

National AIDS Control Organisation
Department of AIDS Control, Ministry of Health & Family Welfare,
Government of India
6th & 9th Floor, Chanderlok Building, 36, Janpath, New Delhi -110001
Website: www.naco.gov.in

Ref No.: T-11020/92/2012-NACO (Surveillance)

Dated 12th December, 2013

**REQUEST FOR EXPRESSION OF INTEREST (EOI) FIELD RESEARCH AGENCIES FOR
IMPLEMENTATION OF FIELD WORK UNDER
NATIONAL INTEGRATED BIOLOGICAL AND BEHAVIOURAL SURVEILLANCE (IBBS) in Arunachal
Pradesh, Manipur, Mizoram and Tripura**

1. Department of AIDS Control (DAC), Ministry of Health and Family Welfare (MoHFW), Govt of India is implementing the National AIDS Control Programme funded by Government of India and donor partners. Funds received from domestic budget will be used for field work implementation of IBBS.
2. As a strategic focus to strengthen surveillance among High Risk Groups (HRG) and Bridge population, given the low level and concentrated nature of the HIV epidemics in country, Dept of AIDS Control, Ministry of Health and Family Welfare, Government of India is implementing National Integrated Biological and Behavioural Surveillance (IBBS). National IBBS will be implemented with the support of eight Regional Institutes, 31 SACS and development partners.
3. The broad objective of National IBBS is to generate evidence on HIV prevalence & risk behaviours among HRGs and Migrant population to support planning and prioritisation of programme efforts at district, state and national levels. Further, the study will help to measure and estimate the change in HIV-related risk behaviours and HIV prevalence at district and state level among key risk groups, between baseline and end line for NACP-IV and to analyse and understand HIV related vulnerabilities and risk profiles among key risk groups in different regions, by linking behaviours with biological findings. Pre-Survey Assessment (PSA), the first step in national IBBS has been recently completed. The next steps in national IBBS include Sampling Frame Development (SFD), Community Preparation and Data Collection.
4. The four states of Arunachal Pradesh, Manipur, Mizoram and Tripura constitute region 8 under National IBBS and RIMS, Imphal is the regional institute providing technical support for this region.
5. The national IBBS will be carried out in around 20 domains in three population groups as detailed in table 1 below. A 'Domain' is defined as a geographical unit for which the bio-behavioural estimates will be generated for a specific risk group. Generally, a single district is the basic domain in National IBBS. However, if a single district does not have adequate number of target population to meet the sample size, neighbouring districts (usually 2-3) are grouped to form a 'Domain'. State wise list of domain is given in appendix 1.

Table 1. Details of risk groups to be covered under IBBS and Sample Size			
Risk Group	No. of Domains	Sample size/ domain	Total Sample Size
Female Sex Workers (FSW)	8	400	3,200
Men who have Sex with Men (MSM)	2	400	800
Injecting Drug Users (IDU)	10	400	4,000
Total	20		8,000

6. The following activities are expected to be carried out within the time frame by the Field Research Agencies under the technical support and supervision of Dept of AIDS Control & designated Regional Institutes towards National IBBS:
- To recruit field teams and other coordinators for field work as per the qualifications specified by DAC
 - To train the selected field teams and coordinators, as per the guidelines specified by DAC
 - Pre-testing of the surveillance instruments developed by Dept of AIDS Control
 - Community preparation activities including formation of Community Advisory Boards (CAB), Community Monitoring Boards (CMB) and Identification of Community Liaison (CL) person
 - Rapid field assessment for Sampling Frame Development
 - Procure Consumables for Blood Specimen Collection for using Dried Blood Spot Methods (DBS).
 - Field work for behavioral and biological components in local languages (paper based or through Computer Assisted Personal Interviewing (CAPI) techniques) including setting up of the interview sites, selection of respondents, conducting interviews and blood specimen collection, storage and transportation of data forms and blood specimen to specified locations and laboratories
 - To regularly monitor the field work activities through supervisory field visits including that of team leaders and state coordinators, as per the plan developed in consultation with DAC and regional institutes.
 - To efficiently manage the equipments, consumables, etc. that are provided to the field agencies and handover them back to DAC at the end of the survey
 - Share the periodic alerts, reports and updates as specified by Dept of AIDS Control
 - To ensure that the field work is carried out as per IBBS protocol and ethical norms
 - To ensure that quality is given highest priority and focus in all the processes and activities of IBBS so that the data that emerges from IBBS is also of very high quality
 - To maintain the confidentiality of all information pertaining to study participants

- n. To maintain the confidentiality of data and samples collected through IBBS
7. Applications are invited from reputed research agencies with experience in conducting population based bio-behavioral surveys for implementation of IBBS in region 8 comprising states of Manipur, Mizoram, Arunachal Pradesh, Tripura.
8. The interested organization to implement the IBBS in Region 8 (Arunachal Pradesh, Manipur, Mizoram, Tripura) must provide the following information also in EoI, as under:
- a) Whether organisation has presence in states of region 8? If yes, details of the field presence, including number of years, the organization is operational in respective States/ Regions.
 - b) Capability statement of the organization for the region which should be maximum 10 pages in length and contain the following details:
 - Name and contact details of the organization
 - Contact person within the organization
 - Number of regular staff in the organization (capable of organizing large-scale surveys) (Organogram)
 - List of research projects implemented in the area of HIV/AIDS or in behavioural surveys similar to the proposed assignment (such as BSS, IBBA) in the last five years
 - Overall project cost of the three largest field survey assignments undertaken by the agency in the last five years
 - Overall turnover of the agency, in the last three financial years
 - Time the agency/ organisation is likely to take to recruit 200-250 investigators and 100-125 lab technician in the states of region 8
 - Experience of implementing large scale surveys using Computer Assisted Personal Interviewing (CAPI) methods (i.e, Personal Interviewing using mini-laptops/tablets)
 - List of current projects being undertaken and
 - Other projects for which the organization has submitted the bids currently
 - c) A copy of the Audited financial statement of accounts of last three years
 - d) The applying firm must have PAN (Permanent Account Number) and be registered with the Sales Tax / Value Added Tax, Service Tax and the documents for the same are to be provided.
9. The EoIs shall be evaluated strictly based on the substantive information / credentials / documentary evidences submitted by organization in support of the information as asked for at para 8 above. The minimum qualifying marks for short listing will be 70.
10. Please note that, at this stage, no technical and financial proposals are required. Based on the information submitted in response to this request for EoIs, DAC will shortlist qualified

organizations/ agencies, from whom a detailed proposal will be sought through a Request for Proposal (RFP) which would be issued subsequently.

11. All the agencies/ organisations are also requested to be ready with the detailed proposals and presentation as the shortlisted agencies will be asked to submit them within one week of intimation after the EoI.
12. The EoIs may be deposited in a sealed envelope, superscribed with "EoI for National Integrated Biological and Behavioural Surveillance in Region 8, reference no T-11020/92/2012-NACO (Surveillance)", at the office of the Deputy Director General (Monitoring and Evaluation), DAC at the following address latest by 17:00 Hrs on 24th December 2013. Any EoI received after the closing date and time will not be considered.

Deputy Director General (M&E)
Department of AIDS Control
9th Floor, Chanderlok Building
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13. For any queries, the agencies/ organisations may contact Dr. Pradeep Kumar, Programme Officer (Surveillance), DAC at drpradeep2014@gmail.com.

Under Secretary (Finance)
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Appendix 1: State Wise list of IBBS domains for states in Region 8 (Provisional)

State	FSW	IDU	MSM	Total
1	2	3	4	5
Arunachal Pradesh	3	1	-	4
Manipur	2	5	1	8
Mizoram	1	3	-	4
Tripura	2	1	1	4
Grand Total	8	10	2	20