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## A. Quick view

### Request for Proposal (RFP)

Services Required:	Development and design of Job Aids cum resource material for HIV treatment and adherence for patient education & counselling.
RFP number	004/2021
Type of Procurement:	Services Agreement
Type of Contract:	Service
Term of Contract:	Four Months
Contract Funding:	Project Accelerate, Johns Hopkins University, USA, through YRGCARE, Chennai, India. Contracting number- 72038619CA00001
Submit Proposal to:	procurement@yrgcare.org
Date of Issue of RFP:	16.07.2021
Date Questions from Supplier Due:	20.07.2021
Date YRGCARE responds to queries	23.07.2021
Date Proposal Due:	26.07.2021
Approximate Date Purchase Order/Contract Issued to Successful Bidder(s):	<b>01.09.2021</b>

## B. Background on ACCELERATE and YRGCARE, Chennai, India

Project ACCELERATE is awarded under the PEPFAR/USAID grant to Johns Hopkins University School of Medicine as prime recipient of the grant. ACCELERATE is implemented by its



implementing partner- YRGCARE India to implement all site level activities and other sub-partners – Blue Lotus Advisories and The Fenway institute who provide expertise on digital interventions and sexual minorities and PrEP respectively

The overarching goal of ACCELERATE is to design, implement and evaluate sustainable novel models of HIV testing and care that support the Indian National Strategic Plan (NSP) for HIV/AIDS and STI 2017-24 aimed at improving access to HIV prevention and treatment services, and social protection schemes among key populations and their families in India.

The ACCELERATE program aims to build upon US government investment in India by providing technical assistance (TA) to National, State, and District HIV/AIDS programs to deliver comprehensive HIV prevention, testing and treatment services to vulnerable populations including key populations (KP), their children and partners. While the overall focus of the program is all vulnerable populations, we will focus primarily on four KP groups, including female sex workers (FSW), men who have sex with men (MSM), transgender persons (TG), and people who inject drugs (PWID) as there is a disproportionate burden of HIV in these key populations and an unmet need for services. We will primarily focus our field-level activities in ten high burden districts in the states of Maharashtra (Mumbai, Thane, Pune), Andhra Pradesh (Guntur, Krishna and East Godavari), Manipur (Imphal East and Imphal West), Mizoram (Aizawl) and Nagaland (Dimapur); while providing TA at the national, state, and district levels.

Our core activities include innovative prevention and testing strategies like PrEP, HIVST, index testing, peer navigation and improving treatment and retention through integrated care models, community- based models, private sector engagement etc.

**YRGCARE**, established in 1993, offers comprehensive HIV care continuum to those at risk and or with HIV. YRGCARE is a pioneering Institution involved in implementation research, program delivery and basic laboratory sciences.

YRGCARE is an implementing partner for Johns Hopkins University, USA, for the Project ACCELERATE, funded by USAID, Government of USA.

## C. Purpose of this RFP, Scope of work and deliverables:

### I. Overview

The purpose of this RFP is to obtain competitive proposals from qualified proposers to review (existing), develop and design simplified contents for different aspects of HIV treatment & adherence in alignment with national guidelines.

Overall objective is to strengthen the HIV AIDS epidemic control response, it is important to strengthen the efforts of ARTC Staff and build capacity & understanding of patients on different aspects of HIV treatment and adherence in alignment with national guidelines.



## **II. Objectives:**

1. To assist ARTC staff during different stages of treatment counselling, as a ready reckoner as per the needs of the HIV patient
2. To assist community outreach staff for patient counselling and education on different aspects of HIV treatment, help them overcome the information gap so as to ensure uninterrupted treatment on ART & TB/other OIs.

## **III. Scope of work:**

The agency will work closely with YRGCARE, Johns Hopkins University School of Medicine to deliver the required deliverables.

### **Target Audience:**

Patients coming to ARTC for HIV Treatment.

### **To be used by**

1. ARTC staff at facilities for patient education & counselling
2. Outreach staff at field level for patient education & counselling

### **Where will this resource material cum Job Aids will be used:**

1. ART centers / LAC
2. During community outreach

### **Different Thematic Areas to be covered through the Job Aid cum resource material**

1. Overview of HIV AIDS
2. Available contraception methods for sero-discordant couples
3. Pregnancy & HIV
4. Overview of OI prophylaxis, NCD etc
5. ART Preparedness Phase
6. Importance of providing correct credentials
7. Rapid Initiation of ART – Diverse Needs
8. Intensive phase during treatment
  - a. Common / Uncommon Symptoms/ Alarming Symptoms/ OI
  - b. Side effects of DTG based regimens
  - c. Self care
  - d. Regular monitoring mechanism
  - e. Advance stages, Ageing
9. Understanding of CD4,VL
  - a. Stable /Unstable Criteria
  - a. EAC
10. Age and population-group Appropriate Adherence
  - a. Criticality of Adherence
  - b. Best way of adhering
  - c. Problems of not adhering after starting treatment
11. Results of Adherence



- a. Nutrition
  - b. Health
  - c. Mental health
  - d. Life positivity
12. Rapport Building with Priority Groups
- a. ALHIV/CLHIV/KP PLHIV
  - b. Diverse Needs
  - c. MIS/ LFU Cases

**Language(s):**

- Telugu
- Marathi
- English
- Hindi

**Key Aspects to be considered :**

- a. Age, Gender appropriateness; and appropriate to specific population groups e.g. KP
- b. To be Patient Centric, as per the diverse needs of the patient
- c. Simplified design for better understanding in local context
- d. Review and leverage on existing IEC /JobAids/ resource material existing on above themes

**Different forms –**

Could be either of any individual or combined form

Job Aids, Flipcharts, Calendar, Checklist, Diary, Flip books, Posters, Leaflets

**Reporting:**

- i. Monthly Report on the progress of the deliverables
- ii. Monthly Plan of activities as per the requirements in consultation with the SPOC from YRGCARE

**IV. Proposal development and submission timelines and process:**

**Step 1:** The Applicant Agencies will be given 45 minutes (30 minutes presentation + 15 minutes discussion /Q&A) for presenting their proposal on the above scope of work to the committee at YRGCARE

**Step 2:** Presentation and detailed financial and technical proposal submission: Top three agencies will be selected in step 2 to make a presentation to the panel of committee.

## D. Pricing

The respondent to this RFP shall provide a costing sheet/ budget that covers key components.



### **Key instructions to bidders**

All quotes sent to ACCELERATE/YRGCARE (electronic version only) shall contain information as asked in this RFP. It is the responsibility of the bidder to ensure all details as asked is submitted. There will be no communication or feedback on submitted quotes until review is completed and a decision is communicated (decision will be communicated only to those shortlisted/ finalized for next step relating to contracting).

### **All agencies should submit both Technical and Financial proposal as two separate documents;**

The bidder's document shall contain:

- 1) This RFP reference number
- 2) Date and time of submission
- 3) Name, address, details of the chief functionary and two contact phone numbers apart from an email.
- 4) Validity period of the quote
- 5) Detailed description of services offered, relevant to this RFP, to evaluate compliance to this solicitation.
- 6) Lead time required to initiate the contract should this bid be successful.
- 7) Bank details in full
- 8) Submit the company registration certificate, GST number and Pan card details
- 9) Past performance information relevant to this RFP and details of potential to improve through this bid.
- 10) All applicant organization must obtain a Data Universal Numbering System (DUNS) number as per the requirements of USAID procurement process
- 11) A cover letter agreeing to provide a bank guarantee equal to project value awarded

## **E. Evaluation and award process**

YRGCARE compliance and project Management team will review each bid and will decide on a suitable bidder who confirms to the RFP needs apart from being price advantageous to Project ACCELERATE. The contract will be awarded to the bidder representing best value to Project ACCELERATE, subject to a due diligence process. For purposes of clarity, it is to be understood that "best value" is determined by price, technical abilities, past performance and explanations of potential to improve on the same.

### **Award notice**

A written notice of award or acceptance of a bid will be intimated to the successful bidder shall result in a binding contract with no further action from either party.



## F. Validity offer

This RFP in no way obligates YRGCARE and/or Project ACCELERATE to issue a contract and or reimburse costs supposedly related to designing/ submitting a bid relevant to this RFP. Any bidder's proposal will automatically be assumed to be valid **until end of September 2021**, providing for contingency timeline.

### Conflict of interest and or anti-corruption assurance

Successful bidder will assure in writing there is no conflict of interest with individuals at YRGCARE or Project Accelerate team. Similarly if there is ground to believe that there are violations related to anti-corruption, the same may be reported to ethics desk at YRGCARE ([swarna@yrgcare.org](mailto:swarna@yrgcare.org)).

### Declaration of compliance

Every bidder shall in the document submitted for review, have the following as submission closure statement:

"We agree, as evidenced by the signature below, the proposal submitted has in its entirety considered all terms and instructions provided in the RFP."

Signature.....

Designation.....

Date.....

## F. Timelines

Sno	Main Activity	Timeline
1	Publishing of RFP	16 <sup>th</sup> July 2021
2	Pitch presentation by communication agency	26 <sup>th</sup> July 2021
3	Contracting of communication agency	1 <sup>st</sup> September 2021
4	Review of resource material / Job Aids finalized:	October 2021
5	Development of resource material / Job Aids finalized:	October 2021
6	Technical Committee approvals	October 2021
7	Translation/Dissemination & Printing of the material	November 2021
8	Training on the newly developed material	November 2021