

TERMS OF REFERENCE

MAPPING OF ULTRASOUND CLINICS AND ASSESSMENT OF STATUS OF IMPLEMENTATION OF PRE-CONCEPTION AND PRE-NATAL DIAGNOSTIC TECHNIQUES (PC & PNDT) ACT

1. **Background:** In view of continuous decline in Child Sex Ratio, one of the initiatives that MOHFW is focusing is to undertake mapping of ultrasound clinics in the state as well as assess the status of PC&PNDT Act implementation. This initiative becomes more significant also in light of the directions given by honourable Supreme Court in the Civil Writ Petition No. 349 of 2006, Dated 04th March 2013: VHAJ Verses GOI. Re-emphasising the strict implementation of the PC &PNDT Act specific orders have been issued for the Central and State/ UTs Governments to take steps for mapping all the registered and unregistered ultrasonography clinics.
2. **Objectives of the study:**
 - To create a database of ultrasound clinics/ machines in the state
 - To assess the status of preparedness of various stakeholders in PCPNDT act implementation in the state
3. **The broad scope** of the study would specifically include:
 - a. Mapping and listing of all available ultrasound clinics and machines (registered as well as unregistered and those which are due for renewal) across 38 districts of the state to create a database
 - b. Assessing the compliance with the act by the registered clinics, action taken against illegal clinics/facilities and those requiring renewal of registration and
 - c. knowledge of the provider on act to undertake self-regulation
 - d. To assess the level of knowledge among district appropriate authorities on PC & PNDT Act.
 - e. To assess the overall status of Act implementation in the states and constraints at various level in act implementation, (needs to be done at multiple levels) -
 - status of implementing bodies - set up or not, have full membership, regularity of meetings, etc.,
 - status of cases - how many, what stage, kind of violations
 - Role of AAs - specifically actions being taken for regular clinic monitoring, assessment of F forms, decoys, search and seizures, etc.
 - f. Provide roadmap for the future interventions (policy and program) for strengthening of Act implementation in the state.
4. **Methodology:**
 - 4.1. **Study Design:** In order to achieve the objectives of this study, both primary and secondary data will be collected using structured and semi-structured tools. The analysis of secondary data available from civil surgeon's office will also be undertaken. As the study is to find all the operational machines in the states/UTs, a listing and mapping of all the machines and clinics in districts would be undertaken in the study. The study team will visit all the districts and blocks in the state to complete the mapping exercise and will visit registered clinics by collecting the list from civil surgeon to assess the compliance of the clinic with the act as well as the understanding of the

provider on the Act. It is very essential to also get the information on unregistered ultrasonography clinics in order to complete the mapping exercise hence the team will use community channels and key informants like shop keepers, chemist and influential members of the community to collect the information on unregistered clinics using snow-ball technique.

4.2 Coverage: All blocks from all districts in a state/ UT would be covered. Specifically, in a district,

- Agency will need to visit all the registered clinic as per the list available with the district
Appropriate Authorities

- Agency will visit all the blocks in the district as exploratory visit to know unregistered machines

4.3. Study universe. The study will cover all registered ultrasound clinics in each district to assess the compliance with the ftp. as well as to assess the level of understanding on act among the service providers. It is proposed that list would be collected from the civil surgeon office for visiting the registered clinics. Method of Enquiry from key informants like General shopkeepers, pan shops, ASHA, Panchayat Representatives would be used to collect information related to unregistered clinics

4.4. Data collection The required data would be collected by using structured questionnaire having both open as well as close ended questions for capturing quantitative & qualitative data. For quantitative data guidelines will be developed for each of the respondent. Checklist will also be developed to list and map the machines and recording the responses from key informants towards locating the machines. The tools would be designed for each category of the respondent after analyzing the information to be collected from different respondents. Interview guides and structured questionnaires would be used in the assessment study. The agency will collect data with the help of trained investigators and supervisors.

The study will conduct interviews with following members to get the required information for achieving the objectives of the study.

Sr. no	Category	Level	Sample size
1.	USG service providers	District and block level	All registered and unregistered
2.	Appropriate Authorities	State/District/Sub District	All Appropriate in the State/UT
3.	Members of state/District Advisory committee	State/District/Sub District	All the Member of Advisory Committee in the State/UT
4.	PNDT Nodal officer at State/District level	State/District/Sub District	All PNDT Nodal officers at State/ District level
5.	Any officer directly involved in the Act implementation	State/District/Sub District	All other officers directly involved in the Act implementation

4.5. Data Analysis: The data collected from all the districts would be compiled at the state level and data entry would be done with the help of statistical software package. The analysis and tabulation plan would be prepared by the particular state in advance in consultation with MOHFW.

Terms of Payment for the agency: The following would be the payment stages during the assignment with the agency

- Signing of contract-15%
- Approval, pre-testing of data collection format -35%
- Completion of data collection -25%
- Submission of final report and other deliverables-25%

3. Requirements for Bidding

The agency needs to have:

- The agency should have working experience on sex selection issues and understanding of PC & PNDT Act
- The agency should have strong research background with adequate in house capacity to undertake large survey.
- The agency should have done project for various state governments, mainly research base projects.
- Preferably the agency should have working experience in the specific state and with state PNDT office.

A. Technical Proposal

Interested agencies should provide the following information to elicit their agency's comparative advantage in undertaking this study

4.11. A statement on organization's capabilities including:

- Agency profile outlining areas of expertise with samples of select works;
- Current list of clients;
- Any direct or relevant past experience of undertaking similar initiatives

4.12 Names and CVs of the professionals who will be lead and associated with the study and how the study will be managed. A brief CV of the staff to be assigned to the study must be enclosed.

B. Detailed proposal that draws upon the scope of the work (provided above) outlining the approach and plan to accomplish the assignment.

B. Financial Proposal:

Depending on the technical approach and the roadmap, the financial costs should be worked out and should be in line with the proposed design of the study. It is to be noted that this is a rapid study and have limited budget provisions. The ToR has laid out the technical details and agencies are requested to quote only genuine costs in their financial proposal.

4.3 **Evaluation Criteria:** Evaluation criteria (both technical and financial) for selecting the agency will include:

Agency background including list of clients

Sl.	Evaluation Criteria	Points
	Technical Assessment	
1	Agency background including list of clients	10
2	Knowledge and prior experience of similar studies	10
3	Proposed team composition	10
4	Technical approach, management and quality assurance plan to conduct the study	40
5	Total - Technical Assessment	70
6	Financial Assessment Budget: Total budget and rates	30
7	TOTAL (5+6)	100

The proposed team may be composed of minimum ten members out of which

- five members should be doctors having minimum two years experience in the implementation/facilitation/mother and child welfare program
- 2-3 Medical Social Workers
- Rest of the team may be of data processing analysts/statistical analysts.
- The team leader should have minimum five year experience in implementation/monitoring of the PC&PNDT Act.

12. Due Date:

The interested agencies are requested to submit the technical and financial bids separately in sealed envelopes. Please send in your proposal in a sealed envelope with "**Mapping of ultrasound clinics and assessment of status of implementation of PC&PNDT Act**" super scribed on the envelope, to the office of Appropriate Authority (PC&PNDT), MCH centre Sector 22, Chandigarh.