



TERMS OF REFERENCE (TOR)

BETWEEN

Child in Need Institute & IIHMR University

For

The Development of a Position Paper on Urban Health Scenarios and its Determinants in West Bengal

This ToR is executed between **Child in Need Institute (CINI)**, hereinafter referred to as buyer, represented by Dr. Swati Chakraborty (PhD), Assistant Director, - with its registered office at Daulatpur, P.O. Pailan, Via- Joka, 24 Parganas (S), Kolkata 700104, West Bengal and Kolkata Unit office at 'Amader Bari', 63, Rafi Ahmed Kidwai Road, Kolkata: 700016, West Bengal, India.

AND

IIHMR University, 1, Prabhu Dayal Marg, Near Sanganer Airport, Jaipur – 302029

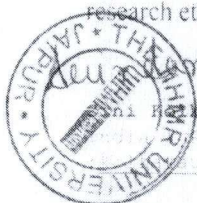
Background

CINI is implementing a project titled 'Health-Support Program for Children, Women & Adolescent, and Capacity Building Support to Health-Care Professionals' Project supported by Oracle. The implementation sites include three districts namely Kolkata, Siliguri, and Howrah.

Scope of Work

India's urbanization, though precipitous, is undirected, random, and opportunistic, shaped more by pressures than by policies. This has resulted in inequitable access to health services and adverse health outcomes for the urban poor. This unprecedented growth in population poses challenges for the city governments in providing basic services such as health, drinking water, sanitation, housing, electricity, sewerage, livelihood, etc., in urban areas. Keeping these multiple problems in view, the lack of government priorities in urban health, inadequate public health infrastructure in urban areas, varying socio-economic, environmental, and infrastructural conditions among vulnerable and non-vulnerable slums, increase usage of private health services by urban poor, and lack of social security mechanisms are some of the dominant issues, that needs to be understood through proper research.

Given the context, CINI decided to conduct an advocacy-based research project by developing a position paper on "Urban Health Scenario and its Determinants in West Bengal" which ultimately benefit the poorest of the poor by strengthening the urban health system in the state. The position paper will be developed through a research-based study with detailed research methodology, Sample size, FGDs, and KPIs, which will be documented in the form of a detailed report of about 200 pages excluding a 5–10-page factsheet containing the background, purpose of the assignment, methodology, key findings, conclusion, and recommendation. The factsheet contains district information and key findings on a different component of NUHM. The annexure in the report and factsheet will be appended separately. All these documents will be given to CINI after completion of the assignment in PDF and word files along with digital maps of the wards. In conducting this assignment, the consultant agency will follow research ethical guidelines for data collection, quoting names of individuals, data protection, and report preparation.



Kolkata Unit : Amader Bari | 63, Rafi Ahmed Kidwai Road, Kolkata: 700016, West Bengal,
Tel: +91 9450234920 / 9830778920 / 9810113970 / 9830543920 | Email: info@cinindia.org

Head office : Child in Need Institute (CINI), Daulatpur, P.O.: Pailan, Via Joka, Dist: South 24 Parganas, Pin: 700104 | West Bengal, India |
Tel: + 91 8420458926 | Web: www.cini-india.org

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1, Prabhu Dayal Marg

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The scope of work will include the following task:

1. Lay out a detailed methodology for conducting the study along with sampling processes, sampling size, and timeframe.
2. Conduct a literature review of the existing policy framework under NUHM to identify prevalent policies and their gaps
3. Conduct interviews with Health officials, (public and private), Municipal Corporations SUDA, and other relevant stakeholders to understand the nuances of the implementation of different policies, and governance structures.
4. Conduct interviews/FGDs with urban slum populations for identifying determinants influencing their health behaviours and access to services
5. Visit UPHCs, medical colleges, and private facilities to understand the nature of services provided by each to cater to the needs of the urban poor
6. Conduct interviews/discussions with the CINI teams to understand CINI's work in urban health.

Key Deliverables:

The key deliverables and requirements shall include the followings-

- A position paper consisting of a 200-page report with detailed information including an executive summary, research methodology, and research findings, data in chapalization form along with a way forward and suggestions excluding annexures, tools, etc.
- A Factsheet containing – an Infographics presentation (also PowerPoint presentation containing background objectives, methodologies, key findings, conclusion, and recommendations) – 100 nos
- Cleaned raw data in SPSS and Excel files along with qualitative data using the software CSPro.
- Relevant case studies, photos, etc.

Timeline & Activities:

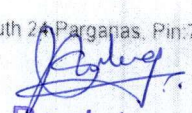
SNo.	Activities
1.	Initial Meeting with CINI Senior Management Team and Signing of ToR
2.	Development of instruction guidelines, modification of the study tool, sharing with CINI & Pre-testing with SUDA officials
3.	Rapid listing of the wards of KMC, Training of Investigators, and Data collection
4.	Review of study instruments, sharing of the proposal for IRB Clearance, and ethical approval
5.	Statistical Analysis, Fact sheet generation, and report writing
6.	Submission of Final Report and dissemination to CINI and other stakeholders



Expected timeline to submit a first draft presentation of a report on or before 31st December 2022.

* CINI Kolkata Unit : Amader Bari | 63, Rafi Ahmed Kidwai Road, Kolkata: 700016, West Bengal, India | Tel: +91 9830254920 / 9830373920 / 9830713920 / 9830543920 | Email: write@cinindia.org

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- Take feedback and suggestions on the first draft before **31st January 2023** from the respective person (s) for necessary changes.
- Final submission of detailed reports should be on or before **15th February 2023**. In case of delay, the concerned authority will be liable for a penalty of Rs 2500 per day being charged post the last date of submission.

Cost of the job:

Child in Need Institute (CINI) – Kolkata Unit proposes a cost amounting of **Rs. 14,99,190.00** (Rupees Fourteen Lakh Ninety Nine Thousand One Hundred Ninety Only) inclusive of GST for the entire work **including GST**. No other financial benefit will be provided to IIHMR University. After completion of the task the agency will submit final Invoice along with Work Completion Certificate from CINI.

Payment Procedure:

- 40% of the total contract will be paid immediately after signing the ToR by account payee cheque / NEFT after receiving a Proforma Invoice from IIHMR University as Advance
- Next Instalment of 40% will release on successfully submission of first Draft along with work done certificate from CINI
- Final 20% will be Paid after final submission of the completion and submission of the final report along with the presentation and submission of the invoice along with the work done certificate from CINI.
- Please note that all payments are to be released through A/c payee cheque /NEFT in favor of **IIHMR UNIVERSITY JAIPUR**
- Rest of the contract amount will be paid after the completion of the satisfactory work.
- TDS will be deducted from the stated amount as per Income Tax provisions/ Rules.

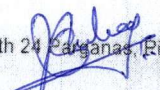
Other Points for Consideration

- **Termination:** This contract will be terminated automatically after the successful completion of the job as mentioned in the TOR. Either party may terminate this agreement by giving 7 days' notice. Advance contract money has to be refunded immediately if the contract is terminated prior to completion of the said job after mutual agreement.
- **Child Safeguarding Policy:** Members engaged for the said job has to adhere to the laid down Child Protection Policy maintained by Child in Need Institute. During the implementation of the said job, no child labor should



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be employed/deployed/engaged in any activity. Violation of this clause will automatically terminate the contract and no payment will be entertained. The child Protection Policy will be enclosed separately.

- **Confidentiality:** No documents, papers, files, etc. and information gathered therefrom in the course of such assignment should not be disclosed to any third party in any form at any time unless otherwise agreed to mutually or there be a statutory and regulatory requirement so to do.
- CINI reserves the right to continue or cancel the existing contract considering the evolving circumstances and meeting the deliverables as per the timeline decided by the performing agency.
- The consultant has to abide by the existing policies of CINI
- **Governing Law and Jurisdiction:** This ToR and the rights and obligations of the parties under or arising out of this ToR Shall be construed and enforced in accordance with the laws of India and shall be subject to the exclusive jurisdiction of the courts of Kolkata.

This agreement is being signed on this 29th day of November month in the year 2022 at the registered office of Child in Need Institute (CINI).

For Child in Need Institute (CINI)

For CHILD IN NEED INSTITUTE

Dr. Swati Chakraborty (Assistant Director)

Dated: 29-11-2022

For IIHMR University

Arindam Das.

Dr Arindam Das (Professor & Dean Research)

Dated: 30/11/2022



For CHILD IN NEED INSTITUTE

Cini Kolkata Unit : Amader Bari 163, Rafi Ahmed Kidwai Road, Kolkata: 700110, West Bengal, India | Ph: +91 9830254920 / 9830771920 / 9830771920 / 9830771920 | Email: kolkataunit@ciniindia.org

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