

## REQUEST FOR PROPOSAL (HCLF/RFP/Samuday/TB/15062023)

HCL Foundation, under its flagship programme HCL Samuday, invites proposals from agencies for implementation of Tuberculosis Project in Hardoi district of Uttar Pradesh.

RFP released by	HCL Foundation
RFP Code	HCLF/RFP/Samuday/TB/15062023
Programme Name	HCL Samuday
Date of Posting	15 <sup>th</sup> June 2023
Last date for submission	30 <sup>th</sup> June 2023
Location	Hardoi, Uttar Pradesh

### **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 the 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 the 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**

India has the world's highest tuberculosis (TB) burden, with an estimated 2.4 million people contracting the disease and approximately 400,000 people dying from the disease every year. In terms of lost lives, income, and workdays, TB has a significant economic impact. TB typically affects the most economically productive age group in society, causing a large loss of working days and further spiraling TB sufferers into poverty.

The state of Uttar Pradesh in India faces a significant challenge in controlling and preventing tuberculosis within its population. Despite concerted efforts and various initiatives by the government and healthcare organizations, the burden of TB remains high in the state. Therefore, there is a critical need to implement a comprehensive TB project in Uttar Pradesh to address the following key issues, High TB prevalence, Limited access to healthcare services, undernutrition, stigma and social barriers, drug-resistant TB, out-of-pocket expenditure, coordination, and monitoring.

By addressing these key issues HCL Foundation aims in providing support in bridging the gap in TB treatment, diagnostics, and adherence in the district Hardoi. By, addressing these components and tailoring the intervention to the specific need of the population, it is possible to make significant progress in the fight against tuberculosis.

## **Purpose of the RFP**

The purpose of this document is to invite proposals from organisations that have been working in the public health domain with a proven track record of supporting and implementing initiatives for tuberculosis elimination to replicate similar programmes in the HCL Foundation's project area of Hardoi.

## **Aim**

To improve early detection, effective treatment, care & enhancing treatment adherence and success rates through patient-centered care models for 1000 patients in Hardoi district.

## **Objectives of the RFP**

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

- To ensure early detection, timely treatment, and diagnosis of TB patients
- To provide supplement & nutritional support to TB patients
- To capacitate the community through health promotion and communication
- To strengthen the health system by capacity building of related workforce
- To provide innovative solutions to mitigate the challenge of active case finding

## **Focus Geographical Areas**

The project will be implemented in 2 blocks of Hardoi district in Uttar Pradesh (1000 patients 800 DSTB, 200 DRTB).

## **SCOPE OF WORK**

The selected partner will be working with HCL Foundation and in close coordination with the district health authority, block medical department, panchayati raj institutions, community

gatekeepers & other relevant stakeholders to perform the following key deliverables but not limited to –

## **Operationalization of Project**

The organization will run the project end to end including components of daily operations.

## **Hiring & Training/Upskilling/Capacity Building**

The organization will Hire, train and maintain human resources (as per the project need) this includes coaching and developing skills of them to ensure the quality of programme.

## **Liaising with Government/District TB cell / DHS**

- Close coordination with the district TB department.
- Liaising with Government/District TB cell/DHS whenever required.

## **Enrolment of cases & Contact Tracing**

- The partners will support in enrolment of all active TB cases detected routinely from the Govt. Ni-Kshay data of each block and identified through HCL Foundation's Mobile Health Clinics & Telemedicine facilities
- With subsequent contact tracing, tracking, and follow-up of the patients till they are TB-free

## **Community outreach & mobilization**

The organization will initiate community engagement through activities/camps/IEC/outreach programs to promote health communication for TB prevention/reduction of stigma/treatment adherence etc.

- Capacity building & upskilling of health frontlines – The organization should incorporate capacity building and upskilling of District/Block level officers and health workers, as well as private health practitioners in the geography, about the identification, treatment, and adherence of tuberculosis
- Sensitize private health practitioners in the area to notify and report TB cases

## **Reporting, monitoring, evaluation, & learning**

- Conduct gap assessments of the TB units and DMCs to understand the current context
- Support the HCL Foundation team in using data to make decisions
- Document project activities and prepare project progress reports. Provide technical input on all documents sent for review

## **Treatment Adherence, Follow up & Support to TB Patients**

- Ensuring, through liaison with the government system, that a timely supply of drugs is given to the patient
- Provide patients with accurate and understandable information about TB and its treatment
- Educate patients about the importance of taking the medicine prescribed and the consequences of non-adherence
- Monitor patients routinely to ensure medication is being taken as prescribed.
- Ensure migrated patients get transferred to the Ni-Kshay portal as well

## **Nutrition Support to patients**

The partner is required to provide and support an adequate energy-dense supplemental nutritional package (nutrition basket) for the patient that caters to the nutritional gap and energy requirements for the treatment cycle of 6–9 months.

## **Strengthening social support system for TB Patients**

- The partner will help in aligning the patient's family with socioeconomic interventions supported by HCL for the patient's economic protection
- Support the patients to receive their Ni-Kshay Poshan Yojana entitlements by seeding the patient's bank account for a monthly disbursement of INR 500

## **Digital Data Management, Analytics**

- Review, analyze and collate data generated on the ground and make recommendations based on the data
- The organization will maintain accurate records of the patients served, and services provided

## **Documentation**

- Reporting of data, deliverables, and impact through thorough reports on a routine basis (monthly, quarterly, or annually)
- Document project activities and prepare project progress reports. Provide technical input on all documents sent for review.
- Collate and compile best practices, lessons learned, and recommendations and share them with the HCL Foundation

## Expected Outputs

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

- Number of community meetings/campaigns conducted
- Number of awareness sessions held
- Number of counselling sessions done
- Number of TB patients who received nutritional support
- Number of TB cases identified
- Number of patients who became TB-free

## Who Can Apply

Not-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 a proposed plan as per their strengths and expertise. Proposals should also include a Gantt chart, a theory of change (ToC), a log frame with comprehensive list of activities proposed in the scope of work, and a tentative timeline. Applicants are requested to share their proposals along with a duly filled-in Budget Costing Excel sheet as per the below-mentioned submission details and deadlines.

**Budget:** The budget must be submitted as per the attached template. Please provide a detailed breakdown 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, outcomes 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 the proposal.

## Submission Details & Deadlines

- Please submit proposals (Technical & Financials/Budget) by 30<sup>th</sup> June 2023 as per mail to:

1. **Technical proposal with organizational details (as per template)** to be submitted to – [puneetsh@hcl.com](mailto:puneetsh@hcl.com) marking [abhijit.m@hcl.com](mailto:abhijit.m@hcl.com) in cc.
  2. **Financial/proposed budget (as per annexure II)** to be submitted to – [saurabh.kg@hcl.com](mailto:saurabh.kg@hcl.com)
- Please send in your submissions with **Subject Line** in the given format: **HCLF/Samuday/RFP/TB/\_<Name of Organization>**
  - All enquiries regarding this RFP clarification should be shared before **26<sup>th</sup> June 2023** via email to [puneetsh@hcl.com](mailto:puneetsh@hcl.com) & [abhijit.m@hcl.com](mailto:abhijit.m@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 Annexure 01. 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 non-negotiable. 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)	Name of Account	
	Account Number	



(if selected, you will be required to submit a copy of cancelled cheque – dedicated account is required for project above 1 Cr.)	Bank and Branch with Address	
	IFSC	
h. Tax Exemption Certificate (Please provide supporting Document)	12A(A)	
	80G	
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
<b>a. Total Project Cost Value received</b> (Grant Value Received)			
<b>b. Total Expenditure- on the Project</b>			
<b>C. Turnover of the Organization</b>			
<b>c. Key Donors</b>			

**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 I: GANTT CHART TIMELINE

S.No	Proposed Activities/ work plan	Month 1				Month 2				Month 3				Month 4				Month 5				Month 6				Month 7				Month 8				Month 9				Month 10				Month 11				Month 12			
		W1	W2	W3	W4	W1	W2	W3	W4	W1	W2	W3	W4	W1	W2	W3	W4	W1	W2	W3	W4	W1	W2	W3	W4	W1	W2	W3	W4	W1	W2	W3	W4	W1	W2	W3	W4	W1	W2	W3	W4								
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10	Activity detail 10																																																

## ANNEXURE II: BUDGET TEMPLATE

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

HCL Foundation TB project_Hardoi (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						
A.2						
A.3						
A.4						
A.5						
Total - A						
B	Travel & Logistics					
B.1						
Total - B						
C	Program Activity Costs					
C.1						
C.2						
C.3						
C.4						
C.5						
C.5						
Total - C						
D	Office Rent & Maintenance etc. (Administration)					
D.1						
D.2						
D.3						
D.4						
Total - D						
E	Data Documentation, Management & Digitalization					



E.1						
E.2						
Total E						
F	Management Costs					
F.1						
F.2						
Total F						
Total COSTS (A+B+C+D+E+F)						