

**REQUEST FOR PROPOSAL
(HCLF/RFP/Samuday/PNAV/14062023)**

HCL Foundation, under its flagship programme HCL Samuday, invites proposals from agencies for operationalizing Mobile Health Vans in Vilathikulam and Pudur blocks of Thoothukudi district in Tamil Nadu.

RFP released by	HCL Foundation
RFP Code	HCLF/RFP/Samuday/PNAV/14062023
Programme Name	HCL Samuday
Date of Posting	14 th June 2023
Last date for submission	28 th June 2023
Location	Thoothukudi, Tamil Nadu

ABOUT HCL FOUNDATION:

HCL Foundation delivers the corporate social responsibility agenda of HCLTech in India through its flagship programmes and special initiatives. It is a not-for-profit organisation that strives to contribute towards national and international development goals, bringing about lasting positive impact in the lives of people, through long-term sustainable programmes.

HCL Foundation aims to alleviate poverty and achieve inclusive growth and development. Active community engagement ensures optimal long-term gains and upward accountability. It works through Life Cycle Based, Integrated Community Development Approach with a thematic focus on Education, Health, Skill Development and Livelihood, Environment, and Disaster Risk Reduction and Response. Child protective strategies, inclusion, and gender transformative approaches remain central in all initiatives of HCL Foundation, thus ensuring comprehensive development. At present, HCL Foundation is implementing five flagship programmes, HCL Samuday and HCLTech Grant – Rural Development programs; HCL Uday and Clean Noida – Urban Development programmes; HCL Harit – Environment Action program and 4 special initiatives – Power of One, Sports for Change, HCL Foundation Academy and My E-Haat.

For more details, please visit our website – <https://www.hclfoundation.org>

VISION

To be the source code for sustainable socio-economic and environmental development.

MISSION

Nurture clean, green and healthy communities where everyone is empowered and equipped to reach their full potential in partnership with its employees, communities and stakeholders, while promoting volunteerism and establishing international standards of strategic planning, execution and measuring impact.

Link

HCL Foundation: <https://youtu.be/EkxVM856rHk>

HCL Samuday

HCL Samuday, a flagship programme of HCL Foundation, is an outcome of HCL's commitment to uplift rural India. Established in 2015, Samuday intends to develop a sustainable, scalable, and replicable model – a source code for economic and social development of rural areas in partnership with state governments, local communities, NGOs, knowledge institutions and allied partners. This is being done through optimal interventions across Agriculture, Education, Health, Environment, Livelihood, and WASH (Water, Sanitation & Hygiene) in selected villages.

The program is designed to help the local people identify their problems, co-create solutions, and then implement the same on their own with professional support from team Samuday, thereby, lending the dimension of sustainability and ownership to the vision of development. Currently implemented in Hardoi district of Uttar Pradesh and Thoothukudi district of Tamil Nadu, HCL Samuday is operational in 619 Gram Panchayats of the country.

Request for Proposals

Background

Accessibility and availability of quality primary healthcare has always been two important pillars for achieving universal health coverage. As health is a fundamental right thus universal coverage is not attainable without universal access yet many rural areas in developing countries face significant challenges in accessing healthcare services due to multiple factors. Primarily in India the lack of infrastructure, distance from health facility, remote villages, lack

of availability of transportation medium, low awareness levels are prominent factors contributing to increased burden in primary health care seeking behavior.

HCL foundation aims to bridge this gap by providing access of a qualified doctor at villages via Mobile vans. This project in turn will address and mitigate the challenges of availing primary health services by bridging the gaps for consultation, diagnostic and treatment services to rural patients.

Purpose of the RFP

The purpose of this document is to request proposals from organizations that have experience in the health sector and a proven track record of delivering general health/medical consultations and care to the rural population. Specifically, we are seeking proposals from organizations that have successfully operated mobile health clinics or vans to provide healthcare services directly to people's doorsteps. These proposals are being solicited for the HCL Foundation project, which focuses on the Vilathikulam and Pudur blocks of the Thoothukudi district in Tamil Nadu. The project will be implemented in collaboration with the District Health Department.

Aim

The project aims to run Mobile Health Vans (MHVs) equipped with essential lab diagnostics and required Human Resource in Thoothukudi, Tamil Nadu for overall health and wellbeing of the community.

Objectives of the RFP

Working with the existing set-up of HCL Foundation, the organization shall abide with the following objectives:

- Operationalize the MMV project in Vilathikulam and Pudur blocks of Thoothukudi district, Tamil Nadu five days a week through 3 MHV's.
- Provide medical consultations via qualified doctors (M.B.B.S) through these MMV's in project area based upon predefined roster prepared in collaboration with Dist. Health department.
- To ensure efficient utilization of essential diagnostic tools to screen, diagnose, provide treatment and referral services to community members availing services under the project.

Focus Geographical Areas

In total 95 Gram Panchayats and 253 villages/habitations of Pudur (GP: 44 and Villages: 114) & Vilathikulam (GP: 51 and Villages: 139) blocks of Thoothukudi district in Tamil Nadu.

Scope of Work

The selected partner will work with HCL Foundation and in close coordination with the Dist. Health department, Block Medical department, Panchayati raj institutions, community gatekeepers and other relevant stakeholders to perform the understated key deliverables but not limited to:

- **Operationalization of MMV** – The organization will run the HCLF Mobile health van end to end including components of daily operations such as fuel, upkeep and maintenance (cleaning, servicing, and repair).
- **Hiring & Training/Upskilling/Capacity building** – The organization will Hire, train and maintain human resource (as per table 1) this includes coaching and developing skills of them to ensure quality of consultations is not compromised.
- **Health services** – The organization shall be responsible for providing health services including medical consultation, disease screening, diagnostics, treatment, referral & relevant medical counselling through Information education communication materials for BCC.
- **Community outreach & mobilization** – The organization will initiate community engagement through activities/camps/outreach programs to promote health communication & benefits vis a vis Mobile health van.
- **Digital Data Management, Analytics** –
 1. Review, analyze and collate data generated at mobile health clinics and make recommendations based on the data.
 2. The organization will maintain accurate records of the patients served, services provided, and medicines dispensed using a mobile application/software developed specifically for this purpose.
- **Documentation** –
 1. Reporting of data, deliverables & impact thorough reports on a routine basis (Monthly/Quarterly/Annually)
 2. Document project activities and prepare project progress reports. Provide technical inputs on all documents sent for review.
 3. Collate and compile best practices, lessons learnt and recommendations and share them with HCL Foundation.
- **Reporting, monitoring Evaluation & Learning** –

1. Support HCL Foundation team in using data for making decisions.
2. Document project activities and prepare project progress reports. Provide technical inputs on all documents sent for review.

Expected Outputs

The organization selected will be expected to provide the following deliverables:

- Preparation of operational plans including scheduling of Mobile Health Van on routine basis
- Number of patients medically consulted, diagnosed, treated & counselled.
- Reporting of progress data & deliverables on a routine basis (Monthly/quarterly/annually) including patient statistics, disease profile and service delivery details.
- Inventory reports of medicines and medical supplies
- Mobile application for record-keeping purposes (MIS)

Table 1 – Tentative staff requirement (all staff should read, speak and be able to converse in Tamil):

S. No.	Post	Qualification	Experience	No. of Staff
1	Project Manager	MSW/MPH/other	1-2 years	1
2	Medical Officer (MBBS)	MBBS (Registered with Tamil Nadu Medical council)	0-2 years	3
3	Driver cum multipurpose worker	Basic Graduation and above with a valid motor vehicle license as per norms to drive commercial vehicles	2 years	3
4	Staff Nurse	B.Sc Nursing or Above (Registered with Tamil Nadu nursing council)	2 years	3
5	Lab Technician	BMLT/DMLT	2 years	3

Who Can Apply

Non-for-Profit organizations with valid 12 A & 80 G certificates are preferred but the application is also open to business firms/ For-Profit organizations.

The organization should have prior expertise in the thematic area of the work.

Submission Details

Interested organizations may submit proposal plan as per their strength and expertise. Proposals to also include Gantt Chart, Theory of change(ToC), Log frame with comprehensive list of activities proposed in scope of work along with a tentative timeline. Applicants are requested to share proposal along with duly fill in Budget Costing Excel Sheet, as per below mentioned submission details and deadlines.

Budget: Budget must be submitted as per the attached template. Please provide detailed break-up of each line item and all sub-line item costs with clear budget explanatory notes. Any taxes including Service Tax, Sales Tax, Value Added Tax or any other applicable tax, duty, cess or levies, must be quoted separately from the price of goods and services. The terms of payment along with a tentative timeline must also be attached.

Gantt Chart: The Gantt Chart must detail the comprehensive list of activities proposed in the proposal along with a tentative timeline.

Kindly provide an LFA/ToC with key objectives, activities, inputs, outputs, outcome and impact & a risk assessment and mitigation plan. The proposal must include indicators that will be used for assessing impact.

Applicants are requested to duly fill in all Annexures and share with proposal.

Submission Details & Deadlines

- Please submit proposals (Technical & Financials/Budget) by 28th June 2023 as per mail to:
 1. **Technical proposal with organizational details (as per template)** to be submitted to - drmukul.k@hcl.com
 2. **Financial/proposed budget (as per annexure II)** to be submitted to - vaibhav-c@hcl.com
- Please send in your submissions with **Subject Line** in the given format:
HCLF/Samuday/RFP/PNAV/_ <Name of Organization>
- All enquiries regarding this RFP clarification should be shared before **20th June 2023** via email to drmukul.k@hcl.com
- Proposals received after the due date will be liable for rejection.
- Proposal must include all the components mentioned above.

- We will adhere to strict activities-timeline listed as per Annexure01. We encourage organizations to submit proposal and deliver the said work keeping the defined timelines as per the HCLF's Gant Chart in Annexure 01.

Please note:

1. HCL Foundation would/could engage more than one NGO/partner in project execution with expertise in different components to operationalize the project on-ground through a convergence-based model.
2. **Child Safeguarding:** We hold ourselves accountable to children. Adherence to comply with HCL Foundation's Child Protection Policy and procedures with respect to child safeguarding is nonnegotiable. A range of pre-employment checks can be undertaken in conformity with HCL Foundation's Child Protection Policy.

Please fill in the detailed proposal according to the format given below

A. Organization Profile

1. General Information *(Please provide supporting documents wherever applicable)*

a. Organization Name (as per registration certificate)			
b. Registered Address (as per registration certificate)			
c. Correspondence Address			
d. Website			
e. Contact person		Designation	
f. Mobile Number	+91	Alternate Mobile Number	
g. Email Address		Alternate Email address	

2. Legal and Registration Details: *(Please provide supporting documents for this section)*

a. Date of Registration & Validity		
b. Registration Type		
c. PAN		
d. Trust Deed/By-Laws		
e. MoA/ AoA		
f. CSR 1 certificate (Please provide supporting Document))		
g. Bank Details on NGO Letter Head (Where the funds would be transferred)	<i>Name of Account</i>	
	<i>Account Number</i>	

(if selected, you will be required to submit a copy of cancelled cheque – dedicated account is required for project above 1 Cr.)	<i>Bank and Branch with Address</i>	
	<i>IFSC</i>	
h. Tax Exemption Certificate (Please provide supporting Document)	<i>12A(A)</i>	
	<i>80G</i>	
is. Acknowledgement of Income Tax return along with IT Return filed (Please provide documents for the last three Financial Years)		

3. Organizational Background: Please provide a brief chronicle of organization profile, its history, vision, and mission. Include organization’s growth path, work profile and key areas of impact. **(Word Limit: 150 words)**

4. Details about members of Governing Body/Board *(Incorporate rows if required)*

Name	Age	Designation	No. of years with the organization	Highest educational qualification

5. Core Management Team: Provide details about the members of the Core Management Team (restrict up to 5 members)

Name	Age	Designation	No. of years with the organization	Highest educational qualification	No. of years in the current position

6. Policy/ Manuals: Please indicate if the organization has following manuals/policies in place (Please provide supporting documents for this section)

	Policy/Manual	Yes/No/NA	Remarks
1	Procurement Policy		
2	Human Resource and Payroll		
3	Finance & Accounts		
4	Sexual Harassment		
5	Child Protection (if working with children)		
6	Whistle Blower		

7	Data Protection		
8	Anti-Bribery/ Anti-Corruption		
9	Any Other		

7. Financial Information: Please provide financial information for the last 3 financial years.
(Audited documents to be submitted to support this section.)

(all figures in ₹ Lakhs)	FY2020-21	FY2021-22	FY2022-23
a. Total Project Cost Value received (Grant Value Received)			
b. Total Expenditure- on the Project			
C. Turnover of the Organization			
c. Key Donors			

8. List and describe 2-5 projects implemented by the organization in the relevant project.
(preferably in the thematic area of proposed project)

Project Title	Description	Geography	Budget	Supported By	Reference

B. Project Proposal

1. Project Identification Details

1	Project Name	
2	Thematic Area	
3	Proposed Location (Geography)	
4	Total Proposed Budget to HCL Foundation	

2. Proposal Abstract (150 words)

3. BACKGROUND *(Includes socio-economic and demographic details, problem statement for the proposed location, justification of project; In-depth details supported by statistical evidence, on the selected theme. (250 words)*

4. Proposed Strategy (150 words)

5.Theory of Change

6. Proposed Activities

7. Project Outputs

8. Sustainability plan

9. Monitoring and Evaluation Plan (Process, Output, Outcome and Impact Level Indicators)

10. Human Resource mapping (proposed team structure)

11. Annexure I: Proposed Timeline (attach month-wise Gantt Chart) as per format

12. Annexure II: Proposed Budget (Administrative Cost not to exceed 7-8%) – as per the Budget Template

ANNEXURE II: BUDGET TEMPLATE

(The financial proposal should be submitted in the following format)

HCL Foundation MMU project Tamil Nadu (Please mention all costs in INR)						
Project Name:						
Duration:						
Sr. No	Particulars	Per Unit Cost	Number of Units	Monthly total Cost	Annual Total cost	Remarks
A	Human Resource					
A.1	Project Manager					
A.2	Medical Officer					
A.3	Multi-Purpose Worker cum Driver					
A.4	Lab Technician					
A.5	Staff Nurse					
	Total - A					
B	Travel & Logistics					
B.1	Travel Cost for program (HR - Project manager)					
Total - B						
C	Program Activity Costs					
C.1	Training costs					
C.2	IEC					
C.3	Fuel costs for Mobile Units					
C.4	Vehicle Maintenance					
C.5	Medical equipment maintenance & consumable costs					
C.5	Community based activities, Mobilization					
	Total - C					
D	Office Rent & Maintenance etc. (Administration)					
D.1	Stationary Expenses					
D.2	Rent					
D.3	Miscellaneous costs with breakdown & details					

D.4	Furniture & equipment					
Total - D						
E	Data Documentation, Management & Digitalization					
E.1	Development of digital data management application & dashboard					
E.2	Axillary charges f					
Total E						
F	Management Costs					
F.1	Accounting costs					
F.2	NGO Management Cost/service charge(mention at % of (A+B))					
Total F						
Total COSTS (A+B+C+D+E+F)						