

**Consolidated Pre Bid Queries (Request for proposal to hire  
a Service Provider for Learning and Development for GenEqual programme in Delhi)**

S.N.	Clause/ Page No.	Details	Query/Suggestion	Response
1	Scope of work. Point No 1 Page No 1	Collaborate with IHAT for assessing the capacities of project participants through training needs assessment (includes Fellows, representatives of community based organisations and other stakeholders).	What would be the sample size for this TNA and the locations where it needs to be conducted since IHAT operations are spread over multiple locations.	The sample size will approximately/Max. be 30 (including 15 Fellows and 15 CBO representatives. This project is being implemented in NCR-Delhi, hence the activity will be done in NCR-Delhi.
2	Scope of work. Point No 2 Page No 1	The service provider will collaborate on all strategic process documentation. This will include (i) review of all process documentation maintained by the programme team and its use in informing capacity building activities or in strategic process documentation; and/or (ii) undertaking strategic process documentation intended to inform replication/scale up of GenEqual.	Need more clarity on service provider's role in strategic process documentation	Process documentation will be focused on documenting capacity-building sessions along with documentation of key learnings throughout this process, right from conducting the training needs assessment to designing and developing the modules to conducting the trainings and post training evaluation.
3	1.4. Key Deliverables Page No 2	IHAT will be organising the trainings/workshops, meaning- venue selection, logistics etc., the service provider is expected to coordinate and conduct the trainings/workshops along with identification of suitable trainers for each module.	Please clarify the locations of these one day training workshops. Also confirm if our understanding is correct that each of these modules are of single day duration.	Location is Delhi NCR. Training for each module may span across 2 days or 3 days, depending upon the extent of content for each module.
4	1.4. Key Deliverables Point No 7 Page No 3	Conduct 9 trainings/workshops as per the plan (Each training will span	Location of these training workshops would be Delhi only or spread across multiple locations. Whether	Trainings/workshops will be conducted strictly in Delhi and

S.N.	Clause/ Page No.	Details	Query/Suggestion	Response
		across 2 to 3 days depending upon the extent of content in respective modules)	these workshops would be residential or non-residential.	will be non-residential.
5	7. Guideline for submitting proposals 7. Technical Proposal b. Experience Point No III Page No 6	Atleast 3 case studies (max 2 pages each) elaborating experience of conducting trainings for key populations impacted with HIV- PWIDs, TGs, MSM, FSWs, PLHIV	Case studies to be submitted only for HIV- PWIDs, TGs, MSM, FSWs, PLHIV or any other case studies pertaining to health sector shall be acceptable.	Case studies highlighting organisations' ability to conduct capacity strengthening activities for the <b>marginalised and disproportionately impacted groups</b> will be considered.
6	7. Guideline for submitting proposals 7. Technical Proposal b. Experience Point No IV Page No 6	Experience of working with HIV programs	If the experience of health sector programs other than HIV programs shall also be considered.	Experience of working with HIV programs is desirable but will be a key criterion in ranking the received applications.
7			<b>Capacity Building Calendar &amp; Training Needs</b> <ul style="list-style-type: none"> <li>How flexible is the training calendar expected to be in accommodating changes based on fellows' or CBOs' evolving needs?</li> <li>Does IHAT expect the service provider to also coordinate logistics, or will the role be limited to content and facilitation only?</li> </ul>	<p>Topics for training module development will be finalised after consultations with key stakeholders and once the needs assessment is completed, however some of the topics are standard topics that will remain the same.</p> <p>Logistics along with the venue selection will be done by IHAT. The service provider will conduct the trainings with identified trainers. Also, the service provider will have to coordinate with the participants and trainers for their participation in the trainings.</p>
8			<b>Training Module Development</b>	The modules will be developed in English first and the final

S.N.	Clause/ Page No.	Details	Query/Suggestion	Response
			<ul style="list-style-type: none"> <li>Should modules be designed in English first and then translated into Hindi/local languages, or does IHAT expect bilingual delivery from the start?</li> <li>To what extent should digital formats (e-learning, videos, interactive toolkits) be integrated into the modules alongside in-person delivery?</li> </ul>	<p>modules will be translated to Hindi.</p> <p>Interactive toolkits can be developed, however a decision may be taken later about the necessity to develop an e-learning module, depending upon which learning methods are most suited for the Fellows.</p>
9			<p><b>Strategic Process Documentation</b></p> <ul style="list-style-type: none"> <li>Will the process documentation primarily serve internal learning (IHAT + CBOs) or also be intended for external dissemination/scale-up?</li> <li>What level of standardisation vs. contextual tailoring is expected across different CBOs and fellow cohorts?</li> </ul>	<p>There are 2 components to process documentation:</p> <ol style="list-style-type: none"> <li>1. Meant to document internal learnings throughout the process of learning and development</li> <li>2. Meant for dissemination</li> </ol> <p>Some modules are standard modules whereas some modules will be tailored to the training needs of the Fellows and CBOs, once the needs assessment is done</p>
10			<p><b>Assessments &amp; Effectiveness Measurement</b></p> <ul style="list-style-type: none"> <li>Does IHAT have preferred frameworks or tools for measuring gender-transformative outcomes, or is the service provider expected to design these from scratch?</li> </ul>	<p>IHAT has resources to guide gender integration, along with IHAT resources other standard frameworks will be referred to.</p> <p>Pre and post assessment will follow each workshop/training and based on these a consolidated report</p>

S.N.	Clause/ Page No.	Details	Query/Suggestion	Response
			<ul style="list-style-type: none"> <li>How frequently should pre/post assessments be administered (per session, per module, or annually)?</li> </ul>	will be synthesised on the effectiveness and impact of these sessions
11			<b>Training &amp; Facilitation Role</b> <ul style="list-style-type: none"> <li>Will IHAT provide a pool of trainers/resource persons to co-facilitate, or is the service provider expected to source/train facilitators independently?</li> <li>Is there a preferred balance between theoretical input, participatory activities, and field-based exposure visits?</li> </ul>	<p>The service provider is expected to identify and source the trainers based on the nature of trainings.</p> <p>The balance has not been predefined and will be specific for each module and the overall content for each module</p>
12			<b>Compliance &amp; Safeguarding</b> <ul style="list-style-type: none"> <li>Are there specific safeguarding protocols or case-handling guidelines (POSH, child protection, etc.) that must be explicitly built into all training content?</li> <li>Will IHAT provide orientation on their frameworks to the service provider's team before rollout?</li> </ul>	IHAT has a POSH policy, which will be strictly adhered to throughout the process.
13			<b>Risk &amp; Performance Guarantee</b> <ul style="list-style-type: none"> <li>In case timelines slip due to delays in</li> </ul>	The operational delays will be considered based on mutual consensus.

S.N.	Clause/ Page No.	Details	Query/Suggestion	Response
			<p>cohort onboarding or CBO readiness, how will this affect the performance guarantee and deliverable deadlines?</p> <ul style="list-style-type: none"> <li>Is there flexibility in modifying module topics/content based on emerging needs during implementation?</li> </ul>	There is flexibility in defining the topics of modules, however some of the modules will be standard modules.
14			Have the fellows been identified and number and break up of Fellow identified.	Approximately 12-15 Fellows will be onboarded. The process of selecting the Fellows in ongoing
15			Have the CBOs been identified? Number of CBOs?	Approximately 6 CBOs will be partnered with and at least 2 representatives are expected from each CBO for the trainings/workshops
16			Engagement period and type of engagement of CBOs with Fellow? (will help in planning the sessions)	CBOs and Fellow will work closely throughout the fellowship period of about 2 years
17			Exposure visits are mentioned in the scope. Will IHAT coordinate logistics/permissions for exposure sites, or is that expected from the service provider? Also, how many exposure visits should the agency factor for?	IHAT will decide site for exposure visits and help in coordination for the visit. The service provider will be expected to facilitate the process of visit. There will be 3 exposure visits which will get finalized in consultation with IHAT.
18			For CBO action plans (Module 9), what is the expected level of follow-up from the provider post-workshop (review, mentoring, or only collection of plans)?	The service provider is expected to conduct this workshop and help the CBOs develop gender action plans during the workshop

S.N.	Clause/ Page No.	Details	Query/Suggestion	Response
19			Each training is said to last 2–3 days. Does IHAT expect all fellows and CBO representatives to attend all trainings, or will participants vary by module? What will be the total number of participants for each training?	For each training/workshop, approximately 30 participants are expected(including 15 Fellows and 15 CBO representatives)
20			As per Annexure A – Financial Template, we need to provide deliverable-wise unit cost for professional charges. We also seek clarification on how the out-of-pocket expenses (such as field expenses and training expenses) should be presented—whether these should be shown separately within the same template.	Training related expenses will be taken care by IHAT. This includes field visits as well.
21			Can the payment schedule remain the same as mentioned in the RFP, or is there flexibility to revise it based on mutual agreement?	IHAT prefers to keep the payment schedules as mentioned in the RFP.