

**Request for Proposal (RFP) on Weekly Iron Folic Acid Supplementation**

**Programme (TRAINING ACTIVITIES) for Bihar in 2014**

**NOTICE INVITING for RFP**

From Govt. /Non-Govt. organizations/Agencies eligible for imparting Training to CDPO/LS/ AWW, ANM, ASHA Facilitator & School Teachers on weekly supplementation of Iron & Folic Acid in all 38 districts of Bihar.

**Project Description:**

State Health Society Bihar is implementing the National Rural Health Mission (NRHM) to carry out necessary corrections in the basic health care delivery system. The Goal of the Mission is to improve the availability of and access to quality health care by people, especially for those residing in rural areas.

WIFS Programme is based on the empirical evidence that weekly supplementation of 100mg Iron and 500µg Folic acid and biannual administration of deworming drug Albendazole (400mg) is effective in decreasing prevalence of anaemia in adolescent age group. The programme is free of cost and Iron and Folic Acid tablet as well as de-worming tablet, along with testing and counseling services would be provided completely free.

The training of all CDPO/LS/ AWW, ANM, ASHA Facilitator & School Teachers on weekly supplementation of Iron & folic Acid has to be conducted in all 38 districts & all blocks.

Role of Agencies, Details of CDPO/LS/ AWW, ANM, ASHA Facilitator & School Teachers in districts, Minimum eligibility criteria, Technical EOI condition and other information can be seen on SHSB Website: [www.statehealthsocietybihar.org](http://www.statehealthsocietybihar.org)

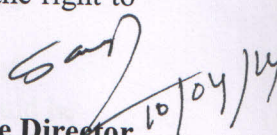
A pre-bid meeting will be held on 22/4/14 at SHSB, Patna at 11.00 AM. All intending bidders may participate in this meeting. The pre-bid meeting will pave path for all the intending NGO/Agencies to present financial bids.

**Deadline for Submission of RFP:**

Interested eligible agencies, wishing to participate in the tender may submit their bids in a large envelop marked "**Tender bid for WIFS Training**". This large envelop will contain two separate sealed envelopes—one marked as **Cover 'X' for technical bid** and another marked as **Cover 'Y' for financial bid** "of the undersigned latest by 3.00 PM on or before 5/5/14 through Courier/Registered/Speed Post. RFP received after this deadline, would not be entertained. In the event of the specified deadline of submission of bid being declared a holiday, the bid shall be received on the next working day.

**Opening of RFP:**

Technical bid shall be opened at 11 AM on 6/5/14 in the presence of bidders or their authorized representative who desires to be present, and would thereafter be evaluated by a committee. The decision of the State Health Society Bihar shall be final, and no enquiries, or application for review, shall be entertained. The State Health Society Bihar reserves the right to cancel or reject all or any bid/RFP without assigning any reason.

  
Executive Director



## I. INTRODUCTION & BACKGROUND

The Government has decided to implement the Weekly Iron and Folic Acid Supplementation (WIFS) Programme for adolescents. WIFS Programme is based on the empirical evidence that weekly supplementation of 100mg Iron and 500µg Folic acid and biannual administration of deworming drug albendazole (400mg) is effective in decreasing prevalence of anaemia in adolescent age group. The programme is free of cost and Iron and Folic Acid tablet as well as deworming tablet, along with testing and counseling services would be provided completely free.

The program will be implemented in both rural and urban areas and will cover school going adolescent girls and boys from 6th to 12th class enrolled in government/government aided/municipal schools through the platform of Schools and out of school adolescent girls through the platform of Anganwadi Centers.

This program will cover approximately 20.4 Million (Approx) Adolescent of Bihar State and will address the challenge of high prevalence and incidence of anaemia amongst adolescent girls and boys (10-19 years).

Modalities of implementation are as below:

- Administration of supervised free Weekly Iron-folic Acid Supplements of 100mg elemental iron and 500µg Folic acid to target population.
- Biannual de-worming (Albendazole 400mg), six months apart, for control of helminthes infestation preferably in month of February and August every year.
- Information and counseling for improving dietary intake and for taking actions for prevention of intestinal worm infestation.
- Fixed day strategy under which preferably Monday to be declared as "Anaemia Control day" or "WIFS day".
- Screening of target groups for moderate/severe anaemia and referring these cases to an appropriate health facility.
- Convergence of Ministry of health and Family Welfare with key stakeholder ministries like Ministry of Women and child Development and Ministry of Human Resource Development.

Adolescent Anaemia has been a long standing problem in India and the country has a high prevalence. According to NFHS -III data, over 55 % of adolescent boys and girls in the age group of 15-19 years are anaemic. Adolescent girls in particular are more vulnerable to anaemia due to the rapid growth of the body and loss of blood during menstruation. According to NFHS-III, almost 56% of adolescent girls aged 15-19 years suffer from some form of anaemia. Of these, 39% are mildly anaemic while 15% and 2% suffer from moderate and severe anaemia respectively. In India, the highest prevalence of anaemia is reported between the ages 12-13 years, which also coincides with the average age of menarche. With increase in age, the prevalence of anaemia among girls remains almost stagnant, while among boys, the prevalence rate reduces.

The prevalence of STH (including hookworm, *A.lumbricoides*, and *T.trichiura*) across Bihar State was 67.5% with district prevalence ranging from 49.0% to 79.6%. Ascaris and Hookworm had similar overall prevalence in the survey 52.1% and 42.2% respectively (Ref: A state baseline prevalence survey of soil transmitted helminthes January 2011)

High prevalence of anaemia was also observed among those who have high prevalence of Intestinal parasite. This high prevalence of intestinal parasitic infections and anaemia could be due to indiscriminate open defecation, low socio-economic status, ignorance and low standard of



personal hygiene. Comprehensive control strategy with specific intervention measures need to be evolved and implemented specially in school age children as serious efforts are being made by the Govt. for their overall development.

Biannual deworming with albendazole (400mg) can combat malnutrition, anaemia, growth retardation and result into better academic performance and high cognitive development.

. The reasons for anaemia amongst adolescents are:

- Growth spurt leading to increased demand of Iron in the body
- Poor dietary intake of Iron
- Worm infestation and high rate of infection
- Increased loss of Iron due to onset of menstruation (in girls)

## II. PURPOSE

The State Health Society Bihar invites proposals for the implementation of District and Block level training of Weekly Iron Folic Supplementation (WIFS) program(s) for ICDS staff( CDPO, Lady Supervisors and AWW), Education Department Staff (BRC and Nodal teacher from Upper primary and Secondary School)

This training will enable effective implementation of WIFS program by developing the capacity of all stakeholders serving the targeted beneficiary in population.

The ultimate goal is to establish innovative, cutting-edge training and educational programs that utilize the latest technology, utilize existing content and are convenient and easily accessible for providers and staff working at various level at ICDS and Education facilities.

## III. SCOPE OF WORK

The scope of work (as outlined in detail below) includes the following areas:

The proposal should

1. Define plans and mechanism to launch a District wise/Block wise training program for Weekly Iron Folic Acid Supplementation reaching up to all Schools and Anganwadi Centres of Bihar State.
2. Apply multi-sectoral strategies, demonstrate commitment of Stake holders and provide effective training for sustainable solution to existing Iron deficiency.
3. Demonstrate technical soundness which includes quality of training staff, quality of training deliverables and material planning for use during various level of training
4. Provide detailed plan for various level training and efficient workable training calendar preparation
5. Have detailed plan for reporting and analysis sharing
6. Indicate the geographical area(District/s) of interested agency

In order to fully reach the program's objective, the selected Agency will have to carry out several activities, including but not necessarily limited to the following tasks:

1. To organize training at selected venues (District Level/Block Level etc.
2. **Micro Planning**-It should include batch wise details, dates of training with entire training calendar
3. **Training Logistic**-The logistics of the training (stationary/audio-visuals etc) shall have to arranged by the selected agency.



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4. To provide on-going support (including rapid response, ideally within a couple of hours, for urgent requests related to training process and if any emergency appeals);
  5. To provide full support to various Monitors visiting the training venue for monitoring purpose.
  6. Food (lunch) & two tea for participants on day of training.

#### IV. PROFILES OF TRAINERS

Trainers selected for this purpose should have the following experience and characteristics:

1. Be 25 years or older;
2. Be university graduates;
3. Preferably having prior work experience in Bihar. Preferable in health & nutrition.
4. Experience in various nutritional /Health training work and carrying out participatory trainings with government officials preferably
5. Trainers name & photographs

#### V. MINIMUM ELEGIBILITY CRITERIA

The intending agency should meet the following criteria to be eligible—

- i. Experience of at least 3 Years of working in capacity building /training in health & nutrition Sector.
- ii. Being registered for at least 5 Years.
- iii. Having branch offices in the preferred District.
- iv. Experience of conducting training programme.
- v. ***Having their own trainers to conduct the training programme will be preferred. These trainers will be trained by Master Trainers at State Health Society.***
- vi. A minimum average annual turnover of 30Lakh (for 1-2 District), 50 Lakhs (for 3-5 Districts) 75 Lakhs (for 5-10 District) and If submitting bid for more than 10 district turn over should be above 1 crore in the last three consecutive financial years.

#### VI. TECHNICAL EOI CONDITION/S

- Registration of organization preferably more than 3 years
- A minimum average annual turnover of 30Lakh (for 1-2 District), 50 Lakhs (for 3-5 Districts) 75 Lakhs (for 5-10 District) and If submitting bid for more than 10 district turn over should be above 1 crore in the last three consecutive financial years.
- TIN/PAN /Service Tax Registration Number details.
- Must not be black listed by any agency or pending case either Civil or Criminal against them.
- Earnest Money Bidders will be required to deposit –Rs 30000 as earnest money per District (Refundable) in the form of ***Demand Draft favoring "State Health Society, Bihar "Patna*** as EMD. For applied district separately.
- Bidders will be required to submit documents regarding their experience and know how in training sector, along with full specification printed on A4 size paper.



## VII. EXPERIENCE

Minimum three years proven work experience in Health & Family Welfare & Nutrition related programs

Preference will be given to NGOs/Agencies having own training venues at block or district level and have experience in organizing training programs preferably in health & nutrition related activities.

## VIII. DISTRICT PRESENCE

NGO/Agency should have presence, having office and proven work experience in the District.

### Record keeping, documentation, reporting

District Training Site will maintain and submit the following records and documents of training

1. Participant register
2. Batch wise list of Participants who participated in the training
3. Batch wise training report in the prescribed format
5. Photographs in hard & soft copy
4. Submission of detailed batch wise training report to DPMU, SPO of WIFS, ED NRHM
5. Any other requirement as and when required by SHSB
6. **Financial turn over**

Year	Income (In Rs.)	Expenditure (In Rs.)	Fixed asset as per the balance sheet (In Rs.)
2010-11			
2011-12			
2012-13			

7. (Attach audit report for three years as mentioned above as well as IT return for last consecutive Years )

Experience in Nutrition, Education & Health and Family Welfare Program (Capacity Building Training Program)

Name of the Program	Supported by	Program duration (from-to)	Operational area	Project cost	Remark

8. List of managing committee/ executive committee of NGO/Agency.
9. Staff position as on 11/3/2014.(trainers )

Full time (No)	Part time (No)



## **XI. TRAINING ACTIVITIES**

Training of the stakeholders will occur between..... To ..... Each training session will be attended by a SHSB representative organized and led by the agency. Each training session will last for one day, and each participant will have to attend only one entire day of training session. Training sessions will cover each component of the WIFS program. Training sessions will have a maximum of 40 Participant (trainees). Therefore, with batch sizes of not more than 40 and total trainees per district/block is provided in Anex-1 number of training sessions is also included in the same ANEX. At the end of the training, all trainees will take a post test about the program and process to assess their understanding of the WIFS activities and process.

## **X. KEY DELIVERABLES**

The following are the key deliverables:

1. Coordinate with the District & Block level Health, ICDS & education department to ensure presence of participants as per the Training Plan.
2. Ensure adequate provision of logistics arrangement to conduct field training as per training plan.
3. Ensure completion of training as per the agreed timeline with the given TLM.
4. To ensure transaction of training as per the quality parameters of training.
5. Submit the required training report and other documents to the district and state as per the timeline.
6. Ensuring quality of on ground training of frontline workers and their supervisors.
7. Ensure the availability of a team of trainers who will undertake the functions above. This could include existing staff of the institution, provided they are approved by State health society BIHAR

## **XI. QUOTE SUBMISSION REQUIREMENTS**

Agencies submitting complete proposals (technical) will need to ensure the following are included in their proposals:

- 1.) Previous experience working in Bihar and current presence and manpower in Bihar.
- 2.) Summary of prior experience of Trainers who would be used to complete this scope of work, specifically regarding experience carrying out trainings in Bihar.
- 3.) Team structure and management/ supervision of all activities
- 4.) Training schedule.

## **XII. QUALIFYING REQUIREMENT**

Proposals will be assessed in the following order of importance:

- 1) Evidence of prior work in Bihar.
- 2) Agency should have prior experience of conducting training at large scale s. Agency having such prior experience in the field of training at State/ National level during last five years will be added advantage. The applicant will have to submit necessary information regarding past training conducted to assess their capacity to handle the assignment.
- 3) Agency should have a demonstrable track record of rendering services for a project of the magnitude envisaged.
- 4) Current capacity and presence in Bihar.



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- 5) Team structure, team profile, and field management and implementation plan.

The selected Agency will be notified by .....

### **XIII. REFUND OF EARNEST MONEY DEPOSITE**

The EMD submitted by unsuccessful bidders shall be returned to them without any interest whatsoever, within 30 to 60 days after the date of finalization of the contract with successful bidder.

### **XIV. JURISDICTION OF ANY DISPUTE**

If any dispute or difference of any kind what so ever arises between SHSB & Agency /NGO in connection with the contract or arises out of the contract, the parties shall first make every effort to resolve amicably such dispute or difference by way of mutual consultation and/or under "The Arbitration and **Conciliation Act 1996**" and for the said purpose, the Executive Director, SHSB shall be the sole arbitrator in the matter. If the parties fail to resolve their dispute or difference by such mutual consultation or under the Arbitration and Conciliation Act 1996, the case shall be subject to the jurisdiction of Patna (Bihar) only.

**Pre-bid meeting of interested bidders** is scheduled on ..... at **11:00 AM** in Conference Hall, State Health Society Bihar, Pariwar Kalyan Bhawan, Sheikhpura, Patna-14. Bidders seeking clarification on the bid document shall submit written query/queries three days prior to the Pre-bid meeting date. Pre-bid amendments, if any, will be floated on the SHSB website - <http://statehealthsocietybihar.org> under tender information section.

### **Deadline for Submission of Bids:**

The bids, in sealed envelopes may be sent, to "**The Executive Director, State Health Society Bihar, Pariwar Kalyan Bhawan, Sheikhpura, Patna-800 014**". The bids must reach the office of the undersigned latest by **3:00 P.M. on or before .....** Through Registered/Speed Post. Bids received after deadline, would not be entertained and considered as a valid tender bid. **No bid will be accepted directly or by hand.** SHSB will not be responsible for postal delay. In the event of the specified deadline of submission of bid being declared a holiday, the bid shall be received on the next working day.

### **Opening of Bids –**

Technical bid shall be opened at **4:00 PM on last date of submission of tender (i.e. ....)** in the presence of bidders or their authorized representatives who desire to be present. Participating authorized representatives must bring proper authority letter of the company and identity proof with them. Without authority letter from the company, the representative will not be allowed to participate in the meeting.

After opening of the bids, Based on the technical bid, technical committee will shortlist agencies. Agencies will be shortlisted on the basis of score obtained on their technical bid. Financial bid of shortlisted agencies will be open .Financial bid of agencies will be also evaluated by financial committee .Financial bid will also be scored .Final combined score will be prepared based upon score obtained in technical & financial bid .Based upon this L1 will be prepared.

The decision of the State Health Society Bihar shall be final, and no enquiries, or application for review, shall be entertained .In case of tie among agency among district of choice decision of SHSB will be final . **The State Health Society Bihar reserves the right to cancel or**



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**Reject all or any bid/EOI without assigning any reason.** The NGO/Agency selected to do the work would have to sign a contract with SHSB. For details, please contact Phone -----

ORGANIZATIONAL PROFILE		
S. No.	Item	Information
1.	Full Name of Organization (as per registration document)	
2.	Registered Office Address (Please provide complete address with PIN Code)	
3.	Telephone Number/s	

**Executive Director**

**Annexure-1:**



4.	Legal Status (Please specify whether Registered Society/Trust/Section 25 Company/Other)	
5.	(1) Registration No. and Date: (2) Place of Registration and Other Details: <b>(Please append self-attested copy of Certificate of Registration to this application form)</b>	
6.	Name of the Director/President/Head of the Organisation	
7.	Name and Designation of Contact Person(s)	
8.	Mobile No. and Email ID of Contact Person(s)	
9.	Total number of paid staff working full time	
10.	Names of districts in state where organisation has programmes	

### Annexure 2:

S. No.	Item	Response	Supporting Documents
<b>Section A</b>			
1.	The organization has been operational for at least three years in the district where applying for	<input type="checkbox"/> Yes <input type="checkbox"/> No	Annual Report/Financial report for 2011. 2012 & 2013
2.	Bank account exists in the name of the organization	<input type="checkbox"/> Yes <input type="checkbox"/> No	Copy of bank passbook showing A/c name and address
3.	At least two signatories are required for all banking	<input type="checkbox"/> Yes <input type="checkbox"/> No	Name and designation of authorized signatories



	transactions		
4.	Organization is registered with income tax authorities as charitable organization (registered under Sections 12A OR 80G of Income Tax Act 1961)	<input type="checkbox"/> Yes <input type="checkbox"/> No	Copy of registration certificate
5.	Organization has Permanent Account Number (PAN)	<input type="checkbox"/> Yes <input type="checkbox"/> No	Copy of PAN Card
6.	Executive committee/ board/trustee formed through a democratic process	<input type="checkbox"/> Yes <input type="checkbox"/> No	Copy of meeting minutes (Not earlier than March 2012)
7.	Annual turnover/grant portfolio in each of the last 3 years	<input type="checkbox"/> More than 50 lakh <input type="checkbox"/> Less than 50 lakh	Audited financial statements for each of the last 3 years
8.	The organization receives grants from :	<input type="checkbox"/> Government <input type="checkbox"/> Private sector <input type="checkbox"/> NGOs <input type="checkbox"/> Individual donations <input type="checkbox"/> Others, pls. state	
9.	The organization has been blacklisted by a government agency or funding withdrawn by a donor	<input type="checkbox"/> Yes <input type="checkbox"/> No	Please provide details
10.	The organizations activities have been evaluated by Government department	<input type="checkbox"/> Yes <input type="checkbox"/> No, skip to Section B	
<b>Section B</b>			
1.	Salary to staff paid through cheque	<input type="checkbox"/> Yes <input type="checkbox"/> No	Copy of bank statements
2.	Appointment letters issued to all staff with job description and signed copies kept by HR	<input type="checkbox"/> Yes <input type="checkbox"/> No	Copy of appointment letter
<b>Section C</b>			
1.	Period that the organization has been implementing programmes in the district for where applied	<input type="checkbox"/> > 3 years <input type="checkbox"/> > 2 years <input type="checkbox"/> < 2 Years	Annual Report/ programme documentation
2.	The training activities of the organization cater to	<input type="checkbox"/> Health <input type="checkbox"/> ICDS <input type="checkbox"/> Education Others, pls specify	Project contract documents