

Request for Proposal

Individuals / Consulting firms from Socio- Development Sector for Designing- Typesetting Reports and Manuals

Invitation date: December 19 2022

Deadline for submission: January 6, 2023

Email for submission: fam.saksham@gmail.com

Service duration: Until 31st March 2024

Saksham Pravaah: Background and about the project

Saksham (which means “making capable”) is a project of the Tata Institute of Social Sciences funded by the Global Fund since 2008 to support the Ministry of Health and Family Welfare in its fight against HIV and TB. The Saksham project focuses on supporting and strengthening national response for both HIV and TB. Saksham in partnership with the National AIDS Control Programme (NACP) has developed the curriculum for HIV Counsellors across India and has partnered with the National TB Elimination Programme (NTEP) to provide counselling and psycho social support for People living with Drug Resistant TB in Maharashtra, Gujarat, Karnataka and Rajasthan. Currently Saksham has three major grants in the area of TB counselling, community engagement and HIV evaluations.

Saksham Pravaah is the TB vertical of Saksham that introduced psycho-social counselling for TB in Maharashtra, Gujarat, Karnataka, Rajasthan and has demonstrated the need for addressing social determinants of TB. The project is named “Saksham Pravaah” and 214 Professional Counsellors (Masters in Social Work/Sociology/Psychology) are integrated within the NTEP. From programme initiation in October 2015 until Sep. 2021, Saksham Pravaah has provided counselling and psycho –social support to over 90,000 People living with Drug Resistant (DR) TB and their caregivers. The Counsellors provide ongoing home-based counselling and address a range of issues including TB related Stigma and Discrimination, Gender based concerns and Mental Health. In order to reduce the catastrophic burden of TB, the Counsellors link people living with TB to the available Government of India Social Protection Scheme and Nutrition Support. In the third phase of implementation (April 2021 – March 2024), Saksham Pravaah will create a pool of National Master Trainers to build capacities of front-line TB staff on Counselling soft skills.

Saksham in collaboration with the Mumbai District TB Control Society undertook an initiative to meaningfully and gainfully engage TB survivors under the Saksham Jan Urja project. The project is funded by Tata Power Development Trust and was initiated in January 2020. The Survivors are termed. “Saksham (Against TB) Saathi” and undertake telephone counselling to address stigma, presenting a positive picture of TB treatment, debunking the myths around TB and emphasize the importance of treatment adherence. The model integrated within the NTEP from November 2021 in Mumbai and 24 Saksham

Saathi's are placed within the TB Centres in Mumbai. (Please click on the link to view a film about the project <https://youtu.be/8gQ4M5oIbQo>)

Requirement

We seek Individuals / Consulting firms involved in Socio- Development Sector who can associate with us for Designing and Typesetting the training manual and reports.

Scope of work

Period of services

The period of services of any contract resulting from this invitation is anticipated to be until 31st March 2024.

Submission of proposal

Please share your individual consultant/agency's qualifications and pricing for meeting TISS Saksham needs. Your proposal should address the following topics:

- a. Individual consultant/Agency background** – please give an overview of your/agency's background in this area.
- b. Qualifications** – describe any relevant experience or capabilities that you/the agency have with academic and/or research institutes. Please list the name of languages for which you provide translation services. Please mention the process for evaluating and testing translators (in the case of an agency).
- c. Project management and quality assurance** – please describe the initial steps you take upon engaging with a new client. Please mention who from the agency would work with TISS and the relevant qualifications. How do you ensure that verbatim and terminology remain consistent among projects and among different languages? What measures do you take to ensure the confidentiality of documents?
- d. Pricing** – please provide a pricing structure for your services. Include the amount charged per word translated and any additional fees for services such as desktop publishing. The prices proposed must be valid for the entire project period.
- e. Please provide a list client references with similar needs to ours**

Proposal submission mode

1. The basic rates quoted should be effective for the period of 31st March 2024.
2. TISS reserves the right to cancel the bidding before or after the receipt of bids or also after the opening of the bid and call for fresh bids. TISS also has the right to reject any bid without assigning any reason. Please note that any enquiry received from any bidder will be sent to all bidders without disclosing the source of the enquiry.
3. All the information to be provided by the bidder should be on the Letterhead of the bidder, and all pages to be signed and stamped by the authorized signatory
4. Bids incomplete in any respect will not be considered.
5. Please mention your payment terms and conditions in the bid. (All payments will be made through bank transfer only. Payment will be released within 30 days after receipt of bill)
6. Any query for clarification on the bid can be solved from the undersigned through email at **fam.saksham@gmail.com** or by phone **022-25525491** latest by **4th January 2023**
7. The bid should quote and enclose a PAN Card copy. Payment will be released as per names registered on the Pan card copy only. If payment is required in another name, please attach relevant copies.

8. If GST/SGST is charged on the above services, please mention the GST/SGST registration number and attach the GST certificate
9. TDS will be deducted from the bill amount as per the rule.
10. **Last date of quotation submission: - 6th January 2023.**
11. Please address the quotation on the top and underline it as: **“Saksham – Pravaah Proposal for and Designing and Typesetting Reports and Manuals”** and send it to the below address.

Mr. AVS Viknesh
Finance & Admin Manager, Saksham
Tata Institute of Social Sciences,
V N Purav Marg, Deonar,
Mumbai 400088
022-25525491.

Selection process

TISS will invite the shortlisted applicants for a meeting to present their proposal and the project's suitability. Late responses will not be considered for shortlisting. The applicants will be informed, and MoU will be formalised accordingly.

Prepared By

Ms. Pratiksha Singh
HR & Admin Officer
Saksham Pravaah

Approved by

Mr. AVS Viknesh
Finance Admin Manager
Saksham Pravaah