

## Request for Proposal

**Selection of an implementation agency having expertise in Reproductive, Maternal, Newborn and Child Health + Adolescent (RMNCH+A) care for establishing and management of HELP DESKS in public health facilities in Hyderabad**

### I. Timelines

Release of Request for Proposals (RFP)	08/01/2021
<b>End date for receiving applications</b>	<b>13/01/2021</b>
Screening of applications	16/01/2021
Information to selected applicant	19/01/2021
Final discussions with applicant on deliverables and budget	21/01/2021
Proposal format	Language: English Font: Times New Roman Font size: 12 Single-spaced with one-inch margins

**Proposals must be sent to [jdmhnts@gmail.com](mailto:jdmhnts@gmail.com)**

**Note that the Commissioner, Health and Family Welfare reserves the right to modify this schedule as needed. Applicants selected will be notified of the changes (if any) by email provided in the RFP.**

### II. Maternal Health and Nutrition Division under Commissioner, Health and Family Welfare

The Maternal Health and Nutrition (MHN) division under the Commissioner of Health and Family Welfare supports a broad array of programs to improve the availability of and access to high quality Reproductive, maternal, newborn and child health and adolescent care (RMNCH+A) which essentially aims to address the major causes of mortality and morbidity among women and children. The major initiatives under maternal health includes free entitlements through KCR kit, Janani Suraksha Yojana, Janani Sisu Suraksha Karyakram (JSSK) etc, Surakshit Matrutva Ashwasan, Pradhan Mantri Surakshit Matrutva Abhiyan among many other programs.

### III. Project Background and Purpose of RFP

The Telangana State has achieved one of the crucial Sustainable Development Goal (SDG-3.1) which aims at reducing the global Maternal Mortality ratio (MMR) to less than 70 per 100,000 live births, with a decline in MMR to 63 in 2016-18 from 81 in 2014-2016. However, the State is determined to further strengthen, improve and provide equitable access to quality maternal and child healthcare services for all

women and children in the state, moving towards the goal of Ending Preventable Maternal Mortality (EPMM).

In this direction, a strong need to strengthen the referral system in order to reduce the delay in providing medical treatment immediately after receiving a referral of high-risk pregnant women by the health facility is crucial for achieving the EPMM. Timely interventions would drastically reduce maternal morbidity and mortality.

Considering the above fact, it is proposed to establish help desks in three tertiary care hospitals with the high delivery and referral load of 86.5%, namely; MGMH, Petlaburz, GMH, Sulthan Bazar and Niloufer Hospital.

#### **IV Scope of Work and Deliverables**

##### **Responsibility of Implementation Agency:**

1. Establish help desks at high delivery load public health facilities specifically in MGMH, Petlaburz, GMH, Sulthan Bazar and Niloufer Hospital.
2. Recruit & manage staff of help desks to provide round the clock-service
3. Train the staff recruited under this project
4. Ensure coordination between the facilities referring and receiving referrals
5. Maintain all records and reports related to programmatic and financial implementing activities in the standardized formats provided by Commissioner, Health and Family Welfare
6. Submit monthly and/or periodic expenditure and programmatic reports to Commissioner, Health and Family Welfare
7. Participate in all trainings and review meetings at State and district level as informed by the maternal health division
8. Any other activities relevant to strengthening of referral system

##### **Period of Performance of Contract:**

One year from the approval and signing of the contract.

##### **Deliverables:**

1. Establishment of functional Help Desks within the proposed timeline.
2. Achievement of targets as agreed upon with Commissioner, Health and Family Welfare
3. Submission of Performance reports as per the required reporting period.
4. Submission of financial statements as per the project requirement
5. Any other activity as and when required during project implementation

#### **V. Technical Requirements**

##### **A. Applicant eligibility requirements:**

- Applicants must be registered under the Societies Registration Act /Indian Trust Act /Indian Religious and Charitable Act/Companies Act of the State
- Should have at least three years of work experience in the last 7 years
- Should have office premises in the State
- Should be financially stable and have a strong network

The applicant must have demonstrated ability to manage funds and have at least three years of experience in implementation of health projects.

**Technical Requirement:**

Provide information on:

- One page brief profile note of the organization/s and contact details of the program lead
- Profile of relevant experience and examples of related work.
- Number of years in development sector
- Projects handled with size of budget during the last three years.
- If your organization is based in more than one location, please indicate these qualifications for the location that is responding to this RFP.
- A note on project planning including goal, objectives and activities and its operationalization
- Qualifications of key members of the proposed project team
- In-house expertise on proposed area of intervention.

**Financial Requirement**

- The budget should be in line with the objectives and activities proposed and should be submitted

**Application Guidelines:**

Application should not be more than 7-10 pages in length and cover at least following topics:

1. Covering letter with reference to all enclosure/attachments
2. Executive summary – (1 page)
3. Organizational capacity and past experience – (1 pages)
4. Technical narrative including implementation plan and logical framework matrix –(2-3 pages)
5. Process and service delivery flow (1 page)
6. Relevant enclosures as given below

***Attachments/Enclosures of application:***

**Mandatory attachments**

Please submit the following as attachments to your application. If you do not submit these documents, your application **will not** be considered for review:

- a. Copy of Registration as a Society, Section 8 Company, Trust,
- b. Memorandum of Association and Articles of Association/Trust deed/Bylaws of the organization.
- c. Copy of Certificate of FCRA Registration.

- d. Copy of FCRA return for last three years.
- e. Copy of PAN and TAN
- f. Copy of Certification of 12 A Registration
- g. Copy of Certification of 80G Registration
- h. Copy of audited statement of accounts of last three years
- i. Copy of Income Tax return of last three years

**Application evaluation process:**

1. Applications will be shortlisted only if they meet the technical and financial requirement
2. Alignment of costs with technical narrative and proposed activities will be checked.
3. Successful applicants will be notified in writing by email.

**NOTE:** The Commissioner, Health and Family Welfare, Telangana reserves the right to reject applications that do not meet eligibility or application submission requirements (as detailed above) without further notice to the applicant.

Issuance of this RFP does not constitute an award commitment on the part. Further, in the best interest of the project, the Commissioner, Health and Family Welfare, Telangana reserves the right to reject any or all applications received and to negotiate separately with an applicant.

The Commissioner, Health and Family Welfare, Telangana reserves the right to modify the selection criteria of this RFP or cancel this RFP, at its own discretion, without citing any reason.