

National Health Systems Resource Centre
NIHFW Campus, Baba Gang Nath Marg, Munirka
New Delhi – 110067

Subject: **Expression of Interest for empanelling potential External Consultants/Academic Institutions/Consultancy firms/Reputed NGOs for (a) conducting high quality studies, research and analysis and (b) tracking progress & capacity building progress:**

Further to our advertisement in the Times of India dated 13.08.2011 and the posting on the website www.nhsrccindia.org

1. NHSRC is seeking applications from qualified and experienced Professionals/Academic Institutions/Consultancy firms/Reputed NGOs for empanelment for a period of three years to conduct high quality studies, research and analysis on critical issues in the health sector which would be used as inputs in the process.
2. The field of study , research and analysis will among others, be following:-
 - (i) Community Processes
 - (ii) Public Health Planning for service delivery.
 - (iii) Quality Improvement.
 - (iv) Health Informatics
 - (v) Human Resource for Health
 - (vi) Best practices in the health sector of different states in terms of service delivery, governance, information system, accountability etc.
 - (vii) Healthcare Financing
 - (viii) Public Health Administration including legal aspects.
 - (ix) Nutrition, including Food fortification.
 - (x) Regulating and Legal aspects
 - (xi) Technology needs, choice and assessment.
 - (xii) Understanding and engaging with private sectors in Health.

Any other areas related to strengthening public health systems and improving health would also be included.

Detailed terms of Reference for individual assignments, indicating the requirement, objective, scope of assignments, schedule of completion of task, support or inputs to be provided by the NHSRC.

3. Eligibility:

- (i) Have relevant educational qualifications and proven experience.
- (ii) Have a proven track record of at least three years of high quality, work outputs in Health sector.
- (iii) Applying organisation should submit
 - (a) A list of relevant Faculty with CVs (about 5 Key persons who could be involved in this).
 - (b) List of 5 recent consultancies/tasks executed (within last 5 years).
 - (c) Three years existence in case of NGOs.
 - (d) Proven organizational capacity to conduct similar studies/tasks in a time-bound manner. They should clearly indicate which areas of Health Systems management as given above in 2 (i) to (ix) above they could seek to be empanelled for.
- (iv) List of areas of work from '2' above, which is their area of strength/area of interest.
- (v) In some of the areas of work listed above applicant could indicate partners whom they would be mobilising/forming Consortium with for execution of the above tasks.

4. **Duration:** Those meeting the technical requirements and other eligibility criteria would be empanelled for a period of three years.
5. **Schedule of Payments:** The consultancy fee would be release in three equal instalments on satisfactory completion of the job as per table given below:

Instalment	Stage	Percentage to total
1 st	Mobilization advance	30%
2 nd	Presentation of Draft Report	50%
3 rd	Acceptance of final report and payment of balance after checking of expenditure	20%
Total		100%

6. **Terms and conditions:** The External Consultants/organisation shall, in their assignment with the NHSRC, abide by the following terms and conditions:-

- (i) Data collected for the assigned task shall be provided both in primary & analysed form to NHSRC. NHSRC will also require agency to hold data/information, & share it on request as well as share data sets at time completion of each stage of the project. This data can be used by both agency & NHSRC without copyrights – but can not be shared with any other agency for any commercial purpose without permission of NHSRC or brought under any IPR restriction.
- (ii) The Agency shall make suitable arrangements for the safe custody of material provided to the hired Consultant for the work assigned and shall handover them to the concerned Subject Matter Division, NHSRC after completion of the work.
- (iii) The persons employed, if any, in the project will be treated as employees of the External Consultant and not of NHSRC or Government and the conditions of their services will be governed agencies in accordance with the rules and regulations of the firm.
- (iv) NHSRC will be at liberty to cancel the contract without assigning any reasons, in case, it is established that the above conditions are not being followed strictly, or if their quality or pace of work done at that stage is found to be inadequate.

7. **Short Listing and work allocation:** Evaluation criterias for short-listing of credible organisations shall be essentially based on technical criteria inter-alia location, past work experience, publications, existing capacity including nos types of technical personnel as well as some basic financial criteria such as copy of firm registration, service tax registration, latest service tax return, copy of PAN card and copy of last 3 years IT return as applicable. Where budget is fixed by a cost analysis, done by an empowered committee initially, financial bids will not be called for.

Notwithstanding, NHSRC reserves the right to seek financial bids as it deems fit for the said purpose.

8. Partnership with individual external candidates will take the form of specific task assignments awarded through contracts. Selection shall be based on suitability & ability to implement within timeframe available, needs of local capacity building for a long term support role.

Partnerships with organization are of two types:-

- (i) Specific task based contracts: Where the same guidelines for individual consultants apply.
- (ii) Strategic Partnership with MOU: Where there is a long term understanding of working together & aligning work to meet common objectives. This would be in context where some outputs are required in a recurrent and/ or periodic manner and where the

organisation has to hold itself available for a number of short-term tasks that would occur episodically.

9. Consortiums could also be factored in for those which can demonstrate valid linkages with smaller health related agencies which have the werewithal for 'Knowledge – Working' in terms of faculty, expertise, locals and suitable geographical net-working. This would facilitate capacity building in areas with weaker health related agency representations or presence.
10. Interested candidates/Institutions/Firms may send their details alongwith the following by e-mail/post within 15 days from the date of advertisement on the website of NHSRC. There is no template or application form. The application should include but not limited to the aforementioned paragraphs.
 1. Sealed applications can be submitted on a **rolling basis** but for consideration in the first batch of studies applications should reach NHSRC by _____.
 2. Agency should give details for Firm Registration in Registrar of Co., Copy of Service Tax Registration, latest return of Service Tax, copy of PAN Card, copy of last three years IT Return.

Applications may kindly be sent to
The PAO,
National Health Systems Resource Centre,
NIHFW, Baba Gangnath Marg,
Munirka, New Delhi -110067.
www.nhsrcindia.org
pao.nhsrc@gmail.com

❖ **Please Note:** Agencies those have submitted details earlier may re-submit again with only Financial particulars as indicated para 7 above.