

## **Request for Proposal (RFP) – Midline Assessment Study for the Lives program**

Lupin Human Welfare and Research Foundation (LHWRF) invites proposals from organisations to conduct a midline assessment for its flagship program – the Lives program. The program focuses on strengthening healthcare services related to Non-communicable diseases in underserved and marginalised populations across targeted geographies.

The project is part of a five-year intervention on cardiovascular diseases, Hypertension, Diabetes and Chronic obstructive pulmonary diseases in partnership with the state governments of Maharashtra and Rajasthan.

**Last date of submitting proposals: 10<sup>th</sup> December 2025**

### **About the Lives program**

Accessing healthcare services in rural India remains a significant challenge, particularly for managing long-term illnesses such as Non-Communicable Diseases (NCDs). The high cost of treatment and prolonged medication use result in significant out-of-pocket expenditures (OOPE) and high reliance on private healthcare institutes, imposing a substantial financial burden on affected individuals and their families. The interventions of the Lives program focus on enhancing health systems to tackle the risk factors and determinants associated with Chronic Obstructive Pulmonary Disease (COPD), Cardiovascular Diseases (CVDs), and Diabetes, serving as a cornerstone of our strategic approach.

### **Vision**

Improve health outcomes and quality of life while strengthening the healthcare system

### **Mission**

To serve local communities through preventive, curative, and support-based solutions for curing diseases in the short term and reducing their prevalence in the long term.

### **Project objectives**

1. Improving access to Quality Healthcare Systems
2. Strengthen NCD care by providing diagnosis, essential medication, and regular monitoring.
3. Training and Capacity building of Healthcare staff
4. Behavioural Change Communication and Education

### **Scope of Work**

The overall aim of this midline assessment is to evaluate the progress, effectiveness, and impact of the program interventions implemented thus far, and to generate actionable insights that will inform future strategies and enhance program delivery. The selected organisation will be expected to employ

robust methodologies, engage with diverse stakeholders, and deliver a comprehensive analysis aligned with LHWRF's commitment to evidence-based programming and inclusive health development.

### Geographical Coverage

The geographical coverage for the intervention will be of **36 health facilities under nine blocks** (Kherli, Rajgarh, Ramgarh, Thanagazi, Malakhera, Govindgarh, Umren, Laxmangarh and Reni) of Alwar district of Rajasthan and **27 health facilities under six blocks** (Dahanu, Palghar, Talasarri, Vikramgad, Jawhar, Vada) of Palghar district of Maharashtra.

Activity	Alwar	Palghar	Total
<b>Community Based Screening by Community Mobiliser</b>	<b>19360</b>	<b>7429</b>	<b>26789</b>
High-risk patients referred by ANMs to the Mobile Medical Van for diagnosis	3055	692	3747
Total number of MMVs	4	3	7
Total MMV Camps conducted	154	60	214
Total Patient Consultations at the MMV camps	9216	3041	12257
<b>Total patients diagnosed</b>	<b>5283</b>	<b>1499</b>	<b>6782</b>
Hypertension	1228	772	2000
Diabetes	918	327	1245
Other Cardio-Vascular Diseases	430	22	452
Chronic Obstructive Pulmonary Disorder (COPD)	724	12	736
Asthma	548	55	603
Multiple co-morbidities (2 or more of the above diseases)	1435	311	1746

### Deliverables

The research agency will provide LHWRF with a specified set of deliverables. The deliverables include, but are not limited to:

- 1) Study Design in detail (Covering objectives of the study, detailed methodology, operational plan for primary data collection, type of survey instruments, plan for data analysis, and outline of the final reports).
- 2) Work plan/chronogram (a draft should be included in the proposal, but should be refined and finalized in collaboration with LHWRF)
- 3) Report on Pre-testing of tools, and final version of tools (English and Hindi, Marathi).
- 4) Translation of Survey tools (English and Hindi, Marathi).
- 5) Survey tools (in case KOBO is proposed)

- 6) Submission of draft baseline scoping report for LHWRF's feedback
- 7) Raw data and processed data in STATA/R/Python and with proper labeling and coding of variables
- 8) Final report & slide deck incorporating suggestions from LHWRF
- 9) Raw data provided to LHWRF

**Terms of payment:**

- 20% on signing of the contract
- 20% on the submission of the Inception Report
- 40% on completion of fieldwork and top-line findings
- 20% on submission of Final Report incorporating comments from LHWRF

**Ownership of materials**

The agency may note that all outputs, including the study data, reports, sets of tools, training manuals, any other allied materials, etc., produced as part of this study will fully remain the exclusive property of LHWRF. The raw data and filled-in interview schedules would become the property of LHWRF.

**Timeline**

It is anticipated that the consultancy period will be a period of over **2-3 months**, tentatively starting from **December 2025 to February 2026**, and it is expected that the agency will complete all aspects of the project within this period. It is recommended that the Consultant/agency provide a Gantt chart showing clearly the steps of the study and the time assigned to each step.

Sr. No	Deliverables	Deadline
1	Introductory Meeting	T+2
2	Inception Meeting and Discussion on Study Framework	T+4
4	Incorporating LHWRF inputs on Tool+ Study Plan Development	T+7
5	Training of field team for the study	T+20
6	Data Collection	T+55
7	Data Processing & Data Analysis	T+60
8	Draft slide deck 1	T+63
9	Inputs from LHWRF	T+66
10	Submission of final slide deck	T+68
11	Draft report 1	T+73
12	Draft report 2	T+74
13	Final report	T+75

**Expected Qualifications of the Agency:**

The agency should be able to deploy a core team consisting of experts having substantial experience in the field of NCDs research and public health, statistics, and survey management. The team of interviewers and researchers placed in the field by the agency should be well-versed in the techniques of conducting research involving respondents and should be conscious of the ethical issues that may arise during such research.

**Support to be extended by the Consortium Members**

Lupin Human Welfare and Research Foundation will provide the following information and support to the consultant:

- (i) Copies of the project document and M&E framework (relevant sections) and any other information needed for a more complete understanding of the intervention
- (ii) Baseline tool and reports at various stages
- (iii) Contact details of the project team members positioned at the intervention sites
- (iv) Letters requesting the support of government departments and officials, wherever required
- (v) LFA of the project

**Monitoring of Survey**

The agency needs to elaborate on the quality control mechanism to be followed during study implementation. This will include the quality control mechanism of Lupin Human Welfare and Research Foundation and selected agencies (management, coordination & reporting lines). The consultant shall be accountable to a joint committee consisting of representatives of both consortium members, who will monitor the progress of the survey.

**Application Process**

Interested consultants may send their applications electronically with the following details:

**1. Details Expected with the Technical Proposal (max: 7 pages)****i. Organizational Profile:**

This RFP is open to both incorporated institutions (companies, universities, etc.) and to groups of individuals who have joined together specifically for this study. Depending on which profile is appropriate, proposers should submit what is called for under either institutions or collaborative groups. The proposer should provide background information to showcase their competency to undertake the said assignment. Provide details of projects of similar scope, complexity, and nature you have worked on previously. This section must include the following two sub-sections;

- a) Overall Research/ Evaluation Experience of the organization;

- b) Specific experience in conducting similar assignments/ studies

**ii. Background:** Brief background on study-specific objectives and approaches.

**iii. Research Methodology:** Describe your overall approach and research methodology, including, but not limited to, research questions, research design, and research methodology, which includes technical specifications like an estimate of the sample size, methods to be used for collecting data from households and in data analysis and validation, in ethical considerations. LHWRF will assess the proposal on the following broad parameters:

- a) Demonstrates an understanding of the context in which the study is to be conducted, likely constraints and risks, etc.
- b) Research methodology
- c) Sample design
- d) Proposed tools and data quality protocols (desk work and field monitoring)

**iv. Detailed plan for field work:** Depending upon the geographical areas wishing to bid for, provide the number of field teams for data collection work, including data entry/validation/analysis, and field movement plan with time allocations.

**v. Activity plan:** The proposal should clearly mention details of every activity, including the kind of preparatory work, training, sampling and data collection work, data processing and analysis, results, and report writing. The timeline and person(s) responsible for each activity need to be clearly mentioned.

**vi. Training activities:** The agency will be responsible for the training of supervisors, data collectors, editors, and investigators who need to be indicated in this section. It will be useful to provide a brief background in terms of the experiences of the professionals to carry out training activities under this study and the logistics.

**vii. Quality control mechanism:** Provide a section detailing the mechanism to ensure data quality by clearly specifying steps for data validation. This section may also include a supervisory mechanism for data quality and the role of field editors. Also include details on how ethical clearance, consent/assent from study participants during data collection, and confidentiality of data during collection will be maintained.

**viii. Data entry and processing plan:** This section should clearly bring out the mechanism of data entry, validation checks and data processing activities. This must include details about the procedure of data entry (in-house or outsourced) together with the person responsible. This should also include a plan

for collecting filled-in questionnaires from the field and their transportation to the data entry location(s). also include details of how the confidentiality of data during the analysis will be maintained.

**ix. Tabulation and preparation of reports:** Provide details about the team carrying out tabulation, report writing, and incorporation of feedback. The experiences of the person(s) involved and expertise should clearly be mentioned.

- a) **Progress update:** This section should clearly indicate the mechanism to communicate with LHWRF officials regularly about the field activities, coverage rate, data entry status etc.
- b) **Time-line for the conduct of the survey:** Prepare and share a Gantt chart for activities against the timeline.

**2. Details Expected with the Financial Proposal (This is a template for reference; the agency can submit the financial proposal in a template that suits them)**

- Provide a detailed budget for the proposed activity, including all the overheads and GST/service charges. The financial proposal should detail all costs with a breakdown for each. The financial proposals must be submitted in Excel format with formulas.

Sr. No	Expense heads	Amount (INR )	Percentage of total project budget
1	Digitization of the tool		
2	Data collection		
3.	Project Personnel		
4	Data analysis and report drafting		
5	Any additional offering/activities		
6	Admin and Overheads		

- a) Total budget (with applicable taxes): This should include the budget for sub-contractors, hired consultants, temporary staff, etc.
- b) Breakup of the budget: This should show the Professional Fee, out-of-pocket expenses (including the fares, accommodation, communication, transportation, etc.), overheads, etc., separately.
- c) Justification for special costs: Here, the consultant may provide explanations for any hardship allowances charged for visits to difficult areas, costs of highly qualified consultants, etc.
- d) Terms of Payment: The terms of payment should indicate the percentage of the total job value that will be payable with each installment and the deliverables associated with the given installment. These terms may be a matter of negotiation between LHWRF and the successful bidder.

The financial proposal should include a line-item budget and a budget narrative. The agency needs to prepare a financial proposal taking into consideration the following heads of expenses as a broad reference. The agency/consultant is free to add or reduce the heads depending on the nature of the evaluation design. However, it is preferable for the budget to be prepared with more details, taking into account realistic cost estimation.

### **Proposal Submission Protocol**

The proposals should be sent via email. The financial proposal should be on the organization's / agency's letterhead (signed and scanned PDF version). The Application, comprising of technical and financial proposal should be addressed to:

Dr Nachiket Sule: [nachiketsule@lupin.com](mailto:nachiketsule@lupin.com)

Aishwarya Medhekar: [aishwaryamedhekar@lupin.com](mailto:aishwaryamedhekar@lupin.com)

The submission deadline for the proposal is 10<sup>th</sup> December 2025. Only short-listed organisations will receive an acknowledgement and be called for personal interactions. Agency/Consultants who do not hear from us within three weeks may assume that their application has not been successful.

Late submissions shall not be considered. Only short-listed firms/ consultants will be contacted.