the vision of a TB-free India—a future without Tuberculosis (TB). With a presence in approximately ten states, TBAI implements projects that contribute to the national goal of TB elimination. One such initiative is the C-PAT (Community-led Preparedness for Action against TB) project, which is being implemented in Uttar Pradesh.

The C-PAT project aims to provide comprehensive TB care, encompassing awareness generation, community stakeholder development, and support for TB testing and treatment services. As part of this initiative, TBAI strives to eliminate TB in 300 villages, strengthen the capacities of 1,000 community stakeholders, and disseminate TB-related messages to 500,000 people.

Progress

The C-PAT project commenced its field implementation in January 2024 and is scheduled to continue until January 2025. Over this period, the project has successfully enrolled and trained XX community stakeholders across Uttar Pradesh. These stakeholders are crucial in achieving the twin objectives of establishing TB-free villages and disseminating TB awareness messages to individuals.

Purpose of the Study

Community stakeholders play a critical role in accelerating project outcomes and ensuring the sustainability of interventions. Understanding their knowledge of TB, the concept of TB-free villages, their roles in achieving this vision, and their willingness to support the initiative is essential for refining engagement strategies. This mid-term evaluation seeks to assess stakeholder preparedness and derive insights for optimizing project implementation in the remaining duration.

Research Question

The study aims to answer the key question: *How prepared are the project's community stakeholders to advance the TB-free villages concept? Other questions the study will focus on the willingness of community stakeholders to linked with the project? What are the changes which need to be bought in present engagement for effective results?*

Objectives of the Study

1. To assess the knowledge, attitudes, and perceptions (KAP) of community stakeholders regarding TB and TB-free villages.
2. To evaluate the contributions of community stakeholders toward key TB indicators.
3. To determine the willingness of community stakeholders to sustain and promote the TB-free village agenda.
4. To analyse the effectiveness of the stakeholder engagement strategy and recommend improvements.

5. To seek feedback from community stakeholders on project activities and identify areas for enhancement.

Methodology

The study will employ a qualitative approach, integrating multiple or one participatory research methods to gain a comprehensive understanding of stakeholder preparedness.

1. **Focus Group Discussions (FGDs):** Structured discussions will be conducted with homogenous community stakeholders to explore their perceptions, experiences, and challenges in promoting TB awareness and care.
2. **In-depth Interviews (IDIs):** Individual interviews will be conducted with selected stakeholders to assess their preparedness, role comprehension, and motivation for sustaining TB elimination efforts.
3. **Key Informant Interviews (KIIs):** Interviews with project staff, local health officials, and other key stakeholders will provide additional perspectives on the effectiveness of community engagement strategies.
4. **Knowledge-Mapping Exercises:** Interactive sessions where stakeholders visually map their understanding of TB, its transmission, prevention, and their role in achieving TB-free villages. This will replace survey-based KAP assessments with a more engaging and participatory method.
5. **Observational Assessments:** Teams will conduct field visits to observe stakeholder-led awareness sessions, community meetings, and TB-related activities to assess their engagement and effectiveness.
6. **Case Studies:** Selected case studies will be developed to document best practices, challenges, and the impact of stakeholder engagement in specific villages.

The combination of these methods will ensure a robust analysis of stakeholder preparedness and contributions.

Sampling Framework

A multi-stage sampling approach will be used to ensure representation across the intervention areas in Uttar Pradesh and Bihar.

1. **District Selection:** Districts with high TB burden and active community stakeholder engagement will be purposively selected.
2. **Village Selection:** A stratified random sampling technique will be applied to select villages from each district, ensuring representation of different community settings.
3. **Stakeholder Selection:**
 1. Community stakeholders, including ASHAs, Mahila Arogya Samitis, local leaders, PRI members, Pradhans, Women Self-Help Groups, ration leaders, religious leaders, and other key opinion leaders, will be selected through purposive and random sampling methods to participate in FGDs, IDIs, and other qualitative methods. The selection will be informed by the database of community stakeholders trained by the project to ensure a targeted and representative approach.
 2. Nodal PRI government officials will be included to understand the overall acceptance of the concept.
 3. NTEP official at local level to understand the value addition

4. **Sample Size:** The study will aim to include at least 10-15 FGDs, 30 IDIs, and a sufficient number of knowledge-mapping exercises and observational assessments to ensure thematic saturation. Preferably, one FGD with each homogenous groups in each state, in-depth interviews with PRI nodal officers, NTEP staff, and Project staff (PM and Field coordinators)

Data Analysis and Report Development

The collected qualitative data will be analysed using thematic analysis. Key themes emerging from FGDs, IDIs, and KIIs will be identified, coded, and categorized to draw meaningful insights. Observational assessments will be used to validate stakeholder engagement levels, and case studies will provide an in-depth understanding of real-world experiences.

The final report will synthesize findings from all methods, providing a comprehensive assessment of stakeholder preparedness, challenges, and recommendations. The report will include actionable insights to refine project strategies and enhance the sustainability of TB-free villages. The findings will be shared with relevant stakeholders to inform decision-making and policy recommendations.

Report and Key Report Structure

The mid-term evaluation report will be structured as follows:

1. **Executive Summary** – Key findings, conclusions, and recommendations.
2. **Introduction** – Background, purpose, and objectives of the study.
3. **Methodology** – Detailed description of research methods, sampling framework, and data collection tools.
4. **Findings and Analysis** – Thematic presentation of stakeholder preparedness, KAP of the community Stakeholders, Level of engagement and contributions, challenges, and areas for improvement.
5. **Stakeholder Perspectives** – Insights from community members, local leaders, and project staff.
6. **Case Studies** – Detailed narratives highlighting best practices and real-world challenges.
7. **Recommendations** – Actionable suggestions for refining project strategies and enhancing stakeholder engagement.
8. **Conclusion** – Summary of key insights and next steps.
9. **Annexes** – Supporting data, tools, and additional documentation.

Expected Outcomes

- A clear understanding of the preparedness of community stakeholders to drive the TB-free villages concept.
- Identification of knowledge gaps and training needs for stakeholders.
- Recommendations for strengthening stakeholder engagement and sustainability mechanisms.
- Actionable feedback for refining project activities in the remaining implementation period.

This evaluation will provide critical insights into the effectiveness of community stakeholder engagement in the C-PAT project and contribute to the broader goal of TB elimination in India.0000

Annexure-2

Technical Proposal:

1. Eligibility Criteria:

S No	Eligibility Criteria	Yes/No	Remarks
1	Is the Firm legal entity registered under Companies Act, 1956 or a partnership firm registered under Limited Liability Partnership Act, 2008.		Mention the registration number
2	Is the firm registered with Goods and Service Tax Authorities (GST) and should be operating for last three years?		Mention the GST number
3	Average turnover above INR 10,00,000 (in Mar 23 or Mar 24)		
4	Does the vendor have prior relevant experience of similar filmmaker/video editor to document, edit and produce a film		

2. Organization Details

1.	Name of Organization			
2.	Address of the Registered office			
3.	Telephone			
4.	Website			
5.	Name of the Primary contact			
6.	Designation			
7.	Email			
8.	Mobile Number			
9.	Name of the Alternate contact			
10.	Designation			
11.	Email			
12.	Mobile Number			
13.	Date of Establishment			
14.	Annual turnover for the last three financial years	S No	FY Year	Turnover

3. Documents to be submitted

S No	Document	Remarks	Page number	
1	Copy of certificate of incorporation issued by relevant authority.			
2	Copy of GST registration number			
3	Copy of PAN and TAN number			
4	Statutory Auditor's Certificate and financial statements for the Last three financial years/ Self-certification by the authorized signatory of the RfP mentioning the Annual Turnover for the last three years supported by financial statements or Annual Auditor Reports			
5	Copy of Contract/Work Order.			

Annexure-2

Technical Proposal Format (Not more than 10-12 pages, Arial 10 font)

1. Cover Letter

- Brief introduction of the agency/research team.
- Summary of expertise relevant to the mid-term evaluation of the project.
- Confirmation of understanding of evaluation objectives and requirements.
- Contact details of the primary point of contact.

2. Executive Summary

- Overview of the proposed approach and methodology for the mid-term evaluation.
- Key strengths of the agency/research team in conducting evaluations of public health programs.
- Summary of the key deliverables from the evaluation process.

3. Understanding of Scope & Approach (Max Score: 25)

- Demonstration of understanding of the project's goals, expected impact, and evaluation objectives.
- Approach to assessing project implementation, progress, challenges, and key outcomes.
- Data collection strategy, including qualitative and quantitative methods.
- Risk assessment and mitigation strategies to ensure robust evaluation findings.

4. Experience & Technical Capability (Max Score: 25)

- Relevant experience in conducting evaluations for health and community-based programs.
- Portfolio of similar projects (links to previous evaluation reports, case studies).
- Details of tools/software for data collection, analysis, and reporting.
- Analytical capabilities, including experience with qualitative and quantitative data analysis.

5. Team Expertise & Composition (Max Score: 20)

- Profiles of key team members (Lead Evaluator, Research Associates, Data Analysts).
- Experience of team members in evaluation studies, particularly in TB or public health projects.
- Expertise in research design, data collection, and thematic analysis.

6. Work Plan & Timelines (Max Score: 15)

- Detailed work plan outlining the evaluation phases, including data collection, analysis, and reporting.
- Timeline for each phase of the evaluation (data collection, analysis, report drafting, stakeholder review).
- Strategies for ensuring timely execution despite potential challenges.

- Contingency plan for delays in data collection or stakeholder engagement.

7. Data Collection & Analysis Strategy (Max Score: 15)

- Methods for data collection (surveys, interviews, focus group discussions, case studies).
- Sampling strategy, ensuring representation from key project stakeholders (TB patients, frontline workers, ASHAs).
- Data triangulation approach to ensure the credibility and reliability of findings.
- Integration of qualitative and quantitative insights for a holistic evaluation.

8. Deliverables & Quality Control

- **Expected deliverables:**
 - **Mid-Term Evaluation Report** (comprehensive assessment of progress, findings, and recommendations).
 - **PowerPoint Presentation** summarizing key insights and recommendations for project stakeholders.
 - **Case studies & success stories** highlighting impactful project interventions.
- Quality assurance mechanisms for ensuring accurate data collection and reporting.
- Process for stakeholder validation and feedback incorporation.

9. Annexures

- Portfolio of previous evaluation reports and case studies.
- CVs of key team members.
- Client testimonials or references (if available).

Annexure 3

To,
Purchase Committee
TB Alert India
Flat No.301, H.No.10-2-191,
Binjrajka Residency,
West Marredpally,
Secunderabad
TELANGANA

We are submitting the below quotation after fully understanding the technical specifications and other terms and conditions related to the time frame and quality, as outlined in the Bid document.

S.No	Particulars	Amount
1	All cost including -Delivering the product (this included Human Resources cost, travel and all other related expenses(without any costs to TBAI)	
Total Amount (Inclusive of all taxes)		

Particulars	Requirements	Yes	No	If No, please specify requirements/offer
Quotation Validity	1 Month			

- The Annexure 3 to be on your letter head format and PDF with a password