

**Hindustan Latex Family Planning Promotion Trust (HLFPPT)**

**(A trust promoted by HLL Lifecare Ltd.)**

**Inviting Applications from  
Workers' Unions/ Industrial Associations**

Hindustan Latex Family Planning Promotion Trust (HLFPPT) invites application from interested Workers' Unions/ Industrial or Employers' Associations for implementation of Workplace Intervention Programme on HIV/AIDS and RCH in the industries in Ghaziabad, Noida and Kanpur in Uttar Pradesh under the Project Sankalp for the period till May 15, 2011.

Details of the proposal and application procedure are enclosed below and have also been published on our website [www.hlfppt.org/tender.htm](http://www.hlfppt.org/tender.htm). The interested Trade Unions/ Industrial Associations are requested to submit the proposal in the prescribed format (enclosed) by July 22, 2010 by registered post/ courier/ by hand at the following address:

**Head- TSD**

**Hindustan Latex Family Planning Promotion Trust (HLFPPT)**

**B-14 A, Second Floor, Sector 62, Noida,**

**Gautam Buddh Nagar, (U.P), PIN- 201301**

**Organizations are requested not to canvas or call for enquiry. Selection will be done purely on merit basis.**



## **PROJECT SANKALP**

*(A Joint Project of ESIC and HLPPT)*

### **Request for proposal to carry out Workplace Interventions on HIV/AIDS and RCH in selected industries in Uttar Pradesh**

#### **Introduction:**

Hindustan Latex Family Planning Promotion Trust (a trust promoted by HLL Life Care Ltd) in partnership with Employees State Insurance Corporation (ESIC) is implementing Project Sankalp with the objective to strengthen ESIC's interventions in the field of RCH and HIV/AIDS in the Ghaziabad and Kanpur regions of Uttar Pradesh. The Project aims to contribute to NACP III goal of reversing and halting the spread of HIV infection in the country and contribute to the NRHM goals of reduction in TFR, IMR and MMR.

The project is financially supported by ESIC while HLPPT is providing technical support for implementation of the project. The key stakeholders of the project are ESIC, Insured Person (IPs) and their families, industries and workers' union and the HLPPT.

#### **Project Goal and Objectives:**

The goal of the Project Sankalp is to increase by 20% uptake of RCH and HIV/AIDS services and prevention of vector, water borne and life style diseases among 75% of ESI insured workers and their families in the intervention areas. While the specific objectives of the project are:

1. To increase access to quality Reproductive & Child Health (RCH) services for the families of the insured members of ESIC in the project areas.
2. Prevention of new STI and HIV infections among the insured family members of ESIC.
3. Ensure care and support services to all the identified HIV positives IPs to mitigate the impact of HIV infection
4. Prevention of vector borne/life style diseases among insured IPs and their family members in intervention areas.

### **Intervention Strategy:**

To achieve the objectives, the project adopted the strategies of education, awareness, capacity building, counseling and mobilization towards services at three levels of its intervention i.e.

- At ESI hospitals and dispensaries through capacity building and service delivery
- At habitations/ colonies of insured persons (IP) through community outreach
- At workplaces/ industries through Workplace intervention programme

### **Workplace Intervention on HIV/AIDS and RCH in industries:**

Workplace Intervention Programme (WPI) is one of the major strategies of the project Sankalp for awareness and behaviour change among IPs towards issues pertaining to HIV/AIDS and RCH. For the purpose, intensive workplace intervention programmes, based on ILO model, would be undertaken with support from workers' union and industrial associations in the selected 100 industries in the project intervention areas in Uttar Pradesh. To reach out the IPs at workplaces, a cadre of Master Trainers and Peer Educators will be developed in all the selected industries. The regular activity implementation and its monitoring and supervision would be done by the out-sourced workers' unions/ industrial association through their cadres of WPI coordinators.

In Uttar Pradesh, considering the major concentration of IP population, the focus of the operation of the project is located in two ESI zones of U.P.- Ghaziabad and Kanpur details of which are as follows:

<b>Indicators</b>	<b>Proposed plan</b>
Intervention areas	Ghaziabad, Gautam Buddha Nagar, Hapur, Kurja, Bulandshehar, Kanpur, Unnao, Farrukhabad and Jhansi
Operational zones for Workplace intervention	1. <b>Kanpur:</b> covering Kanpur, Unnao, Jhansi, & Farukhabad 2. <b>Ghaziabad:</b> covering Ghaziabad, Sahibabad, Modinagar & Hapur 3. <b>NOIDA:</b> Covering Noida, Greater Noida, Khurja, Bulandshahar & Sikandrabad
Total IP population to be covered through Workplace intervention	55,000

No. of industries to be covered through WPI	100 (Noida = 40, Ghaziabad = 30, Kanpur = 30)
No. of WPI Coordinators to be appointed (one per 10 industries)	10 (Noida = 4, Ghaziabad = 3, Kanpur = 3)
No. of Union/ Industrial Association to be involved	3 (One for each operational zone)

#### **Major activities to be undertaken:**

- Advocacy and sensitization of the industry management on the issues pertaining to RCH and HIV/AIDS and need for workplace intervention programme (WPI).
- Situational analysis in industries on knowledge, attitude, behaviour and practice among IPs/ workers on HIV AIDS and RCH.
- Formation of workplace committee and appointment of nodal person in the selected industries for planning and implementation of WPI.
- Identification and training of Master Trainers and Peer Educators
- Industry specific programme planning and activity implementation.
- Advocacy for workplace policy adoption on HIV/AIDS and RCH.
- Awareness generation and behaviour change among workers' through group sessions, health camps, street play, IEC materials etc.
- Motivation for voluntary counselling and testing.
- Referral and follow-up for STI and HIV treatment, care and support
- Prevention of stigma and discrimination at workplaces.
- Development of WPI model centres in the selected industries.
- Process Documentation, monitoring and evaluation

#### **Inviting Proposal:**

HLFPPT is looking for workers' unions/ industrial or employers' associations who have the experience of carrying out welfare activities for workers in the organized sector. It would be of advantage if the unions/ associations have the experience of working on workers' health issues. The unions/ associations will be required to liaise with the industries and facilitate the planning and implementation of WPI activities with support from Project Sankalp, and assist

the industries in implementation of the same. Interested workers' unions/ industrial or employers' associations are requested to respond to the request for proposal (RFP) with detailed technical proposal in the annexed format separately for the each operational zone as specified above.

### **Roles and responsibilities of Workers' Unions/ Industrial Association:**

The selected unions/ associations will be responsible to undertake the following activities in their respective intervention areas/ zone:

- Recruitment and induction of WPI Coordinators.
- Advocacy and sensitization with the management of the selected industries for WPI.
- Conducting situational analysis in the selected industries on knowledge, attitude, behaviour and practice among IPs/ workers on HIV AIDS and RCH
- Formation of workplace committee in the selected industries and get the nodal person appointed for planning and implementation of WPI.
- Identification of Master Trainers and Peer Educators and facilitation for their training.
- Industry specific programme planning and implementation.
- Advocacy and facilitation for workplace policy adoption on HIV/AIDS and RCH.
- Facilitation for awareness and behaviour change among workers' through group sessions, health camps, street play, IEC materials etc.
- Referral and follow-up for STI and HIV treatment, care and support
- Facilitation for development of WPI model centres.
- Submission of weekly and monthly data, progress report and case studies to the Project Sankalp.
- Disbursement of remuneration to outreach staff (WPI Coordinators) against their performance.
- Submit all the required invoices, bills, vouchers, etc. on monthly basis to the Project Sankalp
- Facilitate field visits, trainings and meetings for the visitors from Project Sankalp.

**Support to be provided to the Unions/ Industrial Association:**

The selected workers' Unions/ Industrial or employers' Association will be provided following support:

- Capacity Building for activity implementation
- Technical support for planning and implementation
- Financial support for carrying out the activities as per the sanctioned budget from ESIC for Sankalp- Uttar Pradesh which is as follows:

Particulars	Description	Total Budget		
		Noida Zone	Kanpur Zone	Ghaziabad Zone
Honorarium for WPI Coordinators	4 WPI Coordinator for Noida and 3 each for Ghaziabad and Kanpur for @ Rs.6700/- p.m for 10 months	2,68,000	2,01,000	2,01,000
Local Conveyance for WPI Coordinators	Rs. 800/- p.m per WPI Coordinator for 10 months	32,000	24,000	24,000
Mobile bill reimbursement for WPI coordinators	Maximum of Rs.500/- p.m per WPI Coordinator for 10 months	20,000	15,000	15,000
Overhead Cost @ 4%	Subject to the actual expenditure	12,800	9,600	9,600
<b>Total</b>		<b>3,32,800</b>	<b>2,49,600</b>	<b>2,49,600</b>

**Submission of the Proposal:**

Signed hard copies of the technical proposal as per the annexed format must be submitted in separate sealed envelopes to the following address latest by July 22, 2010.

**Head - TSD**  
**Hindustan Latex Family Planning Promotion Trust (HLFPPT)**  
**B-14 A, Second Floor, Sector 62, Noida,**  
**Gautam Buddh Nagar, (U.P), PIN- 201301**

### **Evaluation, selection and engagement procedure:**

The selection committee constituted by HLPPT will adopt the following process for evaluation and selection of union/association:

- Desk appraisal of EOIs/ Proposal submitted
- Appraisal field visit to the operational areas of short-listed union/association.
- Scoring/ grading the as per the HLPPT selection procedure.
- Meeting with competent authority of the selected union/association.
- Finalization of union/association as per the terms and condition of the project requirement.
- Signing of agreement with the union/association.

### **General Terms & Conditions:**

- The applying organization should be registered as union/ industrial association and have presence in the project operational zones applied for.
- The proposals must be submitted in the annexed format in sealed envelopes separately for each operational zone, marked **“Proposal for implementing WPI under Sankalp - U.P”**, by registered post/ courier/by hand latest by July 22, 2010.
- The union/association can apply either for one operational zone or for all. However, operational presence of the agency in the zone applied for will be verified.
- The quotation received through FAX / E-Mail or received late due to postal or courier delay etc. will not be accepted.
- Only technically qualified union/association will be considered for further process.
- If due to unavoidable circumstances the union/association selected as 1<sup>st</sup> option for a particular zone decline to accept the offer, the selection committee will consider the next technically qualified union/association from the list.
- HLPPT reserves the right to accept or reject any proposal or to cancel/defer the selection process at any point of time during selection procedure.
- Specific terms and condition for operating the desired project activities will be the part of the agreement.

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**Annexure:** Format for Technical Proposal.

Annexure

**Hindustan Latex Family Planning Promotion Trust (HLFPPT)**

(A trust promoted by HLL Lifecare Ltd.)

**FORMAT FOR TECHNICAL PROPOSAL**

Name of the project applied for:

Applied for the state:

Preferred operational zone:

**Section A: Profile of the Union/ Industrial Association**

1. Name of the Union/ Association :

\_\_\_\_\_

2. Affiliated to

:

\_\_\_\_\_

3. Registered Address

:

\_\_\_\_\_

\_\_\_\_\_

DISTRICT \_\_\_\_\_ PIN: \_\_\_\_\_

Tele:

Fax:

Email:

Website (if any):

4. Postal Address

:

\_\_\_\_\_

\_\_\_\_\_

DISTRICT \_\_\_\_\_ PIN: \_\_\_\_\_

Tele:

Fax:

Email:

**5. Legal Status**: Union Ind. Association 

Sr. No.	Registered under the Act	Registration no.	Date

**6. Bank Details :**

Bank Name	Account No.	Date of opening Account

**7. Members Associated with the Union/ Association: (5 key positions in the organization)**

Sl. No.	Name of the member	Position	Occupation/ Qualification	Working since

**8. Details of the Contact Person :**

Name : \_\_\_\_\_

Designation : \_\_\_\_\_

Contact No : \_\_\_\_\_ E-mail: \_\_\_\_\_

**Section B: Operational Background****1. Details of Welfare Projects/Programmes handled during last 3 years :**

Sr. No.	Name of the programme	Duration	Period		Total Budget	Source of fund
			From	To		


**2. Geographical locations of projects/ programmes undertaken/ areas of operation:**

Project	District(s)	Block(s)	Panchayat(s)	Village(s)

**3. Is there any existing welfare Project/Programme of the organization running in the operational zones applied for? If yes, please provide the details:**

**4. Any vigilance case pending against the organization? If yes, give details :**

**Section C : Documents required to be submitted along with the proposal**

- Copy of Registration certificate
- Copies of latest annual and financial report.
- Income Tax registration certificate, if any.
- Copy of PAN/TAN Number
- Copy of Income Tax Return File of last 3 years
- Any other document relevant to the proposal

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