

**Minutes issued on:** 03.04.2024

**“To develop Social Behavioral Change Communication (SBCC) strategy for Health Department under Meghalaya Health Systems Strengthening Project (MHSSP)”**

Responses to the Pre-proposal queries raised by Consultancy Firms/Individuals

**Date of Pre- Proposal Conference:** 22<sup>nd</sup> March, 2024; 1100 Hrs via Zoom

**Meeting ID:** 836 3812 1451

**Attendance from MHSSP Staff:**

1. Kmenbhalang Khongwir, Team Leader, MHSSP
2. Byron D Phira, Project Consultant, MHSSP
3. Evanylla Marbaniang, Manager-Communications, MHSSP
4. Mamta Rai, Procurement Consultant, MHSSP.

Sr. No	Clause No. & Page No.	Original Clause in RFP	Change Requested/Clarification required	MHSSP Response
1	Page No. 33 Section 2. Instructions to Consultants E. Date Sheet Clause 21.1; Sl. 2 under Part A:	The firm must have a minimum of 5 years of continuous experience of providing Consultancy/Project Services/ Community Mobilization Services / Technical Support Services (especially in health and nutrition) for any Central/State Govt/PSUs/ or exclusive CSR projects of similar nature in any North-East States and documentation at the project/state and national level.	<ol style="list-style-type: none"> <li>1. please clarify if projects funded by multilateral and bilateral agencies fulfilling the given criteria can also be included</li> <li>2. Is the experience working for continuous five years mandatory for Northeast and if we are applying as a consortium partner, so, jointly the five years' experience can be taken right?</li> </ol>	<ol style="list-style-type: none"> <li>1. Yes</li> <li>2. Yes, however please take a note that as a Lead Firm they should fulfill at least 50% and the partner at least 25% of the qualifying limit in case of experience of particular consultancy and financial turnover. Also please refer to ITC clause 1(n) and clause 1(v) at Page 9 for better clarity on the consortium.</li> <li>3. Yes</li> </ol>

	Mandatory Criteria		<p>3. The criteria for consortium are both for Mandatory and Evaluation criteria?</p> <p>4. The qualifying criteria for partners are both for financial turnover and years of experience?</p>	<p>4. Yes, as the same is self-explanatory in the RFP document: <u>[Notes to Consultant]</u>: In case of Joint Venture, each partner should meet at least 25% (and the lead partner at least 50%) out of the qualifying limit in case of experience of particular consultancy and financial turnover.</p>
2	<p>Page No:30 Section 2. Instructions to Consultants E. Date Sheet Clause 14.1.2</p>	<p>Estimated input of Key Experts' time-input: 55 (approx) person months</p>	<p>1) Please clarify the estimated time input of 55 months, what is the total expected effort for 36 months?</p> <p>2) will the experts be given space for sitting at MHSP Office</p>	<p>1)Kindly note the estimated time inputs by each expert is 36 months and not 55 months since the duration of the assignment is 3 years. 55 months in the RFP document is a typo error. The time effort is estimated, consultants are to propose the time requirements based on their technical approach and methodology and suitably put the costs under the financial proposal. However, experts are expected to be available physically when asked for by the client during the course of the assignment. Kindly refer to Form Tech – 6 and Form Fin-3 for the same. They should match.</p> <p><b>PLEASE REFER TO THE ADDENDUM</b></p> <p><b>2)</b> While we are unable to allocate permanent space, we can offer access to available spaces on certain days when they are not utilised by experts from different agencies. We encourage firms to consider such arrangements when developing their financial proposals, ensuring all associated costs are factored in accordingly</p>

3	Page No:39 Tech -7 under Section 3. Technical Proposal – Standard Forms	Code of Conduct	Please provide us with the code of conduct format as specified in TECH 7 requirements	Not required
4	Page No:29 Section 2. Instructions to Consultants E. Date Sheet Clause 10.2	<b>Statement of Undertaking is required: Yes.</b>	Please share if there is a format for the statement of the undertaking, or if it can be a clause in the tech 1 and fin 1 letter	Please refer to para (f) of Tech – 1 form in the Tech forms of the RFP. There is no separate statement of undertaking required from the consultants.
5	Page No: 70 Section 7. Terms of Reference; 2 (1)	Design Thinking and Engagement Expert (Project Lead)	Based on our understanding, 15 years of design thinking expertise will be hard to find and we believe that personnel with 6-8 years of core design experience will be able to deliver on this project; please clarify if this can be changed	No change
6	Page No: 70 Section 7. Terms of Reference; 2 (2)	SBCB Expert/Community Mobilisation and Capacity Building Expert	Please reduce the years of experience to 6-8 years	No change
7	Section 2. Instructions to Consultants E. Data Sheet- 17.7 & 17.9	<b>The Proposals must be submitted no later than: Date: 5th April, 2024 Time: 1500 Hrs</b>	Request for kindly extend the submission deadline	Addendum is released: Last Date for submitting the proposals has been extended upto 12 <sup>th</sup> April, 2024; <b>Time: 1500 Hrs</b>
9	Page No. 33 Section 2. Instructions to Consultants E. Date Sheet Clause 21.1; Sl. 1 under Part A: Mandatory Criteria	The firm should be a legally registered firm having at least 5 years' experience in the business of providing/executing similar nature consultancy/project services in Health Sector or allied sector	when you say the firm should be a legally registered firm so can international organizations apply if they have required experience?	Yes, provided they are legally registered firms and meet the minimum criteria for qualification. Kindly refer to ITC clause 6 at Page 12

10	Page No. 34 Section 2. Instructions to Consultants E. Date Sheet Clause A under Part B: Evaluation Criteria	<table border="1"> <tr> <td data-bbox="483 76 544 344">(A)</td> <td data-bbox="544 76 1171 344"> <p>Specific experience of the Consultants (as a firm) relevant to the Assignment:</p> <p>Experience of completing Contracts/ Project value of at least INR 3 crores specific to the implementation of such projects in the state of Meghalaya</p> </td> </tr> </table>	(A)	<p>Specific experience of the Consultants (as a firm) relevant to the Assignment:</p> <p>Experience of completing Contracts/ Project value of at least INR 3 crores specific to the implementation of such projects in the state of Meghalaya</p>	If we are applying as a consortium, 3 crore stands for both combined together?	Yes		
(A)	<p>Specific experience of the Consultants (as a firm) relevant to the Assignment:</p> <p>Experience of completing Contracts/ Project value of at least INR 3 crores specific to the implementation of such projects in the state of Meghalaya</p>							
11	Page No. 72 Section 7. Terms of Reference; 3 (1)	<table border="1"> <thead> <tr> <th data-bbox="483 344 752 448">Description of deliverable</th> <th data-bbox="752 344 1171 448">Proposed Timeline</th> </tr> </thead> <tbody> <tr> <td data-bbox="483 448 752 600">Submission of the inception report and Baseline Study</td> <td data-bbox="752 448 1171 600">Within 4 weeks of contract signing</td> </tr> </tbody> </table>	Description of deliverable	Proposed Timeline	Submission of the inception report and Baseline Study	Within 4 weeks of contract signing	Is there any possibility to extend the submission deadline since completing the baseline study can be challenging to complete in one month	There is already a detailed Communication Needs Assessment (CNA) Report that has been prepared by one of the consulting firms approved by the project. The same report will be shared with the winning firm and therefore an extensive baseline study need not be conducted by the firm.
Description of deliverable	Proposed Timeline							
Submission of the inception report and Baseline Study	Within 4 weeks of contract signing							
12	Page No. 68 Section 7. Terms of Reference; 2 (3)	Support the implementation of the communication strategy in selected targeted areas	do you have a list of these targeted areas?	For testing of materials, the focus will initially be on a subset of villages, starting with a minimum of 100 out of the total 7000 villages scattered across the three regions of Meghalaya, ie, Khasi, Jaintia and Garo Hills Region. However, the implementation phase will encompass all regions across the 12 districts of Meghalaya in coordination with the communication team within the health department. Additionally, there will be a need for the development of IEC materials in Khasi, Garo, and English languages.				
				<ol style="list-style-type: none"> <li data-bbox="1585 1104 2085 1214">1. No, the firms are expected to work out the financials as per their understanding of the assignment.</li> <li data-bbox="1585 1230 2085 1465">2. The expectations from the winning firm is to innovate strategies for Information, Education, and Communication (IEC), Social and Behavior Change Communication (SBCC) in healthcare. The expectation is for the winning firm to</li> </ol>				

13	General	General	<ol style="list-style-type: none"><li>1. Is there a budget for the assignment that can be disclosed?</li><li>2. briefing on what is expected out of this assignment?</li><li>3. Could you provide us with an overview of the existing materials and resources available, so we can better understand what has been done already and identify any gaps where we can contribute effectively?</li></ol>	<p>conduct an assessment of existing systems, identify gaps, and propose strategies for improvement. This involves building upon past initiatives and conducting a minor baseline study because a larger CNA report is readily available for the firm to refer to. The focus is on pinpointing current shortcomings and devising more efficient interventions. The winning firm is tasked with identifying gaps and proposing measures to bridge them, ultimately aiming to reach beneficiaries at the grassroots level</p> <ol style="list-style-type: none"><li>3. Most of the interventions are available in public domains like YouTube channel and Instagram handle, both under the name 'Meghalaya Health.' You can also check Meghalaya Health Website as well as National Health Mission (NHM) website, where interventions and documentation are readily accessible to the public as well as <a href="http://www.meghssp.org">www.meghssp.org</a> for all project related documents.</li></ol>
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**Ramkumar S, IAS**

**Project Director, MHSSP**

**Department of Health & Family Welfare, GoM**

The document is digitally approved. Hence signature is not needed.

Date of Issue: 03.04.2024

**Addendum no. 2:**

**“To develop Social Behavioral Change Communication (SBCC) strategy for Health Department under Meghalaya Health Systems Strengthening Project (MHSSP)”**

Clause Ref.	Original clause	Amended clause
Section 2. Instructions to Consultants E. Data Sheet; B- Preparation of Proposals, Clause 14.1.2	<b>Estimated input of Key Experts’ time-input: 55 (approx) person months</b>	<b>Estimated input of Key Experts’ time-input: 36 (approx) person months</b>



Ramkumar S, IAS  
Project Director  
Meghalaya Health Systems Strengthening Project  
Department of Health & Family Welfare, GoM

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Date of Issue: 03.04.2024

**Addendum no. 1:**

**“To develop Social Behavioral Change Communication (SBCC) strategy for Health Department under Meghalaya Health Systems Strengthening Project (MHSSP)”**

Clause Ref.	Original clause	Amended clause
Section 2. Instructions to Consultants E. Data Sheet; C- Submission, Opening and Evaluation, Clause 17.7 and 17.9	The Proposals must be submitted no later than: Date: 5 <sup>th</sup> April, 2024 Time: 1500 Hrs The Proposal submission address is: Meghalaya Health Systems Strengthening Project (MHSSP) Health Complex, above Regional Training Centre, Red Hills Road, Laitumkhrach Shillong – 793003 Meghalaya Email: procurement.megh@meghssp.org Phone: +91-7005161416	The Proposals must be submitted no later than: Date: 12 <sup>th</sup> April, 2024 Time: 1500 Hrs The Proposal submission address is: Meghalaya Health Systems Strengthening Project (MHSSP) Health Complex, above Regional Training Centre, Red Hills Road, Laitumkhrach Shillong – 793003 Meghalaya Email: procurement.megh@meghssp.org Phone: +91-7005161416
Section 2. Instructions to Consultants E. Data Sheet; C- Submission, Opening and Evaluation, Clause No 19.1	An online option of the opening of the Technical Proposals is offered: Yes. The opening shall take place at: “same as the Proposal submission address via Zoom”. <i>(The link for the opening will be uploaded in the department’s website on 5th April, 2024 by 1500 Hrs, i.e, www.meghssp.org however access to the opening will be provided only to the firms whose proposal reaches on or before the submission timeline)</i> Date: same as the submission deadline indicated in 17.7. Time: 1530 Hrs In the event of the specified date of proposal opening being declared a holiday for the Client, the proposals will be opened at the appointed time and location on the next working day	An online option of the opening of the Technical Proposals is offered: Yes. The opening shall take place at: “same as the Proposal submission address via Zoom”. <i>(The link for the opening will be uploaded in the department’s website on 12th April, 2024 by 1500 Hrs, i.e, www.meghssp.org however access to the opening will be provided only to the firms whose proposal reaches on or before the submission timeline)</i> Date: same as the submission deadline indicated in 17.7. Time: 1530 Hrs In the event of the specified date of proposal opening being declared a holiday for the Client, the proposals will be opened at the appointed time and location on the next working day

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NOTE: The Minutes of the Pre-Proposal Meeting will be shared by next week. No further request for extension will be entertained post this addendum



Ramkumar S, IAS

Project Director

Meghalaya Health Systems Strengthening Project

Department of Health & Family Welfare, GoM

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