



***Project Sankalp***  
*(A Joint Project of ESIC and HLPPT)*

**Request of Proposal for community level intervention on RCH & HIV/AIDS**  
**under Project Sankalp in the state of 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 selected 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 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.

### **Project 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 workplaces/ industries through Workplace intervention programme
- At habitations/ colonies of insured persons (IP) through community outreach

### **Community Outreach at IP habitations:**

Community outreach programme is one of the major strategies of the project Sankalp for community awareness and mobilization of IPs and their families towards service uptake. To reach out to the IP families at habitations, intensive community level intervention would be undertaken in all the identified IP habitations in the intervention areas in Uttar Pradesh for prevention of HIV and STIs and for promoting institutional deliveries and Child Health. Outreach activities at IP household level, a cadre of Community Guides (CG) will be developed in all the intervention areas. Regular supervision, support and monitoring of performances of the CGs would be done by the out-sourced NGOs through their supervisory cadres.

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 Buddh Nagar, Hapur, Kurja, Bulandshehar, Kanpur, Unnao, Farrukhabad and Jhansi
Total IP population to be covered through Community outreach	200000
No. of habitations to be covered	153
No. of community guides to be identified and trained	300 (for the entire project area)
No. of Outreach workers (ORWs) to be appointed	08 (for the entire project area)

No. of Project Coordinators to be appointed	3 (1 for each zone)
Operational zones for Community intervention activities	<ol style="list-style-type: none"> <li>1. <b>Kanpur:</b> covering Kanpur, Unnao, Jhansi, &amp; Farukhabad</li> <li>2. <b>Ghaziabad:</b> covering Ghaziabad, Sahibabad, Modinagar &amp; Hapur</li> <li>3. <b>NOIDA:</b> Covering Noida, Greater Noida, Khurja, Bulandshahar &amp; Sikandrabad</li> </ol>
No. of NGOs/ CBOs to be involved	3 (One for each operational zone)

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

- Identification of IP habitations in the project operation area
- Identification and training of Community Health Guides
- Household survey of IP families in the identified habitations
- Tracking and follow-up on ANC, PNC and immunizations, etc.
- Referrals for STI and HIV treatment, care and support
- Generate awareness and motivation through IPC and BCC
- Organize issue based groups session with IPs and their family members
- Community awareness through health camps, street play & folk shows, IEC materials, etc.
- Identification and develop linkages with community key persons and service facilities

#### **Inviting Proposal:**

HLFPPT is looking for NGOs/CBOs who have the experience of carrying out outreach activities and community level interventions related to RCH and HIV/ADIS in the specified project intervention areas. The NGOs/CBOs have to plan the outreach activities as per the project objectives in consultation with the project Sankalp and implement the same. Interested agencies are requested to respond to the request for proposal (RFP) with detailed technical proposal in the enclosed format separately for the each operational zone as specified above.

### **Roles and responsibilities of NGOs/ CBOs:**

The selected NGOs will be responsible to undertake the following activities in their respective areas/ zone of project intervention:

- Recruitment of outreach staff
- Identification, selection and induction of outreach staff as required
- Guidance to outreach staff in their day to day activities
- Monitoring and follow-up of outreach staff on day to day activities
- Data and information collection from CG on weekly and monthly basis
- Disbursement of remuneration to outreach staff against their performance
- Submit weekly and monthly data, progress report and case studies to the Project Sankalp.
- Provide support to project Sankalp to organize meetings, events, camps, visits, street play, etc. in the communities
- Facilitate field visits, trainings and meetings for the visitors from Project Sankalp.
- Prepare activities and accounts related records.
- Submit all the required invoices, bills, vouchers, etc. on monthly basis to the Project Sankalp
- Facilitate monitoring and evaluation of project activities undertaken by the agency from time to time

### **Support to be provided to NGOs/CBOs:**

The selected NGOs 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		
		Kanpur Zone	Ghaziabad Zone	Noida Zone
Honorarium for Community Health Guides (300 CGs)	85, 100, 115 CGs for Kanpur, Ghaziabad and Noida respectively for 11 months @ Rs.1000/- p.m	9,35,000	11,00,000	12,65,000
Travel cost for CGs	Rs. 100 p.m per CG for 11 months	93,500	1,10,000	1,26,500

Honorarium for Outreach workers (8 ORWs)	2 ORWs for Kanpur and 3 each for Ghaziabad and Noida for 11 months @ Rs.6000/- p.m	1,32,000	1,98,000	1,98,000
Honorarium for Project Coordinator (3 PCs)	1 Project Coordinator for each zone @ Rs.7000/- p.m for 11 months	77,000	77,000	77,000
Overhead Cost @ 4%	Subject to the actual expenditure	49,500	59,400	66,660
<b>Total</b>		<b>12,87,000</b>	<b>15,44,400</b>	<b>17,33,160</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 within 5 working days from the date of EOI advertised.

**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 HLFPPT will adopt the following process for evaluation and selection of NGOs/CBOs:

- Desk appraisal of EOIs/ Proposal submitted
- Appraisal field visit to the operational areas of short-listed NGOs/CBOs.
- Physical verification of records of programmatic and financial credentials of the NGOs/CBOs
- Weightage will be given to the local NGOs/ CBOs working in the project operation areas and having competence and experience in health sector.
- Scoring/ grading the as per the HLFPPT selection procedure
- Meeting with competent authority of the selected NGOs/CBOs
- Finalization of NGOs/ CBOs as per the terms and condition of the project requirement
- Signing of MOU with the NGOs/CBOs

## **General Terms & Conditions:**

- The applying organization should be registered as Non-government Organization/ Community Based Organization
- The NGO/CBO should have minimum 3 years experience in managing health care activities in the areas of RCH and HIV/AIDS.
- The NGO/CBO should have presence in the project operational zones applied for.
- The proposals must be submitted in the prescribed format in sealed envelopes separately for each operational zone, marked 'Proposal for implementing outreach intervention under Sankalp - U.P', by registered post/ courier/by hand within 5 working days from the date of publication of EoI.
- NGOs/CBOs can apply either for one operational zone or for all. However, operational presence of the agency in the zone applied for will be verified while short-listing.
- The quotation received through FAX / E-Mail or received late due to postal or courier delay etc. will not be accepted.
- Only technically qualified NGOs/CBOs will be considered for further process.
- If due to unavoidable circumstances the NGOs/CBOs 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 NGOs/CBOs 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 MoU.

\*\*\*\*\*

Annexure

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

(A trust promoted by HLL Lifecare Ltd.)

**PROPOSAL FORMAT FOR NGOs/ CBOs**

Name of the project applied for:

Applied for the state:

Preferred operational zone:

**Section A: NGO/ CBO Profile**

1. Name of the Organization : \_\_\_\_\_

2. Registered Address : \_\_\_\_\_

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

Tele: \_\_\_\_\_ Fax: \_\_\_\_\_

Email:

Website (if any):

3. Postal Address : \_\_\_\_\_

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

Tele:

Fax:

Email:

**4. Legal Status**

: NGO

CBO

Sr. No.	Particulars	Registration no.	Date
I	Public Charitable Trust Act		
II	Society under Societies' Registration Act		
III	Non-profit company under Indian Companies Act 1956		
IV	Registration under Foreign Contribution (Regulation) Act, 1976		
V	Income tax registration:		
	- Under Section 12 A		
	- Under Section 80G		
	- Under Section 35 CCA		
	- Any other Section		

**5. Bank Details :**

Bank Name	Account No.	Date of opening Account

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

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

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

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

**7. Members Associated with the Organization :**

Sl. No.	Name	Nationality	Occupation/ qualification	Position held in the organization	Relationship with any other office bearers (if any)	Address

## Section B: Operational Background

### 1. No. of Projects/Programmes handled during last 3 years :

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

### 2. No. of Project/Programme related to Health :

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

### 3. Geographical location of projects undertaken :

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

**4. Staff Details :** ( kindly provide the details of 5 key positions in the organization)

Name of Staff	Position	Qualification	Working since

**5. Is there any existing Project/Programme of the organization running in the operational zones applied by the NGO/CBO? If yes, please provide the details :**

**6. Any previous association/working experience with HLFPPPT? If yes, please provide the details:**

**7. Volume of Year wise Grant Received during the last 3 years :**

**8. Name of the Donors / Funders during the last 3 Years :**

**9. Whether blacklisted by any government or Private organization in the past? If yes, provide details:**

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

**Section C : Basic Document required to be submitted along with the proposal for Evaluation & kept as Documentary Evidence**

- Copy of Trust Deed if registered under Trust Act.
- Copy of Memorandum and Rules if registered under Society Registration Act
- Copy of Memorandum and Article of Association if registered under Section 25 of the Company's Act
- Annual Report of last one year
- Audited Accounts of last 3 Years
- Donors Details
- Employees List
- Organizational Chart
- Legal Status of the society-Copy of Registration Certificate
- Registration Certificate U/s 12 A of Income Tax Act
- Copy of PAN/TAN Number
- Copy of Latest Income Tax Return File
- Any other document relevant to the proposal
- Advertisement reference

\*\*\*\*\*