

**No. Y-11011/6/2012-Stats
Government of India
Ministry of Health & Family Welfare
(Statistics Division)**

Nirman Bhawan, New Delhi
Dated: 11th October, 2013

Sub: Meeting of the Administrative and Financial Management Committee (AFMC) of the National Family Health Survey (NFHS)-4

Please find enclosed a copy of the minutes of the second meeting of the Administrative and Financial Management Committee (AFMC) of the National Family Health Survey (NFHS)-4 held on 07-10-2013 under the Chairmanship of AS&FA for information.

This issues with the approval of AS & FA.


(Biswajit Das)
Director (Stats.)
11-10-2013
Email: jdstat2-mohfw@nic.in

To:

All Participants (as per list)

Copy for information to:

PPS to AS &FA,
PPS to AS &MD (NRHM)

Minutes of the meeting of Administrative & Financial Management Committee (AFMC) of National Family Health Survey (NFHS) - 4

The second meeting of the Administrative and Financial Management Committee of NHFS-4 was taken by AS & FA on 7th September, 2013 to discuss the recommendation of the Sub-committee constituted to examine the financial proposal of NFHS-4 submitted by the International Institute for Population Studies (IIPS). List of the participants is at **Annex-I**.

2. The Chairman welcomed the members of the Committee and requested Chief Director (Statistics) to make a presentation on the recommendations of the Sub-committee. Subsequently the Chief Director presented the main recommendations of the Sub-committee followed by detailed discussions. The Committee accepted the Sub-committee's Report (**Annex-III**), subject to the following:

2.1. Staff strength: in NHFS-4, IIPS proposes to engage 53 persons as against 38 persons in NFHS-4. It was noted by the Committee that the sample size has increased by about 5 times in NFHS-4 as compared to NFHS-3.

Discussions and Decision Taken: The recommendation of the Sub-committee with regard to the total strength as 53 was accepted keeping in view the increase in work load. However, instead of 5 Coordinators (one each for survey design, IT, field operations, biomarkers and Administration & finance), only one Coordinator was recommended to manage and coordinate all the activities of NFHS-4. Keeping in view the suggestion made by the representative of USAID about the requirement of more senior level staff to maintain quality of field work and data collection, the strength of Senior Project Officers was raised from 12 to 16.

The Committee recommended that the remuneration to the Project Coordinator could be in the range of Rs. 80,000- 1,00,000/- per month. The salary of SPOs may be Rs. 45,000 as proposed. Further, the committee asked IIPS to frame detailed ToRs for hiring

different categories of personnel including their qualification and experience and place the same in the Project Management Committee (PMC) for approval. **(Action: IIPS).**

Honorarium to IIPS Faculty: The Committee after comparing honorarium received by the Faculty Coordinators of IIPS in NFHS-2 and NFHS-3, recommended an honorarium of Rs. 12,000 per month against Rs 7500 per month in NFHS-3, for the faculty coordinators with the ceiling of 3 months' salary in a year.

2.2. Accommodation Charges, Per-diem and Local transport: Two categories of personnel proposed in the survey viz. Senior Project Officer and Project Officer may be equated to entry level faculty positions of Assistant Professor of IIPS as recommended by the sub-committee and accordingly accommodations charges, food bills and transport will be admissible as per entitlements. The position of project Coordinator may be equated with the Associate Professor.

2.3. Selection of Field Agencies: The committee recommended that the Quality and Cost Based Selection (QCBS) method for selection of Field Agencies through Open Tender as recommended in 1st AFMC meeting should only be followed. The Committee agreed to submission that in order to ensure quality of data the weightage for technical parameters and financial parameters may be 80% (Technical) and 20% (Financial) respectively in the QCBS. The recommendations of the bid evaluation committee (s) may be shared with MOHFW. The Committee asked IIPS to draft the RFP and submit it to the Ministry for examination / comments **(Action: IIPS).**

3. Average Cost per Household: Director, IIPS informed the committee that in NFHS 3, the cost of interview per schedule was Rs 900 and on an average 1.6 interviews amounting to Rs 1400 (approx.) were conducted in a household. Considering the cost of interview in NFHS-3 and the inflation, the average household cost in NHFS-4 (Rs 2055) (for 3 schedules in a household) worked out by IIPS appears realistic to the committee as additional component of bio-markers and additional questions relating to areas like non communicable diseases, HIV / AIDs etc. have been included.

4. **Management of Funds Provided by Development Partners:** The AFMC accepted the proposal of the Sub-committee to transfer the funds directly to IIPS by the Development Partners as reportedly done in NFHS-2, NFHS-3. For Management of funds provided to IIPS by DPs, they may enter into an MOU with IIPS for transferring their contribution directly to IIPS as done during NFHS-3. The model MOU to be signed between IIPS and concerned DPs to be sent to MOHFW for vetting. The Ministry to be kept informed about the transfer of funds. **(Action: IIPS)**

5. **Total Cost:** It was informed that Out of the total cost of Rs. 182.07 Crore (as against the original proposal of Rs 185.45 Crore), it is observed by the Committee that an amount of Rs. 141.01 Crore (about US \$ 22.5 Million) would be met by DPs in cash/kind and the remaining may be met by GOI. It was also informed by Director IIPS to the Committee that UNFPA has volunteered to meet the cost of pilot survey which at present is shown against the DP cost. Chairman stated that any additional contribution from DPs is welcome but the MOHFW contribution should be reduced by equal amount. The estimated total revised cost of NFHS-4 after incorporating the recommendations of the AFMCs works out to be Rs. 181.30 Crore. Details are enclosed at **Annex-II**.

6. The Chairman pointed out the concerns raised by Secretary (HFW) on the following observations made by the National Statistical Committee (NSC) with regard to the implementation of NFHS-4.

- "The NSC noted that the scope and size of the state module is such that it can be used to maintain comparability with NFHS-3. In light of that and also recognizing that training and phasing of field work are important to control non-sampling errors, the NSC advised completion of state module on priority ahead of district module.
- Taking up state module first would ensure complete comparability with NFHS-3 and facilitate phasing of training programme to ensure lower non-sampling errors in the district module also. With this, the NSC felt that the scope for possible non-comparability between NFHS-3 and NFHS-4 will be minimized. Yet, the data for all the

requirements articulated by the DOHFW would be available. This would also facilitate quick release of results on the basis of state module.

- It would be necessary to put in place at least one team in every State/ UT in the beginning itself, so as to fully train them and get the state module completed on priority. Augmentation of strength with additional teams can be done subsequently, who would be put on intensive training before being put on the job.
- The field work should be subject to strict supervision and the filled-in information should be got thoroughly scrutinized.
- The aforementioned advice of the NSC may be brought to the notice the Technical Advisory Committee, for appropriate action. The response of the Committee may be communicated to the NSC”.

The Chief Director (Statistics) informed the Committee that the recommendations of the NSC have already been discussed and taken care of in the meeting of the Technical Advisory Committee (TAC) held on 30-09-2013 and the same have been submitted for kind perusal of Secretary (HFW).

7. The meeting ended with vote of thanks to the chair.

List of Participants

SI No.	Name	Designation	Organisation
1	Shri. S.K. Srivastava, Chairman	AS & FA	MoHFW
2	Manoj Jhalani	JS(Policy)	MoHFW
3	Dr. Rattan Chand	CD(Stats)	MoHFW
4	Dr. F. Ram	Director	IIPS
5	Shri. Biswajit Das	Director (Stats)	MoHFW
6	Sh R. P. Meena	Director (F)	DoHFW
7	Shri Ugramohan Jha	Monitoring and Evaluation Officer	Department of AIDS Control
8	Ms. Manmohan Kaur	US, Budget	MoHFW
9	Ms. Sheena Chhabra	Team Leader, Health Systems	USAID
10	Ms. Neeta Rao	Research and Evaluation Specialist	USAID
11	Dr. G.P.Kumar	Project Coordinator	IIPS

Annexure -II

Revised Cost for NFHS-4

(in Rs)

Srl. No.	Broad Heads	Revised Cost	Contribution of DPs.	Contribution of MoHFW
A.	Estimated Budget for IIPS			
1	Personnel	4,57,58,500		4,57,58,500
2	Travel, Per Diem and Local Transportation for State Level Training (M&L and Main Survey)	45,06,250*		45,06,250*
3	Travel, Per Diem and Local Transportation for Field Monitoring and Supervision	3,19,62,500*		3,19,62,500*
4	Pre-testing of Questionnaires and Survey Protocols	48,93,200#	48,93,200#	
5	Workshop for Main Survey (TOT)	1,80,50,000*		1,80,50,000*
6	T AC and Other Meetings	23,00,000		23,00,000
7	Equipment at IIPS	4,36,45,000		4,36,45,000
8	Report Writing	42,95,000		42,95,000
9	Dissemination Workshop	1,10,00,000		1,10,00,000
10	Software Support	1,50,00,000		1,50,00,000
11	Office Cost	5,00,000		5,00,000
12	Prefabricated Office (incl Furniture)	45,00,000#		45,00,000#
	Sub-Total	18,64,10,450	48,93,200	18,15,17,250
14	Overhead Cost 20%	3,54,03,450		3,54,03,450
	Net Cost towards IIPS	22,18,13,900	48,93,200	21,69,20,700
B	Estimated Budget for FAs			
	Average Cost per Household =Rs. 2,055/-	116,76,50,950	116,76,50,950	
C	Estimated Budget CAB Components including lab charges	42,35,42,087	24,24,70,036	18,10,72,051
	Grand Total (A+B+C)	181,30,06,937	141,50,14,186	39,79,92,751

no overhead cost * cost of TA/DA should be as per entitlements



Report

Sub-Committee of Administration and Financial Management Committee

Cost Proposal of NFHS-4

September 2013
Government of India
Ministry of Health & Family Welfare

Foreword

The Administration and Financial Management Committee (AFMC) of NFHS-4 in its meeting held on 26.08.2013 decided that a sub-committee of the AFMC may be formed to examine the NFHS-4 proposal submitted by IIPS Mumbai. The sub-committee was accordingly formed and after going in to the details of the NFHS-4 proposal has framed its recommendations given in this report. The Sub-committee has accordingly agreed that the report may now be presented to the AFMC.

Chairman and members of the Committee

Sr. No.	Name	Position
1.	Dr. Rattan Chand, CD (Stats)	Chairperson
2.	Ms. Limatula Yaden, Director (NRHM)	Member
3.	Dr A. S. Chauhan, Director (NACO)	Member
4.	IIPS representative	Member
5.	USAID representative	Member
6.	Mr. B. Das, Director (Stats)	Member Secretary

Ministry of Health and Family Welfare

Report of Sub-Committee of Administration and Financial Management Committee on Cost proposal of NFHS-4

1. Introduction:

The National Family Health Survey (NFHS) programme in India was initiated in the early 1990s with the first NFHS being conducted in 1992-93. Since then, India has successfully completed NFHS-2 in 1998-99 and NFHS-3 in 2005-06. All three surveys were conducted under the aegis of the Ministry of Health and Family Welfare (MoHFW), Government of India, with the International Institute for Population Sciences (IIPS) as the nodal agency and technical assistance being provided by United States Agency for International Development (USAID) through ICF Macro (now called ICF International).

The Ministry of Health & Family Welfare has decided to launch the National Family Health Survey (NFHS 4), an integrated Survey to get District and higher level estimates for various health indicators. Earlier NFHS i.e., NFHS 1 (1992-93), NFHS 2 (1998-99) and NFHS 3 (2005-06) provided state and national level estimates only. The International Institute for Population Sciences (IIPS), Mumbai has been designated as the nodal agency for NFHS-4 also. Three Committees namely i) Steering Committee under the chairpersonship of Secretary (HFW) for overseeing all aspects of the survey, ii) Administrative and Financial Management Committee under the Chairpersonship of AS & FA to address all administrative and financial issues of the survey, and iii) Technical Advisory Committee (TAC) under the chairpersonship of Dr N. S. Sastry, Ex DG & CEO, NSSO for guiding on all technical aspects of the survey have been constituted.

Preliminary activities such as finalization of recommendations on questionnaires and sampling Design by TAC and approval by the steering committee to the recommendations of TAC have been completed.

As a follow-up to the steering Committee meeting held on 19-08-2013, the first meeting of the Administrative and Financial Management Committee of NHFS-4 was held under the chairmanship of AS & FA on 26th August, 2013 to discuss the financial proposal of NFHS-4 submitted by IIPS and the related issues. As per the decision taken in the meeting, a Sub-committee was constituted (**Annexure – II**) under the Chairmanship of Chief Director (Statistics) to give its recommendations on the financial proposal submitted by IIPS. The report

of the Sub-Committee would be placed in the next meeting of the Administrative and Financial Management Committee of NHFS-4 for consideration and approval.

2. Meetings of the Sub Committee:

Two meetings of the Sub-committee were held on 06-09-2013 and 19.09.2013 to discuss the proposal and finalise its recommendations. Director (NRHM) could not attend the second meeting. The Sub-committee discussed the NFHS-4 proposal in detail and gave the following broad recommendations containing the general principles to be followed. Component / item wise recommendations are at **Annexure – I**.

2.1 Personnel at IIPS

The Committee observed that a total 53 contractual staff (excluding peons) comprising of 5 Project Coordinators (Remuneration: 4 @ Rs. 80,000/- pm, 1 @ Rs. 60,000/- pm), 12 Senior Project Officers (Remuneration: Rs. 45,000/- pm) and 34 Project Officers (Remuneration: Rs. 30,000/-) in addition to 2 Office Assistants (Remuneration: Rs. 20,000) have been proposed for the survey for varying period of involvement in the survey ranging from 18 months to 36 months as against 38 staff (excluding peons) employed during NFHS-3 comprising of 4 Senior Research Officers (Remuneration: Rs. 15000/- pm); 23 Research Officers (Remuneration: Rs. 11,000/- pm); 8 Health Coordinators (Remuneration: Rs. 18,000/- pm) in addition to 2 Office Assistants (Remuneration: Rs. 7,000/- pm). *The sub-committee found the increase in the staff strength justified as the sample size has increased by about 5 times in NFHS-4 as compared to NFHS-3. The remuneration to different categories of contractual employees was also found to be reasonable and justified. However, regarding accommodation Charges, Per-diem and Local transport, the Committee felt that the three categories of personnel proposed in the survey viz. Project Coordinator, Senior Project Officer and Project Officer may be equated to entry level faculty positions of Professor, Associate Professor (JAG level) and Assistant Professor of IIPS and overall expenditure on TA/DA should not exceed the entitlements (proper documentation of bills to be maintained). IIPS also need to follow its rules and general economy instruction issued from time to time. Further, the detailed ToRs for hiring different categories of personnel including their qualification and experience may be developed by IIPS and placed in the Project Management Committee (PMC) for approval.*

2.2 Selection of Field Agencies:

The Sub-committee deliberated on various methods which could be followed in selection of field agencies so that good agencies are selected and quality of data can be maintained. The Sub-Committee was informed that contribution from Development Partners (DPs) to NFHS funding was requested by GOI for getting good quality agencies and equipment. After discussion on various options, *the sub-committee recommended that quality can be ensured with fixed cost based (fixed budget selection) method being followed for World Bank / international agencies funded projects and it would be the most suitable method for selection of Field Agencies. A*

similar procedure was stated to have been followed in NFHS-3. The sub-committee also examined the details of calculation of "Average cost per household" (Rs. 2055 per household) and found it justified. The Sub-Committee also recommended that bids may be evaluated by duly formed committees and administrative approval to the recommendations may be taken from Ministry.

2.3 Bifurcation of survey activities to be undertaken with Development Partners and GOI funds:

The total cost of NFHS-4 is to be met by pooling resources to be provided by DPs and GOI. For proper accounting, it is therefore essential that the activities to be carried out through DPs and GOI funds are clearly earmarked. The Committee discussed this issue and came out with the following bifurcation of the activities to be undertaken under NFHS-4:

Sr. No.	Broad Heads	Original proposal	Revised Cost (Rs.)	Contribution of DPs.	Contribution of MoHFW
A.	Estimated Budget for IIPS				
1	Personnel	5,39,84,500	5,28,32,500		5,28,32,500
2	Travel, Per Diem and Local Transportation for State Level Training (M&L and Main Survey)	92,40,000	5425000		5425000
3	Travel, Per Diem and Local Transportation for Field Monitoring and Supervision	3,59,17,500	29617500		29617500
4	Pre-testing of Questionnaires and Survey Protocols	48,93,200	48,93,200		48,93,200
5	Workshop for Main Survey (TOT)	180,50,000	1,80,50,000		1,80,50,000
6	T AC and Other Meetings	23,00,000	23,00,000		23,00,000
7	Equipment at IIPS	436,45,000	4,36,45,000		4,36,45,000
8	Report Writing	42,95,000	42,95,000		42,95,000
9	Dissemination Workshop	110,00,000	1,10,00,000		1,10,00,000
10	Software Support	5,00,00,000	1,50,00,000		1,50,00,000
11	Office Cost	5,00,000	5,00,000		5,00,000
12	Prefabricated Office (incl Furniture	45,00,000	45,00,000	--	45,00,000
	Sub-Total	23,83,25,200	19,20,58,200		19,20,58,200
14	Overhead Cost 20%	4,76,65,040	3,75,11,640#		3,75,11,640 #
	Net Cost towards IIPS	28,59,90,240	22,95,69,840		22,95,69,840

Sr. No.	Broad Heads	Original proposal	Revised Cost (Rs.)	Contribution of DPs.	Contribution of MoHFW
B	Estimated Budget for FAs				
	Average Cost per Household =Rs. 2,055/-	116,84,93,550	116,76,50,950	116,76,50,950	
C	Estimated Budget CAB Components including lab charges (Details at Pages 25 -26)	40,00,00,000	42,35,42,087	24,24,70,036	18,10,72,051
	Grand Total (A+B+C)	185,44,83,790	182,07,62,877	141,01,20,986	41,06,41891

overhead cost for prefabricated office is not included

The budget does not include custom duty charges for any component and the Ministry may seek custom duty exemption from appropriate authority, if required, on the request of DPs. In case approval for exemption is not obtained, the budget is to be met from GOI funds.

It may, therefore, be seen that out of the total cost of Rs. 182.07 crore, an amount of Rs. 141.01 crore may be met by DPs in cash/kind and the remaining may be met by GOI. Contribution already committed by the DPs is given below. As the exchange rate has been fluctuating and Development Partners have committed stipulated amount for the survey in foreign exchange, additional funds may need to be mobilized by the development partners / MoHFW in case of any shortfall.

Development Partner	Commitment of Funds in Million	
	USD	Rupee (1 \$= Rs 62 as on 26.09.2013)
USAID*	11.00	682
DFID**	4.8	297.6
Bill & Melinda Gates Foundation	4.0	248
UNICEF	1.0 to 1.5	62 to 93
UNFPA	1.0	62
MacAurthur Foundation	1.0 #	62
Total	22.8 to 23.3	1413.6 to 1444.6

* USAID has also indicated in-kind Technical Assistance support of \$ 2.35 million. USAID will mobilize additional resources for technical assistance if required

** DFID committed £3 million equivalent to \$4.8 million (@1.6)

as intimated by USAID and IIPS in Sub Committee meeting.

2.4 Management of funds provided to IIPS by Development Partners and MOHFW

The Sub-Committee recommended the following:

- a) Each DP may enter into an agreement with IIPS for transferring their contribution directly to IIPS as done during NFHS-3. The MOU signed between IIPS and concerned DPs may be shared with MoHFW.
- b) As IIPS would be receiving funds for NFHS-4 activities from DPs and GOI, IIPS need to manage the funds in such a way that expenditure Statements are furnished as per requirement detailed in the agreements to be signed by IIPS with DPs and GOI. IIPS would incur expenditure on approved NFHS-4 activities following procedures laid down by the Administration and Finance committee / GFR.
- c) The modalities for identifying different activities to be undertaken by respective DP may be finalized by DPs and IIPS in a separate meeting to be facilitated by the Statistics Division.
- d) In the case of funds provided by the Ministry, IIPS is required to follow the GFR of GOI.

2.5 Procurement of equipment / consumables by IIPS:

IIPS should follow GFR of Government of India in procurement of equipment / consumables.

2.6 General

The Sub-Committee is of the view that the cost estimate worked out by IIPS is the upper limit and these are subject to the actual expenditure incurred on different activities as per the laid down procedures.

**Report of the the Sub-committee of Administrative & Financial Management Committee of
National Family Health Survey (NFHS- 4)**

**Justification of the cost proposal of NFHS-4 based on the discussions held on 06-09-2013
and 19.09.2013**

(Project period = 36 months)

1. Personnel	IIPS justification and Sub-committee's Recommendation (in bold)
<p>A strong and efficient team of office managers / coordinators is needed to coordinate between the IIPS Coordinators and the FAs and also with MoHFW and others. For the smooth conduct of NFHS-4, five Groups of personnel are proposed to be recruited on contract basis viz. Planning, Survey Design and Instrument Group; IT and Data Processing Group; Training & Field Operations Group; Biomarker Component Group and Administrative & Financial Management Group. These five groups would be getting the administrative and technical support / guidance from the faculty of IIPS in addition to their regular work. The faculty coordinators of IIPS would be responsible for different activities / states.</p> <p>In NFHS-3, 4 SRO were engaged @ Rs. 15000/pm for 36 months, 20 ROs were engaged @ Rs.11000/ pm for 12 months and 3 ROs were engaged at Rs. 11, 000 pm for 36 months. Also 8 Health Coordinators @ 18000 pm for 12 months and 1 PO @ 15000 pm for 36 months (F&A), 2 Office Assistants @ 7000 pm for 36 months and 3 Peon/ Attendant @36 months were engaged in NFHS-3. In NFHS-4, the sample size has</p>	<p><i>It is observed that cost of personnel in NHFS-3 was about Rs 1.13 crore for covering 1,09,000 households @ Rs 104 per households. For covering 5,68,190 households (sample siz of NFHS-4), in NFHS-3, the cost of personnel would have been to the tune of Rs 5.90 Crore without taking in to account any inflation factor. But the estimated cost of Personnel in NFHS-4 is Rs. 5.39 crore. Taking the inflation in to account during the period 2005 to 2013, the cost for personnel to be engaged by IIPS for NFHS-4 is justifiable.</i></p>

<p>increased about 5 times which in-turn would result in increased workload. Hence, in-order to manage the huge workload the staff structure is divided into 5 Groups, clearly defining the role and responsibilities of each group. This would help in smooth conduct of the survey.</p>	
<p>(i) Planning, Survey Design and Instrument Group</p>	
<p>A. Engaging one Project Coordinator (Social Scientist) @ 80,000 p.m., for 36 months.</p> <p>Total cost: 1 x 80000 x 36 = 28,80,000</p> <p>B. Engaging two Senior Project Officers (General) @ 45,000 p.m., for 36 months.</p> <p>Total cost: 2 x 45000 x 36 = 32,40,000</p> <p>C. Engaging three Project Officers (General) @ 30,000 p.m., for 30 months.</p> <p>Total cost: 3 x 30000 x 30 = 27,00,000</p> <p>Total Group (i) A + B + C = 88,20,000</p>	<p>This group functions with a Project Coordinator (PC) as its head supported by 2 Senior Project Officers (SPO) and 3 Project Officers (PO). While the PC is employed for the entire survey period (36 month) the SPOs and POs are employed for 30 months each. The group functions under the overall supervision of the Director and Faculty Coordinators of the IIPS.</p> <p>The Group is stationed at IIPS HQ would be involved in selection of samples from 640 districts, assist the Project Coordinator (social science), IT coordinator and NFHS-4 Coordinators in addition to their involvement in day today activities such as checking of data files, generating tables, checking reports sent by different FAs). This group is also responsible for all preparatory work, such as drafting, questionnaire, piloting and finalization of questionnaires, instructions manuals etc.</p> <p><i>The Sub-Committee recommended that the composition of the team, estimated emoluments and time period is justified.</i></p>
<p>(ii) IT and Data Processing Group</p>	
<p>A. Engaging one IT Coordinator @ 80,000 p.m., for 30 months.</p> <p>Total cost 1 x 80000 x 30 = 24,00,000</p> <p>B. Engaging two Senior Project Officers IT</p>	<p>Computer-Assisted Personal Interviewing (CAPI) method would be adopted for the survey. It is an interviewing technique in which the interviewer uses a computer to record the responses / answers to the questions. This technique is adopted in NFHS for the first time.</p>

@ 45,000 p.m., for 30 months.

Total cost 2 x 45000 x 30 = 27,00,000

Total Group (ii) A + B = 51,00,000

Though the software for survey is covered under technical assistance by ICF international, the IT team headed by a Coordinator and 2 Senior Project Officers (IT) has to gain expertise in handling the software and related issues. The IT personnel shall be trained for applying the same and executing the tabulation plan independently at IIPS. The IT team is also responsible to impart training to the IT coordinators of the Agencies.

The Sub-Committee recommended that the requirement of 3 IT professional, their estimated emoluments and time period is justified for the survey as they have a crucial role to play right from the stage of inception of survey to the at the stage of data processing and report writing.

(iii) Training & Field Operations Group	
<p>A. Engaging One Project Coordinator (General) @ 80,000 p.m. for 24 months.</p> <p>Total cost 1 x 80000 x 24 = 19,20,000</p>	<p>This group is headed by one Project Coordinator, Four Senior Project Officers and 15 Project Officers who would be engaged in imparting training to the field staff engaged by the Agencies, supervision of field work and maintenance of a close link between the field and IIPS headquarters.</p> <p>The role of this team is very important for collection of quality data.</p>
<p>B. Engaging four Senior Project Officers (Field) @ 45,000 p.m. for 24 months.</p> <p>Total cost 4 x 45000 x 24 = 43,20,000</p>	
<p>C. Engaging fifteen Project Officers @ 30,000 p.m. for 18 months.</p> <p>Total cost 15 x 30000 x 18 = 81,00,000</p>	
<p>Total Group (iii) A + B+ C = 1,43,40,000</p>	
<p><i>As the survey is expected to last for nearly 6-7 months in each of the two phases in addition to the TOT and state level trainings, the committee recommended that the composition of team, estimated remuneration is justified. However, the Committee feels that the SPO should be hired for 18 months only. Therefore, total estimated expenditure under this head would be Rs. 1,32,60,000 in place of Rs. 1,43,40,000.</i></p>	

(iv) Biomarker Component Group	
<p>A. Engaging one Project Coordinator (Medical) @ 80,000 p.m., for 24 months.</p> <p>Total cost: 1 x 80000 x 24 = 19,20,000</p> <p>B. Engaging four Senior Project Officers (Medical) @ 45,000 for 18 months</p> <p>Total Cost: 4 x 45000 x 18 = 32,40,000</p> <p>C. Engaging fifteen Project Officers (Medical) @ 30,000 p.m., for 18 months.</p> <p>Total cost: 15 x 30000 x 18 = 81,00,000</p> <p>Total Group (iv) A + B+ C = 1,32,60,000</p>	<p>Personnel of this group would be with medical background. This group, headed by a Project Coordinator (Medical) supported by four Senior Project Officers (Medical) and 15 Project Officers is responsible implementation of Biomarker component of the survey. In comparison with NFHS-3, this group has to play a very significant the role as the CAB component in NFHS-4 is much expanded due to inclusion of new components as well as wider coverage.</p> <p>The project coordinator (medical) will supervise the overall manpower and logistics relating to the CAB component, while four SPOs will be responsible for training, monitoring and supervision of the CAB component in different zones with the help of 15 POs (medical). One PO (medical) will be associated with each FA for supervision of fieldwork.</p> <p><i>As survey is expected to last for nearly 6-7 months in each of the two phases in addition to the TOT and state level training, the committee recommended that the composition of team, projected remuneration and duration is justified.</i></p>
(v) Administrative & Financial Management Group	
<p>A. Engaging one Project Coordinator (Administration & Finance) @ 60,000 p.m. for 36 months.</p> <p>Total cost 1 x 60000 x 36 = 21,60,000</p> <p>B. Engaging one Project Officer (Administration & Finance) @ 30,000 p.m. for 36 months.</p> <p>Total cost 1 x 30000 x 36 = 10,80,000</p>	<p>The main work of this group would be keeping and maintaining the accounts, settling TA/DA bills of the field staff, Project Coordinator, TAC members, members of other committees and participants in various workshops and training courses, and submission of audited utilization certificates, preparation and disbursement of salary to staff, compilation of accounts, income tax related work, settlement of audit queries monitoring of expenditure related to budget,</p>

<p>C. Engaging two Office Assistants @ 20,000 p.m. for 30 months.</p> <p>Total cost 2 x 20000 x 30 = 12,00,000</p> <p>D. Engaging two peons @ 10,000 p.m. for 30 months.</p> <p>Total cost 2 x 10000 x 30 = 6,00,000</p> <p>Total Group v (A+B+C+D) = 50,40,000</p>	<p>periodic submission of financial reports account filling, preparation of budget of various funding agencies and other account related work.</p> <p>Since the project duration is 36 months, the Project Coordinator (Administration and Finance), project officer (Accounts) and Office Assistants are required to be in place from the very beginning of the project. It would be desirable to hire other staff members at different points of time,</p> <p><i>Considering the size of the survey and quantum of funds involved, the committee observed that the composition of the team is justified. The committee also felt that the remuneration and duration of their deployment is justified.</i></p>
<p>(vi) Faculty and Others</p>	
<p>A. Cost of time spent by IIPS staff and Faculty (2.4 person per month x 80000 x 36 months) = 69,12,000</p> <p>B. Group Insurance for 50 persons @ 2500 for 2.5 years = 3,12,500</p> <p>C. Payments to Casual Laborers, Cleaners, and for Packaging = 2,00,000</p> <p>Total Group vi (A+B+C) = 74,24,500</p>	<p>i) Faculty and Others</p> <p>Faculty: Eight faculty members of the Institute are involved in various activities of NFHS-4. During the survey, faculty coordinators are required to work on most of holidays and also a few hours after normal working hours almost every day. For the cost estimation towards faculty time, approximately 30% of the faculty time in a month has been taken. Thus, the total time spent by eight coordinators is equivalent to 2.4 persons. The provision of compensating the faculty was also there in DLHS-4 and also in earlier rounds of NFHS.</p> <p>Group Insurance: Staff deployed in the field is prone to various types of accidents. The past experience from the surveys also suggests that there is insecurity to life in the field. The provision made in the survey for Group insurance covering all staff of NFHS-4 including coordinators, research staff, and investigators for the pre-test for</p>

	<p>30 months is justified.</p> <p>Casual Labour: The help of a sweeper is needed for cleaning floors and making the NFHS books and documents dust free, shifting NFHS reports from ground floor to second floor and vice versa is also found to be justified by the Committee.</p> <p><i>The rules of Institute allow a faculty member to be compensated for his / her time (with a fee equal to three times his / her basic salary in a year for all activities taken up by IIPS. No contribution to institute fund may be made against such fee out of the NFHS-4 funds since there is already provision of overhead cost. In view of the above, the sub-committee is of the view that compensation to the faculty members should be Rs. 57,60,000 instead of Rs. 69, 12, 000. The cost estimate on Group insurance, casual labourers are justified.</i></p>
<p>Total of Group 1 (i + ii + iii + iv + v + vi)= 5,39,84,500</p>	<p>5,28, 32,500</p>

<p>2.Travel, per diem and Local Transportation for State Level Training (M&L and Main Survey)</p>	
<p>i) PIs, PCs and SPOs</p> <ol style="list-style-type: none"> 1. Airfare for 3 trips in a state @ 25000 of 35 states/UTs (3 x 25000 x 35) = 26,25,000 2. Accommodation charges for 3 visits of 7 days each visit @ 5000 for 35 states/UTs (3 x 5000 x 7 x 35) = 36,75,000 3. Per diem for 3 visits @ 1500 of 7 days of 35 states/UTs (3 x 1500 x 7 x 35) = 11,02,500 	<p>IIPS sent the revised proposal as under:</p> <p>Faculty coordinators and PCs</p> <ol style="list-style-type: none"> 1. Airfare for 2 trips in a state @ 25000 of 35 states/UTs (2 x 25000 x 35) = 17,50,000 2. Accommodation charges for 2 visits of 7 days each visit @ 5000 for 35 states/UTs (2 x 5000 x 7 x 35) = 24,50,000 3. Per diem for 2 visits @ 1500 of 7 days of 35 states/UTs (2 x 1500 x 7 x 35) = 7,35,000 4. Local Transport for 2 visits @ 2500 of 7 days of 35 states/UTs

4. Local Transport for 3 visits @
2500 of 7 days of 35 states/UTs
 $(3 \times 2500 \times 7 \times 35) = 18,37,500$

Total cost (i) 1+2+3+4 = 92,40,000

$(2 \times 2500 \times 7 \times 35) = 12,25,000$
Total cost (i) 1+2+3+4 = 61,60,000

iii) SPOs

1. Airfare for 1 trip in a state @
25000 of 35 states/UTs
 $(1 \times 25000 \times 35) = 8,75,000$
2. Accommodation charges for 1 visit of 7
days each visit @ 2500 for 35 states/UTs
 $(1 \times 2500 \times 7 \times 35) = 6,12,500$
3. Per diem for 1 visit @ 1000 of 7 days of
35 states/UTs
 $(1 \times 1000 \times 7 \times 35) = 2,45,000$
4. Local Transport for 1 visit @ 2500 of 7
days of 35 states/UTs
 $(1 \times 2500 \times 7 \times 35) = 6,12,500$

Total cost (i) 1+2+3+4 = 23,45,000

Total of Group (i + ii) = 85,05,000

The proposed 2 field trips by Faculty Coordinators and PCs are to supervise Training programmes being organized by the Agencies at State level and includes one trip at the stage of Training of Mapping & Listing of Households and one trips for supervision of training for Main survey.

- i) one trip by Faculty Coordinators for attending training of mapping and listing of Field Agencies.
- ii) one by Faculty Coordinators / PCs for attending training of main survey of FAs preferably at the beginning / end of the four week training programme including field practices.

Each trip is of 7 days duration and the visits would cover all the 35 States /UTs.

The proposed one trip by SPOs for attending main training / mapping and listing training of FAs includes airfare, accommodation charge, per diem & local

	convenience
	The Sub-committee discussed the cost estimates in detail including the revised proposal and is of the view that the number of trips of FC and PC needs to be reduced by 35 as it would not be fruitful if both FC and PC attend training besides SPO. The visits should be organised in such a way that each training is covered with a FC or PC and a SPO and duplication is avoided. The reduction in 35 trips would result in a saving of Rs. 30,80,000 and the expenditure under this head would be Rs. 54,25,000. Further, the expenditure on TA/DA should not exceed the entitlements as mentioned in para 2.1 above
Total of Group 2 = 92,40,000	Rs. 54,25,000

3. Travel, per diem and Local Transportation for Field Monitoring and Supervision

<p>➤ PIs, PCs and SPOs</p> <p>5. Airfare for 6 trips in a state @ 25000 for 35 states/UTs (6 x 25000 x 35) = 52,50,000</p> <p>6. Accommodation charges for 6 persons in a state @ 5000 of 7 days for 35 states/UTs (6 x 5000 x 7 x 35) = 73,50,000</p> <p>7. Per diem for 6 persons in a state @ 1500 of 7 days for 35 states/UTs (6 x 1500 x 7 x 35) = 22,05,000</p> <p>8. Local Transport for 6 persons in a state @ 2500 of 7 days of 35 states/UTs (6 x 2500 x 7 x 35) = 36,75,000</p> <p>Total cost (i) 1+2+3+4 = 1,84,80,000</p> <p>➤ POs (Social Scientists) Travel and Field Supervision</p> <p>1. Airfare for 4 trips per PO @ 25000</p>	<p>IIPS sent the revised proposal for FC, PC and SPO as under:</p> <p>➤ FCs and PCs</p> <p>1. Airfare for 4 trips in a state @ 25000 for 35 states/UTs (4 x 25000 x 35) = 35,00,000</p> <p>2. Accommodation charges for 4 persons in a state @ 5000 of 7 days for 35 states/UTs (4 x 5000 x 7 x 35) = 49,00,000</p> <p>3. Per diem for 4 persons in a state @ 1500 of 7 days for 35 states/UTs (4 x 1500 x 7 x 35) = 14,70,000</p> <p>4. Local Transport for 4 persons in a state @ 2500 of 7 days of 35 states/UTs (4 x 2500 x 7 x 35) = 24,50,000</p> <p>Total cost (i) 1+2+3+4 = 1,23,20,000</p>
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$$(4 \times 25000 \times 15) = 15,00,000$$

2. Accommodation charges for 270 days @ 750 per day
 $(270 \times 750 \times 15) = 30,37,500$
3. Per diem for 270 days @ 750 per day
 $(270 \times 750 \times 15) = 30,37,500$
4. Local Transport @ 750 per day for 270 days
 $(270 \times 750 \times 15) = 30,37,500$

$$\text{Total cost (iii) } 1+2+3+4 = 1,06,12,500$$

➤ **POs (Medical)**

1. Airfare for 2 trips per PO @ 25000
 $(2 \times 25000 \times 15) = 7,50,000$
2. Accommodation charges for 180 days @ 750 per day
 $(180 \times 750 \times 15) = 20,25,000$
3. Per diem for 180 days @ 750 per day
 $(180 \times 750 \times 15) = 20,25,000$
4. Local Transport @ 750 per day for 180 days
 $(180 \times 750 \times 15) = 20,25,000$

$$\text{Total cost (iv) } 1+2+3+4 = 68,25,000$$

➤ **SPOs**

1. Airfare for 2 trips in a state @ 25000 for 35 states/UTs
 $(2 \times 25000 \times 35) = 17,50,000$
2. Accommodation charges for 2 persons in a state @ 2500 of 7 days for 35 states/UTs
 $(2 \times 2500 \times 7 \times 35) = 12,25,000$
3. Per diem for 2 persons in a state @ 1000 of 7 days for 35 states/UTs
 $(2 \times 1000 \times 7 \times 35) = 4,90,000$
4. Local Transport for 2 persons in a state @ 2500 of 7 days of 35 states/UTs
 $(2 \times 2500 \times 7 \times 35) = 12,25,000$

$$\text{Total cost (ii) } 1+2+3+4 = 46,90,000$$

The proposed six field trips by FCs/Coordinators and SPOs include airfare, accommodation charge, per diem & local conveyance for visits to be made by each of the above set of staff would cover:

- ii) one trip for field supervision in the first month of the survey,
- iii) one trip in case of emergency or as per need, and
- iv) one trip near the end of survey.

On an average, 7 day visits by FCs/Coordinators/POs have been proposed for this. That includes journey time also. The same provision was there in NFHS-2 & NFHS-3. PO (Social Science) and PO (medical) are supposed to use the vehicle hired by the survey team to visit different PSUs. However, they may also hire a vehicle for local conveyance in a special case with prior permission from IIPS in order to strengthen the monitoring and supervision of NFHS-4 operations, especially the mapping and household listing.

	<p>ii) Project Officer (Social Scientists) is an important link between the Field Agency and the IIPS. He has to play an important role in the field to maintain quality of data collection. It is proposed to deploy 15 Project Officers (Social Scientist) for NFHS-4.</p> <p>iii) 15 Project Officers (Medical) would be deployed for field work for 180 days.</p> <p>Project Officers (Social and Medical) are supposed to use the vehicle hired by the survey team to visit different PSUs. However, they may also hire a vehicle for local conveyance in a special case with prior permission from IIPS in order to strengthen the monitoring and supervision of NFHS-4 operations, especially the mapping and household listing.</p> <p>The sub-committee recommended that:</p> <p>a) The plan of supervision and monitoring of field work is adequate.</p> <p>However, the sub-committee is of the view that a high number of trips have been proposed for FC & PC as compared to NFHS-3. It is recommended that the FC and PC trips be reduced by 70 and there should not be any duplication between the trips undertaken by FC and PC. Further, the duration of stay during each trip may be increased to 14 days per trip instead of 7 days. During NFHS-3, this duration was 18 days and in NFHS-2 it was 15 days. There would be reduction of Rs. 17,50,000 on account of reduction in 70 trips and the estimated expenditure under this head would be Rs. 2,96,17,500.</p> <p>b) The total expenditure on TA/DA should not exceed the entitlements as mentioned in para 2.1 above.</p>
<p>Total of Group 3 (i + ii + iii + iv) = Rs 3,59,17,500</p>	<p>Rs. 2,96,17,500</p>

4. Pretesting of Questionnaires and Survey Protocols

- i) Salary/per diem to 35 field staff @ 1250 for 20 days
 $(35 \times 1250 \times 20) = 8,75,000$
- ii) Airfare for 20 person @ 25000
 $(20 \times 25000) = 5,00,000$
- iii) Accommodation for 20 person @ 5,000 of 20 days
 $(20 \times 5000 \times 20) = 20,00,000$
- iv) 10 vehicle for 6 days of field @ 2500
 $(10 \times 2500 \times 6) = 1,50,000$
- v) 1 Vehicle for day to day requirements @ 2500 for 20 days
 $(1 \times 2500 \times 20) = 50,000$
- vi) Hall, Working Lunch, Tea, Snacks for 60 person for 20 days @ 400
 $(60 \times 20 \times 400) = 4,80,000$
- vii) Stationery for 60 person @ 1000
 $(60 \times 1000) = 60,000$
- viii) Printing of 750 copies questionnaire and 200 manual @ 1,00,000
- ix) Equipment
 - a) 9 Measuring Boards @ 14000 each
 $9 \times 14000 = 1,26,000$
 - b) 9 Weighing Machines @ 14000 each
 $9 \times 14000 = 1,26,000$
 - c) 9 Glucometers @ 1200
 $9 \times 1200 = 10,800$
 - d) 9 HemoCues @ 25000
 $9 \times 25000 = 2,25,000$
 - e) 9 BP Instruments @ 5400
 $9 \times 5400 = 48,600$
 - f) 9 Salt Testing Kits @ 200
 $9 \times 200 = 1,800$

Pretesting of questionnaires

Pre testing is an essential part of any survey work. NFHS-4 is a nation-wide survey and information is to be collected from the community through a structured pre-coded questionnaire and the total number of question runs into few hundreds. NFHS-4, like NFHS-3, covers both married and unmarried women (age 15-49) and men (age 15-54) and use three questionnaires, namely a household, a woman's and a man's questionnaire.

The pretesting of NFHS questionnaires will be done at two locations (rural and urban). For pretesting, 35 investigators will be hired and trained for two weeks and then will visit the field in the third week. The basic purpose of the pre-test is to assess the effectiveness of NFHS-4 protocols and instruments with the complete CAB component.

The committee observed that the plan of coverage of items included in estimating the cost of pre-testing are essential. However, accommodation for Senior Project Officers, Project Officers and Participants may be provided on twin sharing basis and the total cost of TA/DA should not increase the entitlements as per GOI rules as mentioned in para 2.1.

Equipment already available with IIPS may be utilized for the Pre-testing of questionnaires.

g) 9 GPS @ 10000 $9 \times 10000 = 90,000$ Total of a+b+c+d+e+f+g = 6,28,200 x) Consumables for CAB Component = 50,000	
Total of Group 4 (i + ii + iii + iv + v + vi + vii + viii + ix + x) = 48,93,200	

5. Workshop for Main Survey (TOT)	
A) Mapping and household listing M & L TOT = 10,00,000 B) Main TOT outside IIPS Workshop duration - 21 days (three weeks) Expected number of persons: 120 i) Airfare for 120 persons @ 25,000 per person $(120 \times 25000) = 30,00,000$ ii) Accommodation @ 5,000 per day for 120 person number of days 21 $(5000 \times 120 \times 21) = 1,26,00,000$ iii) 3 Vehicles (buses) for Field Practice @ 10,000 for 5 days $(3 \times 10000 \times 5) = 1,50,000$ iv) 1 Vehicle for day to day requirements @ 2500 for 20 days $(1 \times 2500 \times 20) = 50,000$ v) Facilities at the Training Venue @ 15000 per day for 20 days $(20 \times 15000) = 3,00,000$ vi) Stationery Items for the participants @ 1500 for 120 persons $(1500 \times 120) = 1,80,000$ vii) Printing of 750 copies of Questionnaires and 200 copies of Manuals for 120 person = 1,50,000	Mapping and household listing is an important segment of the survey and will be organized separately for FAs assigned the responsibility of the survey in states included in the two different phases of NFHS-4. Two senior persons from the FAs will be trained in TOT organized by IIPS, who in turn will organize the state level training. The training for mapping and listing includes 2 days of class room training and two days of field practice (one day field practice in rural PSUs and one day field practice in urban PSUs). The travel cost will be decided as per the admissibility based on their designation and salary. For Main survey, TOT is of 3 weeks duration with a break on each Sunday. It includes 12 days of rigorous training, one day of mock interviews, three days of field practice, one day on discussion based on field experience. About 120 participants covering representatives of the Field Agencies, SPOs and POs of IIPS will be taking part. It is proposed to organize workshops away from big cities as a retreat activity in order to keep the group away from distractions. The Committee observed that the plan of TOT for Mapping and Listing of Households and Main survey is essential and the items included in arriving at the cost of TOTs are

viii) Consumables for the CAB Component = 1,00,000 ix) Sitting Allowance for Guest Lecture (10 x 2000) = 20,000 Total of B (i+ii+iii+iv+v+vi+vii+viii+ix) = 1,65,50,000 C) Tabulation Plan Workshop = 5,00,000 Total of Group 5 (A+ B + C) = 1,80,50,000	also justified. However, accommodation for Senior Project Officers, Project Officers and Participants may be provided on twin sharing basis and the total cost of TA/DA should not increase the entitlements as per GOI rules as mentioned in para 2.1.
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6. TAC and other meetings	Recommendation
A. Technical Advisory Committee Meeting (TAC) Total cost (250000 x 5) = 12,50,000 B. Administrative and Financial Management Committee Meeting Total cost (150000 x 3) = 4,50,000 C. Steering Committee Meetings Total cost (150000 x 4) = 6,00,000	<p>There is a need to discuss various issues in the already constituted Technical Advisory Committee, Administrative and Financial Management Committee and Steering Committee. The expenditure projected would be covering for 15 TAC meetings involving 15-20 outside members for whom provision is made for local conveyance and a sitting allowance of 2000/- per day.</p> <p>The expenditure under this head would also include hospitality; stationery expenditures include accommodation charges, tea and snacks, lunch and stationery such as plastic folders, writing pads, pens, bags, and NFHS materials (questionnaires and other documents) to be distributed in the TAC meetings.</p> <p>Three meetings of the Administrative and Financial Management Committee to discuss the financial matters would be taking place.</p> <p>The Institute (IIPS) would also intend constitute an expert subcommittee with persons having expertise (two experts on sampling design, and two for questionnaires), research design, questionnaire, sampling, etc. and convene several meetings.</p> <p>Similar provisions were also there in NFHS-3. However, the cost of the meetings of PMC</p>

	and other review meetings may also be met from this head.
Total cost of Group 6 (A+ B + C) = 23,00,000	

7. Equipment at IIPS	Recommendation
A. 10 sets of PCs @ 50,000 per set (10 x 50000) = 5,00,000	IIPS is planning to modernize the NFHS office with a seminar hall, cubical hall and local LAN systems.
B. 5 sets (Work Stations) of PCs @ 2,00,000 per set (5 x 200000) = 10,00,000	Since NFHS-4 will be a huge data set, powerful and advanced configuration of the laptops are planned to procure for processing of large-scale household survey data. For this purpose, eight sets of equipment are required for the coordinators and two for the project coordinators.
C. 15 Laptop sets @ 90,000 per set (for Coordinators & Office Use) (15 x 90,000) = 13,50,000	The Committee observed that the requirement of equipment for the survey is justified. However, the quantity of equipment of various types may be arrived at after taking stock of the number of equipment available from DLHS-4 procured equipment. IIPS also included 15 smartphones @ Rs. 40, 000 per unit for data monitoring during sub-committee deliberations but the sub-committee did not agree to that.
D. 1000 Mini Laptops @ 30,000 per set (1000 x 30000) = 3,00,00,000	While procuring the equipment, DGS&D rate contract / General Financial Rules of GOI may be followed.
E. 1 laser colour printer @ 75,000 = 75,000	It was pointed out that the estimated cost (Rs. 90,000 per set) of 15 Laptops is on higher side. IIPS clarified that these are mobile workstation to handle large data and not ordinary laptops.
F. 2 B/W laser printers @ 50,000 per set (2 x 50000) = 1,00,000	
G. 1000 Car Chargers @ 1500 (1500x1000) = 15,00,000	
H. 1000 Extra Batteries @ 2500 (2500 x 1000) = 25,00,000	
I. 2000 Scanners for Field Use @ 1000 (1000 x 2000) = 20,00,000	
J. 1 Scanner for Office Use @ 20,000 = 20,000	
K. 1000 Pen Drives @500 (500 x 1000) = 5,00,000	
L. Computer Accessories	

= 5,00,000	
M. Sundry Expenses including Transportation of materials, CAPIs, CAB equipments and other consumables	
= 36,00,000	

Total cost of Group 7 (A+B+C+D+E+F+G+H+I+J+K+L+M) = 4,36,45,000

8. Cost of Report Writing / Finalization

<p>A. National Report (Writing, Editing and Reviewing) = 4,50,000</p> <p>B. Printing for National Report 2000 copies @ 300 (2000 x 300) = 6,00,000</p> <p>C. Printing of National Fact Sheet 2000 copies @ 50 per copy (2000 x 50) = 1,00,000</p> <p>D. 35 State/UT reports (Writing, Editing and Reviewing) = 5,20,000</p> <p>E. Printing for 35 state/UT reports, 250 copies @ 200 per copy (35 x 250 x 200) = 17,50,000</p> <p>F. Printing for State / District Fact Sheets (35 states/UTs) 500 copies @ 50 per copy (35 x 500 x 50) = 8,75,000</p>	<p>Reports/ factsheets are among the means through which data reaches the user. For preparing reports a team would be formed. The team would consist of 2 external experts and two coordinators from IIPS in addition to an official from Ministry of Health and Family Welfare. In case the experts or officials from MoHFW are absent, then they will be replaced by the coordinators of IIPS. Similar provisions were also there in NFHS-3 and an amount of Rs.3625000 was allotted in NFHS-3 for this purpose.</p> <p>The cost projected for NFHS-4 is found to be justified by the Committee.</p>
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Total cost of Group 8 (A+B+C+D+E+F) = 42,95,000

9. Dissemination workshop	Recommendation
<p>A. National = 10,00,000</p> <p>B. State (20 Major States including one for all NE states) @ 500000 per state = 1,00,00,000</p>	<p>After the data collection there is also a need to effectively communicate the results to data users and others. For this purpose, the projection made is comparable with NFHS-3 and found to be justified by the Committee.</p> <p>During NFHS-3 a total of Rs. 12560000 was allotted for dissemination workshops with following breakup:</p>

	<p>A. National Seminar = Rs. 17,00,000 B. State Seminar = Rs. 97,00,000 C. Others=1160000</p> <p>The dissemination cost of NFHS-4 therefore seems to be reasonable and justified.</p>
Total cost of Group 9 (A+B) = 1,10,00,000	

<p>10. Cost for software development</p> <p>Total Estimated cost = 5,00,00,000</p>	<p>The committee was informed that the cost of "Software Support" has been reduced from Rs. 5,00,00,000 to Rs. 1,50,00,000 by IIPS in view of the use of ICF International software with suitable modification under technical assistance. IIPS further informed that cost is for extending warranty for 1500 CAPIs purchased by IIPS for DLHS-4 which will be used for NFHS-4, in addition to purchasing of other newly developed software required for tabulation, analysis and report writing. The committee recommended this subject to the condition that if any software has been procured for DLHS-4 / other surveys, the same may be taken in to account.</p>
<p>11. Office cost Translation of questionnaires in regional languages, stationary, communication, Xerox and meting expenses, etc. = 5,00,000</p>	<p>The committee found this item of expenditure is justified.</p>
<p>12. Office Rental = 30,00,000</p>	<p>prefabricated office (including furniture) = 45,00,000</p>
<p>13. Furniture = 15,00,000</p>	<p>As IIPS is having space constraint in the campus on account of on-going infrastructure development and construction of buildings, the committee found it justified to locate NFHS-4 office separately. Since the expenditure shown is actually meant for "Setting up prefabricated office accommodation", the head of expenditure is suitably modified. No overhead of 20% on this account should be charged by IIPS.</p>

14.Total (1 to 13) = 23,83,25,200	<p style="text-align: right;">19,20,58,200</p>
15. Overhead cost @ 20% 4,76,65,040	<p>This is a cost to be paid to IIPs. This has been claimed as 20% of the total cost activities pertaining to survey handled by IIPS. However, Rs. 9,00,000 charged from fabricated office head should be reduced from this.</p> <p style="text-align: right;">3,84,11,640-9,00,000=3,75,11,640</p>
Grand total (14+15) = 28,59,90,240	<p style="text-align: right;">22,95,69,840</p>

Estimated Budget for Field Agencies (FAs)

1. Cost Estimation for a PSU included in the District Module				
A) Manpower	Unit	Unit Cost	Duration	Total Cost
i) Interviewers (3 F + 1 M)	4	850	3 days	10200
ii) Health Investigators	2	875	3 days	5250
iii) Supervisor	1	900	3 days	2700
iv) Vehicle	1	2500	3 days	7500
v) Supervision from Central Office	0.5	1500	3 days	2250
vi) Consumables				500
Subtotal				28,400
2. Cost Estimation for a PSU included in the State Module				
A) Manpower	Unit	Unit Cost	Duration	Total Cost
i) Interviewers (3 F + 1 M)	4	850	5 days	17000
ii) Health Investigators	2	875	5 days	8750
iii) Supervisor	1	900	5 days	4500
iv) Vehicle	1	2500	5 days	12500
v) Supervision from Central Office	0.5	1500	5 days	3750
vi) Consumables				1000
vii) Transportation of DBS including courier charges				300
Subtotal				47,800

0.7 * Cost per PSU for the District Module + 0.3* Cost per PSU for the State Module = 34220

Establishment Costs of FAs towards Central Office, Personnel, Transportation, Communication etc @15%

Cost per Household= 39353/20 = 1968 for 443470 HHs

Cost per Household in Hilly/ Island States or UTs = 1968*1.2 = 2362 for 125140 HHs

Average Cost per Household = 2055

Total Estimated Cost for Field Agencies = **116,84,93,550**

The Committee recommended that "QCBS with fixed cost" is the most preferred method for the survey in selection of Field Agencies. The committee also examined procedure followed by IIPS to arrive at the "Average cost per household" (Rs. 2055 per household) and found to be in order. The estimated number of households to be covered is 5,68,190 and not 5,68,610 as shown in the proposal. The total revised cost would be Rs. 116,76,50,950.

Estimated Budget for CAB Components

1. Equipment		Units	Unit Cost	Total Estimated Cost	Contribution of DPs	Contribution of MoHFW
	Measuring Boards (Seca Model 250)	900	24707	22236300	22236300	
	Weighing Machines (Seca)	900	29207	26286300	26286300	
	Glucometers (Accucheck)	900	1200	1080000		1080000
	HemoCues	900	36574	32916600	32916600	
	BP Instruments	900	5400	4860000		4860000
	Salt Testing Kits	900	200	180000		180000
	GPS	900	10000	9000000		9000000
	International shipping and Insurance			14566089		14566089
	Sub-total			111125289	81439200	29686089
2. Consumables for CAB		Units	Unit Cost	Total Estimated Cost		
	Adult Lancets (For Pricking)	1233245	32	39463800	39463800	
	Child Lancets	358632	17	6096744	6096744	
	Microcuvettes	1328038	54	71714052	71714052	
	Alcohol Preps	1992057	1.5	2988086		2988086
	Absorbent Sheets	1328038	5	6640190		6640190
	Biohazard Bags	394200	10	3942000		3942000
	Gauze - Sterile, Disposable	1328038	10	13280380		13280380
	HemoCue Cleaners	394200	111	43756200	43756200	
	Glucose Strips	969407	9	8724663		8724663
	Sub-total			196606155	161030836	35575319
3. Consumables for HIV in Field		Units	Unit Cost	Total Estimated Cost		
	Cooler-Igloo Playmate	900	1500	1350000		1350000
	Dessicants	977180	12	11726160		11726160
	Drying Raks	8000	45	360000		360000
	Filter paper cards #903	263839	80	21107120		21107120
	Humidity Indicator Cards	537449	10	5374490		5374490
	Barcode Labels	527677	2	1055354		1055354
	Plastic Box	1600	80	128000		128000

Velcro strips*	13681	nil	-	-
Ziploc bags (large)	10000	5	50000	50000
Ziploc bags (medium)	20000	3	60000	60000
Ziploc bags (small)	263839	5	1319195	1319195
Sub-total			4,25,30,319	4,25,30,319
<i>* Supplied along with Drying Racks</i>				
4. Laboratory Charges			4,00,00,000	4,00,00,000
5. HIV Test Kits			3,32,80,324	3,32,80,324
Total (1+2+3+4+5)			42,35,42,087	24,24,70,036
				18,10,72,051

** Estimated cost can be worked out precisely only after consultation with Laboratories @ for purchasing HIV kits*

Note: The budget does not include customs duty charges for any component

Observations and recommendations of the Committee:

As intimated by IIPS and USAID, the bifurcation of cost for the different CAB item to be contributed by DPs in cash/kind and GOI is given in the above table. The committee observed that the above rates are based on the market survey conducted by IIPS. Further, the estimated costs for CAB components (Haemoglobin testing, Measuring Boards, Weighing Scales) have been revised based on more recent market information that was obtained by ICF International. These estimates include the cost of shipping, insurance and any other charges for procurement. These however, do not factor the customs duty charges. The committee recommended that due procedures and rules may be followed for procuring the CAB tests items.

PART 1 – FORM OF CONTRACT

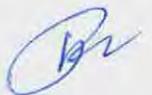
CONTRACT FOR: **National Nodal Agency (NNA)** for National Family Health Survey (NFHS)-4

This **CONTRACT** is made

BETWEEN : **The Ministry of Health and Family Welfare, Government of India,** Nirman Bhawan, Maulana Azad Road, New Delhi, India, hereafter to be referred to as “MoHF’W”

AND: International Institute For Population Sciences, Govandi Station Road, Deonar, Mumbai, hereafter to be referred to as “IIPS”

(Together “the Parties”).



1. Financial Limit

Payments under this Contract shall not, in any circumstances, exceed **Rs.37,14,40,164 /-** (**Rupees Thirty Seven Crore Fourteen Lakh Forty Thousand One Hundred Sixty Four Only**) inclusive of Government Taxes ("the Financial Limit") as applicable.

2. Time of the Essence

Time shall be of the essence as regards the performance by the NNA of its obligations under this Contract.

Dated: 19.3.2014

For and on behalf of
Ministry of Health and Family Welfare,
Government of India, New Delhi

Name: **BISWAJIT DAS**
Position: **DIRECTOR**
Signature: 

(बिश्वाजीत दास)
(BISWAJIT DAS)
निदेशक/Director
स्वास्थ्य एवं परिवार कल्याण मंत्रालय
Ministry of Health & F.W.
भारत, सरकार/Govt. of India
नई दिल्ली/New Delhi

For and on behalf of
International Institute for Population Sciences,
Mumbai

Name: **Prof. Faujdar Ram**
Position: **Director & Sr. Professor**
Signature: 

डॉ. एफ. राम/Dr. F. Ram
निदेशक एवं वरिष्ठ प्रोफेसर
Director & Senior Professor
अन्तर्राष्ट्रीय जनसंख्या विज्ञान संस्थान
International Institute for Population Science,
देवदार/Deonar, मुंबई/Mumbai-400 068.

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DEFINITIONS AND INTERPRETATION

1. Definitions

1.1 General:

- “The National Nodal Agency (NNA)” The International Institute for Population Sciences (IIPS), Mumbai has been designated as the National Nodal Agency for the NFHS-4 as laid out in the instant TORs.

- “The NNA’s Personnel” means any person instructed / engaged pursuant to this Contract to undertake any of the NNA’s obligations under this Contract, including the NNA’s employees and agents.

“The Equipment” means any equipment computer hardware or software, materials, goods and vehicles and associated services necessarily required for the implementation of the Services. “The Financial Limit” means the amount specified in **Part One** and is the maximum amount payable by MoHFW to the NNA under this Contract.

- “The Services” means the services set out in the Terms of Reference (Part 3)

- “The Faculty Coordinators” means the person named in Part 4 who is responsible for issuing instruction and dealing with all correspondence in connection with the technical aspect of the Contract

“The Project Officer” means the person named in Part 4 who is responsible for issuing instruction and dealing with all correspondence in connection with the technical aspect of the Contract

“The Contract Officer” means the person named in Part 4 who are responsible for all contractual aspects of the Contract.

“The Administration Officer” means the person named in Part 4 to whom invoices should be sent.

“The Records” means accounts files and any other means of record keeping maintained by the NNA / National Nodal Implementing Agency.

- 1.2 **Type of Agencies:** The following is the definition of various types of agencies that will be involved in the NFHS-4.

Field Agency (FA): Any Agency that has been selected through open tendering process for undertaking the field work for the NFHS -4 in any of the State, UT or part thereof.

National Nodal Agency (NNA): International Institute for population Sciences (IIPS), Mumbai has been designated as the National Nodal Agency for the NFHS-4 as laid out in the instant TORs.

Development Partners (DPs): International / Development agencies providing funds for NFHS-4.

“MoHFW/Ministry” means Ministry of Health & Family Welfare, Government of India, New Delhi.

2. Interpretation

2.1 In the event of any inconsistency between the Form of Contract (Part I), these General Conditions (Part 2) and the Special Conditions (Part 4), the Special Condition shall prevail.

2.2 Except as expressly provided in Clause 16, the NNA is not the agent of MoHFW and has no authority to represent and shall not purport to represent or enter into any commitments on behalf of MoHFW in any respect.

2.3 Nothing in this Contract is intended to make nor shall it make MoHFW the employer of the NNA or any of the NNA's Personnel.

2.4 All communication by the NNA relating notification or application for consents or instruction must be addressed to the MoHFW Contract Officer whose name and address are given in Part 4.

OBLIGATION OF THE NNA

3. Obligation

3.1 The NNA shall perform all its obligations under this Contract (including the provision of the Services) with all necessary skill, diligence, efficiency and economy to satisfy generally accepted professional standards as expected from experts.

4. Personnel

4.1 The NNA will be responsible for all activities including management, coordination, sampling, training, fieldwork, supervision, data entry and processing, production of data sets, tables, factsheets, reports, and dissemination.

4.2 IIPS Faculty Coordinators and Project Staff



IIPS will establish the core team of faculty coordinators for NFHS-4 which will be led by Director IIPS,. The overall project activities will be managed by this core group with day to day support from required project staff including social scientists, health professionals, and accounts and administrative staff. Project staff will work exclusively on NFHS-4 activities.

- 4.3 All members of the NNA Personnel shall be appropriately qualified, experienced and in a suitable physical condition so as to ensure that the NNA comply with all the NNA's obligations under this Contract. Qualification of the NNA Personnel for NFHS-4 will be decided in consultation with MoHFW
- 4.4 These key resource persons mentioned in Part 4 would not be changed during the duration of the study except in case of extraordinary circumstances. Any change would be communicated to Ministry.
- 4.5 The NNA is responsible for all acts and omissions of the NNA's Personnel and for the health, safety and security of such persons and their property.

5. Sub Contractors

- 5.1 The NNA shall not sub-contract any of its obligations under this Contract without the prior written consent of the MoHFW
- 5.2 If, having obtained MoHFW's consent, the NNA sub-contract any of its obligations, the NNA shall :-
 - a. provide that payments due to the sub-contractor shall be made not more than 30 days after provision to the NNA of a valid invoice : and
 - b. include rights for the NNA and obligations on the sub-contractor to ensure that MoHFW's rights to require replacement of personnel (as set out in Clause 3 and 4) and MoHFW's rights and the NNA's obligations as set out in Clauses 6 to 11 inclusive) can be enforced against the sub-contractor.

6. Disclosure of Information

- 6.1 The NNA and the NNA's Personnel shall not disclose to any third party any confidential information obtained during or arising from this Contract. In case any such situation arises NNA will inform MoHFW.
- 6.2 The NNA and the NNA's Personnel shall not disclose any information, technical data or know-how by any method to persons not associated with MoHFW, which is of a confidential nature during or arising from this Contract (other than in the proper performance of this Contract or as may be required by authority of competent

jurisdiction). In addition, any materials that the NNA and the NNA's Personnel may have collected on behalf of MoHFW, including those items addressed to NNA for the purpose of carrying out business/activities for MoHFW, shall remain the property of MoHFW.

6.3 Any tape recordings, speeches, photographs, manuals, plans, model program designs proposals, research materials, charts, audio-visual presentation and other training material or devices articles or manuscripts, or public relation materials or any other product requested by MoHFW as part of the NNA's activities will remain, in their entirety, as the exclusive property of MoHFW. Furthermore, MoHFW will have exclusive copyrights to any material produced for MoHFW during the contract and all intellectual property rights of products, raw material, etc, therein shall vest with MoHFW.

6.4 The NNA is required to execute and complete contingency plan in case of natural disaster like flood, fire, earthquake or other natural calamities.

7. Intellectual Property Rights

7.1 All intellectual property rights in all material (including but not limited to reports, data, designs whether or not electronically stored) produced by the NNA or the NNA's Personnel pursuant in the performance of the Services ("the Material") shall be the property of the MoHFW.

7.2 The NNA hereby grants to MoHFW a world-wide, non exclusive irrevocable, royalty-free license to use all the Material.

7.3 For the purpose of Clause 7.2, "use" shall mean without limitation, the reproduction, publication and sub-license of all the Material and the intellectual property rights therein, including the reproduction and sale of the Material and products incorporating the same for use by any person or for sale or other dealing anywhere in the world.

8. Legal Acts

8.1 The NNA shall ensure that all members of the NNA's Personnel are aware of the relevant Laws and Acts that are applicable during the execution of this project.

9. Access and Audit

9.1 The NNA shall keep accurate and systematic accounts, files and records ("the Records"). The Records shall clearly identify, among other things, the basis upon which invoices have been calculated and the NNA shall keep the Records throughout the duration of this Contract and for two years following its termination.



9.2 The NNA shall upon request provide MoHFW, or its representatives, access to the Records in order that the Records may be inspected and copied. The NNA shall cooperate fully in providing to MoHFW or its representative's answers to such enquiries as may be made about the Records.

9.3 Where it is found by MoHFW that any overpayment has been made to the NNA the NNA shall reimburse to MoHFW such amount within four weeks of the date of MoHFW's written demand.

10. Corruption, Commissions, Discounts and Fraud

10.1 The NNA warrants and represents to MoHFW that neither the NNA nor any of the NNA's Personnel:

- a. Has given, offered or agreed to give or accepted, any gift or consideration of any kind as an inducement or reward for doing or forbearing to do or for having done or forborne to do any act in relation to the obtaining or execution of any contract or for showing or forbearing to show favour or disfavour to any person or entity in relation to any contract or
- b. Has entered into any contract in connection with which commission has been paid or agreed to be paid by or to the NNA or NNA's Personnel or on their behalf or to their knowledge unless, before such contract was made, particulars of any such commission and of the terms of any agreement for the payment of such commission were disclosed in writing to MoHFW, whose written consent was subsequently given to such payment.

10.2 Neither the NNA nor any of the NNA's Personnel shall accept for or on their own benefit any trade commission, discount or similar payment or benefit in connection with this Contract.

10.3 The NNA undertake that neither the NNA nor the NNA's Personnel shall attempt or commit any fraud, deception, financial or procedural wrongdoing in relation to the performance by the NNA of its obligations under the Contract and shall immediately notify MoHFW of any circumstances giving rise to a suspicion that such wrongful activity may occur or has occurred.

11. Conflict of Interest

11.1 Neither the NNA nor any of the NNA's Personnel shall engage in any personal, business or professional activity which conflicts or could conflict with any of their obligations in relation to this Contract.

11.2 The NNA and the NNA's Personnel shall notify MoHFW immediately of any actual or potential conflict together with recommendation as to how the conflict can be avoided.



12. Discrimination

12.1 The NNA shall not unlawfully discriminate on the basis of Gender, Caste, Religion, Disability or as prohibited by the laws of the place of the performance of any of the Services.

12.2 The NNA shall take all reasonable steps to secure that the NNA's Personnel do not unlawfully discriminate as set out in Clause 12.1

13. Environmental Requirement

13.1 The NNA shall take all reasonable steps to protect the environment in relation to the performance of the Services and shall comply with all applicable environmental laws, regulation and MoHFW practice.

14. Occupational Hazards

14.1 The NNA shall be directly responsible for all occupational hazards (including physical disability, medical liability, death etc.) of its personnel while executing the NFHS-4 and shall not place any liability on MoHFW.

14.2 The NNA is responsible for ensuring adequate and appropriate medical insurance cover before beginning of field work under a MoHFW contract for whole duration of field work under NFHS-4. The MoHFW will neither be responsible for the cost of the NNA's medical care aid its personnel nor make arrangement for evacuation in a medical emergency.

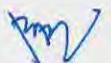
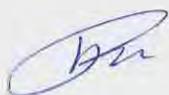
The NNA should maintain appropriate records of such insurance having been taken out, maintained and current premiums paid as applicable.

15. Indemnity

15.1 Except where arising from the negligence of MoHFW or MoHFW's employees, the NNA shall indemnify MoHFW in respect of any costs or damages however arising out of or related to breach of warranty or representation, contract or statutory acts or omissions by the NNA or the NNA's Personnel or any claims made against MoHFW by third "parties" in respect thereof.

16. Equipments and its use

16.1 Equipments procured and maintained by the NNA for the execution of NFHS-4 will be the responsibility of the NNA, and MoHFW will not be liable for any damage, loss, accident etc. arising out of the use of these equipments.



16.2 NNA will keep proper record of inventory of all such equipments procured in NFHS-4 as well as in previous surveys.

The equipments / accessories procured in earlier surveys and which are in working condition will be used in the NFHS-4 and future surveys.

/PRICE AND PAYMENT

17 Applicable Provisions and Financial Limit

17.1 Unless different provisions are substituted in Part 4, Clauses 17 to 22 inclusive shall apply in relation to price and payment.

17.2 The Components which comprise the Financial limit are set out in the Schedule Part 5. No expenditure is to be incurred in excess of the Financial Limit and no reimbursement between components shown in the schedule of prices in Part 5 are permitted (without the prior written authority of the Contract Officer).

/18 Fees

18.1 Any Fees payable are deemed to cover the cost of salary, leave allowance, bonuses, profit, taxes, insurances, superannuation, non-working days and all other costs including, but not limited to, clothing, vaccinations and expenses of whatsoever nature that may be incurred except those otherwise specifically provided for in this Contract.

/19 Expenses

19.1 Travel, living expenses and diem charges for NNA's personnel will be reimbursed as per the decision taken by AFMC/PMC from time to time.

20 Invoicing Instructions

20.1 Unless otherwise expressly provided in Part 4 or Part 5, invoices should be submitted in accordance with the remainder of clause 20.

20.2 MoHFW shall unless expressly provided in Part 4 make payments due by Cheque/Demand Draft/Online transfer (Nationalized Bank). All invoices must contain details of the bank in India to which payments are to be made.

20.3 Invoice should be on a letterhead with the contract reference number and bearing original signature. They should be numbered sequentially and dated, and marked "For the attention of the "Administration Officer" named in Part 4. Each invoice should state the period the services were provided using "from" and "to" dates. The final invoice presented in connection with this Contract should be endorsed "Final Invoice".



20.4 All invoices should contain details of expenditure in accordance with Part 5 in this Contract.

20.5 MoHFW may request proof of payment in respect of any item and shall be entitled to refuse to meet a claim if this cannot be provided.

20.6 Any invoice not presented in accordance with the above may be rejected and in any event shall be liable to query and delay in payment. MoHFW reserves the right not to pay any amount due in respect of an invoice received by MoHFW more than 90 days after the day of the NNA becoming entitled to invoice for the payment to which it relates.

21 Payments

21.1 Subject to MoHFW being satisfied that the NNA is or has been carrying out their duties, obligation and responsibilities under this Contract, sums duly approved shall normally be paid within 30 days of the receipt of a valid invoice. All payments will be made in Indian Rupees only.

21.2 If for any reason MoHFW is dissatisfied with performance of this Contract, an appropriate sum may be withheld from any payment otherwise due. In such event MoHFW shall identify the particular services with which it is dissatisfied together with the reasons for such dissatisfaction and payment of the amount outstanding will be made upon remedy of any unsatisfactory work or resolution of outstanding queries.

21.3 Should MoHFW determine after paying for a particular service that the service has not been completed satisfactorily, MoHFW may recover, or withhold from further payments, an amount not exceeding that previously charged for that service until the unsatisfactory service is remedied to its satisfaction.

FORCE MAJEURE AND TERMINATION

22 Force Majeure

22.1 Where the performance by the NNA of their obligations under this Contract is delayed, hindered or prevented by an event or events beyond the reasonable control of the NNA and against which an experienced NNA could not reasonably have been expected to take precautions, the NNA shall promptly notify to MoHFW in writing, specifying the nature of the force majeure event and stating the anticipated delay in the performance of this Contract.

22.2 From the date of receipt of notice given in accordance with Clause 22.1, MoHFW may, at its sole discretion, either suspend this Contract for up to a period of 6 months ("the Suspension Period") or terminate this Contract forthwith.



22.3 If by the end of the Suspension Period the parties have not agreed on a further period of suspension or re-instatement of the Contract, this Contract shall terminate automatically.

23. Suspension or Termination without Default of the NNA

23.1 MoHFW may, at its sole discretion, suspend or terminate this Contract at any time by so notifying the NNA and giving the reason(s) for such suspension or termination.

23.2 Where this Contract has been suspended or terminated pursuant to Clause 23.1, the NNA shall:

a. take such steps as are necessary to terminate the provision of the Services, (including suspending or terminating any Sub-contracts) in a cost-effective, timely and orderly manner; and

b. provide to MoHFW, not more than 60 days after MoHFW notifies the NNA of the suspension or termination of this Contract an account in writing, stating:

i. any costs, if any, due before the date of suspension or termination;

ii. any costs to be expended after the date of suspension or termination which the NNA necessarily incurred in the proper performance of this Contract and which it cannot reasonably be expected to avoid or recover.

23.3 Subject to MoHFW's approval MoHFW shall pay such amount to the NNA normally within 30 days after receipt from the NNA of an invoice in respect of the amount due.

24. Suspension or Termination with Default of the NNA

24.1 MoHFW may notify the NNA of the suspension or termination of this Contract where the services or any part of them are not provided to the satisfaction of MoHFW, giving the reasons for such dissatisfaction and, in the case of suspension, the action required by the NNA to remedy that dissatisfaction and the time within which it must be completed.

24.2 Where this Contract is suspended under Clause 24.1 and the NNA subsequently fails to remedy the dissatisfaction MoHFW may terminate the Contract forthwith.

24.3 MoHFW may, without prejudice to its other rights, including but not limited to the right to claim for costs and losses incurred, terminate this Contract forthwith where:

a. The NNA or any member of the NNA's Personnel, either directly or through their servants or agents, breaches any of their obligations under this Contract; or

b. The NNA or any member of the NNA's Personnel has committed an offence under any of the prevailing laws applicable to the project; or



c. There is a Change in Control. "Change in Control" means that the person(s) (including corporate bodies) directly or indirectly in Control of the NNA at the time this Contract is entered into cease to be in Control. "Control" means the power of a person to secure that the affairs of the NNA are conducted in accordance with the wishes of that person.

24.4 Where this Contract is terminated in accordance with this Clause. The NNA shall without prejudice to MoHFW's other remedies, take any steps necessary to terminate the provision of the Services in a timely and orderly manner but shall not be entitled to any further payment in relation to this Contract.

24.5 Where this Contract is terminated pursuant to Clause 24.3(b) the NNA shall pay MoHFW within 10 days of notification such amount as MoHFW shall have determined as the amount of any loss to MoHFW resulting from such termination together with the amount or value of any gift, consideration or commission concerned.

GENERAL PROVISIONS

25. Variations

25.1 No variation in the terms or scope of this Contract shall be effective without MoHFW's prior written consent and recorded in writing [in the form of a letter entitled "Contract Amendment No."]. MoHFW shall have no liability in respect of work performed outside the Services set out in part 3.

26. Assignment

26.1 The NNA shall not, without the prior written consent of MoHFW, assign or transfer or cause to be assigned or transferred, whether actually or as the result of takeover merger or other change of identity or character of the NNA, any of its rights or obligations under this Contract or any part, share or interest therein.

— 27. Limit of Liability

27.1 Except where there has been misconduct, gross negligence, dishonesty or fraud on behalf of the NNA or the NNA's Personnel, the NNA's liability under this Contract shall be limited to the amount of the Financial Limit.

28. Retention of Rights

28.1 Clause 6, 7, 8, 9, 15, 29 and 30 of this part 2 and any relevant clauses listed under Part 4 shall continue in force following the termination of this Contract.

29. Law and Legal jurisdiction

29.1 This Contract shall be governed by the laws of India and any disputes will be settled in the courts in NCT Delhi.

30. Amicable Settlement

30.1 The parties will attempt in good faith to negotiate a settlement to any claim or dispute between them arising out of or in connection with this Contract. If the parties fail to agree on the terms of settlement within 90 days of the initiation of the procedure the dispute may be referred to an arbitrator as agreed between the parties.

30.2 The decision of the arbitrator shall be final and binding on both parties.

30.3 The seat and place of arbitration shall be at Delhi.



TERMS OF REFERENCE

✓ **Scope of Work**

1. Functions of the National Nodal Agency

1.1 The National Nodal Agency will be responsible for overall co-ordination of NFHS-4 and will be specifically responsible for the following, amongst others:

- (a) Overall monitoring and coordination, including preparation of survey instruments, protocols, training, field work, data flow, report generation, District/State/National Fact Sheets and State and National reports.
- (b) NNA will be involved with NFHS-4 Survey in 35 States / UTs.
- (c) Prepare Bid documents and necessary instructions.
- (d) Organize and conduct a Prebid Conference.
- (e) Inviting Tender, technical evaluation and financial evaluation of the bids in consultation/association of the MoHFW and complete the process of selection of Field Agencies in a time bound manner
- (f) Sign MOUs with the Field Agencies and the MoHFW as necessary.
- (g) The NNA will keep the MoHFW informed of the status of project, utilization of funds received from MoHFW and expenditure from time to time. A copy of the statement of the expenditure submitted to different Development Partners will be shared with MoHFW.
- (h) Design a representative sample of enumeration areas, select specific households for interviewing, as per the guidelines and decisions of MoHFW on the recommendations of the Technical Advisory Committee
- (i) Preparation of Survey Instruments including as Schedules and Instruction Manuals and Schedules to be translated in the local/regional languages as necessary.
- (j) Pre-test of Survey Schedules
- (k) Training of Trainers and training of personnel of Field Agencies for conducting and coordinating the field work, data entry, tabulation and report generation for the smooth conduct of the Project Exercise.
- (l) Monitoring the quality assurance of survey results through protocols in consultation with MoHFW.

- (m) IIPS, as a National Nodal Agency will be responsible for release of funds to the various agencies (Field) as per the agreed protocols.
- (n) Legal support for contractual commitments and obligations
- (o) Evolving framework for performance appraisal of Field Agencies
- (p) NNA will establish and maintain a Control Centre with all office automation and communication equipment to monitor the activities of the Field Agencies and keep the MoHFW continuously apprised of the progress. The Control Centre will also archive the data for the field work.
- (q) Once the complete data files are received from the Field Agencies for a completed PSU, IIPS will check the completeness and accuracy of the data and will resolve all issues detected in the data sets. A report to be sent to MoHFW.
- (r) IIPS will inform and notify Field Agencies about clarifications and from time to time additional instructions that may arise during field work till the entire survey is completed.
- (s) In consultation with MoHFW, dissemination of key findings of the National Family Health Survey-4 and associated activities including preparation and printing of District and State Fact Sheets, detailed State reports as per the approved Tabulation Plan and also prepare National Report.
- (t) The National Nodal Agency will ensure that their contact details (Email, postal, telefax mobile etc.) are kept updated at all times and the Field Agency and MoHFW apprised. The National Nodal Agency will further ensure that at least two emails Id are active and regularly checked as emails would be the prime means of communication.
- (u) A separate bank account will be opened for the NFHS – 4 (India) and the Accounts Team for the project will maintain separate Books of Accounts and will get the accounts audited annually. Any interest accrued on the account shall be part of project funds.
- (v) Timelines for activities to be followed will be as included in the contract, except for which modifications are agreed to both the parties of the contract
- (w) NNA to designate the personnel for overall monitoring, supervision and implementation of the project who shall be accountable to MoHFW for providing any information and action thereupon.
- (x) IIPS to select laboratories for HIV testing in consultation with Department of AIDS control. IIPS also to co-ordinate with NACO/NARI regarding testing of samples.



2. Roles & Responsibilities of NNA for NFHS-4 CAB Component

- 2.1 IIPS will constitute a Purchasing Committee consisting of representative from IIPS, MoHFW, DFID and USAID for procurement of CAB equipments and other items, following relevant rules and regulations.
- 2.2 IIPS will ensure the timely procurement of the supplies and arrangement for their transportation to the FAs, overseeing the management, storage, maintenance, and transportation of supplies so that fieldwork is not delayed.

3 Other Conditions

- 3.1 All other conditions specified in the Terms of Reference (TORs) for the NFHS-4 Project, including deliverables and payment schedules remain unchanged unless otherwise amended as per Contract Amendments as specified under Clause 25 of Part 2.



Part 4

SPECIAL CONDITIONS

NNA Officials

The Contract Officer is: Director and Senior Professor
(Prof. F. Ram)

Administration (Registrar) is : Registrar
(Dr. Madhav K Kulkarni)

Administration (ACO) is: Accounts Officer
(Mrs. Vasanthi. Ramakrishna)

Key Personnel :

All the team members mentioned in the technical proposal cannot be substituted by the NNA without MoHFW's prior written consent

→ Price and Payment

The amount to be paid to the NNA by way of remuneration for the completion of the NNA's obligations under this Contract has been fixed at the time of signing the Contract and the amount shall be as provided in Part 5.

Intellectual Property Rights

Any reports or documents prepared or information or invention produced by or on behalf of the NNA relating to the Contract and all intellectual property rights therein shall be the property of the MoHFW. The NNA hereby assigns to the MoHFW all intellectual property rights in the above mentioned material generated by the NNA in the performance of the Contract and waives all moral rights relating to such materials.

Confidentiality of Information

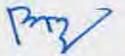
For the purpose of Part 2, clause 8 the NNA shall ensure that all members of the NNA's Personnel are under an obligation not to disclose to any third parties any confidential information obtained either directly from MoHFW or by virtue of their engagement in relation to this Contract. Confidential information may be in any form and shall include all information that, due to its character, nature or method of transmittal, a reasonable person would treat as confidential.



Under no circumstances should the NNA or NNA's team members interact with or disclose any information about this contract to any media. Any violation of this condition shall amount to breach of this contract.

The MoHFW shall have the right to terminate the Contract under clause 24.3 if, the NNA or any personnel of the NNA acts in a way which (a) would be an offence under the prevailing laws or (b) is an offence involving corruption, crime of terrorism under the legislation of any country.

MoHFW shall have the right to terminate under Section 2, clauses 24.3 (c) in the event of any occurrence, act or thing or a similar nature to those occurrences, acts or things referred in Section 2, clause 24.3 (c) .



Part 5

PAYMENT SCHEDULE

1. National Nodal Agency

The payment to the National Nodal Agency will be made as follows:

The amount approved for the prefabricated office (Rs 45,00,000/-), procurement of CAB equipments and consumables (Rs.18,10,72,051/-) and cost for equipments required at the IIPS (Rs. 4,36,45,000/-) will be released before issue of purchase order as per the request of IIPS. The remaining amount (Rs. 14,22,23,113/-) will be released as per following schedule:

22,92,19,051

Installment	Percentage of Payment	Milestone
First Installment	40 percent	On signing of MOA.
Second Installment	25 percent	On completion of field work in the States and UTs included in the first phase of the survey.
Third Installment	20 percent	On completion of field work in the States & UTs included in the second phase of the survey and finalization / release of fact sheet for the States / UTs and Districts included first phase.
Fourth Installment	10 percent	On finalization of national report and fact sheet for the States / UTs and Districts included second phase. Organization of National Dissemination Seminar and Release of NFHS-4 data.
Fifth Installment	5 percent	On completion of State level Dissemination Seminars for all major States, Release of all States report.

5,68,89,245

3,55,55,798

2,84,114,623

1,42,22,311

71,11,156

14,22,23,113

Estimated Budget for NFHS – 4

SL. NO.	Broad Heads	Contribution of MoHFW
A.	Estimated Budget for IIPS	
1	Personnel	4,57,58,500
2	Travel, Per Diem and Local Transportation for State Level Training (M&L and Main Survey)	45,06,250
3	Travel, Per Diem and Local Transportation for Field Monitoring and Supervision	3,19,62,500
5	Workshop for Main Survey (TOT)	1,80,50,000
6	TAC and Other Meetings	23,00,000
7	Equipments at IIPS	4,36,45,000
8	Report Writing	42,95,000
9	Dissemination Workshop	1,10,00,000
10	Software Support	1,50,00,000
11	Office Cost	5,00,000
12	Prefabricated Office (incl Furniture)	45,00,000 #
	Sub Total	18,15,17,250
13	Overhead Cost 5%	88,50,863
	Net Costs Towards IIPS	19,03,68,113
B.	Estimated Budget for CAB Components	18,10,72,051
	Grand Total (A+B)	37,14,40,164




Proposed timeline for NFHS-4 activities

Activities already completed in 2013

Establishment of three NFHS-4 committees (Technical Advisory Committee, Steering Committee, and Administrative and Financial Management Committee)
Establishment of the NFHS-4 team at IIPS and ICF International
Several committee meetings already held (two meetings of the TAC, two additional meetings of the Questionnaire Design Subgroup of the TAC, two meetings of the Sample Design Subgroup of the TAC, and additional formal and informal meetings with the Ministry of Health and Family Welfare, NACO, and selected development partners)
Completion of the Household Questionnaire, Woman's Questionnaire, and Man's Questionnaire for submission to the Steering Committee
Completion of a detailed note on the sample design for submission to the Steering Committee
Preparation and submission of a brief proposal to the Bill and Melinda Gates Foundation to allow the use of leftover funding from NFHS-3 for NFHS-4 activities (approved)
Funding provided by USAID to ICF International
Draft survey budget
Revise survey timeline
Revise full survey protocol
Hiring some staff for NFHS-4 at IIPS, including Project Coordinators, Project Officers, Office Assistant and Accountant
Prepare office space for NFHS-4
Submit and obtain approval of ethical review protocols for conducting Pre-test
Conduct first meeting of the Steering Committee and the three meetings of Administrative and Financial Management Committee
Secure additional funding commitments from development partners (BMGF, DFID, UNICEF, UNFPA, and the MacArthur Foundation)
Obtain sampling frame from 2011 Census
Prepare list of all needed biomarker equipment and supplies
Prepare pre-test manuals, including Interviewer's Manual, CAPI Manual, GPS Manual and Biomarker Manual
Design pamphlets for anaemia, height/weight, blood glucose, blood pressure and HIV for distribution to sample households
Obtain equipment and supplies for pre-test
Translate pre-test questionnaires into Hindi
Develop CAPI data entry and editing programs for pre-test
Conduct pre-test training
Conduct pre-test of questionnaires, biomarkers and field procedures
Revise questionnaires and manuals on the basis of the pre-test results
Revise CAPI program for revised questionnaires
Prepare Household Listing and Mapping Manual

January – March 2014 (1st quarter of 2014)

Setting Project Office
Announcing bids for selecting FA and suppliers of CAB & CAPI equipments.
Preparatory activities relating to selection of PSU
Prepare a list of national/local organizations that can provide assistance to women who are victims of domestic violence
Organized pre-bid Conference for FA, CAB & CAPI
Hiring of Staff
Receive bids against the tenders for FA, CAB and CAPI.
Evaluate bids and select field agencies for both phases

April – June 2014 (2nd quarter of 2014)

Selection of suppliers for CAB & CAPI
Agreement with suppliers for CAB & CAPI
Select enumeration areas for main fieldwork
Physical verification of office infrastructure of FAs for first phase states
Sign contracts with field agencies for the first phase
Prepare protocol for HIV testing in consultation with the National AIDS Control Organisation
Identify laboratories to conduct HIV testing
Prepare contracts with the laboratories
Validate HIV test kits, if required
Prepare laboratory instructions for HIV testing
Conduct Training of Trainers for household listing and mapping operation in first phase states during April 25-27th 2014.
State level Training for Mapping and Household Listing during May 10-20th 2014.
Begin Mapping & household listing operation in first phase states.
Monitoring & Supervision of Mapping and Household Listing in the field

Make arrangements for free HIV testing at local facilities for all respondents
Print questionnaires and manuals for Training of Trainers for first phase states

July – September 2014 (3rd quarter of 2014)

Conduct Training of Trainers for the main survey fieldwork inclusive of CAB & IT training for the first phase states
Field agencies hire all survey staff and training for first phase states
Complete household listing and mapping operations, sending excel sheet to IIPS
Select sample households in first phase states
Field agencies start fieldwork in first phase states
Monitoring & Supervision of Main survey of first phase states
Prepare fact sheet template
Prepare tabulation plan for national and state reports
Field agencies continue fieldwork in first phase states

October – December 2014 (4th quarter of 2014)

Physical verification of office infrastructure of FAs for the second phase states
Sign contracts with field agencies for the second phase
Conduct Training of Trainers for household listing and mapping operation in second phase states
State level Training for Mapping and Household Listing
Begin household listing and mapping operation in second phase states
Prepare dissemination plan for NFHS-4 results
Field agencies complete fieldwork in first phase states
Conduct training for lab personnel
Start HIV testing in first phase states
Complete secondary editing of data from first phase states
Calculate sampling weights for first phase states

January – March 2015 (1st quarter of 2015)

Monitoring & Supervision of Mapping and Household Listing of second phase states
Complete household listing and mapping operations in second phase states
Print questionnaires and manuals for Training of Trainers for second phase states
Conduct Training of Trainers for the main survey fieldwork in second phase states
Select sample households after household listing and mapping operations in second phase states
Field agencies hire all survey staff and training for the second phase states
Field agencies start fieldwork in second phase states
Monitoring & Supervision of Main survey of second phase states

April – June 2015 (2nd quarter of 2015)

Finalize data sets for first phase states
Prepare state fact sheets for first phase states
Prepare dissemination plan for NFHS-4 results for first phase of states

July – September 2015 (3rd quarter of 2015)

Field agencies finish fieldwork in second phase states
Complete secondary editing of data from second phase states
Calculate sampling weights for second phase states and national data set

October – December 2015 (4th quarter of 2015)

Finalize data sets for second phase states
Prepare state fact sheets for second phase states
Prepare dissemination plan for NFHS-4 results for second phase of states
Finalize national data set
Prepare national fact sheet
Analysis and report writing

January – March 2016 (1st quarter of 2016)

Continue analysis and report writing
Hold national dissemination seminar

April – June 2016 (2nd quarter of 2016)

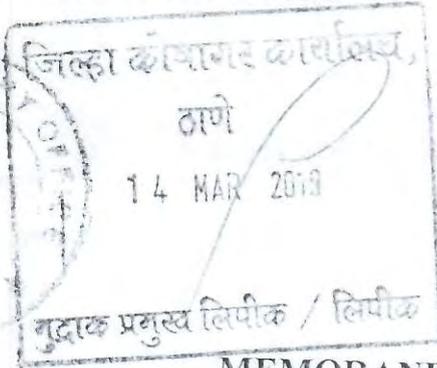
Finalize state reports
Hold state/regional dissemination seminars
Prepare NFHS-4 reports on selected topics/subject reports



महाराष्ट्र MAHARASHTRA

2018

TF 014903



MEMORANDUM OF UNDERSTANDING

PART 1 – FORM OF CONTRACT

CONTRACT FOR: Undertaking Fourth Round of Global Youth Tobacco Survey (GYTS-4) 2018-19

This **CONTRACT** is made

BETWEEN: The Ministry of Health and Family Welfare, Government of India, Nirman Bhawan, Maulana Azad Road, New Delhi, India, hereafter to be referred to as "MoHFW"

AND: International Institute for Population Sciences, B S Devshi Road (Govandi Station Road), Deonar, Mumbai – 400 088, hereafter to be referred to as "IIPS"

(Together "the Parties").

[Handwritten signatures]

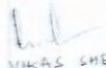
1. Financial Limit

Payments under this Contract shall not, in any circumstances, exceed Rs. 4,06,13,385/- (Rupees Four Crore Six Lakh Thirteen Thousand Three Hundred Eighty-five only) inclusive of GST ("the Financial Limit") as applicable.

2. Time of the Essence

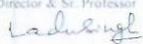
Time shall be of the essence as regards the performance by the IIPs of its obligations under this Contract.
Dated:

For and on behalf of
Ministry of Health and Family Welfare,
Government of India, New Delhi

Name: 
Position: VIKAS SHEEL
JOINT SECRETARY
Signature:

(विकास शील)
(VIKAS SHEEL)
Joint Secretary
Ministry of Health & F.W.
Govt. of India, New Delhi

For and on behalf of
International Institute for Population Sciences,
Mumbai

Name: Prof. L. Ladusingh
Position: Director & Sr. Professor
Signature: 
20/3/2018

एन.ए. प्रोफ. / Officiating Director
अंतर्राष्ट्रीय जनसंख्या विज्ञान संस्थान
International Institute for Population Sciences
Deonar मुंबई / Mumbai-400 068

PART 2 - GENERAL TERMS AND CONDITIONS

1. Definitions

1.1 General:

The Nodal Agency (NNA) - The International Institute for Population Sciences (IIPS) Mumbai has been designated as the NNA for the GYIS-4 as laid out in this instant

"The NNA's Personnel" means any person instructed / engaged pursuant to this Contract to undertake any of the NNA's obligations under this Contract, including the NNA's employees and agents.

"The Equipment" means any equipment computer hardware or software, materials, goods and vehicles and associated services necessarily required for the implementation of the Services. "The Financial Limit" means the amount specified in Part 1 and is the maximum amount payable by MoHFW to the NNA under this Contract.

"The Scope of work" relates to the functions of the NNA set out in the Terms of Reference (Part 3)

"The Facility Coordinators" means the person named in Part 4 who will be responsible for issuing instruction and dealing with all correspondence in connection with the technical aspect of the Contract.

"The Contract Officer" means the person named in Part 4 who is responsible for all contractual aspects of the Contract.

"The Administration (Registrar)" means the person named in Part 4 to whom invoices should be sent.

"The Administration (Assistant Finance Officer)" means the person named in Part 4 to whom invoices should be sent.

"The Records" means accounts files and any other means of record keeping maintained by the NNA / National Nodal Implementing Agency.

1.2 Type of Agency: The following is the definition of the agencies that will be involved in the GYIS-4.

Field Agency (FA): Any Agency that has been selected through open tendering process for undertaking the field work for the GYIS-4 in any of the State, UT or part thereof.

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National Nodal Agency (NNA): International Institute for population Sciences (IIPS), Mumbai has been designated as the NNA for the GYTS-4 as laid out in the instant TORs.

“MoHFW/Ministry” means Ministry of Health & Family Welfare, Government of India, New Delhi.

2. Interpretation

- 2.1 In the event of any inconsistency between the Form of Contract (**Part 1**), these General Conditions (**Part 2**) and the Special Conditions (**Part 4**), the Special Condition shall prevail.
- 2.2 Except as expressly provided in Clause 16, the NNA is not the agent of MoHFW and has no authority to represent and shall not purport to represent or enter into any commitments on behalf of MoHFW in any respect.
- 2.3 Nothing in this Contract is intended to make nor shall it make MoHFW the employer of the NNA or any of the NNA's Personnel.
- 2.4 All communication by the NNA relating notification or application for consents or instruction must be addressed to the MoHFW Contract Officer whose name and address are given in **Part 4**.

3. Obligation

- 3.1 The NNA shall perform all its obligations under this Contract (including the provision of the Services) with all necessary skill, diligence, efficiency and economy to satisfy generally accepted professional standards as expected from experts.
- 3.2 The activities of the GYTS-4 as outlined in the timeline in the proposal will commence on the receipt of the first installment as shown in **Part 5**.

4. Personnel

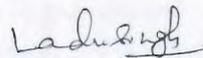
- 4.1 The NNA (Faculty Coordinators and Project Staff) will be responsible for all activities including management, coordination, sampling, training, fieldwork, supervision, data entry and processing, production of data sets, tables, factsheets, national report, and dissemination.
- 4.2 Any change in key resource persons mentioned in **Part 4** would be communicated to the Ministry.

5. Sub-Contracting

- 5.1 The NNA shall not sub-contract any of its obligations (as mentioned in **Part 3**) under this Contract without the prior written consent of the MoHFW.

6. Disclosure of Information

- 6.1 The NNA and the NNA's Personnel shall not disclose to any third party any confidential information obtained during or arising from this Contract. In case any such situation arises NNA will inform MoHFW.



6.2 **Release of unit level data-** The unit level data of GYTS-4 will be released only after national level dissemination.

7. Intellectual Property Rights

7.1 All intellectual property rights in all material (including but not limited to reports, data, designs whether or not electronically stored) produced by the NNA or the NNA's Personnel pursuant in the performance of the Services ("the Material") shall be the property of the MoHFW.

8. Legal Acts

8.1 The NNA shall ensure that all members of the NNA's Personnel are aware of the relevant Laws and Acts that are applicable during the execution of this project.

9. Access and Audit

9.1 The NNA shall keep accurate and systematic accounts, files and records ("the Records"). The Records shall clearly identify, among other things, the basis upon which invoices have been calculated and the NNA shall keep the Records throughout the duration of this Contract and for two years following its termination.

9.2 The NNA shall upon request provide MoHFW, or its representatives, access to the Records in order that the Records may be inspected and copied. The NNA shall cooperate fully in providing to MoHFW or its representative's answers to such enquiries as may be made about the Records.

9.3 Where it is found by MoHFW that any overpayment has been made to the NNA the NNA shall reimburse to MoHFW such amount.

10. Conflict of Interest

10.1 Neither the NNA nor any of the NNA's Personnel shall engage in any personal, business or professional activity which conflicts or could conflict with any of their obligations in relation to this Contract.

10.2 The NNA and the NNA's Personnel shall notify MoHFW immediately of any actual or potential conflict together with recommendation as to how the conflict can be avoided.

11. Discrimination

11.1 The NNA shall not unlawfully discriminate on the basis of Gender, Caste, Religion, Disability or as prohibited by the laws of the place of the performance of any of the Services.

11.2 The NNA shall take all reasonable steps to secure that the NNA's Personnel do not unlawfully discriminate as set out in Clause 11.1.

 Ladunghl

12. Occupational Hazards

- 12.1 The NNA shall be directly responsible for all occupational hazards (including physical disability, medical liability, death etc.) of its personnel while executing the GYTS-4 and shall not place any liability on MoHFW.
- 12.2 The NNA is responsible for ensuring adequate and appropriate medical insurance cover before beginning of field work under a MoHFW contract for whole duration of field work under GYTS-4. The MOHFW will neither be responsible for the cost of the NNA's medical care aid its personnel nor make arrangement for evacuation in a medical emergency.

13. Indemnity

- 13.1 Except where arising from the negligence "of MoHFW or MoHFW's employees, the NNA shall indemnify MoHFW in respect of any costs or damages however arising out of or related to breach of warranty or representation, contract or statutory acts or omissions by the NNA or the NNA's Personnel or any claims made against MoHFW by third "parties" in respect thereof.

14. Equipment and its use

- 14.1 Equipment procured and maintained by the NNA for the execution of GYTS-4 will be the responsibility of the NNA, and MoHFW will not be liable for any damage, loss, accident etc. arising out of the use of these equipment.
- 14.2 NNA will keep proper record of inventory of all such equipment procured in GYTS- 4 as well as in previous surveys.
The equipment / accessories procured in earlier surveys and which are in working condition will be used in the GYTS-4 and future surveys.

15. Applicable Provisions and Financial Limit

- 15.1 Unless different provisions are substituted in **Part 4**, Clauses 15 to 19 inclusive shall apply in relation to price and payment.
- 15.2 The Components which comprise the Financial limit are set out in the Schedule **Part 5**. No expenditure is to be incurred in excess of the Financial Limit and no reimbursement between components shown in the schedule of prices in **Part 5** are permitted (without the prior written authority of the Contract Officer).

16. Fees

- 16.1 Any Fees payable are deemed to cover the cost of salary, leave allowance, insurances, non-working days and all other costs including, but not limited to, clothing, vaccinations and expenses of whatsoever nature that may be incurred except those otherwise specifically provided for in this Contract.



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17. Expenses

- 17.1 Travel, living expenses and diem charges for NNA's personnel will be reimbursed as per the GFR from time to time.
- 17.2 Faculty consultation fee will be given as per the provision in the approved GYTS-4 budget.

18. Invoicing Instructions

- 18.1 Unless otherwise expressly provided in **Part 4** or **Part 5**, invoices should be submitted in accordance with the remainder of clause 18.
- 18.2 MoHFW shall unless expressly provided in **Part 4** make payments due by Cheque/Demand Draft/Online transfer (Nationalized Bank). All invoices must contain details of the bank in India to which payments are to be made.
- 18.3 Invoice should be on a letterhead with the contract reference number and bearing original signature. They should be numbered sequentially and dated, and marked "For the attention of the "Designated official" named in **Part 4**. Each invoice should state the period the services were provided using "from" and "to" dates. The final invoice presented in connection with this Contract should be endorsed "Final Invoice".
- 18.4 All invoices should contain details of expenditure in accordance with **Part 5** in this Contract.
- 18.5 MoHFW may request proof of payment in respect of any item and shall be entitled to refuse to meet a claim if this cannot be provided.
- 18.6 Any invoice not presented in accordance with the above may be rejected and in any event shall be liable to query and delay in payment. MoHFW reserves the right not to pay any amount due in respect of an invoice received by MoHFW more than 90 days after the day of the NNA becoming entitled to invoice for the payment to which it relates.

19. Payments

- 19.1 Subject to MoHFW being satisfied that the NNA is or has been carrying out their duties, obligation and responsibilities under this Contract, sums duly approved shall normally be paid within 30 days of the receipt of a valid invoice. All payments will be made in Indian Rupees only as per the payment schedule given in **Part 5**.
- 19.2 If for any reason MoHFW is dissatisfied with performance of this Contract, an appropriate sum may be withheld from any payment otherwise due. In such event MoHFW shall identify the particular services with which it is dissatisfied together with the reasons for such dissatisfaction and payment of the amount outstanding will be made upon remedy of any unsatisfactory work or resolution of outstanding queries.
- 19.3 Should MoHFW determine after paying for a particular service that the service has not been completed satisfactorily, MoHFW may recover, or withhold from further payments, an amount not exceeding that previously charged for that service until the unsatisfactory service is remedied to its satisfaction.

 Radu Singh

GENERAL PROVISIONS

20. Variations

20.1 No variation in the terms or scope of this Contract shall be effective without MoHFW's prior written consent and recorded in writing [in the form of a letter entitled "Contract Amendment No."]. MoHFW shall have no liability in respect of work performed outside the Services set out in **Part 3**.

21. Assignment

21.1 The NNA shall not, without the prior written consent of MoHFW, assign or transfer or cause to be assigned or transferred, whether actually or as the result of takeover merger or other change of identity or character of the NNA, any of its rights or obligations under this Contract or any part, share or interest therein.

22. Limit of Liability

22.1 Except where there has been misconduct, gross negligence, dishonesty or fraud on behalf of the NNA or the NNA's Personnel, the NNA's liability under this Contract shall be limited to the amount of the Financial Limit.

23. Retention of Rights

23.1 Clause 6, 7, 8, 9, 13, 24 and 25 of this **Part 2** and any relevant clauses listed under **Part 4** shall continue in force following the termination of this Contract.

24. Law and Legal jurisdiction

24.1 This Contract shall be governed by the laws of India and any disputes will be settled in the courts in NCT Delhi.

25. Amicable Settlement

25.1 The parties will attempt in good faith to negotiate a settlement to any claim or dispute between them arising out of or in connection with this Contract. If the parties fail to agree on the terms of settlement within 90 days of the initiation of the procedure the dispute may be referred to an arbitrator as agreed between the parties.

25.2 The decision of the arbitrator shall be final and binding on both parties.

25.3 The seat and place of arbitration shall be at Delhi.



Part 3

TERMS OF REFERENCE

Scope of Work

1. Functions of the National Nodal Agency

- 1.1 The NNA will be responsible for overall co-ordination of GYTS-4 and will be specifically responsible for the following, amongst others:
- (a) Overall monitoring and coordination, including preparation of survey instruments, protocols, training, field work, data flow, report generation, State/National Fact Sheets and National report.
 - (b) NNA will be involved with GYTS-4 Survey in 36 States/ UTs.
 - (c) Prepare Bid documents and necessary instructions.
 - (d) Organize and conduct a Pre-bid Conference.
 - (e) Inviting Tender, technical evaluation and financial evaluation of the bids in consultation/association of the MoHFW and complete the process of selection of Field Agencies in a time bound manner
 - (f) Sign MOUs with the Field Agencies and the MoHFW as necessary.
 - (g) The NNA will keep the MoHFW informed of the status of project, utilization of funds received from MoHFW and expenditure from time to time. A copy of the statement of the expenditure submitted to different Development Partners will be shared with MoHFW.
 - (h) Design a representative sample of enumeration areas, select specific schools / colleges for interviewing, as per the guidelines on the recommendations of the Technical Advisory Committee.
 - (i) Preparation of Survey Instruments including Schedules and Instruction Manuals and Schedules to be translated in the local/regional languages as necessary.
 - (j) Pre-test of Survey Schedules.
 - (k) Training of Trainers and training of personnel of Field Agencies for conducting and coordinating the field work, data entry, tabulation and report generation for the smooth conduct of the Project Exercise.
 - (l) Monitoring the quality assurance of survey results in consultation with MoHFW.
 - (m) IIPS, as a NNA will be responsible for release of funds to the various agencies (Field) as per the agreed protocols.
 - (n) Evolving framework for performance appraisal of Field Agencies.
 - (o) NNA will establish and maintain a Control Centre with all office automation and communication equipment to monitor the activities of the Field Agencies and keep the MoHFW continuously apprised of the progress. The Control Centre will also archive the data for the field work.
 - (p) Once the complete data files are received from the Field Agencies for a completed Schools / Colleges, IIPS will check the completeness and accuracy of the data and will resolve all issues detected in the data sets.

 Ladusingh

- (q) IIPS will inform and notify Field Agencies about clarifications from time to time with additional instructions that may arise during field work till the entire survey is completed.
- (r) In consultation with MoHFW, IIPS will disseminate the key findings of the Global Youth Tobacco Survey-4 and prepare and print State and National Fact Sheets and the National Report only.
- (s) A separate bank account will be opened for the GYTS-4 (India) and the Accounts Team for the project will maintain separate Books of Accounts and will get the accounts audited annually. Any interest accrued on the account shall be part of project funds.
- (t) Timelines for activities to be followed will be as included in the contract, except for which modifications are agreed to both the parties of the contract.

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Part 4
SPECIAL CONDITIONS

NNA Officials

The Contract Officer is: Director and Senior Professor
(Prof. L. Ladusingh)

Administration (Registrar) is : Registrar
(Dr. Madhav K Kulkarni)

Administration (AFO) is: Assistant Finance Officer
(Mr. Ramchandra Rathod)

Faculty Coordinators

1. Prof. L. Ladusingh
2. Prof. B. Paswan
3. Prof. H. Lungdim
4. Prof. R. Nagarajan
5. Dr. M. Dhar
6. Dr. P. K. Narzary

The MoHFW Contract Officer:

Key Personnel :

All the team members mentioned in the technical proposal cannot be substituted by the NNA without MoHFW's prior written consent

Price and Payment

The amount to be paid to the NNA by way of remuneration for the completion of the NNA's obligations under this Contract has been fixed at the time of signing the Contract and the amount shall be as provided in **Part 5**.

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Any reports or documents prepared or information or invention produced by or on behalf of the NNA relating to the Contract and all intellectual property rights therein shall be the property of the MoHFW. The NNA hereby assigns to the MoHFW all intellectual property rights in the above mentioned material generated by the NNA in the performance of the Contract and waives all moral rights relating to such materials.

Confidentiality of Information

For the purpose of **Part 2**, clause 8 the NNA shall ensure that all members of the NNA's Personnel are under an obligation not to disclose to any third parties any confidential information obtained either directly from MoHFW or by virtue of their engagement in relation to this Contract. Confidential information may be in any form and shall include all information that, due to its character, nature or method of transmittal, a reasonable person would treat as confidential.

Under no circumstances should the NNA or NNA's team members interact with or disclose any information about this contract to any media. Any violation of this condition shall amount to breach of this contract.



Data Availability

The unit level data for GYTS-4 will be made available to public as soon as the national report has been released. Partial data of GYTS-4 for any state cannot be made available until the release of national report. The data will be made available electronically at no cost after filling an online registration form.

 Ladungh

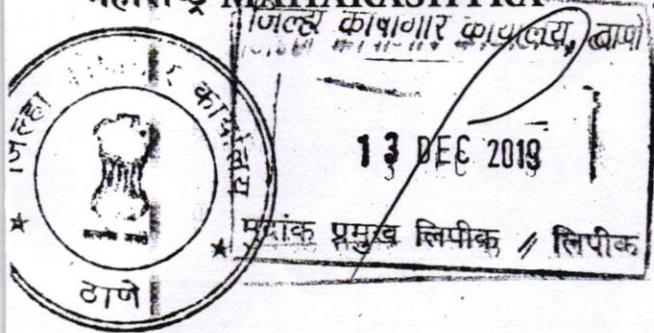
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BY SPEED POST



महाराष्ट्र MAHARASHTRA

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please OK FTS: 3277412

AMENDMENT IN MEMORANDUM OF UNDERSTANDING

(MoU)

BETWEEN

MINISTRY OF HEALTH AND FAMILY WELFARE

(GOVERNMENT OF INDIA)

AND

INTERNATIONAL INSTITUTE FOR POPULATION SCIENCES, B S DEVSHI
ROAD (GOVANDI STATION ROAD), DEONAR, MUMBAI-400088, INDIA



The 'TIMELINE' mentioned under Part 5 of the Memorandum of Understanding dated 23rd March, 2018 for conduct of fourth round of Global Youth Tobacco Survey (GYTS-4) by International Institute of Population Sciences (IIPS), is replaced as under;



जोडपत्र-२/ Annexure-II

21 DEC 2019

१. मुद्रांक चिन्नी नोंदवही अनु. क्रमांक/दिनांक	105352
२. दस्ताचा प्रकार	
३. दस्त नोंदणी करणार आहेत का?	होय / P. B. SINGH
४. मिळकतीचे थोडक्यात वर्णन -	Advocate High Court
५. मुद्रांक विकत घेणाऱ्याचे नाव व सही	R/O 74, 2425, Hebru Nagar,
६. हस्ता असल्यास त्याचे नाव, पत्ता व सही	Kurla (E), Mumbai - 400 024
७. हस्ताचा पदाकारणचे नाव	
८. हस्ताचा पदाचा विवर	
९. परतपावणाऱ्या मुद्रांकाकितानी त्या परतपावणाऱ्या मुद्रांक शुभ्रांक बँकेचे ठिकाण, तला	व्हा. एस. सराफ परवाना क्र. १९०१०२५, व्ही-३/६/७२, सेक्टर-२, आसई, नवी मुंबई ४०० ७०३.

SSC

या परतपावणाऱ्या मुद्रांक खरीदी करता रद्दीची त्याच परतपावणाऱ्या मुद्रांक खरीदी केल्यापासून ६ महिने
कारणा बंधनकारक आहे.

21-DEC 2019



TIMELINE

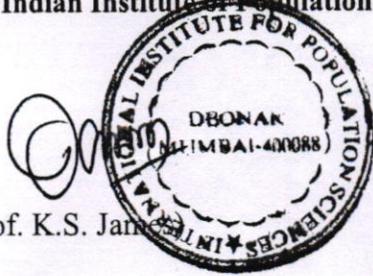
Detailed timeline (tentative) for Global Youth Tobacco Survey -4 (GYTS-4)

Sl. No.	Activities	Month-wise (Financial Year, 2018-19)											
		Apr.	May	Jun.	Jul.	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar
1	Developing technical as well as financial proposal for GYTS-4 by IIPS, the Nodal Agency	■											
2	Approval of the proposal of GYTS-4 by the MOFHW	■											
3	Selection/nomination of Nodal Agency by the MOFHW	■											
4	Developing MoA for signing between MoHFW and IIPS and signing of MoA	■											
5	Hiring of Project staffs for GYTS-4 at IIPS		■	■									
6	Constitution of Committees (TAC/Finance and others) for implementation of GYTS-4			■	■								
7	First TAC meeting to discuss plans for GYTS-4 implementation					■							
8	Ethical approval from IRB and second TAC meeting						■	■					
9	Preparation and review of manuals for the ToT						■	■	■				
10	Finalization of sampling procedure and questionnaires							■	■				
11	Finalization of RFP and approval from Ministry								■	■	■		
12	Translation of the questionnaires to Hindi and Marathi for Pre-Test and Conducting Pre-Test in Mumbai									■	■		
13	Advertisement/Floating of tenders for GYTS-4 for FA										■		
14	Evaluation of Bids and Selection FAs											■	■
Sl. No.	Activities	Month-wise (Financial Year, 2019-20)											
		Apr.	May	Jun.	Jul.	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar
15	Signing of contracts with the FAs	■	■										
16	ToT for main survey by IIPS			■									
17	Hiring of manpower by FAs, State level training by FAs, and starting data collection			■	■	■							
18	Review and Completion of field work; Data entry by FA					■	■	■	■				
19	Checking, cleaning, validation of data, transmission of data to IIPS, tabulation plan and preparation of template for state and national factsheets, and national report						■	■	■	■			
20	Preparation of National and State factsheets							■	■	■			
21	Printing and release of National and State factsheets										■		
22	Data analysis, tabulation, reviewing, editing and printing of National report								■	■	■		
23	Release of national report and organization of national dissemination											■	■



Other term & condition of the MoU shall remain the same.

For Indian Institute of Population Sciences

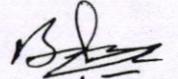
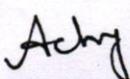


(Prof. K.S. Jangra)

Director & Sr. Professor,

International Institute of Population
Sciences, Mumbai

Witness:

- 1) 
(Dr. Balsam Paswan)
- 2) 
(ANIKET CHATTOPADHYAY)
ASSISTANT FINANCE OFFICER
IIPS, MUMBAI

For Ministry of Health and Family Welfare



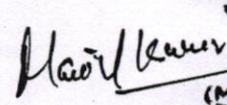
(Vikas Sheel)

Joint Secretary

Ministry of Health and Family Welfare,
Nirman Bhawan, New Delhi

(विकास शील)
(VIKAS SHEEL)
संयुक्त सचिव/Joint Secretary
स्वास्थ्य एवं परिवार कल्याण मंत्रालय
Ministry of Health & F.W.
भारत सरकार/Govt. of India
नई दिल्ली/New Delhi

Witness:

- 1) 
(प्रदीप कुमार पाल)
(PRADIP KUMAR PAL)
उप सचिव/Under Secretary
स्वास्थ्य एवं परिवार कल्याण मंत्रालय
Ministry of Health & F.W.
भारत सरकार/Govt. of India
नई दिल्ली/New Delhi
- 2) 
(मनीष कुमार)
(MANISH KUMAR)
वरिष्ठ सांख्यिकीय अधिकारी
Senior Statistical Officer
स्वास्थ्य एवं परिवार कल्याण मंत्रालय
Ministry of Health & F.W.
भारत सरकार/Govt. of India
नई दिल्ली/New Delhi

SPEED POST

File No.P.16014/01/2018-TC

PLEASE
OIC



No.P.16014/01/2018-TC
Government of India
Ministry of Health & Family Welfare
(Tobacco Control Division)

Nirman Bhawan, New Delhi-110108
Dated the 6th August, 2020

To,

Dr. K.S. James
Director and Senior Professor,
International Institute for Population Sciences,
Govandi Station Road,
Deonar, Mumbai -400088

3303901

Subject: Signed Copy (Original) of the Memorandum of Understanding (Second Amendment) for GYTS-4 project –regarding.

Sir,

I am directed to refer to the above subject and to enclose herewith one original copy of the Memorandum of Understanding (Second Amendment) between Ministry of Health & Family Welfare and International Institutes for Population Sciences in respect of the fourth round of the Global Youth Tobacco Survey (GYTS-4) for your record & necessary action.

Encl: as above

Yours faithfully,

DIGITALLY SIGNED BY PRADIP
KUMAR PAL
Date: 06.08.2020 09:10:16 IST
E-Sign
Reason: Approved

(Pradip Kumar Pal)
Under Secretary to the Govt. of India
Tel. No. 011-23063019



महाराष्ट्र MAHARASHTRA

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12 JUN 2020

WF 616823



SECC D AMENDM T IN MEMORANDUM OF UNDERSTANDING (MoU)

- 1 JUN 2020 BETWEEN

**MINISTR OF HEALTH AND FAMILY WELFARE,
(GOVERNMENT OF INDIA)
NEW DELHI**

AND

**INTERNATIONAL INSTITUTE FOR POPULATION SCIENCES,
B S DEVSHI ROAD (GOVANDI STATION ROAD),
DEONAR, MUMBAI-400088, INDIA**

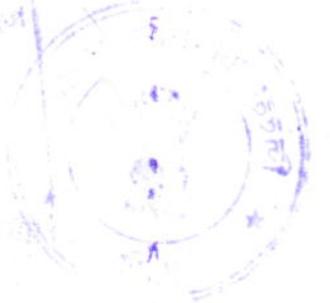
The "SUMMARY OF BUDGET" and 'TIMELINE' mentioned under Part 5 of the Memorandum of Understanding (MoU) date 23rd March 2018 and as amended vide MoU dated 3rd January, 2020 for conduct of fourth round of Global Youth Tobacco Survey (GYTS-4) by International Institute for Population Sciences (IIPS), are revised and replaced as under:



(विकास शील)
- (VIKAS SHEELI)
संयुक्त सचिव / Joint Secretary
स्वास्थ्य एवं परिवार कल्याण मंत्रालय
Ministry of Health & F.W.
भारत सरकार / Govt. of India
नई दिल्ली / New Delhi

१. मुद्रांक विवरी नं. / मार्क	2158 दिनांक
२. दस्तावेजाचा प्रकार	Arh
३. दस्त नांदणी कर पास आहेत का?	होय / नाही
४. करदात्याचे पौडक्यात वर्णन -	ADV. S. H. MISHRA
५. पं. क्र. घेणाऱ्याचे नाव	Room No. 1, Near
६. मध्या वक्तव्याचे नाव	Deonar Depot, S. T. Road,
७. हस्त असल्यास त्यांचे नाव, पत्ता व राहणे	Mumbai - 400 088
८. मुद्रांक शुल्क रक्कम	Self
९. करवानाधारक मुद्रांक विक्रेत्याची सही व संस्थाना क्रमांक तसेच मुद्रांक विक्रीचे ठिकाण/ पत्ता	1002
१०. ज्या कारणासाठी ज्यांनी मुद्रांक छरेदी केला त्यांनी त्याच परिबन्धन वापरणे संशयकारक आहे.	रामदास कि. अडवारनवर परधान क्र. १२०१०२८ १-८/१०, सेक्टर-११, मु. मी. मंदी मुंबई ४०० ००१

मुद्रांक विक्रीचे ठिकाण



SUMMARY BUDGET (Revised)

The total estimated budget amount for the survey is Rs.4,06,13,385.00 (**Rupees Four Crore Six Lakh Thirteen Thousand Three Hundred Eighty-five only**) inclusive of all taxes. A summary of the budget is given below:

Summary of Estimated Budget of GYTS-4		
	Total Budget	
Sl. No.	Broad Heads	Amount in Rs.
A.	Estimated Budget for IIPS (Detail is given in Appendix-A)	
1	Personnel	1,08,47,000.00
2	Pre-testing of Questionnaires and Survey Protocols	20,000.00
3	Workshop for Main Survey (TOT)	1,20,750.00
4	TAC and Other Meetings	5,00,000.00
5	Equipment at IIPS	4,85,000.00
6	Travel, per diem and Local Transportation for Field Monitoring supervision	20,47,500.00
7	Cost of Report Writing/ Finalization	15,50,000.00
8	Dissemination workshop, Academic publication, Presenting papers/ findings based on GYTS in International seminar/conferences/workshop	25,00,000.00
9	Office cost	6,50,000.00
10	Work station and furniture	25,000.00
11	Miscellaneous	76,000.00
	Sub-Total of A group (1to11)	1,88,21,250.00
	Overhead Cost 5%	9,41,062.50
	Net Cost towards IIPS(Total of A)	1,97,62,312.50
B.	Estimated Budget for FAs (Detail is given in Appendix B)	2,08,51,072.00
	Grand Total GYTS-4cost (A+B)	4,06,13,384.50
	(Round-up figure)	4,06,13,385.00
(Rupees four crore six lakh thirteen thousand three hundred eighty-five only)		

TIMELINE

Detailed timeline for Global Youth Tobacco Survey-4 (GYTS-4)

Sl. No.	Activities	Month-wise (Financial Year, 2018-19)												
		Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	
1	Developing technical as well as financial proposal for GYTS-4 by IIPS, the Nodal Agency													
2	Approval of the proposal of GYTS-4 by the MOFHW													
3	Selection/nomination of Nodal Agency by the MOFHW													
4	Developing MoA for signing between MoHFW and IIPS and signing of MoA													
5	Hiring of Project staffs for GYTS-4 at IIPS													





 (विकास शील)
 (VIKAS SHEEL)
 Joint Secretary
 स्वास्थ्य एवं परिवार कल्याण विभाग
 Ministry of Health & Family Welfare
 भारत सरकार / Govt. of India
 नई दिल्ली / New Delhi

6	Constitution of Committees (TAC/Finance and others) for implementation of GYTS-4													
7	First TAC meeting to discuss plans for GYTS-4 implementation													
8	Ethical approval from IRB and second TAC meeting													
9	Preparation and review of manuals for the ToT													
10	Finalization of sampling procedure and questionnaires													
Sl. No.	Activities	Month-wise (Financial Year, 2018-19)												
		Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	
11	Finalization of RFP and approval from Ministry													
12	Translation of the questionnaires to Hindi and Marathi for Pre-Test and Conducting Pre-Test in Mumbai													
13	Advertisement/Floating of tenders for GYTS-4 for FA													
14	Evaluation of Bids and Selection FAs													
Sl. No.	Activities	Month-wise (Financial Year, 2019-20)												
		Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	
15	Signing of contracts with the FAs													
16	ToT for main survey by IIPS													
17	Hiring of manpower by FAs, State level training by FAs, and starting data collection													
18	Review and Completion of field work; Data entry by FA													
19	Checking, cleaning, validation of data, transmission of data to IIPS, tabulation plan and preparation of template for state and national factsheets, and national report													
20	Preparation of National and State factsheets with consultation of TAC and MoHFW													
Sl. No.	Activities	Month-wise (April 2020-December 2020)												
		Apr.	May	Jun.	Jul.	Aug	Sept	Oct	Nov	Dec				
19	Checking, cleaning, validation of data, transmission of data to IIPS, tabulation plan and preparation of template for state and national factsheets, and national report													
20	Preparation of National and State factsheets with consultation of TAC and MoHFW and dissemination/release of national key findings/Fact Sheets of GYTS-4													
21	Data analysis, tabulation, report writing, reviewing, editing of National Report with consultation of TAC and MoHFW													
22	Printing of: A. National and State/UTs factsheets													



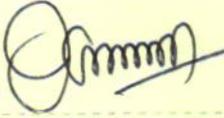
Secretary
Ministry of Health & F.W.
Govt. of India
New Delhi

	B. National Report after approval from MoHFW									
23	Release of National report and organization of national dissemination									
24	Distribution/ Dispatch of Factsheets and National Reports									

Other terms & conditions of the MoU shall remain the same.

For International Institute for Population Sciences

For Ministry of Health and Family Welfare



(Prof. K.S. James)
Director & Sr. Professor




(Vikas Sheel)
Joint Secretary
Secretary
Ministry of Health & F.W.
भारत सरकार / Govt. of India
नई दिल्ली / New Delhi

Witness:



अनिकेत चट्टोपाध्याय
Aniket Chattopadhyay
सहायक वित्त अधिकारी
Assistant Finance Officer

Witness:



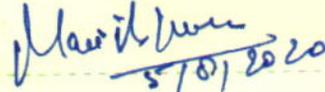
(प्राजिब कुमार पाल)
(PRAJIB KUMAR PAL)
अवर सचिव / Under Secretary
स्वास्थ्य एवं परिवार कल्याण मंत्रालय
Ministry of Health & F.W.
भारत सरकार / Govt. of India
नई दिल्ली / New Delhi

Witness:



अन्तर्राष्ट्रीय जनसंख्या विज्ञान संस्थान
International Institute for Population Science
देवनार / Deonar, मुंबई / Mumbai 400088

Witness:



(मनीष कुमार)
(MANISH KUMAR)
परिष्कृत सांख्यिकीय अधिकारी
Senior Statistical Officer
स्वास्थ्य एवं परिवार कल्याण मंत्रालय
Ministry of Health & F.W.
भारत सरकार / Govt. of India
नई दिल्ली / New Delhi

मंजिरी राणे / Manjiri Rane
सहा. कुलसचिव / Asst. Registrar
अन्तर्राष्ट्रीय जनसंख्या विज्ञान संस्थान
International Institute for Population Sciences
विश्वविद्यालय समूह, डेवनार, मुंबई / Deonar, Mumbai University
देवनार / Deonar, मुंबई / Mumbai 400 088

Budget - April 2018 - December 2020 (33 months)

Sl. No.	Broad Heads	Amount	Justification
A.	Estimated Budget for IIPS (Detail is given in (Appendix A))		
1	Personnel	108,47,000	
	1 SPO- Research for 26 months @ 60000 per month	15,60,000	Project staff hired for the entire project period for different time frame as required for project activity
	1 SPO- IT for 12 months @ 60000 per month	7,20,000	
	3 PO- Research (for different time frame as required for project activity) for 50 months @ 40000 per month)	20,00,000	
	1 PO- Admin & Finance for 30 months @ 40000 per month	12,00,000	
	Part time 1 MTS for 12 months @ 15000 per month	1,80,000	
	Faculty time: 5 Research coordinator for different time frame (0.3 × 130000 × 133 months)	51,87,000	
2	Pre-testing of Questionnaires and Survey Protocols	20,000	The pretesting of GYTS-4 questionnaires will be done at two locations (rural and urban). This will help our staff to gain more experience. For pretesting, 6 investigators will be hired and trained for one days then will visit the field for field practice. The basic purpose of the pre-test is to assess the effectiveness of GYTS-4 protocols and instruments.
3	Workshop for Main Survey (TOT)	1,20,750	Main TOT will be organized separately for FAs assigned the responsibility of the survey in states included GYTS-4, where two senior persons from the FAs will be trained, who in turn will organize the state level training. The travel cost will be decided as per the admissibility for particular participants based in their designation and salary. The place of the workshop is proposed in advance in order to estimate the cost. It is proposed to organize workshop at IIPS. Earlier experience shows that such an arrangement yields good result. Ten two days of training for trainers is necessary to make them aware of the subject, questionnaire, and field procedures. It includes one days of rigorous training, one day field practices and feedback session based on field experience. All SPOs/POs of IIPS are required to be fully conversant with the questionnaires and field procedure. It is required that all SPOs/POs should attend the training
	2 days workshop including field practice		
	Accommodation (3000 x 2 night x 6 rooms for 15 outstation participants on double occupancy)	36000	
	2nd A/c Train Fare and local travel (4000*10 outstation participants)	40000	
	Vehicle (3000x 2)	6000	
	Stationery item (750 x 25 participants)	18750	
	Printing of 100 copies of Questionnaire & Manual	7500	
	Lunch / dinner and tea &snacks for 25 participant (250/- x 25 participants x 2days)	12500	



(विकास शील)
(VIKAS SHEEL)
संयुक्त सचिव/Joint Secretary
स्वास्थ्य एवं परिवार कल्याण मंत्रालय
Ministry of Health & F.W.
भारत सरकार/Govt. of India
नई दिल्ली/New Delhi

4	TAC and Other Meetings		5,00,000	
	(Additional TAC and Admin & Finance related meeting)	4,50,000		There is need to discuss various issues in TAC meetings at each stage of the project. We plan to have a meeting to discuss the pre-test results at the time of finalization of the questionnaires. We assume that TAC meetings will be held at MOHFW, New Delhi. In that case, around 7-10 outside members shall be travelling to Delhi from Mumbai and other places. We have to provide them travel, accommodation charges, local conveyance and a sitting allowance of 2000/- per day as the professional charges for outside experts. IIPS has had this convention for all the projects. Hospitality and stationery expenditures include accommodation charges, tea and snacks, lunch and stationery such as plastic folders, writing pads, pens, bags, and GYTS materials (questionnaires and other documents). There was a similar provision in all rounds of NFHS, DLHS and earlier round of GATS (2009-2010). Similarly, there will be several other meeting of Administrative and Financial committee and meetings of subject experts in GYTS-4 for research design, questionnaire, sampling, etc. Therefore, IIPS proposes to constitute this committee and the budget is provided for the meeting of this committee
	Expenses of various meetings	50,000		review of progress, discussion on various issues at IIPS
5	Equipment at IIPS		4,85,000	
	Five sets of PCs/ Laptop @ 53000/- per set	265000		GYTS-4 needs to purchase at least a few new and advance computers/laptop (high end configuration) in GYTS-4. The maintenance cost of equipment is very high and therefore this allocation of funds is given. Five sets of equipment will be necessary for the GYTS-4 staffs.
	Printers (as per project requirement)	95000		
	Scanner	22500		
	Computer Accessories	70000		
	Bags for 5 RCs for Field Supervision @ 6500/-	32500		
	Sundry Expenses including Transportation of materials			
6	Travel, per diem and Local Transportation for Field Monitoring supervision		20,47,500	
	RCs and Project Staffs to make around 35 trips for 5- 7 days			IIPs has to monitor GYTS works in 36 states and UTs. The project staffs have to make frequent visit during training of FA and field monitoring. It proposed to that around 40 such trips (more than one trip in 36 states/UTs) will be made by IIPS RCs and other staffs. The proposed 35 field trips by RCs and SPOs/POs include airfare, accommodation charge, per diem & local conveyance for visits by each of the above set of staffs. The accommodation charges, per diem and local convenience will be given to staff as per their eligibility and entitlement. For example a RC (Faculty) is eligible for accommodation cost up to Rs.7500 per night. Five to seven days visits by RCs/ SPOs/POs/ have been proposed for this. That includes journey time also. They also need vehicles for field supervisor. They can hire a vehicle for local conveyance as per their eligibility.
	Airfare for 35 trips @ 15000/-	5,25,000		
	Accommodation @ 5000/- 5 days per trips for 35 trip	8,75,000		
	Per diem @ 1200 per day for 5 days for 35 trips	2,10,000		
	Local Transport @2500 per day for 5 days for 35 trip	4,37,500		
7	Cost of Report Writing / Finalization		15,50,000	
	Fee for writing	4,00,000		There will be some external experts and all PIs from IIPS will be on the report writing team.
	Printing National report - 1000 @200/-	2,00,000		
	National Fact Sheet - 1000 @50/-	50,000		
	State fact sheet - 36 States/UTs- 500 @ 50/-	9,00,000		



(विकास शीट)
(VIKAS SHEET)
संयुक्त सचिव/Joint Secretary
स्वास्थ्य एवं परिवार कल्याण मंत्रालय
Ministry of Health & F.W.
भारत सरकार/Govt. of India
नई दिल्ली/New Delhi

8	Dissemination workshop,		25,00,000	
	National	20,00,000		
	Academic publication, Presenting papers/findings based on GYST in International Seminar/conferences/workshop	5,00,000		
9	Office cost		6,50,000	Translation of questionnaires in regional languages, stationary, communication (postal, telephone, mobile bill, bags for RCs for field visit, and others), advertisement, Xerox and meeting expenses, audit charges etc.
10	Furniture & Fixture		25,000	
11	Miscellaneous		76,000	
	Sub-Total of A group (1 to 11)		188,21,250	
	Overhead Cost 5%		9,41,063	
	Net Cost towards IIPS (Total of A)		197,62,313	
B.	*Estimated Budget for FAs (Appendix B)		208,51,072	
	Grand Total GYTS-4 cost (A+B)		406,13,385	

(Handwritten signature)



(Handwritten signature)
 (विकास शील)
 (VIKAS SHEEL)
 संयुक्त सचिव/Joint Secretary
 स्वास्थ्य एवं परिवार कल्याण मंत्रालय
 Ministry of Health & F.W.
 भारत सरकार/Govt. of India
 नई दिल्ली

Proposal of GYTS-4 Budget for Field Agency (FA)	
(Cost of Field Agency for one school)	
1. Personnel	Justification
(i) One team with 2 persons per school - local	
A. Transport cost @Rs.200 per person per day for two days.	<p>The GYTS-4 is a large-scale survey covering all 36 states/union territories in the country. Around 15 to 20 Field Agencies (FAs) are required to be involved for timely data collection.</p> <p>It is assumed that one team consisting of two persons one male and one female may be required to complete one school in maximum three days. The team members will be recruited by FA locally (from respective state).</p> <p>Considering all above and cost of transportation/travel, accommodation, per diem of a team consisting of two persons, the unit level cost that cost per school survey cost has been estimated. The cost of training, stationery and office cost of a team have been estimated. Also 10 percent profit for FA has been allowed.</p>
Total cost: 2 x 200 x 2 = Rs.800	
B. Transport cost inter-city to school for 2 person @Rs.1,000 per person	
Total cost: 2 x 1,000 = Rs. 2,000	
C. Accommodation cost for two persons for two days @Rs.1000 per person	
Total cost: 2 x 1000 x 2 = Rs. 4,000	
D. Salary /Fee for 2 person @Rs.1500 per person for two days	
Total cost: 2 x 1,500 x 2 =Rs. 6,000	
E. Cost of state level TOT for 2 persons @Rs.200 per day per person for 2 days	
Total cost: 2 x 200 x 2 = Rs.800	
F. Training Allowance	
Total cost: 2 x 100 x 2 = Rs. 400	
G. Stationery cost of @Rs.200 per school	
Total cost: 500 = Rs.500	
H. Office cost including data entry per school @Rs.1500	
Total cost: Rs.1500	
F. Total cost of FA (i) A + B + C + D + E+F+G = Rs.16,000	
G. (10 percent Profit cost of FA) = 10 percent of Rs.16,000 = Rs.1,600	
Total cost of FA for one school (F+ G) = Rs.17,600	
GST @18% = 3168	
Total cost per school (inclusive of GST) = 20,768	
Grant total =2,08,51,072*	
(Rupees two crore eight lakh fifty-one thousand seventy-two)	
Note: * Given 1004 sample schools in the country to cover under GYTS-4.	
The total cost of FA will be (1004 *20,768) = Rs.2,08,51,072	



(विकास शील)
 (VIKAS SHEEL)
 संयुक्त सचिव/Joint Secretary
 स्वास्थ्य एवं परिवार कल्याण विभाग
 Ministry of Health & Family Welfare
 भारत सरकार/Cent. Govt.
 नई दिल्ली, India

F. No.Y 11011/3/2015-Stats
Government of India
Ministry of Health and Family Welfare
(Statistics Division)

9th floor, Chanderlok Building,
Janpath, New Delhi
Dated: 30/01/2018

Sub: Minutes of the meeting of Financial Management Committee (FMC) of Fifth Round of National Family Health Survey (NFHS-5) held on 17th January, 2018-reg.

The first meeting of the Financial Management Committee (FMC) of fifth round of National Family Health Survey (NFHS-5) was held on 17th January, 2018 under the Chairpersonship of Special Secretary & Financial Adviser (SS & FA), Ministry of Health & Family Welfare. The undersigned is directed to forward herewith the minutes of this meeting for information and necessary action.

2. This issues with the approval of SS & FA.

APM
30/01/2018
(Mcera A P)
Deputy Director
Ph. 011-23721583

Encl: As stated above

To

All the members of FMC for NFHS-5/ Participants

Copy to

SS & FA - Chairperson, FMC for NFHS-5

Minutes of the Meeting of Financial Management Committee (FMC) of Fifth Round of National Family Health Survey (NFHS-5) held on 17th January, 2018

The first meeting of the Financial Management Committee (FMC) of fifth round of National Family Health Survey (NFHS-5) was held on 17th January, 2018 under the Chairpersonship of Special Secretary & Financial Adviser (SS & FA), Ministry of Health & Family Welfare. The main agenda of the meeting was the internal appraisal of the financial proposal of NFHS-5 to arrive at the final estimated cost of the survey and to decide the method and criteria to be adopted for selection of FAs. The list of participants is given at Annexure I.

2. DG (Statistics) welcomed the Chairperson and participants and gave an overview of the progress made so far in respect of NFHS-5. She informed that in line with the decision to conduct NFHS with a periodicity of three years the preparatory activities of NFHS-5 are progressing. The questionnaires and sampling design have been finalised by TAC of NFHS-5. The field work of NFHS- 5 needs to be conducted in 2018-2019.

3. SS &FA after her opening remarks asked IIPS to present the proposal for NFHS-5. Officiating Director, IIPS informed that as deliberated in the TAC for NFHS-5, the scope of NFHS-5 has been expanded by including inter-alia questions on disability, collection of DBS for carrying out tests for malaria, HbA1C and Vitamin D and measurement of waist circumference. Also the new districts created up to March, 2017 (after Census, 2011) will also be covered in NFHS-5. Accordingly, 707 districts will be covered in NFHS 5, as against 640 districts covered in NFHS 4. Further the SDG indicators which are possible to get from the scope of the survey have been included in NFHS-5. However, HIV testing component has been dropped from NFHS-5. Further, urban and rural estimates at the District level and slum, non-slum estimates will not be provided in NFHS-5. As against the actual sample size of 6.01 lakh households in NFHS- 4, 6.09 lakh (estimated) households will be covered in NFHS- 5. The Pre-testing of NFHS-5 Questionnaires was undertaken by IIPS, the nodal agency during November – December, 2017 for which UNICEF has provided an amount of Rs. 20,34,900/- (including 5% overhead cost) to IIPS.

3. Representatives of different Programme Divisions of MoHFW, other concerned Ministries/Depts, Development Partners etc participated in the TAC meetings. JS(RCH) asked that copies of the Minutes of TAC/ Sub Groups in respect of NFHS-5 may be shared with her/concerned JSs. She also remarked that NFHS-5 should try to present gender disaggregated data to the maximum possible extent as desired by Secretary (H&FW).

4. Prof. S. K. Singh, IIPS presented the financial proposal of NFHS-5 given under different broad heads along with justification. Dr. S. K. Singh informed that for NFHS- 4, engagement of 55 staff were approved and for NFHS-5 IIPS proposed to engage 56 contractual staff (13 SPOs, 39 POs, 2 Office Assistants, 2 MTS/Peon) for NFHS -5 with remuneration of Rs 60,000 per month to Senior Project Officer (SPO), Rs 40,000 per month to PO (Project Officer), Rs 25000 per month to Office Assistant and Rs 20,000 to MTS/Peon. The FMC taking into consideration the volume of work involved agreed for the proposed engagement of

56 contractual as given below:

Contractual Staff	No.	Months	Salary
SPO#	7	36	60000
SPO	6	24	60000
PO#	9	36	40000
PO	30	24	40000
OA	2	36	25000
MTS/Peon	2	36	20000
	56		

one SPO and PO to be placed at MoHFW, New Delhi

5. Thereafter the cost proposals under different broad heads were discussed in detail and the FMC approved the cost proposal of NFHS-5 submitted by IIPS subject to the following:

- i) The proposal for International dissemination, Equipment for video and audio conferencing, 10 smart devices was not agreed to. Further 2 laser colour printers were approved in place of 5 laser colour printers proposed by IIPS. Also the cost of stationery items for participants Rs. 3500 per person under the head Workshop for Main Survey (ToT) was decided to be reduced to Rs. 2000 per person. The accommodation may be given to the participants of ToT on twin sharing basis to the extent it is possible as per protocol.
- ii) 5% of the IIPS cost was charged by them in NFHS 4 as overhead cost towards the development funds of the Institute (98th EC of IIPS decision dated 11.12.2013), the same rate is allowed in NFHS 5.
- iii) Three heads given in IIPS proposal viz. Office cost, Expenditures for legal matters and Xerox, fax, telephone and communication are merged into one single head Office expenses.
- iv) As in the case of NFHS-4, it was decided to equate the entitlement of accommodation charges, per-diem and local transport of the SPOs and POs with the entry level faculty positions of Assistant Professor of IIPS.
- v) The proposed cost towards transportation, TA, DA etc. should be admissible as per eligibility and relevant GOI rules.
- vi) IIPS should ensure proper utilisation of the functional mini laptops, CAB equipment's etc. which were purchased and used previously in NFHS-4/ DLHS-4, so as to use them in NFHS-5. Proper stock and inventories of the equipment, computers, accessories and consumables purchased by IIPS from the NFHS/DLHS projects should be maintained by them. Non-functional computers, equipment's may be disposed by them following GOI rules and procedures.
- vii) GFR 2017 may be followed for procurement of Goods and Services for NFHS 5.

viii) Procurement for NFHS 5 may be made by IIPS through Government eMarket Place (GeM) Portal

6. Based on the appraisal by FMC the final estimated cost of the survey has been arrived at Rs 241.14 Crore as detailed below:

	Total Budget	NFHS-5
S. N	Broad Heads	Amount in Rupees
A.	Estimated Budget for IIPS	
1	Personnel	8,56,70,000 [§]
2	Travel, Per Diem and Local Transportation for State Level Training (M&L and Main Survey)	1,01,34,000
3	Travel, Per Diem and Local Transportation for Field Monitoring and Supervision	6,36,93,000
4	Pre-testing of Questionnaires and Survey Protocols	19,38,000
5	Workshop for Main Survey (TOT)	2,68,95,000*
6	TAC and Other Meetings	50,50,000
7	Computers and software to be used for the survey	8,74,20,000*
8	Report Writing	47,70,000
9	Dissemination Workshop	90,00,000*
10	Cloud technology/system support for real time access of data from field to office	1,36,00,000
11	Office expenses	40,00,000 [#]
12	Furniture and fixtures	15,00,000 ^{&}
	Sub-Total	31,36,70,000
	Overhead Cost 5%	1,56,08,500
A.	Net Cost towards IIPS	32,92,78,500
B.	Estimated Budget for FAs	1,75,37,97,177
C.	Estimated Budget for CAB Components	32,83,27,370
	Grand Total (A+B+C)	2,41,14,03,047

§ Considering 15 PO (CAB)

* The proposals for International dissemination, Equipment for video and audio conferencing, 10 smart devices were not considered. Further 2 laser colour printers considered in place of the proposed 5 laser colour printers. Also the cost of stationery items for participants Rs. 3500 per person under the head Workshop for Main Survey (ToT) has been reduced to Rs. 2000 per person. Also the accommodation may be given to the participants of ToT on dual sharing basis to the feasible extent.

& No Overhead cost is allowed for furniture and fixtures item.

Three heads given in IIPS proposal viz. Office cost, Expenditures for financial and legal committees and Xerox, fax, telephone and communication are merged into one single head Office expenses.

7. It was informed that EFC of NFHS-5 under MIS scheme (which has now been renamed as "Health Surveys and Research Studies") as a component of "Umbrella Scheme on Family Welfare and other Health Interventions" was conducted in August, 2017 under the Chairmanship of Secretary, Department of Expenditure, Ministry of Finance. In EFC, the estimated cost for "Health Surveys and Research Studies" was reduced to Rs. 245.00 Crore

against the requirement of Rs.258.95 Crore for the period 2017-2020. JS (RCH) informed in the cabinet note for the above umbrella scheme a proposal of Rs. 248.31 Crore (Rs. 238.89 Crore for NFHS-5) has been made for the scheme "Health Surveys and Research Studies" for the period 2017-2020, as requested by the Statistics Division. Director, IIPS informed that though earlier a proposal of Rs. 238.89 Cr. for NFHS-5 was submitted, the cost of NFHS-5 has been increased subsequently. One of the reason for the same is the enhancement of CAB component for collection of DBS and measurement of waist circumference as requested by ICMR. It was suggested in the meeting that the cost of NFHS- 5 may be met within the overall proposal of Rs 248.31 crore made for "Health Surveys and Research Studies" in the Cabinet note.

8. The FMC also considered other issues like method for selection of FAs, cost per household (base price) etc. and decided the following:

- i) To maintain quality and international comparability of data, the Quality and Cost Based Selection (QCBS) method for selection of Field Agencies (FAs) through open tender may be adopted in NFHS-5. Further, in order to ensure quality of data the weightage for technical parameters and financial parameters may be 80% (Technical) and 20% (Financial) respectively in QCBS, as in the case of NFHS 4.
- ii) During discussion, IIPS informed that the Office of DGA(C) while conducting the audit for the period 1/1/2015 to 31/12/2016, the following observations have been made with respect to the selection of field agencies in NFHS 4:

".....During financial evaluation, it is seen that institute has not selected the lowest tenderer in 6 states on the reasons that quoted price is too low (lower than 20%) and it is not viable for the agency to deliver the outputs without compromising on quality. However, these agencies were qualified for financial evaluation after qualifying in two evaluation like pre test for technical evaluation and then technical evaluation. When these agencies are qualified in technical evaluation it is for the department to select the lowest tenderer according to GFR. Further, it is seen that in the NIT, institute has not quoted the estimated the base price and there was no clause in the NIT that the tender will be disqualified if the quoted price is more or less by 20 % of estimated price. Additional clause placed while selecting the agency on final stage is irregular as per GFR and CVC guidelines.... "

Keeping in view the above observations of DGA(C), the FMC agreed that base cost may be mentioned in the RFP for selection of Field Agencies(FAs). It was felt that cost per household may be taken as Rs 2500 (base price) for inviting tenders from prospective field agencies through open bidding. In the RFP it will also be mentioned that a range of + and - 20% of the base price will be taken for selecting the FAs. The base price has been selected considering the fact that actual cost of the survey may not exceed the estimated total cost without compromising quality of data collected in the field.

9. CAB equipment: IIPS informed that more than 500 teams will be working in each phase of the field work in NFHS 5, therefore, they need about 1100 sets of CAB equipments inclusive of training but they proposed to procure only 300 sets of equipments in NFHS 5 as the rest can be used from those purchased in NFHS-4, after necessary repairs of the faulty equipments. However, there is no separate component incorporated for the repairing and

maintenance of CAB equipments in the NFHS-5 financial proposal. IIPS proposed to meet the cost of repair of the faulty CAB equipments from the amount recovered from filed agencies in NFHS 4 towards damage/loss of equipments. However, SS &FA desired that IIPS may submit a separate proposal for the same to the Ministry for consideration.

10. The Chairperson advised IIPS to take specific approval of the Ministry before disseminating results of NFHS 5, in any form.

11. The meeting ended with vote of thanks to Chair.

Annexure I

List of Participants

S. No.	Name	Designation	Address	Telephone	E-mail
1.	Ms. Vijaya Srivastava	Spl. Secy. & Financial Adviser	MoHFW	23061541	vijaya.srivastava@nic.in
2.	Ms. Shalini A. Bhoyar	DG(Stats)	MoHFW	23063155	shalini.bhoyar@gov.in
3.	Ms. Vandana Gurnani	JS (RCH)	MoHFW	23061706	vandana.g@ias.nic.in
4.	Ms. Vandana Jain	JS (IFD)	MoHFW	23062699	vandana.jain@nic.in
5.	Dr. Vishnu Kant Srivastava	CD (Stats)	MoHFW	8257896568	cdstat@nic.in
6.	Mr. Sudeep Srivastava	Director (Budget)	MoHFW	23063628	s.sudeep@gov.in
7.	Shri. Biswajit Das	Director (Stats)	MoHFW	23062647	jdstat2-mohfw@nic.in
8.	Dr. L. Ladu Singh	Offg. Director	IIPS	9969463348	director@iips.net, lslaisram@iips.net
9.	Dr. B. Paswan	Professor	IIPS	9987200597	bpaswaniips@gmail.com
10.	Dr. S. K. Singh	Professor	IIPS	9869431429	sksingh31962@gmail.com
11.	Ms. Meera A.P.	Deputy Director	MoHFW	23721583	meera.ap@nic.in
12.	Shri.SubirDutta	Senior Statistical Officer	MoHFW	9560880245	subir.dutta63@nic.in

By Registered Post 4401

F.No. Y.11011/3/2015-Stats(Vol.5)
Government of India
Department of Health & Family Welfare
Statistics Division

9th floor, Chanderlok Building,
Janpath, New Delhi
Dated 18/12/2018

To
The Director,
International Institute for Population Sciences,
Govandi Station Road,
Mumbai-400088

Subject: Memorandum of Agreement (MoA) between MoHFW and IIPS of NFHS-5-reg.

Sir,

I am directed to refer to your letter no. IIPS/NFHS-5/173/2018 dated 27.11.2018 on the above cited subject and to forward herewith one copy (in original) of MoA of NFHS-5 duly signed by Chief Director (Statistics), MoHFW.

Encl: as above

Yours faithfully,

APM
18/12/2018

(Meera A.P.)

Deputy Director

Ph: 011-23721583

Ladus
26/12

Prof-faswan

*Pl. provide xerox copy to all PIs
including Director's Office.*

26/12/18

*Dr. Akash
Dr. Nidhi*



महाराष्ट्र MAHARASHTRA

2018

UH 051082



श्री. प्र. ना. चिंचघरे

PART 1 – FORM OF CONTRACT

CONTRACT FOR: National Nodal Agency (NNA) for National Family Health Survey (NFHS)-5

This **CONTRACT** is made

BETWEEN: The Ministry of Health and Family Welfare, Government of India, New Delhi, India, hereafter to be referred to as “MoHFW”

AND: International Institute For Population Sciences, Govandi Station Road, Deonar, Mumbai, hereafter to be referred to as “IIPS”

(Together “the Parties”).

प्रोफेसर के.एस. जेम्स / Prof K.S. James
निदेशक एवं वॉशिंग्टन प्रोफेसर / Director & Sr Professor
अंतरराष्ट्रीय जनसंख्या विज्ञान संस्थान
International Institute for Population Sciences
गोवंदी स्टेशन रोड, देनार / Govandi Station Road, Deonar
मुंबई / Mumbai - 400 088.

(निवेदिता गुप्ता)
NIVEDITA GUPTA
मुख्य निदेशक (सांख्यिक)
Chief Director (Stats)
स्वास्थ्य एवं परिवार कल्याण विभाग
Ministry of Health & F.W.
भारत सरकार / Govt. of India
नई दिल्ली / New Delhi

1. Financial Limit

Payments under this Contract shall not, in any circumstances*, exceed **Rs. 241,14,03,047/- (Rupees Two Forty One Crores Fourteen Lakhs Three Thousand and Forty Seven only)** inclusive of GST ("the Financial Limit") as applicable.

*except for the circumstances beyond the control of humans and in that case the approval of the Ministry is the pre-requisite.

2. Time of the Essence

Time shall be of the essence as regards the performance by the NNA of its obligations under this Contract.

Dated: 11 December, 2018

For and on behalf of
Ministry of Health and Family Welfare,
Government of India, New Delhi

Name: NIVEDITA GUPTA
Position: Chief Director (Statistics)
Signature: 

(निवेदिता गुप्ता)
(NIVEDITA GUPTA)
मुख्य निदेशक (सांख्यिक)
Chief Director (Stats)
स्वास्थ्य एवं परिवार कल्याण विभाग
Ministry of Health & F.W.
भारत सरकार / Govt. of India
नई दिल्ली / New Delhi

For and on behalf of
International Institute for Population Sciences,
Mumbai

Name: Prof. K S James
Position: Director & Sr. Professor
Signature: 

प्रोफेसर के.एस. जेम्स / Prof K S James
निदेशक एवं वरिष्ठ प्रोफेसर / Director & Sr Professor
अन्तःराष्ट्रीय जनसंख्या विज्ञान संस्थान
International Institute for Population Sciences
गोवन्दी स्टेशन रोड, देवनार / Govandi Station Road, Deonar
मुंबई / Mumbai - 400 088.

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(निवेदिता गुप्ता)
(NIVEDITA GUPTA)
 मुख्य निदेशक (सांख्यिक)
 Chief Director (Stats)
 स्वास्थ्य एवं परिवार कल्याण मंत्रालय
 Ministry of Health & F.W.
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 नई दिल्ली / New Delhi



प्रोफेसर के.एम. सिंग
 निदेशक एवं वॉरंट प्रमुख, अंतर्राष्ट्रीय जनसंख्या सर्वेक्षण
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 गोवर्धी स्टेशन रोड, देवनागर / Government Medical College
 मुंबई / Mumbai

DEFINITIONS AND INTERPRETATION

1. Definitions

1.1 General:

“The National Nodal Agency (NNA)” The International Institute for Population Sciences (IIPS), Mumbai has been designated as the National Nodal Agency for the NFHS-5 as laid out in the instant TORs.

“The NNA’s Personnel” means any person instructed / engaged pursuant to this Contract to undertake any of the NNA’s obligations under this Contract, including the NNA’s employees and agents.

“The Equipment” means any equipment computer hardware or software, materials, goods and vehicles and associated services necessarily required for the implementation of the Services. “The Financial Limit” means the amount specified in **Part One** and is the maximum amount payable by MoHFW to the NNA under this Contract.

“The Services” means the services set out in the Terms of Reference (Part 3)

“The Principal Investigators” means the person named in Part 4 who is responsible for issuing instruction and dealing with all correspondence in connection with the technical aspect of the Contract

“The Project Officer” means the person named in Part 4 who is responsible for issuing instruction and dealing with all correspondence in connection with the technical aspect of the Contract

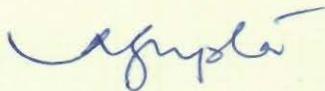
“The Contract Officer” means the person named in Part 4 who are responsible for all contractual aspects of the Contract.

“The Administration Officer” means the person named in Part 4 to whom proposal for release of grants should be sent.

“The Records” means accounts files and any other means of record keeping maintained by the NNA / National Nodal Implementing Agency.

1.2 **Type of Agencies:** The following is the definition of various types of agencies that will be involved in the NFHS-5.

Field Agency (FA): Any Agency that has been selected through open tendering process for undertaking the field work for the NFHS-5 in any of the State, UT or part thereof.



(निवेदिता गुप्ता)
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Ministry of Health & F.W.
भारत सरकार / Govt. of India
नई दिल्ली / New Delhi



प्रोफेसर के.एस. जेम्स / Prof. K.S. James
निदेशक एवं वीरिण्ड प्रोफेसर / Director & Sr. Professor
अन्तराष्ट्रीय जनसंख्या विज्ञान संस्थान
International Institute for Population Sciences
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National Nodal Agency (NNA): International Institute for population Sciences (IIPS), Mumbai has been designated as the National Nodal Agency for the NFHS-5 as laid out in the instant TORs.

“MoHFW/Ministry” means Ministry of Health & Family Welfare, Government of India, New Delhi.

2. Interpretation

- 2.1 In the event of any inconsistency between the Form of Contract (Part 1), these General Conditions (Part 2) and the Special Conditions (Part 4), the Special Condition shall prevail.
- 2.2 Except as expressly provided in Clause 16, the NNA is not the agent of MoHFW and has no authority to represent and shall not purport to represent or enter into any commitments on behalf of MoHFW in any respect.
- 2.3 Nothing in this Contract is intended to make nor shall it make MoHFW the employer of the NNA or any of the NNA's Personnel.
- 2.4 All communication by the NNA relating notification or application for consents or instruction must be addressed to the MoHFW Contract Officer whose name and address are given in Part 4.

OBLIGATION OF THE NNA

3. Obligation

- 3.1 The NNA shall perform all its obligations under this Contract (including the provision of the Services) with all necessary skill, diligence, efficiency and economy to satisfy generally accepted professional standards as expected from experts.

4. Personnel

- 4.1 The NNA will be responsible for all activities including management, coordination, sampling, training, fieldwork, supervision, data entry and processing, production of data sets, tables, factsheets, reports, and dissemination.
- 4.2 IIPS Principal Investigators and Project Staff

IIPS will establish the core team of Principal Investigators for NFHS-5 which will be led by Director, IIPS. The overall project activities will be managed by this core group with day to day support from required project staff including social scientists, health professionals, and accounts and administrative staff. Project staff will work exclusively on NFHS-5 activities.


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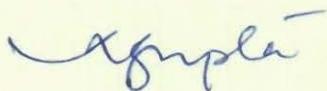
- 4.3 All members of the NNA Personnel shall be appropriately qualified, experienced and in a suitable physical condition so as to ensure that the NNA comply with all the NNA's obligations under this Contract. Qualification of the NNA Personnel for NFHS-5 will be decided in consultation with MoHFW
- 4.4 These key resource persons mentioned in Part 4 would not be changed during the duration of the study except in case of extraordinary circumstances. Any change would be communicated to Ministry.
- 4.5 The NNA is responsible for all acts and omissions of the NNA's Personnel and for the health, safety and security of such persons and their property.

5. Sub Contractors

- 5.1 The NNA shall not sub-contract any of its obligations under this Contract without the prior written consent of the MoHFW
- 5.2 If, having obtained MoHFW's consent, the NNA sub-contract any of its obligations, the NNA shall :-
- provide that payments due to the sub-contractor shall be made not more than 30 days after provision to the NNA of a valid proposal for release of grants and
 - include rights for the NNA and obligations on the sub-contractor to ensure that MoHFW's rights to require replacement of personnel (as set out in Clause 3 and 4) and MoHFW's rights and the NNA's obligations as set out in Clauses 6 to 11 (inclusive) can be enforced against the sub-contractor.

6. Disclosure of Information

- 6.1 The NNA and the NNA's Personnel shall not disclose to any third party any confidential information obtained during or arising from this Contract. In case any such situation arises NNA will inform MoHFW.
- 6.2 The NNA and the NNA's Personnel shall not disclose any information, technical data or know-how by any method to persons not associated with MoHFW, which is of a confidential nature during or arising from this Contract (other than in the proper performance of this Contract or as may be required by authority of competent jurisdiction). In addition, any materials that the NNA and the NNA's Personnel may have collected on behalf of MoHFW, including those items addressed to NNA for the purpose of carrying out business/activities for MoHFW, shall remain the property of MoHFW.



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6.3 Any tape recordings, speeches, photographs, manuals, plans, model program designs proposals, research materials, charts, audio-visual presentation and other training material or devices articles or manuscripts, or public relation materials or any other product requested by MoHFW as part of the NNA's activities will remain, in their entirety, as the exclusive property of MoHFW. Furthermore, MoHFW will have exclusive copyrights to any material produced for MoHFW during the contract and all intellectual property rights of products, raw material, etc, therein shall vest with MoHFW.

6.4 The NNA is required to execute and complete contingency plan in case of natural disaster like flood, fire, earthquake or other natural calamities.

6.5 **Release of unit level data-** The unit level data of NFHS-5 will be released only after national level dissemination.

7. Intellectual Property Rights

7.1 All intellectual property rights in all material (including but not limited to reports, data, designs whether or not electronically stored) produced by the NNA or the NNA's Personnel pursuant in the performance of the Services ("the Material") shall be the property of the MoHFW.

7.2 The NNA hereby grants to MoHFW a world-wide, non exclusive irrevocable, royalty-free license to use all the Material.

7.3 For the purpose of Clause 7.2, "use" shall mean without limitation, the reproduction, publication and sub-license of all the Material and the intellectual property rights therein, including the reproduction and sale of the Material and products incorporating the same for use by any person or for sale or other dealing anywhere in the world.

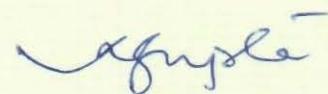
8. Legal Acts

8.1 The NNA shall ensure that all members of the NNA's Personnel are aware of the relevant Laws and Acts that are applicable during the execution of this project.

9. Access and Audit

9.1 The NNA shall keep accurate and systematic accounts, files and records ("the Records"). The Records shall clearly identify, among other things, the basis upon which proposal for release of grants have been calculated and the NNA shall keep the Records throughout the duration of this Contract and for two years following its termination.

9.2 The NNA shall upon request provide MoHFW, or its representatives, access to the Records in order that the Records may be inspected and copied. The NNA shall cooperate fully in providing to MoHFW or its representative's answers to such enquiries as may be made about the Records.



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9.3 Where it is found by MoHFW that any overpayment has been made to the NNA the NNA shall reimburse to MoHFW such amount within four weeks of the date of MoHFWs written demand.

10. Corruption, Commissions, Discounts and Fraud

10.1 The NNA warrants and represents to MoHFW that neither the NNA nor any of the NNA's Personnel:

- a. Has given, offered or agreed to give or accepted, any gift or consideration of any kind as an inducement or reward for doing or forbearing to do or for having done or forborne to do any act in relation to the obtaining or execution of any contract or for showing or forbearing to show favour or disfavour to any person or entity in relation to any contract or
- b. Has entered into any contract in connection with which commission has been paid or agreed to be paid by or to the NNA or NNA's Personnel or on their behalf or to their knowledge unless, before such contract was made, particulars of any such commission and of the terms of any agreement for the payment of such commission were disclosed in writing to MoHFW, whose written consent was subsequently given to such payment.

10.2 Neither the NNA nor any of the NNA's Personnel shall accept for or on their own benefit any trade commission, discount or similar payment or benefit in connection with this Contract.

10.3 The NNA undertake that neither the NNA nor the NNA's Personnel shall attempt or commit any fraud, deception, financial or procedural wrongdoing in relation to the performance by the NNA of its obligations under the Contract and shall immediately notify MoHFW of any circumstances giving rise to a suspicion that such wrongful activity may occur or has occurred.

11. Conflict of Interest

11.1 Neither the NNA nor any of the NNA's Personnel shall engage in any personal, business or professional activity which conflicts or could conflict with any of their obligations in relation to this Contract.

11.2 The NNA and the NNA's Personnel shall notify MoHFW immediately of any actual or potential conflict together with recommendation as to how the conflict can be avoided.

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12. Discrimination

12.1 The NNA shall not unlawfully discriminate on the basis of Gender, Caste, Religion, Disability or as prohibited by the laws of the place of the performance of any of the Services.

12.2 The NNA shall take all reasonable steps to secure that the NNA's Personnel do not unlawfully discriminate as set out in Clause 12.1

13. Environmental Requirement

13.1 The NNA shall take all reasonable steps to protect the environment in relation or the performance of the Services and shall comply with all applicable environmental laws, regulation and MoHFW practice.

14. Occupational Hazards

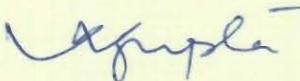
14.1 The NNA shall be directly responsible for all occupational hazards (including physical disability, medical liability, death etc.) of its personnel while executing the NFHS-5 and shall not place any liability on MoHFW.

14.2 The NNA is responsible for ensuring adequate and appropriate medical insurance cover before beginning of field work under a MoHFW contract for whole duration of field work under NFHS-5. The MOHFW will neither be responsible for the cost of the NNA's medical care aid its personnel nor make arrangement for evacuation in a medical emergency.

The NNA should maintain appropriate records of such insurance having been taken out, maintained and current premiums paid as applicable.

15. Indemnity

15.1 Except where arising from the negligence "of MoHFW or MoHFW's employees, the NNA shall indemnify MoHFW in respect of any costs or damages however arising out of or related to breach of warranty or representation, contract or statutory acts or omissions by the NNA or the NNA's Personnel or any claims made against MoHFW by third "parties" in respect thereof.


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16. Equipments and its use

16.1 Equipments procured and maintained by the NNA for the execution of NFHS-5 will be the responsibility of the NNA, and MoHFW will not be liable for any damage, loss, accident etc. arising out of the use of these equipments.

16.2 NNA will keep proper record of inventory of all such equipments procured in NFHS-5 as well as in previous surveys.

The equipments / accessories procured in earlier surveys and which are in working condition will be used in the NFHS-5 and future surveys.

PRICE AND PAYMENT

17 Applicable Provisions and Financial Limit

17.1 Unless different provisions are substituted in Part 4, Clauses 17 to 22 inclusive shall apply in relation to price and payment.

17.2 The Components which comprise the Financial limit are set out in the Schedule Part 5. No expenditure is to be incurred in excess of the Financial Limit and no reimbursement between components shown in the schedule of prices in Part 5 are permitted (without the prior written authority of the Contract Officer).

18 Fees

18.1 Any Fees payable are deemed to cover the cost of salary, leave allowance, bonuses, profit, taxes, insurances, superannuation, non-working days and all other costs including, but not limited to, clothing, vaccinations and expenses of whatsoever nature that may be incurred except those otherwise specifically provided for in this Contract.

19 Expenses

19.1 Travel, living expenses and diem charges for NNA's personnel will be reimbursed as per the rules/guidelines laid down by GOI and as per the decision taken by FMC from time to time.

20 Instructions for release of payments

20.1 Unless otherwise expressly provided in Part 4 or Part 5, proposal for release of grants should be submitted in accordance with the remainder of clause 20.

20.2 MoHFW shall unless expressly provided in Part 4 make payments due by Cheque/Demand Draft/Online transfer (Nationalized Bank). All proposals for release of grants must contain details of the bank in India to which payments are to be made.

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- 20.3 The proposal for release of grants should be on the letterhead with the contract reference number and bearing original signature. They should be numbered sequentially and dated, and marked "For the attention of the "Designated official" named in Part 4. Each proposal for release of grants should state the period and milestones to achieve using "from" and "to" dates. The final proposal for release of grants presented in connection with this Contract should be endorsed "Final proposal for release of grants".
- 20.4 All proposals for release of grants should contain details of expenditure in accordance with Part 5 in this Contract.
- 20.5 MoHFW may request proof of payment in respect of any item and shall be entitled to refuse to meet a claim if this cannot be provided.
- 20.6 Any proposal for release of grants not presented in accordance with the above may be rejected and in any event shall be liable to query and delay in payment. MoHFW reserves the right not to pay any amount due in respect of the proposal for release of grants received by MoHFW more than 90 days after the day of the NNA becoming entitled to proposal for release of grants for the payment to which it relates.

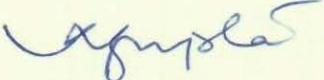
21 Payments

- 21.1 Subject to MoHFW being satisfied that the NNA is or has been carrying out their duties, obligation and responsibilities under this Contract, sums duly approved shall normally be paid within 30 days of the receipt of a valid proposal for release of grants. All payments will be made in Indian Rupees only.
- 21.2 If for any reason MoHFW is dissatisfied with performance of this Contract, an appropriate sum may be withheld from any payment otherwise due. In such event MoHFW shall identify the particular services with which it is dissatisfied together with the reasons for such dissatisfaction and payment of the amount outstanding will be made upon remedy of any unsatisfactory work or resolution of outstanding queries.
- 21.3 Should MoHFW determine after paying for a particular service that the service has not been completed satisfactorily, MoHFW may recover, or withhold from further payments, an amount not exceeding that previously charged for that service until the unsatisfactory service is remedied to its satisfaction.

FORCE MAJEURE AND TERMINATION

22 Force Majeure

- 22.1 Where the performance by the NNA of their obligations under this Contract is delayed, hindered or prevented by an event or events beyond the reasonable control of


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the NNA and against which an experienced NNA could not reasonably have been expected to take precautions, the NNA shall promptly notify to MoHFW in writing, specifying the nature of the force majeure event and stating the anticipated delay in the performance of this Contract.

22.2 From the date of receipt of notice given in accordance with Clause 22.1, MoHFW may, at its sole discretion, either suspend this Contract for up to a period of 6 months ("the Suspension Period") or terminate this Contract forthwith.

22.3 If by the end of the Suspension Period the parties have not agreed on a further period of suspension or re-instatement of the Contract, this Contract shall terminate automatically.

23. Suspension or Termination without Default of the NNA

23.1 MoHFW may, at its sole discretion, suspend or terminate this Contract at any time by so notifying the NNA and giving the reason(s) for such suspension or termination.

23.2 Where this Contract has been suspended or terminated pursuant to Clause 23.1, the NNA shall:

a. take such steps as are necessary to terminate the provision of the Services, (including suspending or terminating any Sub-contracts) in a cost-effective, timely and orderly manner; and

b. provide to MoHFW, not more than 60 days after MoHFW notifies the NNA of the suspension or termination of this Contract an account in writing, stating:

i. any costs, if any, due before the date of suspension or termination;

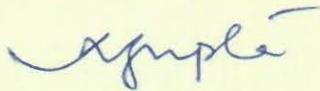
ii. any costs to be expended after the date of suspension or termination which the NNA necessarily incurred in the proper performance of this Contract and which it cannot reasonably be expected to avoid or recover.

23.3 Subject to MoHFW's approval MoHFW shall pay such amount to the NNA normally within 30 days after receipt from the NNA of the proposal for release of grants in respect of the amount due.

24. Suspension or Termination with Default of the NNA

24.1 MoHFW may notify the NNA of the suspension or termination of this Contract where the services or any part of them are not provided to the satisfaction of MoHFW, giving the reasons for such dissatisfaction and, in the case of suspension, the action required by the NNA to remedy that dissatisfaction and the time within which it must be completed.

24.2 Where this Contract is suspended under Clause 24.1 and the NNA subsequently fails to remedy the dissatisfaction MoHFW may terminate the Contract forthwith.



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24.3 MoHFW may, without prejudice to its other rights, including but not limited to the right to claim for costs and losses incurred, terminate this Contract forthwith where:

a. The NNA or any member of the NNA's Personnel, either directly or through their servants or agents, breaches any of their obligations under this Contract; or

b. The NNA or any member of the NNA's Personnel has committed an offence under any of the prevailing laws applicable to the project; or

c. There is a Change in Control. "Change in Control" means that the person(s) (including corporate bodies) directly or indirectly in Control of the NNA at the time this Contract is entered into cease to be in Control. "Control" means the power of a person to secure that the affairs of the NNA are conducted in accordance with the wishes of that person.

24.4 Where this Contract is terminated in accordance with this Clause. The NNA shall without prejudice to MoHFW's other remedies, take any steps necessary to terminate the provision of the Services in a timely and orderly manner but shall not be entitled to any further payment in relation to this Contract.

24.5 Where this Contract is terminated pursuant to Clause 24.3(b) the NNA shall pay MoHFW within 10 days of notification such amount as MoHFW shall have determined as the amount of any loss to MoHFW resulting from such termination together with the amount or value of any gift, consideration or commission concerned.

GENERAL PROVISIONS

25. Variations

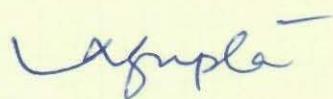
25.1 No variation in the terms or scope of this Contract shall be effective without MoHFW's prior written consent and recorded in writing [in the form of a letter entitled "Contract Amendment No."]. MoHFW shall have no liability in respect of work performed outside the Services set out in part 3.

26. Assignment

26.1 The NNA shall not, without the prior written consent of MoHFW, assign or transfer or cause to be assigned or transferred, whether actually or as the result of takeover merger or other change of identity or character of the NNA, any of its rights or obligations under this Contract or any part, share or interest therein.

27. Limit of Liability

27.1 Except where there has been misconduct, gross negligence, dishonesty or fraud on behalf of the NNA or the NNA's Personnel, the NNA's liability under this Contract shall be limited to the amount of the Financial Limit.



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28. Retention of Rights

28.1 Clause 6, 7, 8, 9, 15, 29 and 30 of this part 2 and any relevant clauses listed under Part 4 shall continue in force following the termination of this Contract.

29. Law and Legal jurisdiction

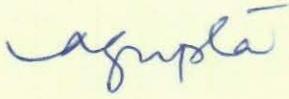
29.1 This Contract shall be governed by the laws of India and any disputes will be settled in the courts in NCT Delhi.

30. Amicable Settlement

30.1 The parties will attempt in good faith to negotiate a settlement to any claim or dispute between them arising out of or in connection with this Contract. If the parties fail to agree on the terms of settlement within 90 days of the initiation of the procedure the dispute may be referred to an arbitrator as agreed between the parties.

30.2 The decision of the arbitrator shall be final and binding on both parties.

30.3 The seat and place of arbitration shall be at Delhi.



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Chief Director (Stats)
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Ministry of Health & F.W.
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नई दिल्ली / New Delhi



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Part 3

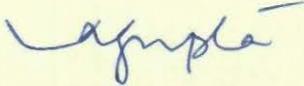
TERMS OF REFERENCE

Scope of Work

1. Functions of the National Nodal Agency

- 1.1 The National Nodal Agency will be responsible for overall co-ordination of NFHS-5 and will be specifically responsible for the following, amongst others:
- Overall monitoring and coordination, including preparation of survey instruments, protocols, training, field work, data flow, report generation, District/State/National Fact Sheets and State and National reports.
 - NNA will be involved with NFHS-5 Survey in 36 States / UTs.
 - Prepare Bid documents and necessary instructions.
 - Organize and conduct a Pre-bid Conference.
 - Inviting Tender, technical evaluation and financial evaluation of the bids in consultation/association of the MoHFW and complete the process of selection of Field Agencies in a time bound manner
 - Sign MOUs with the Field Agencies and the MoHFW as necessary.
 - The NNA will keep the MoHFW informed of the status of project, utilization of funds received from MoHFW and expenditure from time to time. A copy of the statement of the expenditure submitted to different Development Partners will be shared with MoHFW.
 - Design a representative sample of enumeration areas, select specific households for interviewing, as per the guidelines and decisions of MoHFW on the recommendations of the Technical Advisory Committee
 - Preparation of Survey Instruments including Schedules and Instruction Manuals and Schedules to be translated in the local/regional languages as necessary.
 - Pre-test of Survey Schedules
 - Training of Trainers and training of personnel of Field Agencies for conducting and coordinating the field work, data entry, tabulation and report generation for the smooth conduct of the Project Exercise.
 - Monitoring the quality assurance of survey results through protocols in consultation with MoHFW.

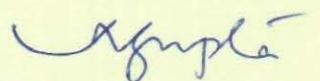
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मुंबई / Mumbai - 400 088.

- (m) IIPS, as a National Nodal Agency will be responsible for release of funds to the various agencies (Field) as per the agreed protocols.
- (n) Legal support for contractual commitments and obligations
- (o) Evolving framework for performance appraisal of Field Agencies
- (p) NNA will establish and maintain a Control Centre with all office automation and communication equipment to monitor the activities of the Field Agencies and keep the MoHFW continuously apprised of the progress. The Control Centre will also archive the data for the field work.
- (q) Once the complete data files are received from the Field Agencies for a completed PSU, IIPS will check the completeness and accuracy of the data and will resolve all issues detected in the data sets. A report to be sent to MoHFW.
- (r) IIPS will inform and notify Field Agencies about clarifications and from time to time additional instructions that may arise during field work till the entire survey is completed.
- (s) In consultation with MoHFW, IIPS will disseminate the key findings of the National Family Health Survey-5 and prepare and print District and State Fact Sheets. Further, IIPS in consultation with MoHFW, will prepare and release of National/State/UT reports as per the approved Tabulation Plan.
- (t) The National Nodal Agency will ensure that their contact details (Email, postal, telefax mobile etc.) are kept updated at all times and the Field Agency and MoHFW apprised. The National Nodal Agency will further ensure that at least two emails Id are active and regularly checked as emails would be the prime means of communication.
- (u) A separate bank account will be opened for the NFHS-5 (India) and the Accounts Team for the project will maintain separate Books of Accounts and will get the accounts audited annually. Any interest accrued on the account shall be part of project funds.
- (v) Timelines for activities to be followed will be as included in the contract, except for which modifications are agreed to both the parties of the contract
- (w) NNA to designate the personnel for overall monitoring, supervision and implementation of the project who shall be accountable to MoHFW for providing any information and action thereupon.
- (x) ICMR has been assigned the responsibility of storage, transport, and testing of DBS in its pre-identified laboratories. The sample collected will be stored at ICMR-Institutes with available storage facilities located across India. ICMR and National AIDS research institute will also be responsible for testing and analysis of malaria, HbA1C and vitamin D3.



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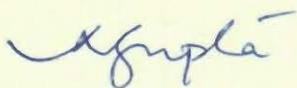
प्रोफेसर के.एस. जेम्स / Prof. K S. James
निदेशक एवं वरिष्ठ प्रोफेसर / Director & Sr Professor
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मुंबई / Mumbai - 400 088.

2. Roles & Responsibilities of NNA for NFHS-5 CAB Component

- 2.1 IIPS will constitute a Purchasing Committee consisting of representative from IIPS, MoHFW, and USAID for procurement of CAB equipments and other items, following relevant rules and regulations.
- 2.2 IIPS will ensure the timely procurement of the supplies and arrangement for their transportation to the FAs, overseeing the management, storage, maintenance, and transportation of supplies so that fieldwork is not delayed.

3 Other Conditions

- 3.1 All other conditions specified in the Terms of Reference (TORs) for the NFHS-5 Project, including deliverables and payment schedules remain unchanged unless otherwise amended as per Contract Amendments as specified under Clause 25 of Part 2.



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Part 4

SPECIAL CONDITIONS

NNA Officials

The Contract Officer is: Director and Senior Professor

Administration (Registrar) is: Registrar

Administration (AFO) is: Assistant Finance Officer

Two liaisoning Principal Investigators (PIs) are to be nominated by Director, IIPS.

Key Personnel :

All the Principal Investigators mentioned in the technical proposal cannot be substituted by the NNA without MoHFW's prior written consent. Two of PIs as nominated by the Director, IIPS will be responsible for liaisoning with the Ministry.

Price and Payment

The amount to be paid to the NNA by way of remuneration for the completion of the NNA's obligations under this Contract has been fixed at the time of signing the Contract and the amount shall be as provided in Part 5.

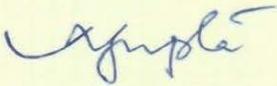
Intellectual Property Rights

Any reports or documents prepared or information or invention produced by or on behalf of the NNA relating to the Contract and all intellectual property rights therein shall be the property of the MoHFW. The NNA hereby assigns to the MoHFW all intellectual property rights in the above mentioned material generated by the NNA in the performance of the Contract and waives all moral rights relating to such materials.

Confidentiality of Information

For the purpose of Part 2, clause 8 the NNA shall ensure that all members of the NNA's Personnel are under an obligation not to disclose to any third parties any confidential information obtained either directly from MoHFW or by virtue of their engagement in relation to this Contract. Confidential information may be in any form and shall include

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all information that, due to its character, nature or method of transmittal, a reasonable person would treat as confidential.

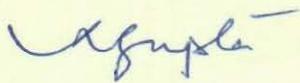
Under no circumstances should the NNA or NNA's team members interact with or disclose any information about this contract to any media. Any violation of this condition shall amount to breach of this contract.

The MoHFW shall have the right to terminate the Contract under clause 24.3 if, the NNA or any personnel of the NNA acts in a way which (a) would be an offence under the prevailing laws or (b) is an offence involving corruption, crime of terrorism under the legislation of any country.

MoHFW shall have the right to terminate under Section 2, clauses 24.3 (c) in the event of any occurrence, act or thing or a similar nature to those occurrences, acts or things referred in Section 2, clause 24.3 (c) .

Data Availability

As in previous NFHS surveys, the unit level data for NFHS-5 will be made available to public as soon as the national report has been released. Partial data of NFHS-5 for any district or state cannot be made available until the release of national report.



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Part 5

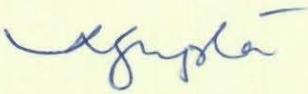
PAYMENT SCHEDULE

1. National Nodal Agency

The payment to the National Nodal Agency will be made as follows:

The amount approved for the renovation of prefabricate office/furniture and fixtures (Rs.15,00,000/-), procurement of CAB equipments and consumables (Rs.32,83,27,370/-), cost for Computers and software to be used for the survey (Rs.8,74,20,000), Cloud technology/system support for real time access of data from field to office (Rs.1,36,00,000), required at the IIPS will be released before issue of purchase order as per the request of IIPS. The remaining amount may be released as per following schedule:

Installment	Percentage of Payment	Milestone
First Installment	40 percent	On signing of MOA.
Second Installment	25 percent	On completion of field work in the States and UTs included in the first phase of the survey.
Third Installment	20 percent	On completion of field work in the States & UTs included in the second phase of the survey and finalization / release of fact sheet for the States, UTs and Districts included in first phase.
Fourth Installment	10 percent	On finalization and release of National Report and fact sheet for the States, UTs and Districts included in second phase.
Fifth Installment	5 percent	Release of all States/UTs reports and unit level data.



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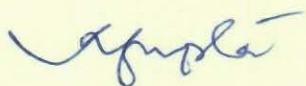


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Estimated Total Budget of NFHS-5

S.N	Broad Heads	Amount in Rupees
A. Estimated Budget for IIPS		
1	Personnel	8,56,70,000
2	Travel, Per Diem and Local Transportation for State Level Training (M&L and Main Survey)	1,01,34,000
3	Travel, Per Diem and Local Transportation for Field Monitoring and Supervision	6,36,93,000
4	Pre-testing of Questionnaires and Survey Protocols	19,38,000*
5	Workshop for Main Survey (TOT)	2,68,95,000
6	TAC and Other Meetings	50,50,000
7	Computers and software to be used for the survey	8,74,20,000
8	Report Writing	47,70,000
9	Dissemination Workshop	90,00,000
10	Cloud technology/system support for real time access of data from field to office	1,36,00,000
11	Office expenses	40,00,000
12	Furniture and fixtures	15,00,000
	Sub-Total	31,36,70,000
	Overhead Cost @5% for broad heads S.No.1 to 11 except S.No. 4	1,55,11,600
	Overhead Cost of Pre-testing @5%	96,900*
A.	Net Cost towards IIPS	32,92,78,500
B.	Estimated Budget for FAs	1,75,37,97,177
C.	Estimated Budget for CAB Components	32,83,27,370
	Grand Total (A+B+C)	2,41,14,03,047

*Amount of Pre-testing and overhead cost of pre-testing was provided by UNICEF.



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Appendix A

The proposed timeline of NFHS-5 approved by the Steering Committee of NFHS-5 is as under:

Activities to be carried out	Timeline
Selection of Field Agencies, engagement of research staff at IIPS and procurements of equipments	February - April, 2018
M & L ToT and Field work in First Phase States	May- July, 2018
Main survey ToT and Field work First Phase States	June to Dec, 2018
M & L ToT and Field work in Second Phase States	Nov 2018 - Jan, 2019
Main survey ToT and Field work Second Phase States	Jan – July, 2019
Secondary editing, weight development and synchronization of Data	Jan – Mar 2019 (Ph- I) Aug - Oct, 2019 (Ph-II)
Generating Fact Sheets	Mar- Apr, 2019 (Ph- I) Oct- Nov, 2019 (Ph-II)
Data analysis, Tabulation and National, State/UT Report Writing	Dec.2019 – March, 2020
National and State Level Disseminations	Apr- Sept. 2020

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By Speed Post

File No. T-22011/02/2015-NCD
Government of India
Ministry of Health and Family Welfare
Department of Health & Family Welfare

Nirman Bhawan, New Delhi
Dated the 12th October 2015

To

✓ Dr. F. Ram,
Director & Senior Professor,
International Institute for Population Sciences,
Govandi Station Road,
Deonar, Mumbai-400 088.

Subject: LASI Project – Signing of MoU/Agreement

Sir,

I am directed to refer to your Office Letter No. IIPS/LASI/Admin/479/2015 dated 13th May, 2015 on the subject mentioned above and to forward herewith a copy of the MoU/Agreement duly signed by the Deputy Secretary Incharge of NPHCE, Ministry of Health and Family Welfare.

It is requested that following information/details may please be furnished to the Ministry so as to enable us to transfer the funds to IIPS, as and when released by the Ministry:-

Name of Grantee Institute/Organisation	
Address of the Grantee Institute/Organisation	
Unique Code	
Name of the Bank	
Address of the Bank	
Account No.	
MICR Code of the Bank	
RTGS Code of the Bank (Real Time Gross Settlement Code) (11 DIGIT Code)	

Yours faithfully

(S K Gupta)

Under Secretary to the Government of India

Te: 23061342

Copy to:- Shri P Arokiasamy, Professor & Head, Department of Development Studies
International Institute for Population Sciences, Govandi Station Road, Deonar, Mumbai-
400088.

भारतीय गैर न्यायिक

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सत्यमेव जयते

Rs. 100

ONE HUNDRED RUPEES

भारत INDIA
INDIA NON JUDICIAL

MUMBAI

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PART 1 – FORM OF CONTRACT

CONTRACT FOR: International Institute for Population Science (IIPS) for Longitudinal Aging Study in India (LASI) Main Wave 1 & 2 (2014-2019)

This **CONTRACT** is made:

BETWEEN : The Ministry of Health and Family Welfare, NCD Division, Government of India, Nirman Bhawan, Maulana Azad Road, New Delhi, India, hereafter to be referred to as "MoHFW"

AND: International Institute For Population Sciences, Deemed University Govandi Station Road, Deonar, Mumbai, hereafter to be referred to as "IIPS"

(Together "the Parties").

Form with multiple lines of text, including fields for registration details and dates. The text is mostly illegible due to blurriness.

7 JAN 2015

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1. Financial Limit

Payments under this Contract shall not, in any circumstances, exceed Rs. 36,87,19,825 /- (Rupees Thirty Six Crores Eighty Seven Lakhs Nineteen Thousand Eight Hundred Twenty Five Only) inclusive of Government Taxes ("the Financial Limit") as applicable.

2. Time of the Essence

Time shall be of the essence as regards the performance by the IIPS of its obligations under this Contract.

Dated:

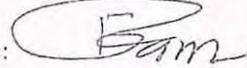
For and on behalf of
Ministry of Health and Family Welfare,
Government of India, New Delhi

Signature: 

Name: Zile Singh Virgal

Position: Deputy Secretary,
Ministry of Health and Family Welfare

For and on behalf of
International Institute for Population Sciences,
Mumbai

Signature: 

Name: Prof. Faujdar Ram

Position: Director & Sr. Professor

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1	Special conditions	

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1	Payment to the National Nodal Agency: IIPS	
	Budget Summary	
	Timeline of Activities	

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DEFINITIONS AND INTERPRETATION

1. Definitions

1.1 General:

"The International Institute for Population Sciences (IIPS)", Mumbai is designated as the National Nodal Agency (NNA) for the LASI Main Wave 1 & 2 (2014-2019) as laid out in the instant TORs.

"MoHFW" means Ministry of Health & Family Welfare, Government of India, New Delhi.

"Longitudinal Aging Study in India (LASI)" is envisioned as a nationally representative survey of older adults in age 45+ in India and 30 states, 6 union territories and 4 metro cities that will be conducted every 2 years for the next 25 year. The LASI main wave 1 and 2 will be conducted during 2014-2019 (5 years) contract period.

"The IIPS's Personnel" means any person instructed / engaged pursuant to this Contract to undertake any of the IIPS's obligations under this Contract, including the IIPS's employees and agents.

"The Equipment" means any equipment computer hardware or software, materials, goods and vehicles and associated services necessarily required for the implementation of the Services. "The Financial Limit" means the amount specified in Part One and is the maximum amount payable by MoHFW to the IIPS under this Contract.

"The Services" means the services set out in the Terms of Reference (Part 3)

"The Director or head of the Institute" means the person named in Part 4 who are responsible for all contractual aspects of the Contract.

"The Principal Investigator & Coordinators" means the person named in Part 4 who is responsible for issuing instruction and dealing with all correspondence in connection with the technical aspect of the Contract

"The Administration Officer" means the person named in Part 4 to whom invoices should be sent.

"The Records" means accounts files and any other means of record keeping maintained by the IIPS/National Nodal Agency.

1.2 Type of Agencies: The following is the definition of various types of agencies that will be involved in the LASI Main Wave 1 & 2 (2014-2019).

International Institute for population Sciences (IIPS): International Institute for population Sciences (IIPS), Mumbai is designated as the National Nodal Agency (NNA) for the LASI Main Wave 1 & 2 (2014- 19) as laid out in the instant TORs

Collaborating Institutions:

The longitudinal ageing study (LASI) is designed to be implemented in partnership with the following technical collaborating institutions:

Collaborating Indian Institutions:

- Regional Geriatric Centers under NCD division, Ministry of Health and Family Welfare, Govt. of India. Collaborating organizations for implementation of Biomarker component of LASI project.
- National AIDS Research Institute (NARI), Pune, collaborating Indian institution for DBS storage and molecular biomarker testing of Dried Blood Spots (DBS).

Collaborating International Institutions:

- Harvard School of Public Health, Boston, lead USA institution for LASI project.
- School of Gerontological Sciences, University of California, Los Angeles. Collaborating US Institution for technical support for LASI Project Implementation.
- School of Medical Sciences, University of California, Los Angeles, Collaborating USA Institution for technical support of biomarker component of LASI project.

Financial Sponsors:

- Ministry of Health and Family Welfare (MoHFW), NCD Division, Government of India.
- Ministry of Social Justice and Empowerment (MoSJE), Ageing Division, Government of India.
- National Institute on Aging (NIA)/ National Institute of Health (NIH), USA.
- The United Nations Population Fund (UNFPA), India

Field Agency (FA): Any Agency that has been selected through open tendering process for undertaking the field work for the LASI Main Wave 1 & 2 in any of the State, UT or part thereof.

2. Interpretation

2.1 In the event of any inconsistency between the Form of Contract (Part I), these General Conditions (Part 2) and the Special Conditions (Part 4), the Special Condition shall prevail.

2.2 Except as expressly provided in Clause 16, the IIPS is not the agent of MoHFW and has no authority to represent and shall not purport to represent or enter into any commitments on behalf of MoHFW in any respect.

- 5.2 If, having obtained MoHFW's consent, the IIPS sub-contract any of its obligations, the IIPS shall :-
- a. Provide that payments due to the sub-contractor shall be made not more than 30 days after provision to the IIPS of a valid invoice.
 - b. If for any reason IIPS is dissatisfied with performance of this sub-contractor, an appropriate sum may be withheld from any payment otherwise due. In such event IIPS shall identify the particular services with which it is dissatisfied together with the reasons for such dissatisfaction and payment of the amount outstanding will be made upon remedy of any unsatisfactory work or resolution of outstanding queries
 - c. Should IIPS determine after paying for a particular service that the service has not been completed satisfactorily, IIPS may recover, or withhold from further payments, an amount not exceeding that previously charged for that service until the unsatisfactory service is remedied to its satisfaction.
 - d. Include rights for the IIPS and obligations on the sub-contractor to ensure that MoHFW's rights to require replacement of personnel (as set out in Clause 3 and 4) and MoHFW's rights and the IIPS's obligations as set out in Clauses 6 to 11 (inclusive) can be enforced against the sub-contractor.

6. Disclosure of Information

- 6.1 The IIPS and the IIPS's Personnel shall not disclose to any third party any confidential information obtained during or arising from this Contract. In case any such situation arises IIPS will inform MoHFW.
- 6.2 The IIPS and the IIPS's Personnel shall not disclose any information, technical data or know-how by any method to persons not associated with MoHFW, which is of a confidential nature during or arising from this Contract (other than in the proper performance of this Contract or as may be required by authority of competent jurisdiction). Any materials that the IIPS and the IIPS's Personnel may have collected, shall remain the property of IIPS.
- 6.3 Any tape recordings, speeches, photographs, manuals, survey instruments, plans, model program designs proposals, research materials, charts, audio-visual presentation and other training material or devices articles or manuscripts, or public relation materials or any other product requested by MoHFW as part of the IIPS's activities will remain, in their entirety, as the exclusive property of IIPS. IIPS will have exclusive copyrights to any material produced for IIPS during the contract and all intellectual property rights of products, raw material, etc, therein shall vest with IIPS.
- 6.4 The IIPS is required to execute and complete contingency plan in case of natural disaster like flood, fire, earthquake or other natural calamities.

7. Intellectual Property Rights

- 7.1 All intellectual property rights in all material (including but not limited to reports, data, designs whether or not electronically stored) produced by the IIPS or the IIPS's Personnel pursuant in the performance of the Services ("the Material") shall be the property of the IIPS.
- 7.2 The IIPS hereby grants to MoHFW a world-wide, non exclusive irrevocable, royalty-free license to use all the Materials (data and reports).
- 7.3 IIPs will be the National Nodal Agency (NNA) for all allied and research studies based on LASI sampling frame and all core component of LASI including Biomarker and DBS based studies.

8. Legal Acts

- 8.1 The IIPS shall ensure that all members of the IIPS's Personnel (core team comprising Principal Investigators & Coordinators) are aware of the relevant Laws and Acts that are applicable during the execution of this project.

9. Access and Audit

- 9.1 The IIPS shall keep accurate and systematic accounts, files and records ("the Records"). The Records shall clearly identify, among other things, the basis upon which invoices have been calculated and the IIPS shall keep the Records throughout the duration of this Contract and for two years after expiry of the contract.
- 9.2 The IIPS shall upon request provide MoHFW, or its representatives, access to the Records in order that the Records may be inspected and copied. The IIPS shall cooperate fully in providing to MoHFW or its representative's answers to such enquiries as may be made about the Records.
- 9.3 Where it is found by MoHFW that any overpayment has been made to the IIPS the IIPS shall reimburse to MoHFW such amount within four weeks of the date of MoHFW's written demand.

10. Corruption, Commissions, Discounts and Fraud

- 10.1 The IIPS warrants and represents to MoHFW that neither the IIPS nor any of the IIPS's Personnel:
- a. Has given, offered or agreed to give or accepted, any gift or consideration of any kind as an inducement or reward for doing or forbearing to do or for having done or forborne to do any act in relation to the obtaining or execution of any contract or for showing or forbearing to show favour or disfavor to any person or entity in relation to any contract or

- b. Has entered into any contract in connection with which commission has been paid or agreed to be paid by or to the IIPS or IIPS's Personnel or on their behalf or to their knowledge unless, before such contract was made, particulars of any such commission and of the terms of any agreement for the payment of such commission were disclosed in writing to MoHFW, whose written consent was subsequently given to such payment.

10.2 Neither the IIPS nor any of the IIPS's Personnel shall accept for or on their own benefit any trade commission, discount or similar payment or benefit in connection with this Contract.

10.3 The IIPS undertake that neither the IIPS nor the IIPS's Personnel shall attempt or commit any fraud, deception, financial or procedural wrongdoing in relation to the performance by the IIPS of its obligations under the Contract and shall immediately notify MoHFW of any circumstances giving rise to a suspicion that such wrongful activity may occur or has occurred.

11. Conflict of Interest

11.1 Neither the IIPS nor any of the IIPS's Personnel shall engage in any personal, business or professional activity which conflicts or could conflict with any of their obligations in relation to this Contract.

11.2 The IIPS and the IIPS's Personnel shall notify MoHFW immediately of any actual or potential conflict together with recommendation as to how the conflict can be avoided.

12. Discrimination

12.1 The IIPS shall not unlawfully discriminate on the basis of Gender, Caste, Religion, Disability or as prohibited by the laws of the place of the performance of any of the Services.

12.2 The IIPS shall take all reasonable steps to secure that the IIPS's Personnel do not unlawfully discriminate as set out in Clause 12.1

13. Environmental Requirement

13.1 The IIPS shall take all reasonable steps to protect the environment in relation to the performance of the Services and shall comply with all applicable environmental laws, regulation and MoHFW practice.

14. Occupational Hazards

14.1 The IIPS shall be directly responsible for all occupational hazards (including physical disability, medical liability, death etc.) of its personnel while executing the LASI Main Wave 1 & 2 and shall not place any liability on MoHFW.

15. Indemnity

15.1 Except where arising from the negligence of MoHFW or MoHFW's employees, the IIPS shall indemnify MoHFW in respect of any costs or damages however arising out of or related to breach of warranty or representation, contract or statutory acts or omissions by the IIPS or the IIPS's Personnel or any claims made against MoHFW by third "parties" in respect thereof.

16. Equipments and its use

16.1 Equipments procured and maintained by the IIPS for the execution of LASI Main Wave 1 & 2 will be the responsibility of the IIPS, and MoHFW will not be liable for any damage, loss, accident etc. arising out of the use of these equipments.

16.2 IIPS will keep proper record of inventory of all such equipments procured in LASI Main Wave 1 & 2 as well as in previous surveys.

The equipments / accessories procured in earlier surveys and which are in working condition will be used in the LASI Main Wave 1 & 2 and future surveys. They will remain the property of IIPS.

PRICE AND PAYMENT

17 Applicable Provisions and Financial Limit

17.1 Unless different provisions are substituted in Part 4, Clauses 17 to 22 inclusive shall apply in relation to price and payment.

17.2 The Components which comprise the financial limit are set out in the Schedule Part 5. No expenditure is to be incurred in excess (beyond 15%) of the Financial Limit and no reimbursements between components shown in the schedule of prices in Part 5 are permitted (without the prior written authority of the Contract Officer).

18 Fees

18.1 Any Fees payable are deemed to cover the cost of salary, leave allowance, bonuses, profit, taxes, insurances, superannuation, non-working days and all other costs including, but not limited to, clothing, vaccinations and expenses of whatsoever nature that may be incurred except those otherwise specifically provided for in this Contract.

19 Expenses

19.1 Travel, living expenses and Diem charges for IIPS's personnel will be reimbursed as per the decision taken by as per norms approved for LASI from time to time based on current norms approved by MoHFW as approved for NFHS-4.

20 Invoicing Instructions

- 20.1 Unless otherwise expressly provided in Part 4 or Part 5, invoices should be submitted in accordance with the remainder of clause 20.
- 20.2 MoHFW shall unless expressly provided in Part 4 make payments due by Cheque/Demand Draft/Online transfer (Nationalized Bank). All invoices must contain details of the bank in India to which payments are to be made.
- 20.3 Invoice should be on a letterhead with the contract reference number and bearing original signature. They should be numbered sequentially and dated, and marked "For the attention of the "Administration Officer" named in Part 4. Each invoice should state the period the services were provided using "from" and "to" dates. The final invoice presented in connection with this Contract should be endorsed "Final Invoice".
- 20.4 All invoices should contain details of expenditure in accordance with Part 5 in this Contract.
- 20.5 MoHFW may request proof of payment in respect of any item and shall be entitled to refuse to meet a claim if this cannot be provided.
- 20.6 Any invoice not presented in accordance with the above may be rejected and in any event shall be liable to query and delay in payment. MoHFW reserves the right not to pay any amount due in respect of an invoice received by MoHFW more than 90 days after the day of the IIPS becoming entitled to invoice for the payment to which it relates.

21 Payments

- 21.1 Subject to MoHFW being satisfied that the IIPS is or has been carrying out their duties, obligation and responsibilities under this Contract, sums duly approved shall normally be paid within 30 days of the receipt of a valid summary invoice. All payments will be made in Indian Rupees only.
- 21.2 If for any reason MoHFW is dissatisfied with performance of this Contract, an appropriate sum may be withheld from any payment otherwise due. In such event MoHFW shall identify the particular services with which it is dissatisfied together with the reasons for such dissatisfaction and payment of the amount outstanding will be made upon remedy of particular services or resolution of outstanding queries.

FORCE MAJEURE AND TERMINATION

22 Force Majeure

22.1 Where the performance by the IIPS of their obligations under this Contract is delayed, hindered or prevented by an event or events beyond the reasonable control of the IIPS and against which an experienced IIPS could not reasonably have been expected to take precautions, the IIPS shall promptly notify to MoHFW in writing, specifying the nature of the force majeure event and stating the anticipated delay in the performance of this Contract.

22.2 From the date of receipt of notice given in accordance with Clause 22.1, MoHFW may, at its sole discretion, either suspend this Contract for up to a period of 6 months ("the Suspension Period") or terminate this Contract forthwith.

22.3 If by the end of the Suspension Period the parties have not agreed on a further period of suspension or re-instatement of the Contract, this Contract shall terminate automatically.

23. Suspension or Termination without Default of the IIPS

23.1 MoHFW may, at its sole discretion, suspend or terminate this Contract at any time by so notifying the IIPS and giving the reason(s) for such suspension or termination.

23.2 Where this Contract has been suspended or terminated pursuant to Clause 23.1, the IIPS shall:

a. take such steps as are necessary to terminate the provision of the Services, (including suspending or terminating any Sub-contracts) in a cost-effective, timely and orderly manner; and

b. provide to MoHFW, not more than 60 days after MoHFW notifies the IIPS of the suspension or termination of this Contract an account in writing, stating:

i. any costs, if any, due before the date of suspension or termination;

ii. any costs to be expended after the date of suspension or termination which the IIPS necessarily incurred in the proper performance of this Contract and which it cannot reasonably be expected to avoid or recover.

23.3 Subject to MoHFW's approval MoHFW shall pay such amount to the IIPS normally within 30 days after receipt from the IIPS of an invoice in respect of the amount due.

24. Suspension or Termination with Default of the IIPS

24.1 MoHFW may notify the IIPS of the suspension or termination of this Contract where the services or any part of them are not provided to the satisfaction of MoHFW, giving

the reasons for such dissatisfaction and, in the case of suspension, the action required by the IIPS to remedy that dissatisfaction and the time within which it must be completed.

24.2 Where this Contract is suspended under Clause 24.1 and the IIPS subsequently fails to remedy the dissatisfaction MoHFW may terminate the Contract forthwith.

24.3 MoHFW may, without prejudice to its other rights, including but not limited to the right to claim for costs and losses incurred, terminate this Contract forthwith where:

a. The IIPS or any member of the IIPS's Personnel, either directly or through their servants or agents, breaches any of their obligations under this Contract; or

b. The IIPS or any member of the IIPS's Personnel has committed an offence under any of the prevailing laws applicable to the project; or

c. There is a Change in Control. "Change in Control" means that the person(s) (including corporate bodies) directly or indirectly in Control of the IIPS at the time this Contract is entered into cease to be in Control. "Control" means the power of a person to secure that the affairs of the IIPS are conducted in accordance with the wishes of that person.

24.4 Where this Contract is terminated in accordance with this Clause. The IIPS shall without prejudice to MoHFW's other remedies, take any steps necessary to terminate the provision of the Services in a timely and orderly manner but shall not be entitled to any further payment in relation to this Contract.

24.5 Where this Contract is terminated pursuant to Clause 24.3(b) the IIPS shall pay MoHFW within 10 days of notification such amount as MoHFW shall have determined as the amount of any loss to MoHFW resulting from such termination together with the amount or value of any gift, consideration or commission concerned.

GENERAL PROVISIONS

25. Variations

25.1 No variation in the terms or scope of this Contract shall be effective without MoHFW's prior written consent and recorded in writing [in the form of a letter entitled "Contract Amendment No."]. MoHFW shall have no liability in respect of work performed outside the Services set out in part 3.

26. Assignment

26.1 The IIPS shall not, without the prior written consent of MoHFW, assign or transfer or cause to be assigned or transferred, whether actually or as the result of takeover merger or other change of identity or character of the IIPS, any of its rights or obligations under this Contract or any part, share or interest therein.

27. Limit of Liability

27.1 Except where there has been misconduct, gross negligence, dishonesty or fraud on behalf of the IIPS or the IIPS's Personnel, the IIPS's liability under this Contract shall be limited to the amount of the Financial Limit.

28. Retention of Rights

28.1 Clause 6, 7, 8, 9, 15, 29 and 30 of this part 2 and any relevant clauses listed under Part 4 shall continue in force following the termination of this Contract.

29. Law and Legal jurisdiction

29.1 This Contract shall be governed by the laws of India and any disputes will be settled in the courts in NCT Delhi.

30. Amicable Settlement

30.1 The parties will attempt in good faith to negotiate a settlement to any claim or dispute between them arising out of or in connection with this Contract. If the parties fail to agree on the terms of settlement within 90 days of the initiation of the procedure the dispute may be referred to an arbitrator as agreed between the parties.

30.2 The decision of the arbitrator shall be final and binding on both parties.

30.3 The seat and place of arbitration shall be at Delhi.

Part 3

TERMS OF REFERENCE

Scope of Work

1. Functions of the National Nodal Agency i.e. IIPS

- 1.1 The National Nodal Agency, IIPS will be responsible for overall co-ordination of LASI Main Wave 1 & 2 (2014-19) and will be specifically responsible for the following, amongst others:
- (a) Overall monitoring and coordination, including preparation of survey instruments, protocols, training, field work, data flow, report generation, District/State/National Fact Sheets and State and National reports.
 - (b) In collaboration with collaborating institutions, IIPS will implement LASI Survey in 36 States / UTs.
 - (c) Prepare Bid documents and necessary instructions.
 - (d) Organize and conduct a Prebid Conference.
 - (e) Inviting Tender, technical evaluation and financial evaluation of the bids in **consultation of the MoHFW** and complete the process of selection of Field Agencies in a time bound manner
 - (f) Sign MOUs with the Field Agencies and the MoHFW as necessary.
 - (g) The IIPS will keep the MoHFW informed of the status of project, utilization of funds received from MoHFW and expenditure from time to time.
 - (h) Design a representative sample of enumeration areas, select specific households for interviewing, as per the guidelines and decisions of MoHFW on the recommendations of the Technical Advisory Committee.
 - (i) Preparation of Survey Instruments including as Schedules and Instruction Manuals and Schedules to be translated in the local/regional languages as necessary.
 - (j) Pre-test of Survey Schedules
 - (k) Training of Trainers and training of personnel of Field Agencies for conducting and coordinating the field work, CAPI training, tabulation and report generation for the smooth conduct of the Project Exercise.
 - (l) Monitoring the quality assurance of survey results through protocols in consultation with MoHFW.

- (m) IIPS, as a National Nodal Agency will be responsible for release of funds to the various agencies (Field) as per the agreed protocols.
- (n) Legal support for contractual commitments and obligations
- (o) Evolving framework for performance appraisal of Field Agencies
- (p) IIPS will establish and maintain a Control Centre with all office automation and communication equipment to monitor the activities of the Field Agencies and keep the MoHFW continuously apprised of the progress. The Control Centre will also archive the data for the field work.
- (q) Once the complete data files are received from the Field Agencies for a completed PSU, IIPS will check the completeness and accuracy of the data and will resolve all issues detected in the data sets. A report to be sent to MoHFW.
- (r) IIPS will inform and notify Field Agencies about clarifications and from time to time additional instructions that may arise during field work till the entire survey is completed.
- (s) In consultation with MoHFW, dissemination of key findings of the Longitudinal Aging Study in India and associated activities including preparation and printing of State Fact Sheets, detailed State reports as per the approved Tabulation Plan and also prepare National Report.
- (t) The IIPS will ensure that their contact details (Email, postal, telefax mobile etc.) are kept updated at all times and the Field Agency and MoHFW apprised. The IIPS will further ensure that at least two emails Id are active and regularly checked as emails would be the prime means of communication.
- (u) A separate bank account will be opened for the LASI India Wave 1 & 2 (India) and the Accounts Team for the project will maintain separate Books of Accounts and will get the accounts audited annually. Any interest accrued on the account shall be part of project funds.
- (v) Timelines for activities to be followed will be as included in the contract, except for which modifications are agreed to both the parties of the contract
- (w) IIPS to designate the personnel for overall monitoring, supervision and implementation of the project who shall be accountable to MoHFW for providing any information and action thereupon.
- (x) IIPS also to co-ordinate with NARI regarding testing of samples.

2. Roles & Responsibilities of IIPS for LASI Wave Main 1 & 2 Biomarkers Component

- 2.1 IIPS will constitute a Purchasing Committee consisting of representative from IIPS, MoHFW and other sponsors for procurement of Biomarker equipment and other items, following relevant rules and regulations.
- 2.2 IIPS will ensure the timely procurement of the supplies and arrangement for their transportation to the FAs, overseeing the management, storage, maintenance, and transportation of supplies so that fieldwork is not delayed.

3 Other Conditions

- 3.1 All other conditions specified in the Terms of Reference (TORs) for the LASI Main Wave 1 & 2 Project, including deliverables and payment schedules remain unchanged unless otherwise amended as per Contract Amendments as specified under Clause 25 of Part 2.



Part 4

SPECIAL CONDITIONS

IIPS Officials

The Contract Officer is: Director and Senior Professor
(Prof. F. Ram)

Principal Investigator (PI) of Project is : Prof. P. Arokiasamy

Administration (ACO) is: Accounts Officer
(Mr. Sawant)

MoHFW Officials:

The Contract Officer is:

Key Personnel :

All the team members mentioned in the technical proposal cannot be substituted by the IIPS without MoHFW's prior written consent

Price and Payment

The amount to be paid to the IIPS by way of remuneration for the completion of the IIPS's obligations under this Contract has been fixed at the time of signing the Contract and the amount shall be as provided in Part 5.

Intellectual Property Rights

Any reports or documents prepared or information or invention produced by or on behalf of the IIPS relating to the Contract and all intellectual property rights therein shall be the property of the IIPS.

Confidentiality of Information

For the purpose of Part 2, clause 8 the IIPS shall ensure that all members of the IIPS's Personnel are under an obligation not to disclose to any third parties any confidential information obtained either directly from MoHFW or by virtue of their engagement in relation to this Contract. Confidential information may be in any form and shall include all information that, due to its character, nature or method of transmittal, a reasonable person would treat as confidential.

Under no circumstances should the IIPS or IIPS's team members interact with or disclose any confidential information about this contract to any media. Any violation of this condition shall amount to breach of this contract.

The MoHFW shall have the right to terminate the Contract under clause 24.3 if, the IIPS or any personnel of the IIPS acts in a way which (a) would be an offence under the prevailing laws or (b) is an offence involving corruption, crime of terrorism under the legislation of any country.

MoHFW shall have the right to terminate under Section 2, clauses 24.3 (c) in the event of any occurrence, act or thing or a similar nature to those occurrences, acts or things referred in Section 2, clause 24.3 (c) .



Part 5

PAYMENT SCHEDULE

1. National Nodal Agency (IIPS)

The payment to the IIPS as per Budgeted contribution of MoHFW for LASI Project will be made as follows:

Installment	Percentage of Payment	Milestone
First Installment (F.Y 2013-14 & 2014-15)	25 percent	On signing of MOA.
Second Installment (F.Y 2015-16)	25 percent	On progress of preparation, training and field work activities in the States and UTs included in the Wave 1 of survey.
Third Installment (F.Y 2016-17)	25 percent	i). Completion of field work of LASI wave 1 and report generation and dissemination ii). Preparation for LASI wave 2 implementation.
Fourth Installment (F.Y 2017-18)	20 percent	Progress of field work for LASI wave 2 for all states/ UTs
Fifth Installment (F.Y. 2018-19)	5 percent	Completion of LASI wave 2, releasing of reports and dissemination.

Part 5

Estimated Budget for LASI Approved by MoHFW

Major Heads	Ministry of Health and Family Welfare (MoHFW)
a) Establishment Cost	47,713,700.00
b) IIPS Cost Excluding Establishment (Training and Workshops, Meetings, Miscellaneous, etc)	50,590,235.90
Total IIPS cost (a+b)	
Field work cost	112,597,290.00
Biomarker Assistance	8,000,000.00
Biomarker Testing	144,000,000.00
Report Writing and Dissemination	5,818,600.00
Total	368,719,825.90

Note :-

Total Sample Size is 50,000.

The cost of per DBS Sample testing in NARI is Rs.3600

PW

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महाराष्ट्र MAHARASHTRA

2017

AG 790910

MEMORANDUM OF UNDERSTANDING AND TERMS OF REFERENCE
BETWEEN

State Health Systems Resource Centre, Pune (SHSRC, Pune)

And

International Institute for Population Sciences (IIPS) Mumbai

AGREEMENT BETWEEN International Institute for Population Sciences (IIPS)
Mumbai

AND SHSRC TO CONDUCT IMMUNIZATION COVERAGE STUDY IN EIGHT
SELECTED DISTRICTS AND THREE MUNICIPAL CORPORATIONS OF
MAHARASHTRA STATE

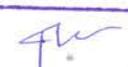
AGREEMENT NUMBER...../...../2019

This AGREEMENT (hereinafter called this AGREEMENT) is made on the -----
/2019 between International Institute for Population Sciences (IIPS) Mumbai a society
registered under Societies Act 1946 and having its office at Mumbai in the State of
Maharashtra, hereinafter called the GRANTEE, which unless repugnant to the contrary shall
include its successors, administrators, heirs, assigns and nominees, OF FIRST PART AND

State Health Systems Resource Centre, Pune (SHSRC, Pune), having its office at SFWB,
Naidu Hospital Campus, Raja Bahadur Mill Road, Pune-411001 hereinafter called the
GRANTOR, which expression shall unless repugnant to the context be deemed to include its
successors-in-interest.



Handwritten signatures in blue ink.

Serial No. / Date	SSI 214/19
Nature of document.	Agreement
Whether it is to be Registered	Yes / No
Property Description	
Stamp Purchaser's Name & Sign	Director TAPS
If through other person then name & Add & Sign	Kailas
Name of the other party	
Stamp Duty Amount	500/-
Sign. Of stamp vendor Lic. No. & Address	 M. M. THACKER Lic. No. 1201026 E-6/0:4, Sec-1, Vashi, Navi Mumbai.
Stamp paper to be used for the purpose within 6 months from the date of issue.	

DOF

T. M. T.



PREAMBLE

SHSRC has appointed IIPS for conducting research study during the year 2019. The MoU is for a period of 12 months starting from 01st April 2019 To 31st March 2020. The terms of the MOU can be extended by mutual agreement between both parties.

The SHSRC, Pune shall under this MoU, disburse the funds based on the approved budget of SHSRC PIP 2018-19 to IIPS to carry out research study in Maharashtra as follows:

Conduct of Immunization coverage study in 8 selected districts and 3 Municipal Coporations of Maharashtra State

(Reference Letter from SHSRC Ref. No. SHSRC/Immu.Cov.Study/IIPS/5652/2019 dated March 20, 2019)

Now therefore in consideration of mutual covenants and MoU contented here in intending to legally bound, the parties here by agrees as follows:

- 1) Grantor (SHSRC) assigned to conduct Immunization Coverage Study in 8 selected districts and 3 Municipal Coporations of Maharashtra to Grantee (IIPS) as per the Reference Letter from SHSRC Ref. No. SHSRC/Immu.Cov.Study/IIPS/5652/2019 dated March 20, 2019 unanimously selecting IIPS being a Government Institution and expertised in this field survey research in population and health related issues.
- 2) Terms of reference will be prepared for each ACTIVITY assigned to the GRANTEE with the consensus from both GRANTEE and GRANTOR. Once both parties agreed to TOR it is obligatory for both the parties to meticulously observe the terms mentioned in the TOR.
- 3) Data and findings ownership will remain with Public Health Department, Maharashtra
- 4) Publications may be jointly done between GRANTEE and GRANTOR and PUBLIC HEALTH DEPARTMENT (PHD), MAHARASHTRA.
- 5) Budgetory system for ACTIVITIES will be as per the approved UNIT COSTS by the NHM/PUBLIC HEALTH DEPARTMENT, MAHARASHTRA.
- 6) GRANTEE should complete the ACTIVITY within a period specified in a Terms of reference (TOR) for each ACTIVITY. In case of considerable delay in completeing the ACTIVITY GRANTOR will deduct 2%* from the total budget of the project per month from the Consultation charges of the GRANTEE. (*In case of unavoidable circumstances if delay occurs then condition of deduction of 2% from the total budget will be waived off.)
- 7) GRANTOR will supervise and monitor ACTIVITY assigned to the GRANTEE at any given time and it will be responsibility of GRANTEE to co-operate GRANTOR in this regard.
- 8) As per the requirement by PHD, GRANTOR at any given time can change/alter scope of the ACTIVITY taking in to consideration the consent of GRANTEE
- 9) If GRANTOR found/observed any malpractice/violation of research ethics by GRANTEE during conducting the ACTIVITY, GRANTOR holds the complete authority to withdraw the ACTIVITIES assigned to the GRANTEE and stop the funds allotted to the GRANTEE for conducting the ACTIVITY.
- 10) GRANTOR will disburse 30% On the signing of the Agreement between IIPS-SHSRC and commencement of the project, 30% On the completion of the training of survey staff, 30% On the completion of the field survey of Thane district and remaining 10% will be disbursed On the receipt of the final report of the project.(Audit Report and Utilization certificate will be submitted after the completion of the audit duly certified by the Chartered Accountant)



(Handwritten signatures and initials)

- 11) The deduction of Income Tax at Source will be as per the income tax rule which will be deducted from the payment of GRANTEE.
- 12) In case of any conflicting issue or grievance between GRANTEE and GRANTOR Grievance redressal will be done at the level of Commissioner (Health Services) and MD (NHM), Maharashtra.
- 13) This AGREEMENT may be terminated by either party before completion of the AGREEMENT by giving thirty (30) days written notice to the other party, and the GRANTEE shall promptly return any unutilized funds to GRANTOR.
- 14) The GRANTEE shall maintain clear, accurate and complete records in respect of the funds received for allotted activity. The GRANTEE shall furnish, compile and make available at all times to GRANTOR any records or information, oral or written, which GRANTOR may reasonably request in respect of the funds received by the GRANTEE.

Duration of this AGREEMENT

This AGREEMENT shall remain in FORCE from 01st April 2019 to 31st March 2020 unless terminated earlier in accordance with the provision of this AGREEMENT or in the event the period is extended through a mutually agreed amendment to this AGREEMENT. The total duration of the AGREEMENT including extension, if any, shall not exceed a period of one year.

Terms of Reference (TOR)

The clause no. 1 to 14 mentioned in the Memorandum of Understanding (MoU) between SHSRC and the IIPS Mumbai (Consultant Organization) will be applicable to these "Terms of Reference" Budget for the project/activities will be prepared based on the SHSRC Approved PIP 2018-19 committed in 2019-20.

- 1) Name of the Activity / Project: - Immunization Coverage Study in Maharashtra

Objective: -

To assess the extent of immunization coverage in Maharashtra and to explore reasons for existing disparity by caste/class, gender, poverty and other forms of social exclusions.

Further, it also intends to decode the reasons behind partial or no immunization in certain subpopulation in Maharashtra and highlight the evidence based strategic interventions required to achieve universal coverage in child immunization in the state.

- 2) Name of Grantee / Consultant Organization: - International Institute for Population Sciences (IIPS) Mumbai
- 3) Name of the principle investigator/s: Dr. Dhananjya Bansod, Mr. Prakash H. Fulpagare, Prof. S.K. Singh and Prof. K.S. James
- 4) Duration of the Project/ Activity: - 12 months
- 5) Project/ Activity Start Date: - 1st April 2019
- 6) Planned Project/ Activity End Date: - 31st March 2020
- 7) Approved budget amount: - Rs.3599200/-



Role of Consultant Organization

1. To prepare detailed study proposal with study design, sampling, formats for data collection and detailed budget as per the approved budgetary system.
2. Training of the field investigators.
3. To collect data with appropriate monitoring and supervision on the data collection activity
4. Data entry and cleaning
5. Data analysis and report writing.

Role of SHSRC

1. To review technical and financial proposal submitted by the consultant organization.
2. Contribute in finalizing the project universe, methodology and tools.
3. To help coordinating field activities in terms of issuing the letters to concerned authorities etc.
4. Supervise and monitor the execution of project for ensuring quality
5. Reviewing the final submitted report of the study

Enclosures:

- a. Detailed study proposal (study design, sampling procedure and Data collection tools along with detailed budget and Time Line.
- b. Details of personnel (Name, qualification and designation/role in the Project) who will be involved in Project/Activity

IN WITNESS WHEREOF, the parties hereto have caused this AGREEMENT to be signed their respective names as the day and year first above written.

FOR AND ON BEHALF OF THE GRANTEE

Signed by: The Director

Designation :- Director, International Institute for Population Sciences (IIPS) Mumbai

Signator :-----

Date :-

In the presence of

Signature of Witness 1

Name :- Prof. S.K. Singh

प्रोफेसर के.एस. जेम्स / Prof. K.S. James
निदेशक एवं वरिष्ठ प्रोफेसर / Director & Sr. Professor
अन्तर्राष्ट्रीय जन्मसंख्या विज्ञान संस्थान
International Institute for Population Sciences
गोवन्डी स्टेशन रोड, देवनार / Govandi Station Road, Deonar
मुंबई / Mumbai - 400 088.

Address :- International Institute for Population Sciences (IIPS) Mumbai

Date :-

Signature of Witness 2

Name :- Dr. Dhananjay W. Bansod

Address :- International Institute for Population Sciences (IIPS) Mumbai

Date :-



FOR AND ON BEHALF OF THE GRANTOR

Signed by

Name: - Dr. Archana Patil

Designation: - Additional Director, Health Services, and I/c Executive Director,
SHSRC, Pune

Address: - SFWB Campus, Pune-411001

Signature:-----

Date :-

In the presence of

Signature of Witness 1 _____

Name :- Mrs. Mukta K. Gadgil, Sr. Consultant (Social Development) and I/c Deputy
Director, SHSRC, Pune

Address :-

Date :-

Signature of Witness 2 _____

Name :- Dr. Suhas Kadam, Sr Consultant (Research & Documentation)

Address :- SHSRC Pune

Date :-



A handwritten signature in blue ink, appearing to be "Om".

Two handwritten signatures in blue ink. The first is a cursive signature, and the second is a more stylized signature.