



Request for proposal:

External organization/agency to undertake documentation and process evaluation of the Gen Equal Fellowship Programme.

1. INTRODUCTION

1.0 Purpose of Request for Proposal (RFP)

The purpose of this RFP is to appoint one external organization/agency to undertake documentation and process evaluation of the Gen Equal Fellowship Programme.

1.1. About the Organization

India Health Action Trust was instituted in 2003 as a Charitable Trust with a vision to meaningfully impact the lives of vulnerable and marginalised people by addressing health and social inequities. The Trust is working towards reducing inequities by developing comprehensive and sustainable programmes to improve population health. Since its inception, IHAT has been working closely with the Government of India and state governments, including Uttar Pradesh, Madhya Pradesh, Bihar, Rajasthan and Delhi, to achieve public health goals. Our work is focused on areas of prevention and control of HIV and Tuberculosis, in achieving significant improvements in Reproductive, Maternal, Neonatal and Child Health, improved Nutrition among mothers and children, and strengthening health systems. We use program science to optimise and scale public health programs while partnering with governments and communities.

1.1. Background & Rationale

Building on this mandate, IHAT is implementing the GenEqual Fellowship Programme, a youth-led initiative designed to strengthen HIV prevention and care through the integration of program science, gender transformative programming and lateralisation of services. The fellowship aims to build leadership and implementation capacity among young people from four key populations (KPs), i.e., Female Sex Workers (FSW), Men who have Sex with Men (MSM), People Who Inject Drugs (PWID), and Transgender (TG) individuals in Delhi.

The Fellowship spans across an 18-month period, comprising various learning modules, coupled with mentored field implementation of fellow-led initiatives.

Part A: Terms of Reference (ToR) for Process documentation

2A. Objectives of the Process Documentation

1. Document how the fellowship model is rolled out, including the identification and selection of Fellows and the overall processes guiding the implementation
2. Capture the capacity-building component of the fellowship, including the content of training modules, pedagogical approaches, mentoring processes and skills developed among the Fellows
3. Document the process through which Fellows assess, design, implement and monitor gender-transformative and lateral interventions

4. Document the process of collaboration with local CBOs and other stakeholders, including multi-stakeholder coordination mechanisms
5. Document the establishment and functioning of the network of YKP leaders
6. Capture advocacy processes and engagement with stakeholders emerging through the fellowship
7. Document each fellow-led project, including situation assessment, programme design, implementation, monitoring and adaptation
8. Document how program science, gender-transformative approaches and lateralisation are applied in practice within the fellow-led projects
9. Capture key lessons, adaptations and institutional learning to inform future cohorts and programme strengthening

3A. Scope of Work

Time Period

The documentation will cover the period tentatively from March 2026 to March 2027

Who should be Engaged

1. GenEqual Programme staff
2. GenEqual Fellows
3. Fellow Coordinators (FCs)
4. Senior Technical Experts (STEs)
5. Technical Advisory Panel (TAP)
6. DSACS
7. Where appropriate, community participants/members connected to fellow-led projects

4A. Approaches and methods

IHAT expects the agency to use people-centred and participatory methods for documentation. However, it is to be noted that the participatory methods are practical (and feasible) where they actively involve fellows, programme teams, STEs and FCs in sharing and reflecting on their experiences.

Some suggestive methods:

- In-depth storytelling interviews with Fellows, FCs and STEs
- Following (maybe selected) Fellows over time to document their journeys
- Field visits to observe fellow-led activities
- Attend ongoing informal reflection sessions between Fellows, FCs and STEs
- Simple participatory techniques such as focus group discussions
- Photographs or short video clips (with consent)
- Collection of relevant programme materials and notes

Some requirements to be shared by the agency while planning the use of methods:

1. In case Fellows and fellow-led projects are selected, how will Fellows and their projects be selected for documentation (to understand the criteria and representation)
2. What tools will be used to collect stories and information
3. How often will field visits take place
4. How will consent and confidentiality be ensured

5A. Expected Deliverables

The agency is expected to produce:

1. An inception report documenting the design, sampling, tools and timeline
2. Fellow journeys for each fellow documenting:
 - a. Leadership development and key milestones
 - b. Skills and competencies developed through capacity building components
 - c. The design, implementation, adaptation and monitoring of their projects or initiatives
 - d. Application and integration of program science, gender-transformative and lateralised approaches in practice
3. A comprehensive programme level documentation report encapsulating
 - a. The rollout of the fellowship model
 - b. How different components of the programme came together
 - c. Delivery of the training and capacity building session
 - d. Collaboration with CBOs and multi-stakeholder processes
 - e. Advocacy processes emerging during the fellowship
 - f. Major milestones, challenges and adaptations
 - g. Overall learning from the first cohort of GenEqual Fellowship
4. Photographs and other visual materials
5. Creative Knowledge briefs related to:
 - a. Capacity-building approaches
 - b. Program science, gender-transformative and lateralised programming in HIV

Part B: Terms of Reference (ToR) for Process evaluation

2B. Purpose

The purpose of this ToR is to invite proposals from qualified agencies to undertake process evaluation of the GenEqual Fellowship Programme

Purpose of Process Evaluation

The purpose of process evaluation is to:

- Understand the journeys of GenEqual Fellows- what changes they experience, what contributes to those changes and how these changes take place
- Generate evidence on how GenEqual contributes to gender-transformative and lateralised HIV programming
- Build evidence that can be used to advocate for stronger integration of gender and lateralisation within routine HIV programmes

3B. Objectives of the Process Evaluation

1. To assess alignment between Theory of Change, programme design and implementation practices
2. To assess whether key intervention activities, which include the selection of Fellows, training, mentoring, collaboration with the CBOs, implementation of fellow-led initiatives and network building, are being implemented as intended
3. To assess the achievement of intermediate outcomes of the GenEqual project i.e.
 - a. Increased capacity of young people from key populations to assess, design, implement and monitor gender-responsive HIV programmes in Delhi for young key populations
 - b. Strengthened collaboration with local CBOs working with key populations on HIV and in Delhi

- c. Strengthened multi-stakeholder collaborations for gender-responsive lateral interventions for HIV and health
 - d. Increased coverage of young people from key populations through gender responsive programming implemented through GenEqual
4. To assess the progress towards the long-term outcomes and to examine the extent to which the fellowship is contributing to their realisation within the programme period. This includes the examining of:
 - a. Enhanced decision-making role of young people from key populations in designing HIV and health interventions in Delhi.
 - b. Increased examples of gender-responsive lateral programming using program science approach, for young people from key and tailored to their needs
 - c. Increased capacity of HIV implementers and stakeholders in Delhi to advocate for gender responsive lateral programming and policies for young people from key populations
 - d. Enhanced learnings for IHAT and key stakeholders to develop program science driven gender-responsive programme for young people from key populations through leadership, especially using a fellowship approach
 5. To assess how fellow-led initiatives operationalise gender-transformative programming across the stages of design, implementation, monitoring, evaluation and refinement using a program science approach
 6. To assess how fellow-led initiatives operationalise lateralised programming that responds to the multiple, interconnected needs of individuals beyond HIV, across the stages of design, implementation, monitoring, evaluation and refinement using a program science approach
 7. Across all objectives, to identify the enabling factors, implementation barriers and share actionable recommendations to strengthen the fellowship model

4B. Key Evaluation Questions

1. Alignment with the Theory of Change

- a. How does the design of the GenEqual Fellowship reflect the problem statement and assumptions outlined in the Theory of Change?
- b. To what extent are the core intervention activities being implemented as intended?
- c. Where adaptations have occurred, what factors influenced these changes?

2. Implementation of key intervention activities

- a. How effectively are Fellows identified, selected and onboarded?
- b. How are the training modules, mentoring and technical support operationalised in practice?
- c. How has the network of young key population leaders been established and sustained?

3. Progress towards intermediate outcomes

- a. To what extent has the fellowship strengthened the capacity of young people from key populations to assess, design, implement and monitor gender-responsive HIV programmes?
- b. How has collaborations with local CBOs and other stakeholders evolved during the fellowship?
- c. In what ways has the programme strengthened multi-stakeholder collaboration for gender-transformative and lateral interventions using a program science approach?
- d. To what extent has the coverage of young key populations (YKPs) increased through gender-transformative and lateral programming implemented under GenEqual?

4. Contribution to long-term outcomes

- a. In what ways has participation in the fellowship contributed to Fellows assuming enhanced decision-making roles in the design of HIV and health interventions?
- b. Are there demonstrable examples of gender-transformative and lateral programming using a program science approach tailored to YKPs? How did the fellowship processes influence their development?
- c. How has this fellowship contributed to strengthening the capacity of HIV implementers and stakeholders to advocate for gender-transformative lateral programming and related topics?
- d. How has learning generated through GenEqual informed institutional thinking and future programme development within IHAT and partner organisations?

5. Application of Program Science

- a. How well do fellows, FCs and STEs understand program science?
- b. In what ways are fellows using program data to design and refine their initiatives?
- c. What challenges are faced in applying program science concepts at the field level?

6. Application of Gender transformative programming

- a. How are gender-transformative principles incorporated into the fellowship structure?
- b. In what ways are the Fellows integrating gender consideration into the situation assessment, design, delivery and monitoring of their initiatives?
- c. What factors enable or limit meaningful gender integration within the fellow-led projects?

7. Application of Lateralisation

- a. How well do the Fellows understand the concept of lateralisation?
- b. In what ways are fellow-led initiatives addressing an individual's needs beyond HIV prevention, care and treatment?
- c. How are the Fellows identifying and responding to non-HIV needs like mental health, violence, social protection, stigma and other related concerns?
- d. What challenges are faced in implementing a holistic and lateralised approach?

8. Capacity development

- a. What changes are observed and do the Fellows experience in their leadership, confidence and technical skills during the fellowship?
- b. How do the Fellows perceive the contribution of modules and training sessions imparted by the Programme team to their learning, growth, planning and implementation of their initiatives/projects?
- c. How do the Fellows perceive the contribution of mentoring and guidance by the FCs and STEs to their learning, growth, planning and implementing of their initiatives/projects?
- d. Which aspects of the fellowship model are most effective in building fellows' capacities?

9. Cross-cutting evaluation questions

- a. What enabling factors support the effective implementation of the GenEqual Fellowship?

- b. What barriers or challenges affect implementation at the level of the Fellows, FCs, STEs and institutional systems?
- c. How is learning from the field used for adaptive programme management?
- d. What practical recommendations can strengthen the design and delivery of the future GenEqual cohorts?

5B. Approaches and methods

The evaluation is expected to be primarily qualitative and learning focused. The emphasis should be on understanding how the GenEqual Fellowship is being implemented in real settings, what changes are taking place and what can be learned to improve the programme.

Alignment with the Theory of Change and M&E framework

The process evaluation must be aligned with IHAT's GenEqual M&E framework and the programme's Theory of Change (ToC).

The evaluation should:

1. Use GenEqual M&E framework for guidance and reference
2. Examine how programme processes and activities contribute to expected outcomes
3. Draw on available monitoring data and programme records
4. Identify gaps or challenges in implementation that affect progress

5. Overall Evaluation approach

The agency should propose an evaluation approach that:

1. Focuses on understanding process and experiences
2. Values the perspectives of Fellows and key stakeholders
3. Support reflection and learning for programme improvement
4. Generates practical and actionable recommendations

The core data collection methods

At a minimum, the evaluation should include:

- Desk review of programme documents, ToC, M&E framework, meeting minutes and reports
- In-depth interviews with fellows, FCs, STEs and IHAT staff
- Focus group discussions with fellows
- Observation of training, mentoring sessions and selected field activities
- Review of routine programme records and reflection notes

Use of evaluation techniques

Rather than prescribing specific tools or techniques, IHAT expects the bidding agency to propose an appropriate evaluation approach, methods and techniques based on their understanding of the assignment. In their technical proposal, agencies should clearly specify:

1. The overall evaluation approaches they propose to follow
2. The methods they will use for data collection and analysis
3. The specific techniques they propose to apply
4. The rationale for selecting each approach, method and technique
5. How will these help to answer the key evaluation questions
6. At what stage of the evaluation each technique will be applied

7. What outputs will be generated through each technique

Data Analysis

The agency should outline an analysis plan that:

1. Is aligned with the Theory of Change pathways
2. Links findings to the key evaluation questions
3. Integrated information from different methods and sources
4. Identifies patterns, lessons and practical recommendations

6B. Expected Deliverables

The agency will be expected to deliver:

1. Inception report, which includes the following:
 - Detailed evaluation design and methodology
 - Sampling strategy
 - Data collection tools and interview guides
 - Proposed techniques and timeline
 - Work plan and field schedule
 - Ethical protocols that will be followed
2. Mid-term learning brief, that will encapsulate the following:
 - Early observations and emerging findings
 - Key lessons and challenges
 - Initial recommendations for mid-course corrections
3. Draft process evaluation report (includes analysis of findings, responses to evaluation questions and recommendations)
4. Presentation deck to share and discuss draft findings with IHAT and other stakeholders of the programme
5. Final process evaluation report which will incorporate feedback from the programme team and other stakeholders of the programme
6. Final presentation deck summarising key findings and recommendations for dissemination

7B. Scope of Work

Time Period

The evaluation will cover the period from March 2026 to March 2027

Who should be Engaged

1. GenEqual Programme staff
2. GenEqual Fellows
3. Fellow Coordinators (FCs)
4. Senior Technical Experts (STEs)
5. Where appropriate, community participants/members connected to fellow-led projects
6. Key stakeholders

8. Working arrangements

The agency will work closely with the IHAT GenEqual programme team. Additionally, there will be regular check-in meetings to review progress. All the final products will be reviewed and approved by IHAT.

9. Ethics and Sensitivity

Since the work involves young people and key populations, the agency must:

1. Obtain informed consent from all participants prior to formal interactions
2. Respect privacy, anonymity and confidentiality
3. Follow ethical practices in documentation, storytelling, photography and all other related activities
4. Maintain all the data safe and secure
5. Ensure that participation is entirely voluntary

10. Team requirements

The agency's team should have:

1. Experience in process documentation and process evaluation in public health or social development programmes
2. Previous experience of working in HIV or community programmes (preferable)
3. Strong skills in qualitative methods
4. Experience with gender-sensitive and community-based participatory work
5. Good writing and communication skills

The proposal should clearly outline the team composition, roles and responsibilities of each team member, along with relevant CVs.

11. Budget and contractual arrangements

Agencies must submit a financial proposal covering:

- Personnel costs
- Fieldwork and travel
- Documentation and reporting
- Dissemination activities

12. Proposal submission guidelines

The interested agencies should submit a technical and financial proposal that includes:

Technical proposal:

1. Understanding of the assignment
2. Proposed approach and methodology
3. Work plan and timeline
4. Team composition and their CVs
5. Relevant experience and relevant work samples

Financial Proposal:

A detailed budget with clear cost break-up.

All the proposals will be evaluated based on technical merit, relevant experience and value for money.

13. Payment schedule:

The payments will be made in instalments after achievement of mutually agreed deliverables by the hired agency and IHAT. The payments shall, however, be released after deducting the performance guarantee (PG) equal to 10% of the amount payable and applicable TDS.

Sn	Task Deliverables	Verifiable Indicator	% of the Amount to be released	Timelines for the achievement of Deliverables
0	Signing of Contract		--	T
A	Process Documentation			
1	Submission of Inception Report	Approved inception report which will outline the approach, sampling, documentation plan and the work plan	10%	T+7 Days
2	12- Fellow Journeys	12 documented Fellow journeys approved by IHAT	5%	T+210 Days
3	Comprehensive programme level documentation	Approved report that is submitted covering programme rollout and key processes	5%	T+300 Days
4	Photographs and other visual materials	Visual documentation submitted with consent	5%	T+300 Days
5	Implementation briefs/notes a. Capacity-building approaches	Approved implementation notes documenting the process, strategies and approaches utilised for capacity building	5%	T+240 Days
6	Implementation briefs/notes b. Program science, gender-transformative and lateralised programming in HIV	Approved implementation notes documenting the integration of gender-transformative and lateralised programming in HIV (documenting the barriers, enablers, success stories, etc)	5%	T+300 Days
B	Process evaluation			
7	Inception report	Approved evaluation inception report that clearly outlines the methodology and the work plan	15%	T+15 Days
8	Mid-term learning brief	Sharing the emerging findings	10%	T+180 Days
9	Draft process evaluation report (includes analysis of findings, responses to evaluation questions and recommendations)	Sharing of the draft report addressing the evaluation questions, presenting the analysis of the findings and recommendations for review	10%	T+300 Days
10	Final process evaluation report which will incorporate feedback from the programme team and other stakeholders of the programme	Submission of the approved final process evaluation report incorporating stakeholder feedback/inputs	15%	T+365 Days

11	Draft presentation deck to share and discuss draft findings with IHAT and other stakeholders of the programme	Sharing of the draft findings and recommendations for review using a structured presentation deck	5%	T+330 Days
12	Final presentation deck summarising key findings and recommendations for dissemination	Sharing of the final presentation deck that is approved by IHAT and is ready for dissemination	10%	T +365 Days
TOTAL			100%	365 Days

Tax as applicable shall be deducted at source from all payments.

14. Contracting timeline:

The contracting timeline for both process documentation and process evaluation is tentatively from March 2026 to March 2027

15. Operational coordination aspect

The selected agency will work in close coordination with the IHAT GenEqual programme team throughout the duration of the assignment. Clear coordination mechanisms will be established to ensure smooth implementation and quality outputs.

1. The agency will nominate a primary focal point person for overall coordination. Also, a secondary focal point person will be nominated in case of unavailability of the primary focal point person to ensure uninterrupted coordination.
2. Key deliverables will be reviewed jointly before finalisation
3. All field visits will be planned in consultation with the IHAT GenEqual team. The agency will share field plans in advance for alignment with programme schedules. The GenEqual team will support the access to Fellows, FCs, STEs and stakeholders as and when required.
4. Regarding the access to programme materials, IHAT will provide the selected agency with the programme documents (including the ToC, M&E framework, modules and reports). The programme team will also provide the agency with stakeholder contact facilitation and contextual briefings as required.

The agency is expected to handle all shared materials, information and data with confidentiality

16. Performance guarantee:

The organization/agency will deliver work in a professional workmanship fashion and ensure all deliverables are of high quality and completed in time. IHAT will deduct 10% of the invoice raised as Performance Guarantee, which shall be released on successful & satisfactory completion of the deliverables.

The accumulated performance guarantee shall be released at the end of the project. The pay-out shall depend on satisfactory completion / achievement of deliverables, which shall be decided on the basis of a 3 points rating scale as follows:

- 3: Output satisfactory – full pay-out
- 2: Output moderately satisfactory – 50% pay-out
- 1: Output not satisfactory – 0% pay-out

For both ratings of 1 and 2 above, a written note documenting the gap in performance between desired and delivered has to be clearly indicated along with what time and opportunity was given to the organization/agency to correct the deliverables. There should be documented feedback on the deliverables with an opportunity to correct the deliverables with at least 30 days duration for the organization/agency to provide an alternate deliverable.

17. RISKS OF ENGAGEMENT

- a) In case of data loss or damage or manipulation of data or of poor quality of data; fresh data will be re-collected by agency without any additional cost from IHAT.
- b) Payment will be done in phases after ensuring that pre-decided deliverables are completed and data quality standards are met.

18. GUIDELINE FOR SUBMITTING PROPOSALS

18.1 Technical Proposal

Items to be included in the proposal are as follows:

a. Organizational Profile

- I. Name and address of the Organization.
- II. Year of establishment.
- III. Legal status of the Organization – Whether Organization is registered under society Registration ACT in India or is an autonomous body or a Limited company or partnership firm, etc., and details thereof (e.g., name(s) of partners, Managing Directors, Chief Executive Officers, key persons)
- IV. Principal nature of activities undertaken.
- V. Organizational structure and names of personnel, their titles, and *curriculum vitae* including nature of appointment and duration with the organization of the key personnel proposed to be involved in this study
- VI. Communication details of the organization: mailing address, telephone and fax numbers, email address, etc.

b. Experience

- I. Area of specialization of documentation and process evaluation as stated in pre-qualification criteria (enclose a copy of the papers, letter of engagement, etc.)
- II. The geographical coverage (State/UT) of studies conducted by the organization.
- III. List of documentation and process evaluation conducted by the organization with information on the geographical area covered.
- IV. Names and addresses of sponsoring or funding agencies for whom the earlier documentation and process evaluation were conducted. (Indicate key person's name and contact details of sponsoring/ funding agencies).
- V. Were the documentation and process evaluation completed in time? If not, reasons thereof.
- VI. The cost of each documentation and process evaluation conducted should be submitted separately in a tabular form with documentary evidence.

c. Financial Status of the Organization (For the last 3 financial years)

- I. Total revenue and expenditures of the organization.

- II. Latest copy of the certified Audited Annual Accounts in support of the financial status
- III. The organization having an average annual turnover of a minimum Rs. 50 Lakhs can only bid.

18.2 Financial Proposal

- I. The financial quotes should cover the entire cost of the documentation and process evaluation. Use the template in **Annexure- C** to provide the budget.
- II. The total cost quoted should be exclusive of all taxes.
- III. The financial proposal will be evaluated only when an organization has qualified upon evaluation of the technical proposal

18.3. Submission of Proposal

The organization/agency shall submit their proposal in **PASSWORD PROTECTED** PDF format file to procurement@ihat.in The email consists of the following:

- a. Eligibility criteria as per the criteria given in **Annexure - A** of this RFP duly stamped and signed by the authorized signatory of the organization/agency in pdf format.
- b. Technical proposal, in the password-protected pdf file name as **“Technical Bid for the documentation and process evaluation of the GenEqual Fellowship Programme”**.
- c. Financial proposal, in the password-protected pdf file name as **“Financial Bid for the documentation and process evaluation of the GenEqual Fellowship Programme”**.
- d. The covering mail contains both the above Technical and Financial Proposals in the pdf clearly mentioned subject **“Bid for Hiring of Organization/agency for Conducting the documentation and process evaluation of the GenEqual Fellowship Programme”**.

All the pages of the Financial Proposal shall be duly signed by the authorized signatory of the organization/agency in ink before submission. Corrections, if any, shall be countersigned.

The last date for submission of the complete proposal (Technical and Financial) with all supporting documents is **15-03-2026**. If required, the organization may be requested to present its proposal for better understanding. IHAT may also like to call the shortlisted organization’s team and discuss the proposed study before the contracting process.

19. Evaluation of the proposal:

An evaluation committee of IHAT would examine both the technical and financial bids based on the details provided in the Invitation for proposal for those agencies/organizations who are qualified and shortlisted, as per the eligibility criteria for technical evaluation.

20. Selection of Organization

Organizations/agencies are required to score a minimum of 70 points out of 100 (70%) to qualify in the technical proposal.

Technical Evaluation on the basis of:

Technical evaluation criteria	
Evaluation criteria	Marks
Organisational profile and relevant experience in process documentation and/or evaluation in public health or social development programmes	15
Experience of working with HIV programmes, key populations, youth-led initiatives or community-based programmes	20
Demonstrated experience in qualitative research, learning-oriented evaluations and knowledge documentation	15
Understanding of program science, gender-transformative and lateralised programming and community-led approaches in HIV programming	20
Proposed approach and methodology, including alignment with the Theory of Change of Programme GenEqual and clarity of the workplan	20
Team composition and expertise (evaluation, qualitative research, documentation and writing skills)	10
Total	100

- Organizations have to submit a financial bid in a separate pdf file. The evaluation committee reserves the right to decide whether the financial bid should be opened or not.
- For the final selection, Quality and Cost Based Selection (QCBS) criteria will be adopted. The weightage for technical and financial proposals will be 70 and 30 percent, respectively.
- Points obtained by the organization for both Technical (70%) as well as Financial (30%) scores would be clubbed for the final selection.

Total Score = 0.70 x Technical Score + Lowest Financial Bid/Financial Bid of the organization x 0.30

21. General Terms & Conditions

- a) The proposal, along with all the correspondence and documents exchanged by the organization and the IHAT, shall be written in the English language.
- b) IHAT reserves the right to amend any of the RFP conditions or apart thereof before the last date for the receipt of the proposal, if necessary.
- c) Bidding organizations are requested to submit queries/clarifications pertaining to the RFP and must refer to the specific sections and clauses of the RFP in writing through **EMAIL ONLY** at procurement@ihat.in. **No queries/clarifications shall be entertained after 03-03-2026.**
- d) No proposal shall be accepted unless it is properly password protected.
- e) The Financial Proposal will be evaluated only when a Bidder has qualified the technical proposal.
- f) The proposal will be valid for 90 days from the date of submission. IHAT will make its best effort to elect an organization within this period.
- g) The bidders are advised to attach any additional information that is considered necessary to establish its capabilities. No further information will be entertained after submission of the application unless it is required by IHAT. IHAT, however, reserves the right to call for additional information and clarification on information submitted by the organization.
- h) Proposals must be received in **PASSWORD PROTECTED** file to procurement@ihat.in
- i) The data, schedules, reports, and other material used by the agencies during the implementation

of the study shall remain the property of the IHAT. The organization will not be allowed to use this information in any forum, national or international, without the explicit permission given in writing by IHAT.

- j) Bidding in the form of "Consortium/Collaboration" will be not entertained.
- k) Number of Proposals: No organization/agency shall submit more than one proposal.
- l) Final selection of the organization is the sole right of the IHAT selection committee. IHAT will not entertain any query from the bidders related to the selection process.
- m) IHAT reserves the right to cancel the RFP at any stage without citing any reason.

ANNEXURE - A

ELIGIBILITY CRITERIA FOR TECHNICAL EVALUATION

The eligibility criteria for the external organization to qualify for the technical evaluation have been provided in the table below:

Sl. No.	Pre-Qualification Criteria	Proof/Documents Required
1	I. Name and address of the Organization II. Year of establishment III. Whether Organization is registered in INDIA under society Registration ACT, 1860 or is an autonomous body or a Limited company or a firm etc., and details thereof (e.g, name(s) of partners, Managing Directors, Chief Executive Officers, key persons)	Copy of Certificate of Incorporation/ Registration/MoU as applicable
2	The organization should have a valid PAN/TAN and Service Tax Registration in India.	Copy of PAN/TAN card and Service Tax Registration
3	The organization should have an average annual turnover of minimum Rs. 50 Lakhs during the last three financial years	Copy of Audited Profit/Loss Statement and Balance sheet
4	The organization should have proven experience of conducting documentation and process evaluation	Copy of the work order and certificate of completion.
5	The organization should have core staff members to manage documentation and process evaluation	The organization must furnish details of core staff
6	The organization should not be blacklisted by Central/State Government departments / Undertakings of Govt. of India.	As per Annexure - B

Submit all the relevant documents as mentioned in the above table with your technical proposal in hard copy or pdf format through email.

ANNEXURE - B

Declaration by the Bidder for Non- Blacklisting and non-conviction (On the letter head of Agency)

1. I, the undersigned, do hereby certify that all the statements made in our bid are true and correct.
2. The undersigned hereby certifies that neither our _____(Please mention: OPC / Company / Society / Trust / LLP / Partnership or Any Institution formed under an act of Parliament or State / UT Legislature of India) M/s _____nor any of its Directors/President/Chairperson/Trustee has abandoned any work for the Government of Delhi or any other State Government or Government of India during last five years prior to the date of this Bid.
3. The undersigned also hereby certifies that neither our _____(Please mention: OPC / Company / Society / Trust / LLP / Partnership or Any Institution formed under an act of Parliament or State / UT Legislature of India) M/s _____nor any of its Directors / President / Chairperson / Trustee have been debarred / blacklisted by Government of Delhi , or any other State Government or Government of India for any work.
4. The undersigned further certifies that
 - a. Our _____(Please mention: OPC / Company / Society / Trust / LLP / Partnership or Any Institution formed under an act of Parliament or State / UT Legislature of India) M/s _____has not been criminally indicted or punished for any offence, nor is/are any criminal case(s) pending before any Competent Court; and/or
 - b. The Directors / President / Chairperson / Trustee of our _____(Please mention: OPC / Company / Society / Trust / LLP / Partnership or Any Institution formed under an act of Parliament or State / UT Legislature of India) M/s _____ criminally indicted or convicted of any offence nor is/are any criminal case(s) or pending before any Competent Court.
 - c. We have not been found guilty and are not found to be involved in any pending /ongoing CBI or Criminal Litigations. In case of any pending /ongoing litigation(s) of the aforementioned nature, involving our _____(Please mention: OPC / Company / Society / Trust / LLP / Partnership or Any Institution formed under an act of Parliament or State / UT Legislature of India), we agree to declare the same.
5. The undersigned hereby authorize(s) and request(s) any bank, person, firm, Competent Authority or corporation to furnish pertinent information deemed necessary and requested by IHAT, to verify this statement or regarding my (our) competence and general reputation.
6. The undersigned understands and agrees that further qualifying information may be requested, and agrees to furnish any such information at the request of the IHAT.

(Signature of the Authorized Signatory)

(Name and Designation of Authorized Signatory)

ANNEXURE - C

Format for Financial Proposal

Proposed Budget Template Sheet for Documentation and process evaluation of the GenEqual Fellowship Programme					
S. No.	Budget Heads				
1	Personnel cost	Duration	Unit Cost (Per day)	No. of Persons	Amount in Rs.
	Position Name (Add row below as required)				
	Sub Total				
2	Field work & Travel	Duration	Unit Cost (Per day)	No. of Persons	Amount in Rs.
	Describe line item (add row below as required)				
	Sub Total				
3	Documentation & Reporting	Duration	Unit Cost (Per day)	Quantity	Amount in Rs.
	Describe line item (add row below as required)				
	Sub Total				
4	Dissemination activities	Duration	Unit Cost (Per day)	Quantity	Amount in Rs.
	Describe line item (add row below as required)				
	Sub Total				
5	Misc. Exp.	Duration	Unit Cost	Quantity	Amount in Rs.
	Describe line item (add row below as required)				
	Sub Total				
A	Total (1 to 6)				
B	Agency overhead cost				
Total (A+B)					
Total for GST					
C	GST				
Grand Total (A+B)+C					

KEY INFORMATION AND DATES

Sl. No.	Particular	Deadline
1	Issuance of RfP document	25-02-2026
2	Last Date for seeking queries, if any	03-03-2026; 23:59 Hrs
3	Response to Queries	06-03-2026
4	Start date and time for bid submission	07-03-2026; 00:00 Hrs
5	Last date and time for bid submission	15-03-2026, 23:59 Hrs
6	Date and time for the opening of Technical bids	16-03-2026
7	Date and time for the opening of Financial bids	To be intimated later
8	Validity of Proposal	Proposals must remain valid for 90 days after the submission date
9	Contact Details/submission of Bids in soft copy	procurement@ihat.in