

# State Innovations in Family Planning Services Agency (SIFPSA), Lucknow, UP



No. 12/2018

## Expression of Interest for Empanelling Agencies for Research, Monitoring and Evaluation of SIFPSA/NHM UP Programmes

SIFPSA, a registered society of UP government, is implementing various programmes in the area of Family Planning and Maternal and Child Health in different districts of Uttar Pradesh. SIFPSA's mission is to facilitate, through innovative means and partnerships with government and other agencies, the goal of health for all by improving the quality, demand, access and delivery of RMNCH+A services and also improving related quality of life parameters including the status of women.

SIFPSA invites application from reputed Private Research agencies/organizations, Universities, Govt. Research Institutes who have experience of Public Health research issues / themes, and conducting monitoring and evaluation of social sector programmes, especially health schemes/programmes, for empanelment with SIFPSA for undertaking similar activities for NHM/SIFPSA/Other projects. Once empanelled, assignments would be offered based on evaluation of competitive Technical and financial bids invited from amongst the empanelled agencies. The empanelment would be valid for two years and would be extended based on evaluation of performance.

### Criteria for Empanelment

#### A. Essential Criteria (for Private Sector Research Agencies/Organizations only):

The agency/organization should meet the following minimum criteria:

- Should have an average annual turnover of minimum of **Rs.30 lakhs** per year or more over the last three financial years. Should submit the audited balance sheet for FY 2014-15, 2015-16 and 2016-17.

- Should have minimum **Seven years** of experience in conducting research studies/ surveys/ evaluations in social sector. Should attach the Agency's Registration Certificate.

**Above criteria is not applicable for Universities and Govt. Research Institutes.**

1. The agencies should provide lists of studies (of minimum Rs. 1 lac and above value) conducted in the last 7 years under the following.

a. List of studies conducted under Social Sector (excluding Public Health Sector). Please submit the details in following format.

S.N.	Name of study conducted	Year of study	Cost of the study (Value Rs. 1 lac and above)	Funded by
1				
2				

b. List of studies conducted under Public Health Sector. Please submit the details in following format.

S.N.	Name of study conducted	Year of study	Cost of the study (Value Rs. 1 lac and above)	Funded by
1				
2				

2. The proposal must enclose an affidavit (format attached with EOI) providing an undertaking by the above mentioned key staff proposed to be engaged for study/ies that may be awarded to the empanelled research agencies.
3. The agencies achieving an overall score of 55 marks and above out of 90 in evaluation of proposal will need to make a presentation before the SIFPSA management. The presentation will be assigned 10 marks. Agencies achieving minimum 60 marks out of 100 will be empanelled.

#### **B. Selection Criteria:**

- Should have trained field manpower and sound understanding of UP demographic and public health profile.
- Should have qualified professionals for analysis of quantitative and qualitative data, report writing, project supervision, working on standard statistical computer packages like SPSS/STATA/SAS and should have demonstrated experience of working with qualitative analysis packages eg. ATLAS ti, QDA Miner etc.

- Should give an undertaking that, if empanelled, will open a camp office at Lucknow in case of award of evaluation study, for day to day co-ordination with SIFPSA during the study period.

### C. Process of Application Submission

Interested Private Sector Research agencies/organizations, Universities, Govt. Research Institutes should send their application with the following details:

- Name of the organization
- Brief profile of the organization
- Contact details of the organization (including address, phone no., fax. no and email)
- Name and designation of Chief Functionary
- Year of inception of the organization (Research Agency Registration Certificate)
- Copy of PAN card to be attached.
- Details of turnover of the organization for the last three years (include last three years audited balance sheet as annexure). This clause is applicable for Private Research agencies/ organizations
- Number of full time and part time staff members of various categories
- CVs of full time of key staff .
- Details of assignments conducted to demonstrate that the agency fulfills the criteria of selection listed above. Agencies should attach copies of work-order / study completion certificate in support of their credentials.

### D. Evaluation of Proposal

The proposals will be evaluated on the following criteria and agencies securing minimum 60 marks out 100 will be considered for empanelment.

Head/ Topics	Max. Marks
<b>Experience of the agency</b>	
1. Research studies/ surveys/ evaluations conducted in Social Sector (excluding Public Health Sector)	20
2. Research studies/ surveys/ evaluations conducted in Public Health Sector	20
<b>Profile of the agency</b>	50
• Staff Adequacy	
<b>Total Marks</b>	<b>90</b>
Presentation by Research agency obtaining 55 or more marks out of 90 marks	10
<b>Grand Total</b>	<b>100</b>

Marking pattern within each broad head/ topic developed and given below.

**Head/Topic –I: Research studies/surveys/evaluations conducted in Social Sector**  
(excluding studies in Public Health Sector)

**Total Marks: 20**

The studies conducted in Social sector (excluding studies in public health sector) by different research agencies in last 7 years have been divided into 5 broad categories based on the number of studies conducted. The categories are as follows:

Sl. No.	Category (no. of studies conducted)	Marks out of 20
1	Category – I (1 – 10)	4
2	Category – II (11 – 20)	8
3	Category – III (21 – 30)	12
4	Category – IV (31 – 50)	16
5	Category – V (51 & above)	20

**Head/Topic –II: Research studies/ surveys/ evaluations conducted in Public Health Sector**

**Total Marks: 20**

The numbers of studies conducted in Health Sector in last 7years divided into 5 broad categories. The categories are as follows:

Sl. No.	Category (no. of studies conducted)	Marks out of 20
1	Category – I (1 – 5)	4
2	Category – II (6 – 10)	8
3	Category – III (11 – 15)	12
4	Category – IV (16 – 20)	16
5	Category – V (21 & above)	20

**Head/Topic –III: Staff Adequacy:**

**Total Marks: 50**

CVs of following permanent personnel having qualifications and experience as mentioned below to be attached :

S.N.	Personnel	Qualification	Experience
1	Report Writing	PG in Social Sector	Min. 10 years (should have experience of writing min. 10 study reports in social/ public health sector.
2	Health Specialist	Medical Graduate	Min. 5 years (Experience of conducting large scale health surveys ie. NFHS/ DLHS/ SRS/ AHS etc .
3	Demographer	PG in Demography	Min. 5 years (Experience of conducting large scale health surveys ie. NFHS/ DLHS/ SRS/ AHS etc .
4	Field Manager/Field Officer	PG in any discipline	Min. 5 years (Experience of Data collection of large scale surveys (NFHS/SRS/AHS etc.)
5	Data Analyst / Data Manager	MCA/B.Tech./Graduate with Diploma in Computer Applications (One year)	Min. 3 years of experience in data analysis.

Marks will be assigned as per the following criteria:

Sl. No.	Category (no. of studies conducted)	Years of experience & marks				Max. Marks out of 50
		Yrs. Of Exp.	10-12	13-15	16+	
1	Report writing personnel	Yrs. Of Exp.	10-12	13-15	16+	10
		Marks	5	8	10	
2	Health Specialist	Yrs. Of Exp.	5-7	8-12	13+	10
		Marks	5	8	10	
3	Demographer	Yrs. Of Exp.	5-7	8-12	13+	10
		Marks	5	8	10	
4	Field Manager/ Field Officer	Yrs. Of Exp.	5-7	8-12	13+	10
		Marks	5	8	10	
5	Data Analyst / Data Manager	Yrs. Of Exp.	3-5	6-8	9+	10
		Marks	5	8	10	

Agency must submit the information against each criteria following the sequence of the indicators as mentioned in the above table.

**For any clarification, agency may contact Mr. B. K. Jain- GM(REMI) at [bkjain@sifpsa.org](mailto:bkjain@sifpsa.org) Phone # - 0522 2237497/98**

**Agency should send their proposal to: General Manager (REMI), SIFPSA, Om Kailash Tower, 19-A Vidhan Sabha Marg, Lucknow-226001 within 21 days (Nov. 27 , 2018) from the date of uploading revised EOI on SIFPSA website.**

**Format for**

**AFFIDAVIT**

(on Rs. 10 non-judicial stamp paper)

**Ref.:           Empanelment of Research Agency with SIFPSA**

I (Name of full time employee of research organization), grant an exclusive commitment to be available to work as (Report writer/ Health Specialist/Demographer/Field Manager or Field Officer/Data Analyst or Data Manager) for any study awarded to our research organization by SIFPSA, till the completion of the study.

Name of Person  
Signature  
Contact No.  
Full Address.

Name Research Agency Representative  
Signature  
For (Name of Research Agency)