



STATE INNOVATION IN FAMILY PLANNING SERVICES PROJECT AGENCY

**REQUEST FOR PROPOSALS (RFP)
(ONLY FOR SIFPSA EMPANELLED RESEARCH AGENCY)**

A Study on Effectiveness of Hausala Training Centres (HTC)

Background:

Hausala Training Centres - providing Comprehensive Clinical Family Planning Training to increase uptake of FP services in the state

Committed to enhancing quality family planning services in the state, SIFPSA, through its 35 Hausala Comprehensive Training Centres (HCTCs), aims to create a large pool of practicing clinical family planning service providers in the state. SIFPSA has been actively facilitating clinical trainings for capacity building of doctors and paramedics in various techniques for more than two decades now. Catering to the demand, 10 training sites were first established in 2007 at 10 divisional District Women Hospitals. The program since then has come a long way, covering all 18 divisions of Uttar Pradesh with setting up additional centres and expanding from 10 to 35 Clinical facility based Centres Known as Hausala Training Centres(HTC) in 2016-17 . The centres at District/ Divisonal Women Hospital/District Combined Hospitals are technically & Academically supported through 2 Medical Colleges ie KGMU, Lucknow and SN Medical College, Agra. These HTCs hold regular training batches on female sterilization procedure by providing classroom and hands-on training on laparoscopic and minilap techniques. Similarly, medical officers and paramedics are also provided training on no-touch IUCD insertion, PPIUCD insertion techniques and New Contraceptive trainings. SIFPSA does complete handholding of the clinical centres in terms of carrying out orientations and trainings, providing standardized training material, formats, protocols and also carrying out regular monitoring.

Project Objective:

To develop a pool of clinical family planning service providers in various family Planning Techniques across the state by supporting and strengthening all 35 Hausala training centres (33 District Women Hospitals and 2 Medical Colleges).

Project Strategy:

1. Facility based FP trainings at 35 HTCs.
2. Expansion of FP sterilization services time span - from July onwards, instead of October, with support for adequate client generation and increase awareness of FP services through- ASHA orientation, mobility support to ASHA and IEC activities.
3. To improve the quality of clinical training, positioning dedicated doctor as Training Quality Manager (TQM) at HTCs.
4. Strengthening of one block facility as Satellite centre in HTC district with support of CMO for hands on practice of newly trained provider for building up the confidence.

5. Capacity building of public sector healthcare providers including contractual doctors posted at Urban centres doctors for expansion of service provider pool for various FP techniques.
6. Supporting the training of Private doctors in FP techniques for increasing involvement of private sector in family planning services.
7. Performance tracking of trained service providers and recognition awards for contribution in FP services.
8. Regular review of FP services by Commissioner at Divisional level and ED, SIFPSA/Principal Secretary at State level on quarterly basis.
9. Documentation of best practices, case studies, processes with evaluations.

Objective of the evaluation study:

- To assess the effectiveness and contribution of HTC's for clinical FP trainings
- Challenges faced & Scope of improvement at HTC
- Documentation of best practices

Broad suggestive areas for the study:

- Usefulness of support staff in implementation of clinical FP training.
- Contribution made by TQM in improvement of Quality and FP services.
- Contribution of support activities in project (Additional honorarium to service providers, mobility support to ASHA, IEC, Advocacy utilities – review) in clinical FP training & services.
- Best practices and documentation.
- Challenges and scope of improvement.

In order to meet the above objectives and suggested guidelines, it is proposed to undertake a survey in the selected HTC's where the training has been provided.

Study Design:

Methodology:

Selection of HTC Districts: Out of 35 HTC districts (33 District Women Hospitals and 2 Medical Colleges- KGMU, Lucknow and S.N. Medical College Agra), 12 districts (10 DWH districts and 2 Medical colleges) with functional HTC's (having Training Quality Manager (TQM)/ Training Coordinator (TC)/ other staff) will be selected. Selection of HTC districts will ensure regional representation- 03 HTC districts from Western region, 4 from Eastern region, 01 from Bundelkhand and 02 HTC districts from Central Region will be randomly selected along with the 02 medical colleges- KGMU Lucknow and S. N. Medical College Agra for the study

Reference period:

The study will be conducted on the performance of HTC's during July 2016 to Nov. 2017.

Types of Trainings provided:

Trainers and service providers training of Lap Induction, Minilap, IUCD, PPIUCD & New Contraceptives

Interviews will be held with the following trained personnel at selected HTC's and two Medical Colleges (KGMU, Lucknow and S.N. Medical College Agra):

- A. CMS/SIC of the District Women Hospital and HOD Medical Colleges of HTC's
- B. Training Quality Manager and Training Coordinator
- C. At least 05 trained personnel of each type of training conducted at selected HTC's
- D. At least 5 ASHAS from each of the 12 selected HTC's
- E. MOIC incharge of satellite centres

In-depth interview regarding the project will be held with:

- F. **State Level:** GM & DGM Family Planning (NHM), Directorate of Health and Medical: DG,FW/Director and Joint Director, Partners working/supporting in FP Trainings
- G. **District level:** AD, CMO, Div. PM and DPM of selected HTC districts.

Sl. No.	State/Division/ District Level	Persons to be interviewed	Number per District	Total No. of interview expected
1	State Level	GM & DGM Family Planning (NHM), Director, Joint Director and Partners for FP trainings	-	10
2	Division Level	AD health, Divisional Project Manager	2x5	10
3	District Level	CMS/SIC of the District Women Hospital and HOD Medical Colleges of HTC's	1X12	12
		Training Quality Manager and Training Co-ordinator	2X12	24
		At least 05 trained personnel of each type of training conducted at selected HTC's	5X12	60
4	MOIC of satellite centres		2	2
		TOTAL		118

Along with the objectives of the study and points elaborated under the project strategy as given above, study must also include findings on:

- Quality of training with posting of Training Quality Manager
- Comparison between Divisional District HTC and District HTC

Other points to be covered:

- Usefulness of support staff in implementation of clinical FP training.
- Contribution of support activities in project (Additional honorarium to service providers, mobility

support to ASHA, IEC, Advocacy utilities – review) in clinical FP training & services.

- Challenges and scope of improvement.
- Best practices and documentation, along with at least 5 human interest stories (with high resolution pictures).

Report Submission:

A draft report based on survey findings of 12 districts as proposed above will be submitted within 1½ months from the date of Agreement subsequent to which, a presentation on the evaluation findings will be made before the management. After incorporating all the suggestions received during the presentation, 10 copies of final report will be submitted by the agency to SIFPSA within one week from the date of presentation.

Key Implementation Activities: Agency should give the details about the given points in the proposal.

- Finalization of instruments
- Recruitment and training of field investigators
- Data quality assurance plan
- Data entry software and processing
- Analysis plan
- Draft report submission (electronic and hard copy)
- Final report submission (electronic and hard copy) as per the decisions/recommendation given during the presentation on survey findings by the agency.

Deliverables:

The agency shall submit the following deliverables in both electronic form and in hard copy to SIFPSA as per the timeline, which will be finalized before contract signing.

- Bank guarantee of equal amount of first installment (40% of the cost of study) release for the study.
- Bank guarantee of amount equal to 10% of the study cost as performance guarantee.
- Survey instruments (Hindi)
- Submission of training report with final list of names of trained investigators and supervisors with their qualification.
- Brief progress report on completion of 50% of survey work
- Brief progress report on completion of survey work
- Data tabulation plan
- Draft report as per the project proposal (approx.80-100 pages)
- Final Report as per the project proposal (approx.80-100 pages)

Time Frame:

- Draft report
- Final Report

Within 45 days of agreement with SIFPSA

After incorporating all suggestions received during the presentation, 10 copies of final report to be submitted within one week from the date of presentation.

Duration of the Study:

One and a half months from the date of agreement with SIFPSA

Confidentiality Clause:

All documents, information, statistics and data collected by the short listed agencies in the discharge of obligations under the agreement shall remain confidential and property of SIFPSA.

Payment Schedule:

• On signing of contract agreement	40 %
• On submission of Draft report:	30 %
• On submission of acceptable Final report:	30 %

Evaluation Criteria

Criteria for selecting the agency will include an evaluation of both technical and financial bids on the following parameters:

Criteria for evaluating Technical Proposals:

S. No	Technical Areas	Key Indicators	Marks (Max. 70)
1	Profile of Principal Investigator and researchers proposed for working on the study and their relevant experience on the topic.	PI's and key researcher's educational qualification & survey experience in conducting health surveys (NFHS, DLHS, SRS, AHS and other health surveys) Appropriate task and time specified by PI for research staff for finalizing survey instrument/training of field staff/monitoring of field work/analysis and report writing.	15
2	Understanding of study objectives by the agency. Methodology to be followed stating the approach and work plan for task completion in detail.	With regard to fulfilling the study objectives, detail of Quantitative and Qualitative approaches by the agency. A proposed time-line, outlining the specific steps to be taken, covering all aspects of survey & man-power proposed.	15
3	Clear description of <u>survey quality assurance</u> plans interlinked with manpower proposed.	# of interviews per investigator per day, Field visit by researcher to monitor quality of survey. Back check by supervisors and Fault correction in field itself.	20
4	Clear description of <u>data quality assurance</u> plans and name of software to be used by the agency.	Completed questionnaires to be checked/verified for discrepancies before data entry. Data verification after data entry/consistency of data during tabulation. Name the software to be used by the agency for analysis of data.	10
5	Experience of conducting similar task by agency.	Previous working experience on similar studies giving details of the studies.	10
TOTAL			70

Criteria for evaluating Financial Proposals:

Submit the following as per the format given below:

- Time plan for the study.
- Proposed cost and break-up of costs for conducting a survey.

I No.	Type of work	Timeline	Cost (Rs.)	Marks assigned
1	Printing of Survey instruments			Max 30
2	Training of survey teams			
3	Listing and Mapping			
4	Data Collection			
5	Data Analysis			
6	Table generation			
7	Report writing			
8	Others, if any			
Total cost (Rs.)				
Total cost including all taxes (Rs.)				

Selection Criteria:

1. The lowest bidder will get 30 marks and others in proportion to their cost with the lowest cost.
2. Marking would be done on a scale of 100, with 70 marks assigned to technical and 30 marks to financial proposal as mentioned under evaluation criteria above.

SIFPSA reserves the right to select research agency for the study and reserves the right to accept or decline late proposals at its absolute discretion.

Submission of proposal:

Response to the RFP is expected to be received no later than **6.00 p.m. (CoB) on Jan.15, 2018.**

Proposals delivered and/or received after this deadline will not be considered and will be marked disqualified.

Agency should submit the Technical and Financial Proposals (Covering detailed heads and sub-heads for the expenditure mentioned in the study proposal) separately in a sealed cover and envelope superscripted **Study on Effectiveness of Hausala Training Centres (HTC)** and send the same through speed post/courier to:

**The General Manager (REMI),
State Innovations in Family Planning Services Project Agency (SIFPSA),
Om Kailash Tower, 19-A Vidhan Sabha Marg, Lucknow – 226 001**