



## Adventist Development and Relief Agency (ADRA Nepal)

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### **Request for Proposal (RFP) for implementation of Improving Perinatal and Child Health Through System Strengthening (IMPACTS)- through local NGO partner**

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#### **A) Background:**

**1) Introduction of ADRA:** The Adventist Development and Relief Agency (ADRA) is a global humanitarian organization with a mission to work with people in poverty and distress to create just and positive change. ADRA Nepal belongs to the worldwide ADRA network, comprised of 118 supporting and implementing country offices. ADRA's five core sectors include Food Security; Health; Economic Growth; Education; and Emergency Management. ADRA Nepal has developed its expertise in these sectors and in various subsectors, specifically in agricultural development, economic development, livelihood, infrastructure development, scholarship program, humanitarian response, urban-DRR, Disaster Risk Reduction and Management (DRRM), infant young and maternal & child health and nutrition, gender equality and social inclusion and RH.

ADRA has been active in Nepal since 1987 and worked extensively in health focusing on health system & infrastructure strengthening, communicable and non-communicable disease, sexual reproductive health (SRH) and family planning, maternal new-born and child health, emergency relief and responses in earthquake, flood and most recently COVID-19 pandemic.

#### **2) Brief Note on Project**

ADRA Nepal will be implementing the 'Improving Perinatal and Child Health Through System Strengthening (IMPACTS)' Project. The project will have both supply and demand side focused interventions required for the upliftment of maternal, newborn and child health status in target district. Supply side interventions, targeting health service outlets, will create an enabling environment at health facilities so that they will be able to deliver MNCH services as per the

Minimum Service Standard (MSS) prescribed by Nepal Government, ensured through implementation of the QI-MSS (Quality Improvement – Minimum Service Standard) intervention. Demand side interventions will target to increase service seeking behavior in residents as well as to promote appropriate maternal, newborn and child healthcare behaviors in rural communities. Project facilitates the upgrading the infrastructural capacity of health facilities, clinical and management capacity development, community enlightenment via behavior change interventions, especially targeting women and children of disadvantaged and marginalized communities.

**2.1. Project Duration: 3 years (January 2022-December 2024)**

**2.2 Project Locations/districts:** Bardiya district in Lumbini Province.

**2.3. Project Goal:**

The overall goal of the project - contribute to the reduction of maternal, neonatal and child morbidity and mortality in Bardiya district through increased utilization of MNCH service across the continuum of care, by improving referral linkage, ultimately leading to better MNCH outcomes.

**2.4 Outcomes and Outputs:**

**Outcome 1:** Health facilities are supported with quality assured infrastructural improvements and essential equipment as to upgrade existing services and ensure enabling environment for good quality of care for women, newborn and children.

**Outcome 2:** Health facility ensure the availability of good quality of CB-IMNCI service to be provided by skilled service providers.

**Outcome 3:** Access and utilization of MNCH services are increased in public health facilities of district.

**Outputs:**

1.1 Health Facilities are upgraded with adequate infrastructural construction and renovation

1.2 Health Facilities are supplemented with essential medical equipment needed for quality assured maternal and child health service.

1.3 Management capacity of health managers is improved in all health facilities, Palikas, district and at province level by promoting community participation.

2.1 Clinical capacity of health service providers is built to make them able to provide quality assured maternal, newborn and child health care service at both peripheral level health institutions and higher institutions.

2.2 FCHVs and Traditional Healers are capacitated to offer good quality of services on maternal, newborn and child health, nutrition and referral service in local communities.

3.1 Community sensitization initiatives on maternal, newborn and child health are well conducted to increase demand and utilization of maternal, newborn and child health services.

## **B) Guiding Note for Applicant (NGO)**

ADRA Nepal is inviting Request for Proposal (RFP) from qualified local NGOs to partner with ADRA Nepal in implementing IMPACTS project in Bardiya district.

### **Minimum Criteria of the Applicant NGOs:**

- NGO registered in the project area (district/province) with strong working experience on the subject of interests
- Experience of working in a health sector, particularly for maternal, newborn and child health in hard to reach and marginalized/vulnerable groups and communities
- Demonstrable experience in being gender sensitive and working for upliftment of health statuses of women and children through improved health services at local levels
- Significant knowledge and experience in health system strengthening, capacity building and status upliftment of existing service centers and personnel at local and provincial level
- Strong presence in communities of implementation, vital linkages and coordination with all stakeholders
- Have in-house HR capacity to mobilize immediately after start of project
- Prior Experience with ADRA funded projects
- Professionally qualified with work experience in fast-paced and low resource environment with a national/international organization

### **C) Procedure for preparing and submission of RFP:**

ADRA Nepal invites Request for Proposal (RFP) from qualified local organizations with experience in Public Health Program (Maternal, newborn and child health Project/Program preferable). We require organizations with specialized human resources and technical skills to provide their assistance in implementing the 'Improving Perinatal and Child Health Through System Strengthening (IMPACTS) Project' focusing on maternal, newborn and child health services in Bardiya district.

Interested organizations should collect the detailed package of RFP and Terms of Reference (ToR) from the address below not later than **05 August 2021**. The eligible NGOs registered as per Nepal Government's rules and regulations are requested to apply for the call. The proposal should be submitted to [tenders@adranepal.org](mailto:tenders@adranepal.org) or **drop hard copy at ADRA Nepal Country Office located at Sanepa, Lalitpur, P.O. Box 4481**. In case the deadline for RFP collection/submission falls on public holidays, it shall automatically extend to the subsequent official day. The proposals received after deadline will not be considered.

**If you have any confusions, please do write to [rabi.rijal@adranepal.org](mailto:rabi.rijal@adranepal.org) for further clarification.**

ADRA Nepal reserves all rights to make decision and/or cancel the assignment without any information. Submission of false information and statements will disqualify the RFP.

Please Note:

- i. Only short-listed NGOs will be notified for further detailed organizational assessment.
- ii. ADRA Nepal reserves the right to accept or reject any or all application without giving any reason whatsoever.
- iii. Attempt to influence by any means during selection process will lead for disqualification.

**Contact Address:**  
**ADRA Nepal, Sanepa, Lalitpur**  
**P.O. Box. 4481**  
**Phone Number: 5455913/14**

**D) Instruction for preparing the Request for Proposal (RFP)**

**1) Expression of Interest: (Following information should be included)**

**1.1) Brief introduction of organization**

Name of the organization: \_\_\_\_\_  
 Registration date/No: \_\_\_\_\_  
 Head of Organization (name and position, personal phone number):  
 \_\_\_\_\_  
 Address of organization: \_\_\_\_\_  
 District, Rural/Urban Municipality: \_\_\_\_\_  
 Phone #, Email address: \_\_\_\_\_  
 Fax #: \_\_\_\_\_  
 Post Box. # \_\_\_\_\_  
 Place/address of registration of organization \_\_\_\_\_

**1.2) Major ongoing current program/s: [Use as much space as needed]:**

S. N.	project/program	Project Duration and sites	Contractual Amount (NPR)	Funding Agency

**1.3) Current and Past Work experience on Maternal, Newborn and Child Health & System Strengthening Program (1 page max).**

- Target population/s, District/s
- Years of experience on specifically on maternal, newborn and child health program
- Major objectives
- List of Major Activities

- Achievements and Lesson Learnt etc.

**2) Executive Summary:** About 10-15 lines - max half a page.

Provide a half-page max executive summary of the project. Include an overview of the proposed activities, the issues that the activities will address, and why the activities are appropriate.

**3) Project Description**

**3.1 Needs/Problem Statement**

Provide a brief description of the causes of the problem to be addressed and state the overall development impact that the project aims to achieve.

**3.2 Project Goal and Objectives**

**3.3 Project Beneficiaries**

Describe the affected population. Disaggregate the data by gender, age, persons with disabilities, and other vulnerable people or groups. Include the criteria you will use to select the direct project beneficiaries.

**3.4 Project Strategy/approach**

What is the overall approach of the project? Does this project link with other projects?

**3.5 Major activities**

Please provide the list of activities that your organization plans to conduct for implementation of all program component. Please mention Impact, outcomes, outputs, activities with physical targets.

Impact	Outcomes	Outputs	Activities	Targets

**3.6 Implementation Process/ Methodology**

Briefly describe the process of implementation and reasons for the proposed methodology.

### 3.7 Monitoring and Evaluation

Briefly describe how you will monitor the implementation of the project. Further outline how project activities will be monitored including recording, reporting and supportive supervision and how the project data will be analyzed and used for program improvement.

### 3.8 Financial Monitoring

Discuss how financial monitoring for the project will take place: methods, tools, timing and responsible person. Discuss how you will document the financial information. How you will generate the financial reports. What will be your report verification process?

### 3.9 Quality assurance of the program:

Briefly describe overall quality assurance of the program to achieve the results and methodology for Quality-Assurance.

### 3.10 Coordination and collaboration

Mention how coordination and collaboration with government and non-government stakeholders will be done at the local level.

### 3.11 Work plan

Describe a detail work plan and make sure that it is in line with the proposed activities.

#### Template for work plan

S. N.	Activity	Quantity	Timeline (Quarter)							
			Q1	Q2	Q3	Q4	Q5	Q6	Q7	Q8

### 3.13 Program management and structure

Present an organogram showing direct line of authority for this project. This organogram must include details of fulltime staffs including a list containing names of staffs with their qualifications, prior work experiences and role and responsibility. Please attach the CVs of at least 3 key (program and finance) staffs.

Include the summary list of trained staff in the related field as following:

S. No.	Name of the staff to be involved in the project	Experience (years and area of expertise)	List down academic backgrounds, trainings and relevant work experience

**E) Documents to be submitted along with the proposal:**

The RFP shall contain following documents:

- A cover letter stating the expression of interest.

Some other supporting documents includes:

- Registration certification from government with updated renewal from SWC and DAO.
- Organization constitution/by-laws
- PAN Certificate and VAT certificate (if applicable)
- Copy of last three years audit reports
- Organization’s HR/administration and Financial Management policies
- Annual Report (latest)
- Tax exemption certificate
- Copy of meeting minute of latest General Assembly/ board
- Letter of experience from past/current Funding Agencies

**F) RFP Evaluation Criteria and Selection Process:**

Selection panel will be established by the Adventist Development and Relief Agency (ADRA) Nepal to review all the received proposals. Potential organization obtaining high score in short listing process will be contacted for further queries. The panel members may also have visit to short listed NGO office for the verification of information submitted through RFP, if they feel necessary.

Selection criteria include, but are not limited to, the following:

- Evaluation Committee (EC) first opens an envelope labelled “supporting documents” to check whether or not all required documents are submitted.
- Once the EC verifies that all required and valid documents have been submitted, only then it opens technical proposals.
- Based on the criteria below, EC members score the technical (100 Marks) proposals and recommends an organization to ADRA Nepal for further processing.

**Grading/scoring:**

S. No.	Major topic	Marks
<b>1</b>	<b>Project Description</b>	
1.1	Organization experience implementing Public Health program/activities (If organization having similar experience in the required area of work will get 8% extra scores)	15
1.2	Executive summary, Problem statement, Goal, Objectives, Project Beneficiaries	10

1.3	Intervention strategy, implementation process and methodology	10
1.4	Quality reporting (documentation, visual materials etc.)	10
1.5	Monitoring and evaluation	5
1.6	Quality assurance of the services	5
1.7	Financial Monitoring (including sample checking of financial documents)	10
1.8	Financial and procurement reporting tools and software	10
1.9	Organizational policies and guidelines	10
1.10	Program management structure	5
1.11	HR Structure/Capacity	5
1.12	Coordination and linkage	5
	<b>Total Marks for Technical Proposal</b>	<b>100</b>

***Note: Those organization who do not submit supporting documents will NOT be considered for evaluation.***