

Design and development of Manuals, Facilitator's Guides and Online Modules for the Training of different NACP Cadres (Program Managers and Truckers & Migrant TIs).

I. Introduction & Background

A. About Project SAHYOG:

National AIDS Control Program (NACP) envisions to undertake the Capacity Building activities for the NACP workforce across 36 Indian States/UTs under the current Global fund Grant 2021-24 (GFATM) through Project Sahyog.

The Objective of Project Sahyog is 'To build and capacitate the network of PLHIV/HRG/Bridge population along with CBOs to increase case detection and treatment adherence to 95%; and upscale prevention & treatment of HIV/TB & Syphilis in the Districts Division, State and National level. Project Sahyog also targets 'Strengthening operation and maintenance of IT systems & capacity building mechanisms under NACP to ensure that SOCH and LMS are sustainable'.

Project Sahyog will:

- 1) Build the Capacity of different Cadres of NACP (National and State level) through physical and virtual Training.
- 2) Monitor the Capacity Building activities for all Cadres under NACP.
- 3) Create a pool of Master Trainers under NACP.
- 4) Facilitate Learning Management System (LMS).

B. Implementing Partners of Project Sahyog:

Hindustan Latex Family Planning Promotion Trust (HLFPPT) is the Sub Recipient (SR) of the GFATM Grants under NACO (Principal Recipient-PR) along with consortium of Public Health Foundation of India (PHFI) and Family Health India (FH India) as Sub-Sub Recipients (SSR). The consortium of HLFPPT, PHFI and FH India will provide training to Program Staff/NACP Workforce under Project Sahyog. 40 Master Trainers under Project Sahyog will provide intensive training to:

- o Program Managers based at NACO, SACS, TSU, DAPCU, DACO.
- o Staff of Migrant and Truckers TI.

II. Request for Proposal (RFP)

Project Sahyog is looking for an agency of repute for Design and development of Manuals, Facilitator's Guides and Online Modules for the Training of different NACP Cadres (Program Managers and Truckers & Migrant TIs).

- 1) The Manuals will include:
 - a. Design & Development of 19 Training Manuals for Program Managers.
 - b. Design & Development of 08 Training Manuals for Truckers & Migrant TIs.
 - c. Design & Development of 19 PowerPoint Presentations for Program Managers.
 - d. Design & Development of 08 PowerPoint Presentations for Truckers & Migrant TIs.
- 2) The Facilitator's Guide will include:
 - a. Design & Development of 01 Facilitator's Guide for Program Managers.
 - b. Design & Development of 01 Facilitator's Guide for Truckers TIs.
 - c. Design & Development of 01 Facilitator's Guide for Migrant TIs.
- 3) The Online Modules will include:
 - a. Design & Development of 27 Online Training Modules.
 - b. Integration on 27 Online Training Modules on existing NACO-LMS.

c. Design & Development of 01 User Manual for Online Training on NACO-LMS.

Contents for all the 27 Manuals, will be provided by Project Sahyog in English language.

Training Manuals, Facilitator Guides and Online Modules will be used for Physical/Classroom and Online trainings to the following Program Managers based at National, State Level and District Level working with National AIDS Control Program (NACP):

- 1) National AIDS Control Organization (NACO) Officials,
- 2) Project Directors (PD) and Additional Project Directors (APD) of SACS,
- 3) State AIDS Control Society (SACS) Officials,
- 4) District AIDS Control (DACO) Officers,
- 5) District AIDS Prevention & Control Unit (DAPCU) Officials,
- 6) Technical Support Unit (TSU) Officers,
- 7) Staff of Migrant and Truckers' TIs.

Interested agencies are invited to submit their detailed proposal and budget to Ms. Shweta Srivastava & Ajay Sharma HLPPT by or before the 30th of November 2021 (17:00 Hrs. - IST), on email: shwetast@hlppt.org, ajaysharma@hlppt.org

The detailed proposal and budget for submission will include:

- 1) Brief Proposal (in Word format).
- 2) PowerPoint Presentation (in PowerPoint format).
- 3) Competitive Budget (in Excel format).
- 4) Links/Samples of previous work under similar nature are highly encouraged.

Any questions or clarifications may be sought by writing to Ms. Shweta Srivastava on email: shwetast@hlppt.org

A. Scope Of Work

Project Sahyog proposes the design and development of Manuals, Facilitator's Guides and Online Modules for the Training of different NACP Cadres (Program Managers and Truckers & Migrant TIs).

1) Design & Development of Training Manuals:

- Design & Development of 19 Training Manuals for Program Managers.
- Design & Development of 08 Training Manuals for Truckers & Migrant TIs.
- The Training Manuals will be a vital document for Physical/Classroom Training of NACP Cadres across 36 Indian States/UTs.
- List of 19 Training Manuals to be designed and developed for Program Managers in English Language:
 1. Basics of HIV/AIDS,
 2. Public Health System, Health promotion and determinants for health,
 3. History of NACP,
 4. Structure of NACP,
 5. Project Management,
 6. Awareness and IEC,
 7. STI and RTI services,
 8. Targeted Intervention (TI) program,
 9. HIV counseling and testing services,
 10. HIV treatment and care services,
 11. Lab services,

12. Strategic information and management,
 13. Mainstreaming and partnership,
 14. The HIV-AIDS (Prevention and Control) Act 2017,
 15. Community Engagement and NACP in India,
 16. Admin, Procurement, Supply Chain Management and Human Resource,
 17. Basic Financial System under NACP,
 18. Role of Partners, Donors & Civil Society Organizations,
 19. Review and supervisory mechanism at National, State and District Level.
- List of 08 Training Manuals to be designed and developed for Migrant & Truckers TIs in English and Hindi Language:
 1. Program Management Module for Migrant TIs,
 2. Program Management Module for Truckers TIs,
 3. Counseling Module for Migrant TIs,
 4. Counseling Module for Truckers TIs,
 5. Outreach Module for Migrant TIs,
 6. Outreach Module for Truckers TIs,
 7. Data Management Module for Migrant TIs,
 8. Data Management Module for Truckers TIs.
- 2) Design & Development of PowerPoint Presentations:
- Design & Development of 19 PowerPoint Presentations for Program Managers and 08 PowerPoint Presentations for Truckers & Migrant TIs. PowerPoint Presentations for Program Managers will be in English Language and Presentations for Truckers and Migrant TIs will be in English and Hindi Language.
 1. The Presentations will be based on the contents provided by Project Sahyog on each Manuals.
 2. The Presentations will be attractive, interactive, and clear to understand.
 3. The Presentations will have necessary pictorial representations and/or designs, wherever applicable and required.
- 3) Design & Development of 01 Facilitator's Guide for Program Managers in English Language, 01 Facilitator's Guide for Truckers TIs and 01 Facilitator's Guide for Migrant TIs in English and Hindi Language.
- The Facilitators guide will cover the following:
 1. Acronyms and Abbreviations
 2. Content of the Guide
 3. Introduction/Background of the Project
 4. Forward, Messages from Key Functionaries, Acknowledgement
 5. Operational & Standard Definitions
 6. Agenda, Planning for organizing the trainings, Logistical arrangements
 7. Session wise Introduction, Objectives, Facilitation process, Activities, Duration, Materials required, Methodology, Discussion points and Summary
 8. Engagement of participants
 9. Thematic exercises and interactive activities
 10. Pre-test and Post-test tools and method of analysis
 11. Feedback forms and mechanism
 12. Monitoring tools and methods
- 4) Design & Development of 27 Online Training Modules.
- The Online Modules development will include:

1. Self-paced e-Learning course with 30-50 minutes duration
2. The virtual content will include interactive slides, a participant guide, a facilitator's guide, and professional voice-over.
3. The content will be developed in English and later translated to Hindi languages as demand be.
4. Analysis, Designing and Storyboarding
5. Repurpose course content- develop graphics/audio production, assessments, and reference material
6. Authoring/Programming
7. QA Testing
8. Pre and Post assessment
9. Online data monitoring and recording
10. Project Management and Pilot
11. The contents are expected to be downloadable for offline use.
12. The e-Learning modules should be adaptable to desktop, laptop, and mobile/smartphone accessibility (both on Android and IOS Platforms).
13. Integration on 27 Online Training Modules on existing NACO-LMS.
14. Handover all the administration rights to NACO for all the training materials developed.
15. Provide back-end support for at least 06 months after modules are rolled out.
16. Design & Development of 01 User Manual for Online Training on NACO-LMS.

Other training resources developed by NACO can be used for wider reference. Handling of creative ideas will be done by the agency. **Vetting of the technical content will be the responsibility of Project Sahyog and NACO.**

B. Criteria for Evaluation

Proposals will be assessed in the following order of importance:

Sl.	Evaluation Criteria	Weightage
1	Organizational background along with team structure and profile	20%
2	Experience of similar work (development of digital modules on public health) Please share 2 to 3 samples electronically of past work/similar assignments	40%
3	Creative ideas being proposed	20%
3	Detailed Budget with estimated inputs costs	20%

- Team structure, team profile who will be assigned to this project.
- Team Leader to be indicated with credentials
- Names of clients with whom similar work has been undertaken in the recent past, with contact details
- The total budget should be provided to Project Sahyog with all estimated input costs detailed clearly in a separate excel sheet.
- The budget amount needs to be included in the table linked to the payment milestones.

- **Payment milestones***

Particular	Date	Price
Design & Development of 19 Training Manuals for Program Managers.	January 2022	
Design & Development of 08 Training Manuals for Truckers & Migrant TIs.	April 2022	

Design & Development of 19 PowerPoint Presentations for Program Managers.	January 2022	
Design & Development of 08 PowerPoint Presentations for Truckers & Migrant TIs.	April 2022	
Design & Development of 01 Facilitator's Guide for Program Managers.	January 2022	
Design & Development of 01 Facilitator's Guide for Truckers TIs.	April 2022	
Design & Development of 01 Facilitator's Guide for Migrant TIs.	April 2022	
Design & Development of 27 Online Training Modules.	June 2022	
Integration on 27 Online Training Modules on existing NACO-LMS.	August 2022	
Design & Development of 01 User Manual for Online Training on NACO-LMS.	August 2022	

C. Payments and other Logistics

A. **Payments**

- All payments are linked with key deliverables.
- The deliverables will be submitted to Project Sahyog and to NACO.
- Once the deliverable is approved, the agency can raise an invoice for the amount linked to that deliverable.
- The Agency will need to complete the assignment within the stated timeframe. In case of substantial change in the scope of work, based on agreement, timelines will be revised.

B. **Travel**

- All travel expenses related to the assignment should be borne by the Agency/Organization and should be included in the budget cap.

C. **Finalization of the Manuals, Guides and Online Modules**

- All the Training Manuals, Facilitators Guides and Online Modules will be finalized by the Consortium (HLFPPT, PHFI and FH India) and NACO. The Agency is expected to have meetings at New Delhi NACO Office on a regular basis/as and when required for discussions, inputs, corrections, and demonstrations. Based on the feedbacks from Consortium and NACO, the Agency will be expected to present the Draft Versions and Amended Versions for further verifications and review.

D. Terms & Conditions

Agencies are responsible for review of the terms and conditions described below. If relevant, particular attention should be paid to clauses regarding marking and branding requirements and equipment and commodity purchases.

E. Confidentiality

During this agreement, the parties may make available to each other certain confidential or proprietary information, or one party may otherwise learn of confidential or proprietary information belonging to the other party. All parties shall respect the confidentiality of information expressly provided by each of them as "confidential", "restricted", or "in confidence" and identified as such in writing. The parties shall hold in strictest confidence any of the other party's confidential or proprietary information and not disclose such information to any third party without first obtaining the written consent of the other party.

F. Withdrawals of Proposal

Agencies may withdraw quotations by written notice via email received at any time before award. Quotations may be withdrawn in person by an agency or his/her authorized representative if the representative's identity is made known and the representative signs a receipt for the proposal before award.

G. Rights to Select/Reject

Project Sahyog (Consortium of HLPPT, PHFI and FH India) reserves the right to select and negotiate with those agencies it determines, in its sole discretion, to be qualified for competitive proposals and to terminate negotiations without incurring any liability. Project Sahyog also reserves the right to reject any or all proposals received without explanation.

Project Sahyog reserves the right to appoint multiple agencies numbering more than one, if the situation so warrants, to carry out the project and hence the applicant should understand that the awarded contract may not be on exclusive basis.

H. Discussions and Awards

Project Sahyog (Consortium of HLPPT, PHFI and FH India) reserves the right to seek clarifications, enter discussions or negotiations, or to make award on initial submissions without discussions or negotiations of any kind. Project Sahyog reserves the right to exclude from further consideration any proposal at any time, including after discussions or negotiations have been entered.

I. Offer Verification

Project Sahyog (Consortium of HLPPT, PHFI and FH India) may contact agencies to confirm contact person, address, bid amount and to confirm that the bid was submitted for this solicitation.

J. False Statements in Offer

Agencies must provide full, accurate and complete information as required by this solicitation and its attachments. At any time, Project Sahyog (Consortium of HLPPT, PHFI and FH India) determines that an offeror has provided false statements in the proposal, Project Sahyog may reject the proposal without further consideration.

K. Reserved Rights

All RFP responses become the property of Project Sahyog, which reserves the right in its sole discretion to:

- Disqualify any offer based on Agencies failure to follow solicitation instructions.
- Waive any deviations by Agencies from the requirements of this solicitation that in opinion are considered not to be material defects requiring rejection or disqualification; or where such a waiver will promote increased competition.
- Extend the time for submission of all RFP responses after notification to all Agencies.
- Terminate or modify the RFP process at any time and re-issue the RFP to whomever deems appropriate.
- Issue an award based on the initial evaluation of Agencies without discussion.
- Award only part of the activities in the solicitation or issue multiple awards based on solicitation activities.

L. Disclaimer

This RFP identifies a business opportunity for the successful Agency to provide their services for the Project Sahyog (Consortium of HLPPT, PHFI and FH India). The purpose of this RFP is to select Agency with the capability and experience to efficiently and cost effectively satisfy and deliver all the requirements described in this RFP. Project Sahyog reserves the right to accept\reject\select one or more Agency and to annul the bidding process any or all bids at any time prior to award of contract without thereby incurring any liability to the affected parties. Project Sahyog reserves the right to request additional information from prospective Agencies and reject any or all bids that do not meet the specifications, or when considered to be in the best interest of the agency and/or the people it serves.

Proposed Format for Submission of Technical Bids

Organization Profile:

1) Profile:

- a) Organization Name
- b) Contact Details of Key Representative
- c) Address of organization
- d) Telephone
- e) Email
- f) Website

2) What is the organizations mission?

3) What year was the organization established?

4) Place of organization registration/incorporation

- a) **Country**
- b) **Incorporation/registration date**
- c) **Incorporation/registration number**

5) Total number of staff members in the organization, including the key personnel who will be in the assignment.

6) Describe the major projects implemented by organization over last two (02) years (not more than three projects), preferably on the topic of Health and/or HIV/AIDS and/or with any Government Agencies.

Project 01

- a) Title
- b) Goal/objective
- c) Location
- d) Time period
- e) Funder
- f) Amount

Project 02

- a) Title
- b) Goal/objective
- c) Location
- d) Time period
- e) Funder
- f) Amount

Project 03

- a) Title
- b) Goal/objective
- c) Location
- d) Time period

- e) Funder
- f) Amount

Financial information

- 1) What is the organization's annual operating budget?
- 2) What is the start and end date of organization's fiscal year?

From / to / (mm) (dd) (mm) (dd)

- 3) Does the organization's accounting system identify the receipt and expenditure of project funds separately for each award or contract? (YES/NO)
- 4) Does the organization prepare annual financial statements (balance sheet and income and statements)? (YES/NO)
- 5) Is a yearly independent financial audit performed for the organization? (YES/NO)
- 6) Please share the last three year's audited revenue.

FY 2018 – 2019 _____
FY 2019 – 2020 _____
FY 2020 – 2021 _____

Additional Information

As appropriate, provide any additional information that demonstrates your capacity to manage similar assignments.

Authorization

Signature of In-country Head of the Organization or his/her Designee
Printed Name
Title
Date

Following Docs to Be Shared as Annexure to the Proposal

- a) Details of registration
- b) Staff and office set up details
- c) CVs of Key personnel involved in the assignment
- d) Details of work done (Agencies can share the links)
- e) Presentation of similar LMS/Online Modules developed.
- f) Name of the clients for whom the agency has worked or working since past 3 years.
- g) Year of establishment
- h) Experience in number of years.
- i) PAN and GST Number