

3.1.6 Number of departments with UGC-SAP, CAS, DST-FIST, DBT, ICSSR and other recognitions by national and international agencies during the year							
3.2.1 Extramural funding for Research (Grants sponsored by the non-government sources such as industry, corporate houses, international bodies for research projects) endowments, Chairs in the University during the year(INR in Lakhs)							
3.2.2 Grants for research projects sponsored by the government agencies during the year (INR in Lakhs)							
3.2.3 Number of research projects per teacher funded by government and non-government agencies during the year							
Name of the Scheme/Project/ Endowments/ Chairs	Name of the Principal Investigator/ Co Investigator (if applicable)	Name of the Funding agency	Type (Government/Non-Government)	Department	Year of Award	Funds provided (INR in lakhs)	Duration of the project
YOUNG WIVES IN INDIA PROJECT	S. K. SINGH	Project Concern International (PCI)	Non-Government	International Institute for Population Sciences	2023-2024	INR 13.50	2022-2024
A Study of Early Marriages in Assam (ASEMA) Project	Nandita Saikia	Government of Assam, Health and Family Welfare Department	Government	International Institute for Population Sciences	2023-2024	INR 42.59	Feb 2024 to July 2024
Baselining of Healthcare Indicators for Improving Healthcare Service Delivery in PCMC Project	D. A. Nagdeve	Pimpri Chinchwad Municipal Corporation (PCMC)	Government	International Institute for Population Sciences	2023-2024	INR 15.53	2023-2027

R4D LASI VISION PROJECT	S.K. MOHANTY	Swiss Agency for Development and Global Cooperation (SDC) and SWISS National Science Foundation (SNSF)	Non-Government	International Institute for Population Sciences	2023-2024	INR 10.24	2019-2023
IFPRI-International Food Policy research institute (POSHAN-3) Project.	Prof. Laxmi Kant Dwivedi And Dr. Sarang Pedgaonkar	NITI Aayog	Government	International Institute for Population Sciences	2023-2024	INR 26.00	2023-24
SAHELI - "Study and Action on hysterectomy: Evidence on Women's Health Through the	Dr. Dipti Govil & Prof. Archana Roy	Population Council of India	Government	International Institute for Population Sciences	2023-2024	INR 21.99	2023-28
South Asia Centre for Labour Mobility and Migrants (SALAM)	Dr. K.C. Das, Dr. Archana Roy, Dr. Reshmi R.S., Dr. Kunal Kesari	International Labour Organization (ILO)	Non-Government	International Institute for Population Sciences	2023-2024	INR 41.95	11th October 2021 To 30th November 2023
Exemplars in Maternal & New born Mortality Reduction in India (MNH)	Dr. L.K. Dwivedi, Dr. Manoj Alagarajan, Dr. Guru Vasishtha Dr. Usha Ram	Bill and Melinda Gates Foundation India (BMGF)	Non-Government	International Institute for Population Sciences	2023-2024	INR 110.18	1st December 2020 To August 2024

ICSSR _ "The Impact of Lifestyle habits & Disaster on the Health of the Tribal Population in Eastern India"	Prof.Nandita Saikia	ICSSR Delhi	Government	International Institute for Population Sciences	2023-2024	INR	30.20	2022-2024
ICMR _ "The cognitive consequences of social frailty a mixed method study of precarity and resilience among aging population in India and Sweden"	Prof. T.V Shekhar	Indian Council of Medical Research	Government	International Institute for Population Sciences	2023-2024	INR	14.78	2023-2025
RHSI _ "Reproductive Health Study of INDIA"	Prof. Chander Shekhar	GUTTMACHER Institute USA	Non-Government	International Institute for Population Sciences	2023-2024	INR	41.13	2023-2025
SOICR _ "State of India's Childrens Report"	Dr. Srinivas Goli	UNICEF	Non-Government	International Institute for Population Sciences	2023-2024	INR	63.97	Completed
WHO _ PTSI	Prof.U.S Mishra Dr. T.R Dilip		Non-Government	International Institute for Population Sciences	2023-2024	INR	15.36	Completed

WHO_RHPNDC	Dr. T.R Dilip Prof.U.S Mishra		Non-Governm ent	Internationa l Institute for Population Sciences	2023-2024	INR 19.29	Completed
						INR 440.72	

## Modification 1

### Contract

#### This Addendum to the Memorandum of Agreement between

**Project Concern International (PCI) India**, registered under the Societies Registration Act 1860, having its office at Plot No. F-87, Okhla Industrial Estate, Phase – III, New Delhi – 110020

And

**International Institute for Population Sciences (IIPS)**, having its Office at Govandi Station Road, Deonar, Mumbai – 400 088.

The Memorandum of Agreement dated 27<sup>th</sup> JUNE 2022 shall have the following changes:

2. Term: The period of this Agreement is from 1<sup>st</sup> July 2022 to 31<sup>st</sup> January 2023 with the option to extend the Agreement Contract based on a mutually agreed upon term and a formal modification of the Agreement with written approval from both parties.

#### Shall be changed to read:

2. Term: The period of this Contract is from 1<sup>st</sup> July 2022 to 31<sup>st</sup> January 2024 with the option to extend the Agreement based on a mutually agreed upon term and a formal modification of the Agreement with written approval from both parties.

#### Budget for Year II (1<sup>st</sup> February 2023 to 31<sup>st</sup> January 2024)

The total agreement value with this modification stands revised to Rs. 43,56,549/-. The detail is as under:

Particulars	YEAR I BUDGET	YEAR 2 BUDGET	TOTAL BUDGET
Personnel	7,64,592	16,99,060	24,63,652
Fringe Benefits	1,00,524	1,86,897	2,87,421
Travel	2,21,964	8,43,440	10,65,404
Workshops	80,195	-	80,195
ODC	5,000	56,100	61,100
	11,72,275	27,85,497	39,57,772
Overhead	1,17,227	2,78,550	3,95,777
<b>TOTAL</b>	<b>12,89,502</b>	<b>30,64,046</b>	<b>43,53,549</b>

**Disbursements**

Amount shall be disbursed basis quarterly projection as submitted by IIPS and on completion of deliverables and on submission of Utilization report. Any positive / negative balances with IIPS shall be adjusted from the subsequent disbursements.

Further, it is agreed that IIPS shall submit the utilization statement duly signed by its authorized signatory latest by 10<sup>th</sup> of every month.

All other terms and conditions of the Contract remain unchanged.

We, the undersigned, as authorised representatives of our agencies, do hereby approve of this addendum of Contract.

**FOR AND ON BEHALF OF PCI INDIA:**

SIGNED BY:



Indrajit Chaudhuri

Title : CEO &amp; Country Director

Date: 1<sup>st</sup> May 2023**FOR AND ON BEHALF OF INSTITUTE FOR  
POPULATION SCIENCES (IIPS)**

SIGNED BY:

---

Authorized Signatory

Date: 1<sup>st</sup> May 2023



Sl No.		Particulars	Expenses 1st July, 2022 to 31st January, 2023	Expenses 1st February, 2023 to 31st March, 2023	LoE	Unit Cost	Qty	Budget	YEAR II BUDGET (1st FEB 2023 - 31st JAN 2024)	TOTAL REVISED BUDGET
Personnel										
		1 Research Officer	4,17,742	1,54,000	1	89100	10	8,91,000	10,45,000	14,63,742
		2 Time contribution of Faculty Member	3,45,850	1,09,010	1	54505	10	5,45,050	6,54,060	10,00,910
Sub-Total Personnel			7,64,592	2,63,010				14,36,050	16,99,060	24,63,652
Fringe Benefits										
		1 Fringe Benefits on Salary	1,00,524	28,931	11%	1436050	1	1,57,966	1,86,897	2,87,421
Sub-Total Fringe			1,00,524	28,931				1,57,966	1,86,897	2,87,421
Travel										
		1 In-Country Travel flights for 2 staff	1,08,929			27500	8	2,20,000	2,20,000	3,28,929
		2 In-Country Per Diem (lodging & M&IE)	81,318			66000	20	1,32,000	1,32,000	2,13,318
		3 Local transportation - taxi	31,717			4400	20	88,000	88,000	1,19,717
		4 International Travel for Conference				403440	1	4,03,440	4,03,440	4,03,440
Sub-Total Travel			2,21,964					8,43,440	8,43,440	10,65,404
Workshops										
		1 Design Workshop at IIPS	80,195							80,195
		2 Instrument development workshop at IIPS	-							-
		3 Tool finalization workshop	-							-
Sub-Total Training										
ODC										80,195
		1 Printing/Copying/Binding etc.	5,000	1,100		55000	1	55,000	56,100	61,100
Sub-Total ODC			5,000	1,100				55,000	56,100	61,100
Total Direct			11,72,275	2,93,041				24,92,456	27,85,497	39,57,772
Overhead @ 10%			1,17,227	29,304				2,49,246	2,78,550	3,95,777
Total Budget			12,89,502	3,22,345				27,41,701	30,64,046	43,53,549

Project Director  
IGCN International

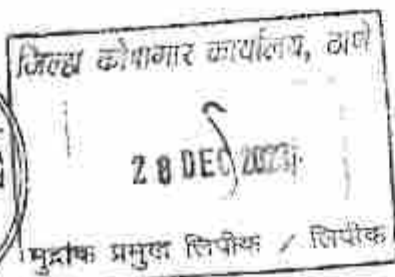


महाराष्ट्र MAHARASHTRA

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11 JAN 2024

89AA 869744



### MEMORANDUM OF UNDERSTANDING

#### PART-1: FORM OF CONTRACT

##### CONTRACT FOR: A Study of Early Marriages in Assam (ASEMA)

This CONTRACT is made

BETWEEN:

Government of Assam, Health & Family Welfare  
Department, Dispur, Guwahati-781006

AND:

International Institute for Population Sciences, Govandi  
Station Road, Deonar, Mumbai - 400 088, an autonomous  
institution and Deemed to be University, Ministry of Health  
and Family Welfare hereafter to be referred to as "IIPS".

Page 1 of 11



*[Signature]*

Director  
Women & Child Development  
Assam



(Together "the Parties").

## 1. Financial Limit

Payments under this Contract shall not, in any circumstances, exceed Rs. 5323638- (Rupees Fifty-three lakhs twenty-three thousand six hundred thirty-eight) 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: February 5, 2024

For and on behalf of  
Health & Family Welfare Department

Government of Assam, Dispur, Guwahati

For and on behalf of  
International Institute for Population Sciences  
Mumbai

Name: Shri Bibhash Chandra Modi, ACS

Position: Director, Women and Child  
Development, Assam

Signature:   
Director, Women and Child Development,  
Assam

Name: Prof. S K Singh

Position: Director (Additional)

Signature:   
INTERNATIONAL INSTITUTE FOR POPULATION SCIENCES  
DIRECTOR (ADDITIONAL)  
MUMBAI

## PART-2: GENERAL TERMS AND CONDITIONS

### 1. Definitions

#### 1.1. General

"The Nodal Agency": The International Institute for Population Sciences (IIPS), Mumbai has been designated as the Nodal Agency for the A Study of Early Marriages in Assam (ASEMA) as laid out in the instant TORs.

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

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

"The Principal Investigators" 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 (Chief Administrative Officer-cum-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 Nodal Agency.

## 1.2. Type of Agency

The following is the definition of the agencies that will be involved in the ASEMA.

**Nodal Agency:** International Institute for Population Sciences (IIPS), Mumbai has been designated as the Nodal Agency for the ASEMA as laid out in the instant TORs.

**Government of Assam, Health & Family Welfare Department, Dispur, Guwahati-781006.**

## 2. Interpretation

2.1. Except as expressly provided in Clause 16, the Nodal Agency is not the agent of Government of Assam and has no authority to represent and shall not purport to represent or enter into any commitments on behalf of Government of Assam in any respect.

2.2. Nothing in this Contract is intended to make nor shall it make Government of Assam the employer of the Nodal Agency or any of the Nodal Agency's Personnel.

2.3. All communication by the Nodal Agency relating notification or application for consents or instruction must be addressed to the Government of Assam Contract Officer whose name and address are given in **Part-4**.

## 3. Obligation

3.1. The Nodal Agency 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 ASEMA as outlined in the timeline in the proposal will commence on the receipt of the first instalment as shown in **Part-5**.

## 4. Personnel

4.1. The Nodal Agency (Principal Investigators and Research Staff) will be responsible for all activities including management, coordination, sampling, training, fieldwork, supervision, data entry and processing, production of data sets, tables, report, dissemination, and judicial matters including arbitration. The Administration of the Nodal Agency will provide administrative support such as contractual appointment approvals, salary disbursement, budget monitoring, and procurement through GeM and as per GFR.

4.2. Any change in key resource persons mentioned in **Part-4** would be communicated to the Government of Assam.

## 5. Sub-Contracting

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

## 6. Disclosure of Information

6.1. The Nodal Agency and the Nodal Agency'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, Nodal Agency will inform Government of Assam.



  
Director  
Women & Child Development,  
Assam

## 7. Legal Acts

- 7.1. The Nodal Agency shall ensure that all members of the Nodal Agency's Personnel are aware of the relevant Laws and Acts that are applicable during the execution of this project.

## 8. Access and Audit

- 8.1. The Nodal Agency 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 Nodal Agency shall keep the Records throughout the duration of this Contract and for two years following its termination.
- 8.2. The Nodal Agency shall upon request provide Government of Assam, or its representatives, access to the Records in order that the Records may be inspected and copied. The Nodal Agency shall co-operate fully in providing to Government of Assam or its representative's answers to such enquiries as may be made about the Records.

## 9. Conflict of Interest

- 9.1. Neither the Nodal Agency nor any of the Nodal Agency'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.
- 9.2. The Nodal Agency and the Nodal Agency's Personnel shall notify Government of Assam immediately of any actual or potential conflict together with recommendation as to how the conflict can be avoided.

## 10. Discrimination

- 10.1. The Nodal Agency shall not unlawfully discriminate on the basis of Gender, Caste, Religion, Region, Disability or as prohibited by the laws of the place of the performance of any of the Services.
- 10.2. The Nodal Agency shall take all reasonable steps to secure that the Nodal Agency's Personnel do not unlawfully discriminate as set out in Clause 11.1.

## 11. Indemnity

- 11.1. Except where arising from the negligence of Government of Assam or Government of Assam's employees, the Nodal Agency shall indemnify Government of Assam 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 Nodal Agency or the Nodal Agency's Personnel or any claims made against Government of Assam by third "parties" in respect thereof.

## 12. Applicable Provisions and Financial Limit

- 12.1. Unless different provisions are substituted in Part-4, Clauses 14 to 18 inclusive shall apply in relation to price and payment.
- 12.2. 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).

*[Signature]*



*[Signature]*

Director  
Women & Child Development,  
Assam.



### 13. Fees

- 13.1. Any Fees payable is deemed to cover the cost of salary, leave allowance, 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.

### 14. Expenses

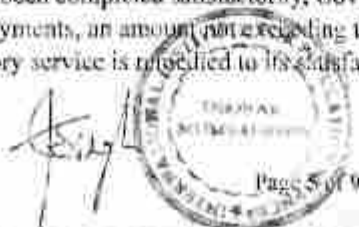
- 14.1. Travel, living expenses and diem charges for Nodal Agency's personnel will be reimbursed as per the GOI TA/DA rules from time to time.

### 15. Invoicing Instructions

- 15.1. Unless otherwise expressly provided in Part-4 or Part-5, invoices should be submitted in accordance with the remainder of clause 17.
- 15.2. Government of Assam 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.
- 15.3. Invoice should be on a letterhead with the contract reference number and bearing original/online 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".
- 15.4. All invoices should contain details of expenditure in accordance with Part-5 in this Contract.
- 15.5. The Government of Assam 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.
- 15.6. 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. The Government of Assam reserves the right not to pay any amount due in respect of an invoice received by the Government of Assam more than 180 days after the day of the Nodal Agency becoming entitled to invoice for the payment to which it relates.

### 16. Payments

- 16.1. Subject to the Government of Assam being satisfied that the Nodal Agency 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.
- 16.2. If for any reason the Government of Assam is dissatisfied with performance of this contract, an appropriate sum may be withheld from any payment otherwise due. In such event, Government of Assam 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.
- 16.3. Should Government of Assam determine after paying for a particular service that the service has not been completed satisfactorily, Government of Assam 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.



*[Signature]*  
Director  
Women & Child Development,  
Assam

16.4. Any payment related grievance of the contractual staff will be the responsibility of the Nodal Agency.

## GENERAL PROVISIONS

### 17. Variations

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

### 18. Assignment

18.1. The Nodal Agency shall not, without the prior written consent of Government of Assam, 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 Nodal Agency, any of its rights or obligations under this Contract or any part, share or interest therein.

### 19. Limit of Liability

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

### 20. Retention of Rights

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

### 21. Law and Legal jurisdiction

21.1. Any legal disputes/arbitration arising due to this contract will be submitted in the Courts/Tribunals in Mumbai Jurisdiction only.

### 22. Amicable Settlement

22.1. 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.

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

22.3. The seat and place of arbitration shall be at Assam.

## PART-3: TERMS OF REFERENCE

### Scope of Work

#### 1. Functions of the Nodal Agency

1.1. The Nodal Agency will be responsible for overall co-ordination of ASEMA project and will be specifically responsible for the following, amongst others:

- a) Overall monitoring and coordination, including data analysis, tabulation, data interpretation and report generation.





- b) Monitoring the quality assurance of this project results in consultation with Government of Assam.
- c) In consultation with Government of Assam, IIPS will disseminate the key findings of the ASEMA project and prepare a summary report only.
- d) The Nodal Agency will keep the Government of Assam informed of the status of project, utilization of funds received from Government of Assam and expenditure from time to time. The release for the next installment will be based on the Utilization Certificate (in Form GFR-12(A)) and Statement of Expenditure.
- e) 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.

#### PART-4: SPECIAL CONDITIONS

##### NA Official

The Contract Officer is: Prof. S.K. Singh (Director - Additional Charge)

Administration (CAO) is: Lt. Col. Prashant Borde (Chief Administrative Officer-cum-Registrar)

Administration (AFO) is: Mr. Aniket Chattopadhyay (Assistant Finance Officer)

##### Faculty Coordinators:

1. Prof. Nandini Salkia *Bailey*
2. Prof. Hemkothang Lumgdim *[Signature]*
3. Dr. Srinivas Goli *[Signature]*

The Government of Assam Contract Officer: (Shri Bibhash Chandra Modi, ACS, Director, Women and Child Development, Assam)

##### Key Personnel:

All the team members mentioned in the technical proposal cannot be substituted by the Nodal Agency without Government of Assam's prior written consent.

##### Price and Payment

The amount to be paid to the Nodal Agency by way of remuneration for the completion of the Nodal Agency'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.

##### Confidentiality of Information

For the purpose of Part-2, clause 8 the Nodal Agency shall ensure that all members of the Nodal Agency's Personnel are under an obligation not to disclose to any third parties any confidential information obtained either directly from Government of Assam 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 Nodal Agency or Nodal Agency'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.



*[Signature]*  
Director  
Women & Child Development,  
Assam

## PART-5: SUMMARY BUDGET AND PAYMENT SCHEDULE

### Budget for A Study of Early Marriages in Assam (ASEMA) project

The total estimated budget amount for the survey is Rs. 53,23,638 (Rupees Fifty-three lakh twenty-three thousand six hundred thirty-eight) inclusive of all taxes. A summary of the budget is given below:

Summary of Estimated Budget of A Study of Early Marriages in Assam (ASEMA) Project				
Position/Item head	Number	Months/days	Salary/Cost	Total
Research Officer - Office	1	6	60000	360000
Research Officer-Office	1	3	60000	180000
Field JRO (25,000+ Accommodation Rs. 750; Food: Rs. 800 and local travel: Rs. 225 for 22 days)	4	1	64050	256200
Investigator (salary 21,000/+ 500 DA for 24 days of field without leave)	70	1	33000	2310000
Workshop training at Guwahati (70 Investigators-4 JROs) and half-day pilot test, TA/DA for training, stationery	74	2		329400
Field travel cost (by PIs, ROs, JROs, Field investigators)				685200
Report printing	1	1	150000	150000
Miscellaneous (e.g. travel insurance etc.)	1	1	155000	155000
Travel (Director/PI) airfare	3	3	50000	450000
Accommodation for PIs	1	10	7500	75000
DA for PIs	3	10	1200	36000
Allowance for RO (As per IPS rule, Food: Rs. 800, accommodation: Rs. 750, Local travel: Rs. 225)	2	10	1775	35500
<b>Total</b>				<b>5022300</b>
IPS overhead 5%				251115
IPS Fringe benefit 1%				50223
<b>All total</b>				<b>5323638</b>

### PAYMENT SCHEDULE

The detail payment schedule is given below:

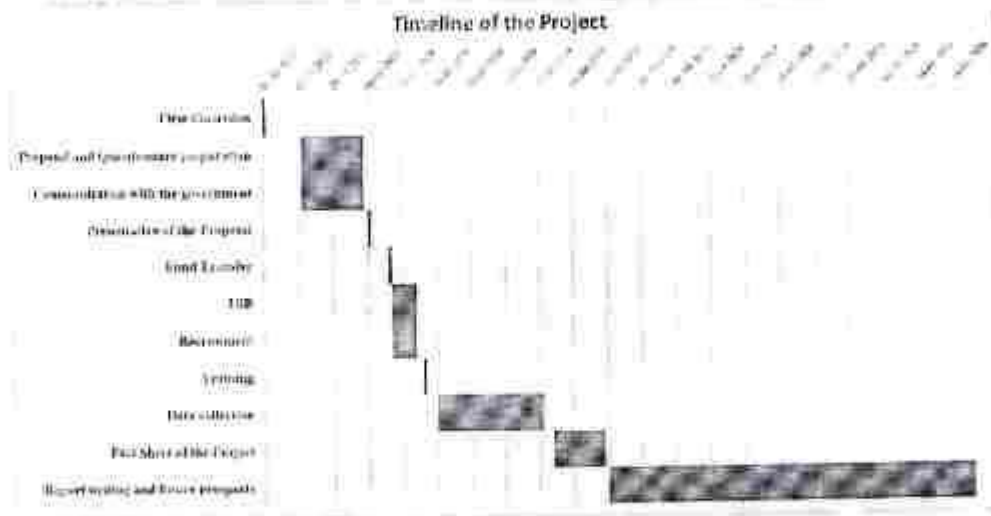
Installment	Percentage of Payment	Milestone
First Installment	80 percent	On signing of MoU
Second Installment	20 percent	On acceptance of report of ASEMA and dissemination/release of the report.



  
Director  
Women & Child Development,  
Assam

## TIMELINE

Detailed timeline (tentative) of the project **A Study of Early Marriages in Assam (ASEMA)** for 6 Months



*S. Sankar*  
 Director  
 Women & Child Development,  
 Assam





महाराष्ट्र MAHARASHTRA

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24 MAR 2023

43AA 759237

जिल्हा कोषागार कार्यालय, ठा:

23 MAR 2023

मुद्रांक प्रमुख निमित्त / लिपिक

## MEMORANDUM OF UNDERSTANDING

### PART 1- FORM OF CONTRACT

**CONTRACT FOR:** Baseline of Healthcare Indicators for Improving Healthcare Service Delivery in PCMC

This Memorandum of Understanding (hereinafter referred as "MOU" or "Contract") is made and executed at Pune 18<sup>th</sup> day of Sept, 2023.

**BETWEEN:**

Pimpri Chinchwad Municipal Corporation, Pimpri Pune 411018, hereinafter referred to as "PCMC" (which expression shall unless repugnant to the context mean and include its successors, representatives and assigns) of the  
**FIRST PART**

hereafter to be referred to as "IIPS" (which expression shall unless repugnant to the context mean and include its successors, representatives and assigns) of the SECOND PART

("Parties" means the parties to this Contract collectively and "Party" shall mean any of the parties to this Contract individually)

**1. Financial Limit**

Payments under this Contract shall not, in any circumstances exceed Rs. 1,26,37,557/- (Rupees One Crore twenty six lacs thirty seven thousand five hundred fifty seven only) ("the Financial Limit") as applicable which is bifurcated yearly as follows.

Budget for 2023 to 2027	
Year	Budget in Rupees
2023	20,70,000
2024	22,77,000
2025	25,04,700
2026	27,55,170
2027	30,30,687

**2. Contract Time/Period**


The entire work shall be start and completed in all aspects within two months of start date every year.

**3. 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  
Pimpri Chinchwad Municipal Corporation

  
Name: Shri. Shekhar Singh  
Position: Commissioner PCMC  
Signature:

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

  
Name: Prof. S. K. Singh  
Position: Director (Additional Charge)  
Signature:



## 1. Definitions

### 1.1 General:

The IIPS, Mumbai has been designated to study "Baselining of Healthcare Indicators for Improving Healthcare Service Delivery in PCMC" as laid out in the instant TORs.

"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 regular and contract employees.

"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 PCMC to the IIPS under this Contract.

"Study Proposal" refers to the scope and area of the study that IIPS needs to carry out as set out in the Terms of Reference (**Part 3**).

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

"The Faculty 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 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 IIPS.

## 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.

... shall not purport to represent or enter into any commitments on behalf of PCMC in any respect.

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

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

### **3. Obligation**

3.1 The IIPS 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 study as outlined in the timeline of the proposal will commence on the receipt of the first instalment as shown in **Part 5**.

### **4. Personnel**

4.1 The IIPS (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, report, printing, and dissemination of findings.

4.2 Any change in key resource persons mentioned in Part 4 would be communicated to the PCMC.

### **5. Sub-Contracting**

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

### **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 PCMC.

### **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 PCMC.

### **8. Legal Acts**

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

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 following its termination.

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

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

## **10. Conflict of Interest**

10.1 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.

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

## **11. Discrimination**

11.1 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.

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

## **12. Occupational Hazards**

12.1 The IIPS shall be directly responsible for all occupational hazards (including physical disability, medical liability, death etc.) of its personnel while executing the study and shall not place any liability on PCMC.

12.2 The IIPS is responsible for ensuring adequate and appropriate medical insurance cover before beginning of field work under a PCMC contract for whole duration of field work of the study.

## **13. Indemnity**

13.1 Except where arising from the negligence of PCMC or PCMC's employees, the IIPS shall indemnify PCMC 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.

13.2 The IIPS will indemnify, defend, save and hold harmless the PCMC and its Officers, employees, servants, agents etc. against any and all suits, proceedings, actions, demands and third party claims for any loss, damage, cost and expense of whatever kind and

... contract or from any negligence under the Contract or tort or on any other ground whatsoever.

#### **14. Equipment and its use**

- 14.1 Equipment procured and maintained by the IIPS for the execution of the study will be the responsibility of the IIPS, and PCMC will not be liable for any damage, loss, accident etc. arising out of the use of these equipments.
- 14.2 IIPS will keep proper record of inventory of all such equipments procured for the study.
- 14.3 All equipments purchased for the study shall become IIPS property after completion of the study.

#### **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 **Budget of 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 **Budget of Part 5** are permitted (without the prior written authority of the Contract Officers).

#### **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.

#### **17. Invoicing Instructions**

- 17.1 Unless otherwise expressly provided in **Part 4** or **Budget (Part 5)**, invoices should be submitted in accordance with the remainder of clause 18.
- 17.2 PCMC 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.
- 17.3 All invoices should contain details of expenditure in accordance with **Budget of Part 5** in this Contract.
- 17.4 PCMC 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.
- 17.5 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. PCMC reserves the right not to pay any amount due in respect of an invoice received by PCMC more than 90 days after the day of the IIPS becoming entitled to invoice for the payment to which it relates.

...that the IIPS is or has been carrying out the study, obligation and responsibilities under this Contract, sums duly approved shall normally be paid within 15 days of the receipt of a valid invoice. All payments will be made in Indian Rupees only as per the payment schedule given in **Budget of Part 5**.

18.2 If for any reason PCMC is dissatisfied with performance of this Contract, an appropriate sum may be withheld from any payment otherwise due. In such event PCMC 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 up on remedy of any unsatisfactory work or resolution of outstanding queries.

18.3 Should PCMC determine after paying for a particular service that the service has not been completed satisfactorily, PCMC 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.

## **GENERAL PROVISIONS**

### **19. Variations**

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

### **20. Assignment**

20.1 The IIPS shall not without the prior written consent of PCMC, 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 or its rights or obligations under this Contract or any part, share or interest there in.

### **21. Limit of Liability**

21.1 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.

### **22. Retention of Rights**

22.1 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.

### **23. Law and Legal jurisdiction**

23.1 This Contract shall be governed by the laws of India and disputes will be settled in the courts in Pune.



... 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.

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

24.3 The seat and place of arbitration shall be at Pune.

## **25. TERMINATION**

26.1 Termination for IIPS Default: Save as otherwise provided in this Contract, in the event that any of the defaults specified below shall have occurred, and the IIPS fails to cure the default, the IIPS shall be deemed to be considered in default of this Contract. The defaults referred to herein shall include:

- 1) the IIPS fails to Complete the scope of work within the period specified for the Scheduled Completion Date, or any extension thereof;
- 2) the IIPS subcontracts the Works or any part thereof in violation of this Contract or assigns any part of the Works without the prior written approval/consent of the PCMC;
- 3) the IIPS failed to fulfil any obligation, for which failure Termination has been specified in this Contract; or
- 4) the IIPS commits a default in complying with any other provision of this Contract if such a default causes a Material Adverse Effect on the PCMC.

25.2 Two months prior written notice shall be required from either party for termination of this contract.

## **PART 3 - TERMS OF REFERENCE**

### **1. Study Proposal**

#### **Project Proposal**

#### **Transforming Healthcare Service Delivery at Pimpri Chinchwad Municipal Corporation**

##### **Introduction**

Pimpri Chinchwad Municipal Corporation (PCMC) provides healthcare services to its citizens through 29 Dispensaries, 8 secondary care hospitals and one tertiary care hospital with an aggregate of 1,500 beds. These facilities catered to around 19 lakhs outpatients during FY 2019-20, who were primarily from the economically weaker section of the society. The healthcare facilities of PCMC also played a vital role during COVID-19 pandemic.

Healthcare infrastructure upgradation, capacity building of healthcare workforce and standardizing systems, processes & protocols are the key focus areas of development for PCMC. In that context, PCMC has undertaken and has designed to transform primary, secondary, and tertiary care service delivery from PCMC healthcare by strengthening the infrastructure, people skills, processes, and technology capabilities of the facilities as per national and international healthcare delivery standards. The interventions identified under this will improve the quality of PCMC healthcare facilities to make them the best healthcare providers in the municipal space in the country. The outcomes and intermediate milestones identified under the project will not only

## **Need for Baseline of Identified Outcome Indicators**

PCMC has resolved to undertake the implementation of the project through Social Impact Bond route wherein, an experienced private sector player would upfront finance and implement the project and would be paid only if the identified outcome indicators are met. Hence, there is a need to clearly setup a baseline of the identified outcome indicator and targets for such indicators can be set accordingly and measured and verified when the target is achieved.

## **Objectives of the Study**

The objectives of the baseline survey are to:

- 1- Provide a baseline to establish the level of operation efficiency and the capacity it is catering considering
- 2- 100% of the population being the target.
- 3- To establish a base line against which the project would be monitored and assessed for its projected progress
- 4- To establish the preparedness to adopt the revised guidelines/methods to improve/augment process/facilities through data analysis & review.
- 5- To offer guidance on the specific requirements/methods with regards to the outcome measurement.

## **Data and methods**

### **The study area**

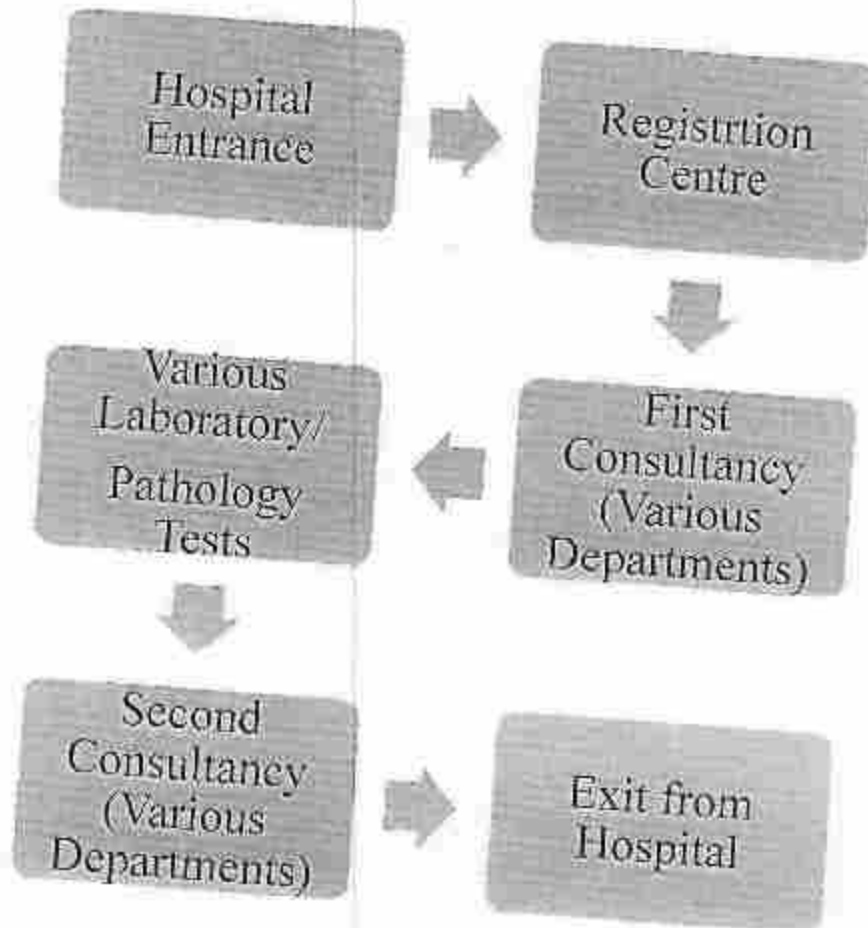
All the 29 Dispensaries, 8 secondary care hospitals and one tertiary care hospital in Pimpri Chinchwad Municipal Corporation will be selected for this study.

### **Study design**

The study will adopt an exploratory research design in order to probe into the underlying conditions and healthcare delivery related issues prevailing in all primary, secondary and tertiary care hospitals. The study will adopt a mixed-methods approach using both, quantitative and qualitative techniques to collect requisite information. The research instruments will be designed having both open and closed ended questions to elicit the responses of the OPD patients. The study sample is proposed from all the primary, secondary and tertiary care hospitals in Pimpri Chinchwad Municipal Corporation. Within each of the hospitals, 10 percent of daily average of weekly OPD patients will be randomly selected for the face-to-face interviews and an attempt will be made to select representative sample randomly from various departments in tertiary care hospital and secondary care hospitals. The entire study sample comprised of 689 OPD patients (178 OPD patients from one tertiary care hospital, 324 OPD patients from eight secondary care hospitals and 187 OPD patients from 29 primary care hospitals). The total sample size will be 689 OPD patients across all primary, secondary and tertiary care hospitals.

In addition, data from hospital records will be analysed and review to establish the preparedness to adopt the revised guidelines/methods to improve/augment process/facilities. In order to offer guidance on the specific requirements/ methods with regards to the outcome measurement and determine different perspectives of healthcare service delivery and to assess the supply side of healthcare delivery mechanism, three semi-structured in-depth interviews will be conducted in the tertiary care hospital, each two semi-structured in-depth interviews will be conducted in the secondary care hospitals and each one semi-structured in-depth interview will be conducted in the primary care hospitals with the administrators and key health authorities in Pimpri Chinchwad Municipal Corporation. A few case studies will be conducted with the OPD patients. In addition, focus group discussions (FGD) will be conducted with the health service providers. A total of 5

Flow Chart



f. Scope of Baseline

Sr. No	Trigger	Goal	Problem	Deliverable	Limitation
1	Engaging in utilizing smart registration process to reduce the turnaround time for OPD registrations from X min to Y min	To reduce the time taken per registration	Incorrect data entries are taking place (spelling errors/ blank entries/ incomplete entries)	The time taken to complete one patient's registration once the patient reaches the registration desk	Human error while data entry
2	Reducing the waiting time of OPD patients from hours to X minutes	Decrease the waiting time of OPD patients. Long waiting queues would be reduced with token system along with	The signages in the patient waiting area/lobby are not enough for guiding the patient due to which they over crowd.	The time spent by every patient prior to consultation/ diagnostic	Time delays when patient leaves the premise

3	Capacity building of X% of front-line staff via BLS/ACLS training across all hospitals	To ensure all front-line workers are trained for BLS/ ACLS	All staff including Ambulance drivers, OPD managers/patient managers and other non-clinical staff in direct contact with patients must be trained for BLS At the moment as understood from the Medical Department, PCMC hospitals are catering to repeat/follow up patients. They want to increase their outreach to the higher economic segment of population as well	BLS certification for identified staff over a duration of time as agreed from reputable certifying authority	Attrition of staff
4	Increasing the number of new patient /follow up/ conversions (OPD and IPD) footfalls from X% to Y%( Attracting more patients to PCMC Hospitals)	To understand the category (demographics/ socio economic status) of footfalls in PCMC hospitals after the facility upgrade	The hospital facilities need certain targeted improvements and augmentation to achieve certification. The continuity and sustainability of deployed resources/ training and capacity building and adoption of practices.	Tracking the demographics and tracking the percentage of category of patients at the time of registration	Human error while data entry
5	Achieving NABH accreditation for all 36 healthcare units and other healthcare units added in PCMC from time to time	To get all the PCMC healthcare facilities achieve NABH	The delays in discharge are currently not	Phase wise accreditation	Delay in arranging resources/ space/ equipment/ workforce
6	Time taken for discharge	To track the steps of patient	The delays in discharge are currently not	Discharge time from the time of	Delay in communication/



		movement post discharge announcement	identified with potential improvement program	discharge announcement by the consulting doctor	incomplete documentation/ transfer out
7	Percentage of medical records digitization/ online registration and treatment tracking	To track the completion of medical records from the time of patient admission till the time of discharge	The current process is done manually and stored in physical spaces. The introduction of OPD module and health card is partial scope as implemented.	Aim to digitize patient records	Lack of appropriate technical assets and delay in adoption of technology
8	Risk Management Matrix focused at patient experience	Setting up of Risk Management Matrix for all departments	Absence of risk tracking mechanism	Risk assessment matrix	Adoption, implementation and follow up on risk matrix

*g. Structure of output*

Sr No	Trigger	Approach	Method of Measurement	Unit
1	Engaging in utilizing smart registration process to reduce the turnaround time for OPD registrations from Xmin to Ymin	Track patient from the time of initiation of registration till the time the case paper is ready.	<ul style="list-style-type: none"> <li>- Measure the time taken for each patient from the time he/she enters the hospital entrance till the time he/she has been handed over the registration paper</li> <li>- The waiting time prior to registration shall also be noted</li> <li>- Drop outs must also be observed and documented</li> </ul>	Minutes
2	Reducing the waiting time of OPD patients from hours to X minutes.	Track patient from the time when the patient has collected the registration paper	<ul style="list-style-type: none"> <li>- Measure the time taken for a patient to enter the consultation room post</li> </ul>	Minutes

		till the time the patient enters the consulting room	<ul style="list-style-type: none"> <li>collection of registration form</li> <li>Identify the reasons for delay, if any.</li> <li>Document the movement of patients to understand the signage guidance within the hospital</li> <li>Identify potential candidates for BLS/ ACLS training.</li> <li>Assess the existing staff with BLS/ ACLS certification basis the guideline as per standards</li> </ul>	Percentage
3	Capacity building of X% of front-line staff via BLS/ ACLS training across all hospitals	Mapping of standards for certification vs actual number of staff trained for BLS/ ACLS		
4	Increasing the number of new patient /follow up/ conversions (OPD and IPD) footfalls from X% to Y%	Mapping the number of patients attended in a day per specialty	<ul style="list-style-type: none"> <li>Mapping the number of patients</li> </ul>	Percentage
5	Achieving NABH accreditation for all 36 healthcare units	Assessing the preparedness level of the unit	<ul style="list-style-type: none"> <li>NABH checklist</li> </ul>	Percentage
6	Time taken for discharge	Tracking time taken for every activity post the declaration of discharge	<ul style="list-style-type: none"> <li>Time motion study</li> </ul>	Absolute number
7	Percentage of medical records digitization/ online registration and treatment tracking	Deployment, training, and adoption of HMIS	Success rate per module, post trainings	Percentage
8	Risk Management Matrix focused at patient experience	Assessing department activities, identifying the risks posed on patient care and employee safety	Creating risk matrices customized for each department focusing on patient experience	Percentage

The IIPS will be responsible for overall co-ordination of the study 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 analysis, report generation, report printing, and dissemination.
- (b) Sign MOUs with PCMC as necessary.
- (c) Advertisement, shortlisting of application, selection, and employment on time contract of personnels for the study as mentioned in the budget.
- (d) The IIPS will keep the PCMC informed of the status of project, utilization of funds received from PCMC and expenditure from time to time.
- (e) Design a representative sample for interviewing, selection of respondents, and eligible respondent for interview as mentioned in the study proposal.
- (f) Preparation of Survey Instruments including Schedules and Instruction Manuals and Schedules to be translated in the local/regional languages as necessary.
- (g) Pre-test of Survey Schedules.
- (h) Training of field investigators for qualitative and quantitative surveys.
- (i) Monitoring the quality assurance of survey results.
- (j) IIPS's personal will check the completeness and accuracy of the data and will resolve all issues detected in the data sets.
- (k) IIPS will inform and notify the Field investigator about clarifications from time to time with additional instructions that may arise during field work till the entire survey is completed.
- (l) In consultation with PCMC, IIPS will disseminate the key study findings and prepare and print Report only.
- (m) A separate bank account will be opened for the study 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 pin of project funds.
- (n) Timelines for activities to be followed will be as included in the contract, except for which modifications are agreed to by both the parties of the contract.

The Contract Officer is:

Faculty Coordinators

1. Prof. D. A. Nagdeve
2. Dr. Pradeep Salve

Administration (Registrar) is:

Administration (Assistant Registrar) is:

Administration (AFO) is:

Director (Additional Charge)  
(Prof. S. K. Singh)

Registrar  
(Mr. Prashant Sunil Borde)

Assistant Registrar  
(Ms. Manjiri Rane)

Assistant Finance Officer (AFO)  
(Mr. Aniket Chattopadhyay)

The PCMC Contact Officer:

Dr Gophane L. P.

MoH PCMC

#### **Key Personnel:**

All the team members mentioned in the proposal and MOU cannot be substituted by the IIPS without PCMC 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 Budget and payment schedule.

#### **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 PCMC. The IIPS hereby assigns to the PCMC all intellectual property rights in the above-mentioned material generated by the IIPS 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 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 PCMC 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.



...to any media. Any violation of this condition shall amount to breach of this contract.

#### **Data Availability**

The unit level data of the study will be made available to public as soon as the final report has been released and dissemination is done. Partial data of PCMC cannot be made available until the release of final report and dissemination. The data will be made available electronically at no cost after filling an online registration form.

## AND PENALTY

### BUDGET FOR THE STUDY:

The total estimated budget amount for the survey is Rs. 1,26,37,557/- (Rupees One Crore Twenty-Six lac thirty-seven thousand five hundred and fifty-seven only) inclusive of all taxes. A detail and summary of the budget is given below:

Sr. No.	Budget Categories	Proposed Budget in Rupees
(1)	Two Project Officers for 2 months @ Rs. 50000/- p.m.	2,00,000
(2)	DA for 2 Project Officers for 30 days (accommodation Rs. 1000 and Food Rs. 500)	90,000
(3)	Twenty-Six Research Investigators for 20 days @ Rs. 20000/- per investigator	5,20,000
(4)	DA for 26 Research Investigators @ Rs. 500 per day per investigator for 20 days	2,60,000
(5)	TA of research staff and TA and DA of Principal Investigator	1,50,000
(6)	Questionnaire Preparation and Printing	50,000
(7)	Training for Research Investigators and Pre-testing	55,000
(8)	Preparation of Risk Management Matrix	75,000
(9)	Printing of the report	50,000
(10)	Faculty time	3,00,000
(11)	Miscellaneous and Stationary	50,000
	Total	18,00,000
(12)	Overhead cost (15%)	2,70,000
	Total	20,70,000

#### Budget

Note:

1. Budget from one head to another head OR new head will be used, if required for the project.

Year	Budget in Rupees
2023	20,70,000
2024	22,77,000
2025	25,04,700
2026	27,55,170
2027	30,30,687

Note: 1. Budget is estimated considering 10 percent increase every year in the overall budget from one year to another year considering 2023 as base-year.  
2. The study design and methodology will be same from 2023 to 2027.

### PAYMENT SCHEDULE

Installment	Expected month to receive Installment <sup>@</sup>	Percentage of total budget/ Exact Budget	Work completed as per time line
First Year	September 2023 or Month of Signing of MoU	20,70,000	On completion of First Round of Survey
Second Year	Aug 2024 (Tentative)	22,77,000	On completion of Second Round of Survey
Third Year	Aug 2025 (Tentative)	25,04,700	On completion of Third Round of Survey
Fourth Year	Aug 2026 (Tentative)	27,55,170	On completion of Fourth Round of Survey
Fifth Year	Aug 2027 (Tentative)	30,30,687	On completion of Fifth Round of Survey

<sup>@</sup> Expected month to receive Installment may change subject to the Signing of MoU or commencement of the study

## TIMELINE OF THE STUDY

The study is likely to be completed in 2 months in each round.

Timeline of the study October 2023 to October 2027 (The study will commence after one month from the date of release of the first instalment (75% of the agreement value) and the timeline will change accordingly)	
September – 2023	1) Signing of MoU between IIPS and PCMC
October – 2023	1) Baselineing Study 2) Finalization and printing of the report. 3) Dissemination of the study findings.
October 2024 (Tentative)	1) Baselineing Study 2) Finalization and printing of the report. 3) Dissemination of the study findings.
October 2025 (Tentative)	1) Baselineing Study 2) Finalization and printing of the report. 3) Dissemination of the study findings.
October 2026 (Tentative)	1) Baselineing Study 2) Finalization and printing of the report. 3) Dissemination of the study findings.
October 2027 (Tentative)	1) Baselineing Study 2) Finalization and printing of the report. 3) Dissemination of the study findings.

For and on behalf of  
Pimpri Chinchwad Municipal Corporation

Name: Shri. Shekhar Singh  
Position: Commissioner PCMC  
Signature:

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

Name: Prof. S. K. Singh  
Position: Director (Additional Charge)  
Signature:





महाराष्ट्र MAHARASHTRA

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24 MAR 2023

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जिल्हा कोषागार कार्यालय, ठा:

23 MAR 2023

मुद्रांक प्रमुख निमित्त / लिपिक

## MEMORANDUM OF UNDERSTANDING

### PART 1- FORM OF CONTRACT

**CONTRACT FOR:** Baseline of Healthcare Indicators for Improving Healthcare Service Delivery in PCMC

This Memorandum of Understanding (hereinafter referred as "MOU" or "Contract") is made and executed at Pune 18<sup>th</sup> day of Sept, 2023.

**BETWEEN:**

Pimpri Chinchwad Municipal Corporation, Pimpri Pune 411018, hereinafter referred to as "PCMC" (which expression shall unless repugnant to the context mean and include its successors, representatives and assigns) of the  
**FIRST PART**

hereafter to be referred to as "IIPS" (which expression shall unless repugnant to the context mean and include its successors, representatives and assigns) of the SECOND PART

("Parties" means the parties to this Contract collectively and "Party" shall mean any of the parties to this Contract individually)

### 1. Financial Limit

Payments under this Contract shall not, in any circumstances exceed Rs. 1,26,37,557/- (Rupees One Crore twenty six lacs thirty seven thousand five hundred fifty seven only) ("the Financial Limit") as applicable which is bifurcated yearly as follows.

Budget for 2023 to 2027	
Year	Budget in Rupees
2023	20,70,000
2024	22,77,000
2025	25,04,700
2026	27,55,170
2027	30,30,687

### 2. Contract Time/Period


The entire work shall be start and completed in all aspects within two months of start date every year.

### 3. 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  
Pimpri Chinchwad Municipal Corporation

  
Name: Shri. Shekhar Singh  
Position: Commissioner PCMC  
Signature:

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

  
Name: Prof. S. K. Singh  
Position: Director (Additional Charge)  
Signature:

## 1. Definitions

### 1.1 General:

The IIPS, Mumbai has been designated to study "Baselining of Healthcare Indicators for Improving Healthcare Service Delivery in PCMC" as laid out in the instant TORs.

"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 regular and contract employees.

"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 PCMC to the IIPS under this Contract.

"Study Proposal" refers to the scope and area of the study that IIPS needs to carry out as set out in the Terms of Reference (**Part 3**).

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

"The Faculty 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 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 IIPS.

## 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.

... shall not purport to represent or enter into any commitments on behalf of PCMC in any respect.

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

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

### **3. Obligation**

3.1 The IIPS 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 study as outlined in the timeline of the proposal will commence on the receipt of the first instalment as shown in **Part 5**.

### **4. Personnel**

4.1 The IIPS (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, report, printing, and dissemination of findings.

4.2 Any change in key resource persons mentioned in Part 4 would be communicated to the PCMC.

### **5. Sub-Contracting**

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

### **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 PCMC.

### **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 PCMC.

### **8. Legal Acts**

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



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 following its termination.

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

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

## **10. Conflict of Interest**

10.1 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.

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

## **11. Discrimination**

11.1 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.

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

## **12. Occupational Hazards**

12.1 The IIPS shall be directly responsible for all occupational hazards (including physical disability, medical liability, death etc.) of its personnel while executing the study and shall not place any liability on PCMC.

12.2 The IIPS is responsible for ensuring adequate and appropriate medical insurance cover before beginning of field work under a PCMC contract for whole duration of field work of the study.

## **13. Indemnity**

13.1 Except where arising from the negligence of PCMC or PCMC's employees, the IIPS shall indemnify PCMC 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.

13.2 The IIPS will indemnify, defend, save and hold harmless the PCMC and its Officers, employees, servants, agents etc. against any and all suits, proceedings, actions, demands and third party claims for any loss, damage, cost and expense of whatever kind and

... contract or from any negligence under the Contract or tort or on any other ground whatsoever.

#### **14. Equipment and its use**

- 14.1 Equipment procured and maintained by the IIPS for the execution of the study will be the responsibility of the IIPS, and PCMC will not be liable for any damage, loss, accident etc. arising out of the use of these equipments.
- 14.2 IIPS will keep proper record of inventory of all such equipments procured for the study.
- 14.3 All equipments purchased for the study shall become IIPS property after completion of the study.

#### **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 **Budget of 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 **Budget of Part 5** are permitted (without the prior written authority of the Contract Officers).

#### **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.

#### **17. Invoicing Instructions**

- 17.1 Unless otherwise expressly provided in **Part 4** or **Budget (Part 5)**, invoices should be submitted in accordance with the remainder of clause 18.
- 17.2 PCMC 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.
- 17.3 All invoices should contain details of expenditure in accordance with **Budget of Part 5** in this Contract.
- 17.4 PCMC 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.
- 17.5 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. PCMC reserves the right not to pay any amount due in respect of an invoice received by PCMC more than 90 days after the day of the IIPS becoming entitled to invoice for the payment to which it relates.

...that the IIPS is or has been carrying out the study, obligation and responsibilities under this Contract, sums duly approved shall normally be paid within 15 days of the receipt of a valid invoice. All payments will be made in Indian Rupees only as per the payment schedule given in **Budget of Part 5**.

18.2 If for any reason PCMC is dissatisfied with performance of this Contract, an appropriate sum may be withheld from any payment otherwise due. In such event PCMC 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 up on remedy of any unsatisfactory work or resolution of outstanding queries.

18.3 Should PCMC determine after paying for a particular service that the service has not been completed satisfactorily, PCMC 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.

## **GENERAL PROVISIONS**

### **19. Variations**

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

### **20. Assignment**

20.1 The IIPS shall not without the prior written consent of PCMC, 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 or its rights or obligations under this Contract or any part, share or interest there in.

### **21. Limit of Liability**

21.1 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.

### **22. Retention of Rights**

22.1 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.

### **23. Law and Legal jurisdiction**

23.1 This Contract shall be governed by the laws of India and disputes will be settled in the courts in Pune.

... 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.

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

24.3 The seat and place of arbitration shall be at Pune.

## **25. TERMINATION**

26.1 Termination for IIPS Default: Save as otherwise provided in this Contract, in the event that any of the defaults specified below shall have occurred, and the IIPS fails to cure the default, the IIPS shall be deemed to be considered in default of this Contract. The defaults referred to herein shall include:

- 1) the IIPS fails to Complete the scope of work within the period specified for the Scheduled Completion Date, or any extension thereof;
- 2) the IIPS subcontracts the Works or any part thereof in violation of this Contract or assigns any part of the Works without the prior written approval/consent of the PCMC;
- 3) the IIPS failed to fulfil any obligation, for which failure Termination has been specified in this Contract; or
- 4) the IIPS commits a default in complying with any other provision of this Contract if such a default causes a Material Adverse Effect on the PCMC.

25.2 Two months prior written notice shall be required from either party for termination of this contract.

## **PART 3 - TERMS OF REFERENCE**

### **1. Study Proposal**

#### **Project Proposal**

#### **Transforming Healthcare Service Delivery at Pimpri Chinchwad Municipal Corporation**

##### **Introduction**

Pimpri Chinchwad Municipal Corporation (PCMC) provides healthcare services to its citizens through 29 Dispensaries, 8 secondary care hospitals and one tertiary care hospital with an aggregate of 1,500 beds. These facilities catered to around 19 lakhs outpatients during FY 2019-20, who were primarily from the economically weaker section of the society. The healthcare facilities of PCMC also played a vital role during COVID-19 pandemic.

Healthcare infrastructure upgradation, capacity building of healthcare workforce and standardizing systems, processes & protocols are the key focus areas of development for PCMC. In that context, PCMC has undertaken and has designed to transform primary, secondary, and tertiary care service delivery from PCMC healthcare by strengthening the infrastructure, people skills, processes, and technology capabilities of the facilities as per national and international healthcare delivery standards. The interventions identified under this will improve the quality of PCMC healthcare facilities to make them the best healthcare providers in the municipal space in the country. The outcomes and intermediate milestones identified under the project will not only



## **Need for Baseline of Identified Outcome Indicators**

PCMC has resolved to undertake the implementation of the project through Social Impact Bond route wherein, an experienced private sector player would upfront finance and implement the project and would be paid only if the identified outcome indicators are met. Hence, there is a need to clearly setup a baseline of the identified outcome indicator and targets for such indicators can be set accordingly and measured and verified when the target is achieved.

## **Objectives of the Study**

The objectives of the baseline survey are to:

- 1- Provide a baseline to establish the level of operation efficiency and the capacity it is catering considering
- 2- 100% of the population being the target.
- 3- To establish a base line against which the project would be monitored and assessed for its projected progress
- 4- To establish the preparedness to adopt the revised guidelines/methods to improve/augment process/facilities through data analysis & review.
- 5- To offer guidance on the specific requirements/methods with regards to the outcome measurement.

## **Data and methods**

### **The study area**

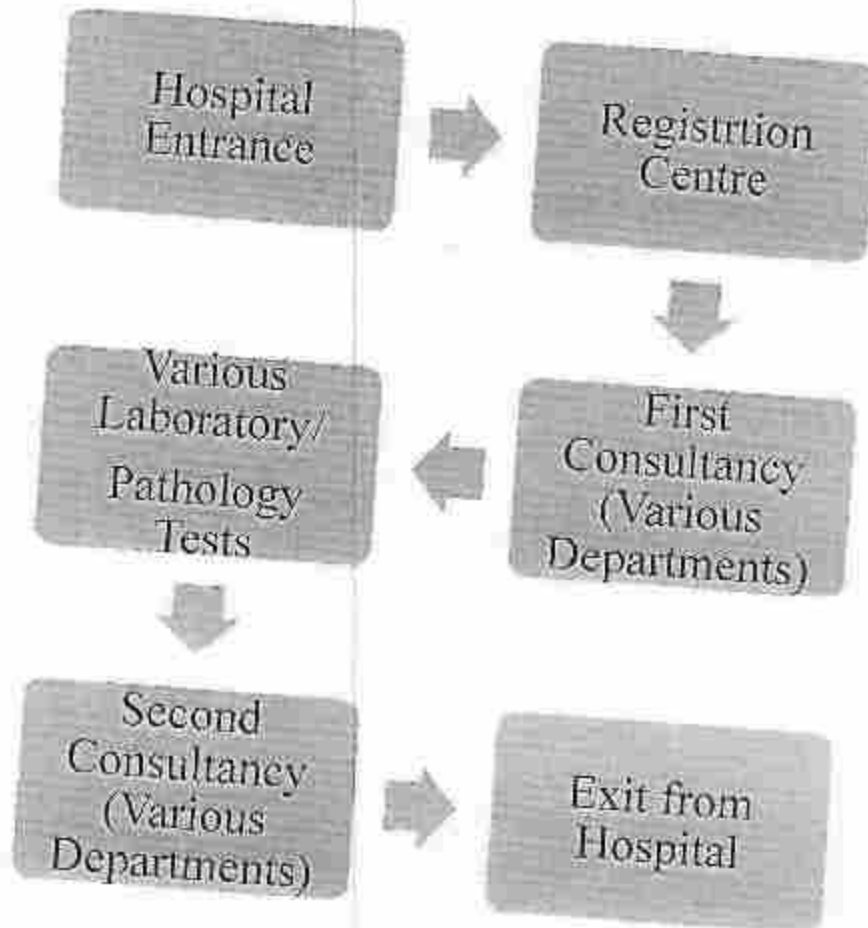
All the 29 Dispensaries, 8 secondary care hospitals and one tertiary care hospital in Pimpri Chinchwad Municipal Corporation will be selected for this study.

### **Study design**

The study will adopt an exploratory research design in order to probe into the underlying conditions and healthcare delivery related issues prevailing in all primary, secondary and tertiary care hospitals. The study will adopt a mixed-methods approach using both, quantitative and qualitative techniques to collect requisite information. The research instruments will be designed having both open and closed ended questions to elicit the responses of the OPD patients. The study sample is proposed from all the primary, secondary and tertiary care hospitals in Pimpri Chinchwad Municipal Corporation. Within each of the hospitals, 10 percent of daily average of weekly OPD patients will be randomly selected for the face-to-face interviews and an attempt will be made to select representative sample randomly from various departments in tertiary care hospital and secondary care hospitals. The entire study sample comprised of 689 OPD patients (178 OPD patients from one tertiary care hospital, 324 OPD patients from eight secondary care hospitals and 187 OPD patients from 29 primary care hospitals). The total sample size will be 689 OPD patients across all primary, secondary and tertiary care hospitals.

In addition, data from hospital records will be analysed and review to establish the preparedness to adopt the revised guidelines/methods to improve/augment process/facilities. In order to offer guidance on the specific requirements/ methods with regards to the outcome measurement and determine different perspectives of healthcare service delivery and to assess the supply side of healthcare delivery mechanism, three semi-structured in-depth interviews will be conducted in the tertiary care hospital, each two semi-structured in-depth interviews will be conducted in the secondary care hospitals and each one semi-structured in-depth interview will be conducted in the primary care hospitals with the administrators and key health authorities in Pimpri Chinchwad Municipal Corporation. A few case studies will be conducted with the OPD patients. In addition, focus group discussions (FGD) will be conducted with the health service providers. A total of 5

Flow Chart



f. Scope of Baseline

Sr. No	Trigger	Goal	Problem	Deliverable	Limitation
1	Engaging in utilizing smart registration process to reduce the turnaround time for OPD registrations from X min to Y min	To reduce the time taken per registration	Incorrect data entries are taking place (spelling errors/ blank entries/ incomplete entries)	The time taken to complete one patient's registration once the patient reaches the registration desk	Human error while data entry
2	Reducing the waiting time of OPD patients from hours to X minutes	Decrease the waiting time of OPD patients. Long waiting queues would be reduced with token system along with	The signages in the patient waiting area/lobby are not enough for guiding the patient due to which they over crowd.	The time spent by every patient prior to consultation/ diagnostic	Time delays when patient leaves the premise

3	Capacity building of X% of front-line staff via BLS/ACLS training across all hospitals	To ensure all front-line workers are trained for BLS/ ACLS	All staff including Ambulance drivers, OPD managers/patient managers and other non-clinical staff in direct contact with patients must be trained for BLS At the moment as understood from the Medical Department, PCMC hospitals are catering to repeat/follow up patients. They want to increase their outreach to the higher economic segment of population as well	BLS certification for identified staff over a duration of time as agreed from reputable certifying authority	Attrition of staff
4	Increasing the number of new patient /follow up/ conversions (OPD and IPD) footfalls from X% to Y%( Attracting more patients to PCMC Hospitals)	To understand the category (demographics/ socio economic status) of footfalls in PCMC hospitals after the facility upgrade	The hospital facilities need certain targeted improvements and augmentation to achieve certification. The continuity and sustainability of deployed resources/ training and capacity building and adoption of practices.	Tracking the demographics and tracking the percentage of category of patients at the time of registration	Human error while data entry
5	Achieving NABH accreditation for all 36 healthcare units and other healthcare units added in PCMC from time to time	To get all the PCMC healthcare facilities achieve NABH	The delays in discharge are currently not	Phase wise accreditation	Delay in arranging resources/ space/ equipment/ workforce
6	Time taken for discharge	To track the steps of patient	The delays in discharge are currently not	Discharge time from the time of	Delay in communication/

		movement post discharge announcement	identified with potential improvement program	discharge announcement by the consulting doctor	incomplete documentation/ transfer out
7	Percentage of medical records digitization/ online registration and treatment tracking	To track the completion of medical records from the time of patient admission till the time of discharge	The current process is done manually and stored in physical spaces. The introduction of OPD module and health card is partial scope as implemented.	Aim to digitize patient records	Lack of appropriate technical assets and delay in adoption of technology
8	Risk Management Matrix focused at patient experience	Setting up of Risk Management Matrix for all departments	Absence of risk tracking mechanism	Risk assessment matrix	Adoption, implementation and follow up on risk matrix

*g. Structure of output*

Sr No	Trigger	Approach	Method of Measurement	Unit
1	Engaging in utilizing smart registration process to reduce the turnaround time for OPD registrations from Xmin to Ymin	Track patient from the time of initiation of registration till the time the case paper is ready.	<ul style="list-style-type: none"> <li>- Measure the time taken for each patient from the time he/she enters the hospital entrance till the time he/she has been handed over the registration paper</li> <li>- The waiting time prior to registration shall also be noted</li> <li>- Drop outs must also be observed and documented</li> </ul>	Minutes
2	Reducing the waiting time of OPD patients from hours to X minutes.	Track patient from the time when the patient has collected the registration paper	<ul style="list-style-type: none"> <li>- Measure the time taken for a patient to enter the consultation room post</li> </ul>	Minutes



		till the time the patient enters the consulting room	<ul style="list-style-type: none"> <li>collection of registration form</li> <li>Identify the reasons for delay, if any.</li> <li>Document the movement of patients to understand the signage guidance within the hospital</li> <li>Identify potential candidates for BLS/ ACLS training.</li> <li>Assess the existing staff with BLS/ ACLS certification basis the guideline as per standards</li> </ul>	Percentage
3	Capacity building of X% of front-line staff via BLS/ ACLS training across all hospitals	Mapping of standards for certification vs actual number of staff trained for BLS/ ACLS		
4	Increasing the number of new patient /follow up/ conversions (OPD and IPD) footfalls from X% to Y%	Mapping the number of patients attended in a day per specialty	<ul style="list-style-type: none"> <li>Mapping the number of patients</li> </ul>	Percentage
5	Achieving NABH accreditation for all 36 healthcare units	Assessing the preparedness level of the unit	<ul style="list-style-type: none"> <li>NABH checklist</li> </ul>	Percentage
6	Time taken for discharge	Tracking time taken for every activity post the declaration of discharge	<ul style="list-style-type: none"> <li>Time motion study</li> </ul>	Absolute number
7	Percentage of medical records digitization/ online registration and treatment tracking	Deployment, training, and adoption of HMIS	Success rate per module, post trainings	Percentage
8	Risk Management Matrix focused at patient experience	Assessing department activities, identifying the risks posed on patient care and employee safety	Creating risk matrices customized for each department focusing on patient experience	Percentage

The IIPS will be responsible for overall co-ordination of the study 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 analysis, report generation, report printing, and dissemination.
- (b) Sign MOUs with PCMC as necessary.
- (c) Advertisement, shortlisting of application, selection, and employment on time contract of personnels for the study as mentioned in the budget.
- (d) The IIPS will keep the PCMC informed of the status of project, utilization of funds received from PCMC and expenditure from time to time.
- (e) Design a representative sample for interviewing, selection of respondents, and eligible respondent for interview as mentioned in the study proposal.
- (f) Preparation of Survey Instruments including Schedules and Instruction Manuals and Schedules to be translated in the local/regional languages as necessary.
- (g) Pre-test of Survey Schedules.
- (h) Training of field investigators for qualitative and quantitative surveys.
- (i) Monitoring the quality assurance of survey results.
- (j) IIPS's personal will check the completeness and accuracy of the data and will resolve all issues detected in the data sets.
- (k) IIPS will inform and notify the Field investigator about clarifications from time to time with additional instructions that may arise during field work till the entire survey is completed.
- (l) In consultation with PCMC, IIPS will disseminate the key study findings and prepare and print Report only.
- (m) A separate bank account will be opened for the study 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 pin of project funds.
- (n) Timelines for activities to be followed will be as included in the contract, except for which modifications are agreed to by both the parties of the contract.

The Contract Officer is:

Faculty Coordinators

1. Prof. D. A. Nagdeve
2. Dr. Pradeep Salve

Administration (Registrar) is:

Administration (Assistant Registrar) is:

Administration (AFO) is:

Director (Additional Charge)  
(Prof. S. K. Singh)

Registrar  
(Mr. Prashant Sunil Borde)

Assistant Registrar  
(Ms. Manjiri Rane)

Assistant Finance Officer (AFO)  
(Mr. Aniket Chattopadhyay)

The PCMC Contact Officer:

Dr Gophane L. P.  
MoH PCMC

#### **Key Personnel:**

All the team members mentioned in the proposal and MOU cannot be substituted by the IIPS without PCMC 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 Budget and payment schedule.

#### **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 PCMC. The IIPS hereby assigns to the PCMC all intellectual property rights in the above-mentioned material generated by the IIPS 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 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 PCMC 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.

...to any media. Any violation of this condition shall amount to breach of this contract.

#### **Data Availability**

The unit level data of the study will be made available to public as soon as the final report has been released and dissemination is done. Partial data of PCMC cannot be made available until the release of final report and dissemination. The data will be made available electronically at no cost after filling an online registration form.



## AND PENALTY

### BUDGET FOR THE STUDY:

The total estimated budget amount for the survey is Rs. 1,26,37,557/- (Rupees One Crore Twenty-Six lac thirty-seven thousand five hundred and fifty-seven only) inclusive of all taxes. A detail and summary of the budget is given below:

Sr. No.	Budget Categories	Proposed Budget in Rupees
(1)	Two Project Officers for 2 months @ Rs. 50000/- p.m.	2,00,000
(2)	DA for 2 Project Officers for 30 days (accommodation Rs. 1000 and Food Rs. 500)	90,000
(3)	Twenty-Six Research Investigators for 20 days @ Rs. 20000/- per investigator	5,20,000
(4)	DA for 26 Research Investigators @ Rs. 500 per day per investigator for 20 days	2,60,000
(5)	TA of research staff and TA and DA of Principal Investigator	1,50,000
(6)	Questionnaire Preparation and Printing	50,000
(7)	Training for Research Investigators and Pre-testing	55,000
(8)	Preparation of Risk Management Matrix	75,000
(9)	Printing of the report	50,000
(10)	Faculty time	3,00,000
(11)	Miscellaneous and Stationary	50,000
	Total	18,00,000
(12)	Overhead cost (15%)	2,70,000
	Total	20,70,000

#### Budget

Note:

1. Budget from one head to another head OR new head will be used, if required for the project.

Year	Budget in Rupees
2023	20,70,000
2024	22,77,000
2025	25,04,700
2026	27,55,170
2027	30,30,687

Note: 1. Budget is estimated considering 10 percent increase every year in the overall budget from one year to another year considering 2023 as base-year.  
2. The study design and methodology will be same from 2023 to 2027.

### PAYMENT SCHEDULE

Installment	Expected month to receive Installment <sup>@</sup>	Percentage of total budget/ Exact Budget	Work completed as per time line
First Year	September 2023 or Month of Signing of MoU	20,70,000	On completion of First Round of Survey
Second Year	Aug 2024 (Tentative)	22,77,000	On completion of Second Round of Survey
Third Year	Aug 2025 (Tentative)	25,04,700	On completion of Third Round of Survey
Fourth Year	Aug 2026 (Tentative)	27,55,170	On completion of Fourth Round of Survey
Fifth Year	Aug 2027 (Tentative)	30,30,687	On completion of Fifth Round of Survey


<sup>@</sup> Expected month to receive Installment may change subject to the Signing of MoU or commencement of the study

## TIMELINE OF THE STUDY


The study is likely to be completed in 2 months in each round.

Timeline of the study October 2023 to October 2027 (The study will commence after one month from the date of release of the first instalment (75% of the agreement value) and the timeline will change accordingly)	
September – 2023	1) Signing of MoU between IIPS and PCMC
October – 2023	1) Baselineing Study 2) Finalization and printing of the report. 3) Dissemination of the study findings.
October 2024 (Tentative)	1) Baselineing Study 2) Finalization and printing of the report. 3) Dissemination of the study findings.
October 2025 (Tentative)	1) Baselineing Study 2) Finalization and printing of the report. 3) Dissemination of the study findings.
October 2026 (Tentative)	1) Baselineing Study 2) Finalization and printing of the report. 3) Dissemination of the study findings.
October 2027 (Tentative)	1) Baselineing Study 2) Finalization and printing of the report. 3) Dissemination of the study findings.

For and on behalf of  
Pimpri Chinchwad Municipal Corporation

  
Name: Shri. Shekhar Singh  
Position: Commissioner PCMC  
Signature:

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

  
Name: Prof. S. K. Singh  
Position: Director (Additional Charge)  
Signature:



## Swiss Programme for Research on Global Issues for Development

www.r4d.ch

Wildhainweg 3, P.O. Box 8232, CH-3001 Berne

### Project Agreement between the Grantees

**Title:** Inclusive social protection for chronic health problems

**Number:** 40P740\_160374

**Start of the project:** 01.01.2016

**End of the project:** 31.12.2018 (renewable until 31.12.2021)

Between the following grantees:

Jürgen Maurer, University of Lausanne, Switzerland  
(hereafter referred to as "responsible grantee")

and

Faujdar Ram, International Institute for Population Science, Mumbai, India  
(hereafter referred to as "other grantee 1")

and

Pascal Bover, University of Lausanne, Switzerland  
(hereafter referred to as "other grantee 2")

and

Shannon Maloney, IFMR LEAD, Chennai, India  
(hereafter referred to as "other grantee 3")

and

James Mkandawire, Invest in Knowledge, Zomba, Malawi  
(hereafter referred to as "other grantee 4")

and

Ravindra P. Rannan-Eliya, Institute for Health Policy, Colombo, Sri Lanka  
(hereafter referred to as "other grantee 5")

and

Orville Solon, UPecon Foundation, Diliman, Quezon City, Philippines  
(hereafter referred to as "other grantee 7")

(collectively referred to as "other grantees")



### **Article 1**      **Scope**

The granters shall carry out the project in accordance with the definitions laid down in the submitted proposal. It should serve as guidance for the participating grantees and allow steady assessment of the management progress made and quick intervention in the case of need of all parties.

### **Article 2**      **Duration of the project**

The project shall run for a first research phase of thirty-six (36) months from 01.01.2016 until 31.12.2018. In the case of a positive mid-term evaluation, the project continues for another thirty-six (36) months.

### **Article 3**      **Financial Contribution**

The SNSF shall contribute CHF 2'626'729 to the project for the first three year research phase. The payment shall be made in three (3) instalments according to the decision letter of September 2015 as follows:

	TOTAL	1st Instalment	2nd Instalment	3rd Instalment
<b>Switzerland</b>				
Research Funds	100'000	30'000	35'000	35'000
Salaries	512'436	165'812	170'812	175'812
Social security	81'990	26'530	27'330	28'130
<b>Subtotal</b>	<b>694'426</b>	<b>222'342</b>	<b>233'142</b>	<b>238'942</b>
<b>Partners</b>				
Equipment	56'751	50'971	2'800	2'800
Research Funds	1'366'518	465'729	504'936	395'853
Salaries	509'214	189'014	168'769	151'431
<b>Subtotal</b>	<b>1'932'303</b>	<b>705'714</b>	<b>676'505</b>	<b>550'084</b>
<b>Total</b>	<b>2'626'729</b>	<b>928'056</b>	<b>909'647</b>	<b>789'026</b>

The responsible grantee shall be responsible for the distribution of the contribution amongst the other grantees and/or for the direct payment of the costs of the project in accordance with the budget. The transfer of funds from the Swiss institution to the relevant research teams' institute can be transferred in 3-monthly or 6-monthly instalments following the needs of and the agreement between the grantees. Exact funding amounts for the second and third instalments are conditional on the transfer of a sufficient Federal budget to the SNSF.

#### **Article 4      Transfer of Funds**

The approved budget is allocated to the grantees to finance research activities; payments shall be transferred by SNSF to the Swiss institution hosting the responsible grantee and his/her team. The Swiss institutions will then gradually transfer the share of the contribution to the respective institutions in developing countries hosting the other grantees according to separate bilateral "transfer of funds" agreements that will be part of this project agreement. These "transfer of funds" agreements will provide a detailed schedule for all payments and will be based on the following general principles:

1. To ensure sufficient liquidity of the country partners for salary expenses and initial research cost, an upfront payment to the partner institutions (starting funds) will be made at the official start date of the project following the signature of the project agreement and receipt of the first instalment from the SNSF. The exact amount of the starting funds will be determined in the bilateral "transfer of funds" agreements, but cannot exceed 60 per cent of the planned expenditures for the first year of the project, according to the detailed project budget accepted by SNF.
2. Twice each year, on June 30, and December 31, the partner institutions of the other grantees will send a detailed financial report (see Guidelines for the Lifetime Management of r4d Projects) covering the reporting period between the last report and the reporting date along with payment requests for expenditures during this period following the rules of the bilateral transfer of funds agreements. Additional payments will be made according to the rules of the "transfer of funds agreement" by January 30 and July 31 of each year. The detailed payment requests need to be in accordance with the Guidelines for the Lifetime Management of r4d Projects and the Management Principles r4d Public Health.
3. It is the responsibility of the other grantees to ensure that overall expenditures do not exceed the attributed 3-year budget for each partner, and in case of continuation of the project, the attributed 6-year budget. Details on reimbursements limits will be given in the transfer of funds agreements. Expenditures that exceed amounts foreseen in the detailed project budget accepted by SNF will not be reimbursed to the respective partner institution, unless they have been previously accepted in a written statement by the responsible grantee.
4. All reimbursements for research activities concerning human subjects and other activities requiring ethics approval are conditional on the availability of (a) Institutional Review Board and/or ethics committee approval of the proposed intervention in both Switzerland and the partner country and (b) signed data sharing agreement. Agreements under both (a) and (b) must be dated *prior to the date* on which the respective research activity occurred. Any human subjects-related research or other activities requiring ethics approval will not be considered part of this project without appropriately dated agreements described in (a) and (b).

#### **Article 5      Financial reports**

All grantees who have received funds must also submit an annual financial report based on the two bi-annual financial reports mentioned in article 5. The responsible applicant is responsible for the submission. The other grantees are responsible for the compilation of a financial report at their institution on the funds allocated to them and for the transmission of this report along with



all receipts to the responsible grantee or to the latter's grant administration office. For the compilation of the financial report the other grantees have to complete the respective financial report sheet. Receipts which are not written in English, German or French should be complemented with a short explanation in one of these languages, either on the official account forms or on the receipts themselves. All receipts for foreign currency transactions should also state the equivalent amount in Swiss Francs. The conversion from local currency to CHF in the financial report as of the end of the reporting period must be done using the rate of the day on the final day of the reporting period.

#### **Article 6      Scientific reports**

All grantees must submit periodical scientific reports. The responsible applicant is responsible for the submission. The other grantees are responsible for the compilation of a scientific progress reports related to the project work conducted at their institution. For the initial three year project period, scientific progress reports of the other grantees are due on April 30, 2017 and April 30, 2018.

#### **Article 7      Project work packages**

While the overall project aims at gathering consistent evidence on the impact of chronic diseases and related healthcare on health and economic status in the partner countries, day-to-day execution of the project is organized around five individual work packages to facilitate coordinated implementation and effectively assist country partners in their daily tasks. These work packages are defined as follows:

1. Chronic diseases, healthcare use and disability in Malawi
2. Chronic disease, healthcare use, financial protection and disability in the Philippines
3. Chronic disease, healthcare use, financial protection and disability in Sri Lanka
4. Visual impairment, assistive technology and disability in India
- ✓ 5. The economic impact of depression treatment in India

#### **Article 8      Project organization and management**

The overall project is organized around four main entities: The executive committee of the research consortium, the leadership teams of the individual work packages, the international scientific advisory board, and the institutional supervisory board. The agreed roles and responsibilities and composition of each of these entities are as follows:

1. Executive committee of the research consortium. The executive committee of the research consortium coordinates all research and management activities of the project. It consists of the responsible grantee, all other grantees, the members of the Swiss research team (Gabriela Flores, Owen O'Donnell) and three international advisors (Hans-Peter Kahler, Jinkook Lee and Daniel Bennett). The executive committee convenes to coordinate the overall project activities at least once every six months.

2. Leadership teams of the individual work packages. Day-to-day research and project management activities at the work package level are coordinated by the work package leadership teams. The leadership teams of each work package consist of one grantee, one researchers from the country and Swiss teams and international advisors. The leadership team members for each work package coordinate their activities at least once per month. The initial work package leadership teams are constituted as follows (in alphabetical order):
  - a. Chronic diseases, healthcare use and disability in Malawi: Abdul Chilungu, Hans-Peter Kohler, Hana Kohler, Jürgen Maurer and James Mkandawire
  - b. Chronic disease, healthcare use, financial protection and disability in the Philippines: Joseph Capuno, Aleli Kraft, Owen O'Donnell, Ellen van de Poel, and Stella Quimbo
  - c. Chronic disease, healthcare use, financial protection and disability in Sri Lanka: Gabriela Flores, Owen O'Donnell and Ravindra Rannan-Eliya, Nilmini Wijemanne
  - d. Visual impairment, assistive technology and disability in India: Perianayagam Arokiasamy, David Bloom, Jinkook Lee, Jürgen Maurer and Sanjay Mohanty
  - e. Mental health and disability in India: Manuela Angelucci, Daniel Bennett, Gabriela Flores, Shannon Maloney, and Shoba Raja.
3. International scientific advisory board. The scientific advisory board consists of international researchers with expertise relevant to the overall research project and its work packages. It provides advice to the executive committee and the work package leadership teams as requested. The international scientific board should meet once per year with the responsible applicant and possibly the other grantees of the project to provide feedback on ongoing work. In addition, the international scientific advisory board will provide ad hoc advice on how to best move forward in the project at the written request of the executive committee and/or the leadership teams of the individual work packages. Potential members of the international scientific advisory board will be appointed can be proposed by any member of the executive committee and/or the leadership teams of the individual work packages. The executive committee will elect members based on these proposals with the aim to find a suitable balance between the number of members and corresponding project needs.

#### **Article 9      Human subjects protection and ethical guidelines**

All research conducted within the framework of this project requires approvals from appropriate Institutional Review Boards (IRBs) or ethics committees in both Switzerland and the partner countries. The grantees assume responsibility for obtaining all required ethics approvals related to the project prior to starting any corresponding data collection or research activities. The responsible grantee will be in charge of managing the required ethics approvals in Switzerland while the other grantees will assume responsibility for obtaining the required approvals associated with the proposed research of their institution in the partner country. Any activities conducted without appropriate ethics approvals will not be considered part of the project and will therefore not be reimbursed under the project grant. The other grantees will inform the responsible grantee about the status of any required ethics approval and provide corresponding documentation (submission



documents and corresponding approval) prior to starting any related data collection or research activities.

#### **Article 10      Ownership of Intellectual Property**

No discovery and/or invention derived from the execution of the project shall be used for commercial exploitation by individual researchers or by their institutions.

#### **Article 11      Publication and Exploitation of Results**

Publications are to be accessible, and should comply with Open Access regulations. Prior to publication of results derived from the project, the grantees shall ensure that consent is obtained by all the relevant parties involved in their creation. They regulate the authorship as follows:

1. Everyone who is listed as an author should have made a substantial intellectual contribution to the published research. All authors should have contributed to the conception, design and/or implementation of the study, analysis and/or interpretation of data and/or writing of the manuscript. Hierarchical authority over involved researchers shall never in itself entitle to (co-)authorship.
2. Everyone who has made substantial intellectual contributions to the work should be an author. Everyone who has made other substantial contributions should be acknowledged.
3. All authors should participate in writing the manuscript by reviewing drafts and approving the final version.
4. One author (typically the lead author) should take primary responsibility for the work as a whole even if he or she does not have an in-depth understanding of every part of the work. This lead author should assure that all authors meet basic standards for authorship.
5. The authors should jointly decide the order of authorship together and the assignment of role as lead author.
6. All project partners discuss authorship issues frankly early in the course of their work together.
7. The responsible grantee of the project will be informed about any planned publications resulting from the grant irrespective of his potential role as co-author.
8. The authors assume full responsibility and get full intellectual credit for their work. The responsible grantee and other grantees have no special role in reviewing or approving any project publication solely based on their role as grantees. Like hierarchical authority, the role of grantee in itself does not constitute any right to (co-)authorship of research resulting from the project.

#### **Article 12      Access to research results, data sharing and collaboration with other studies**

The grantees regulate the access to the research results, sharing of data and collaboration principles with existing studies as follows:

1. All data generated from the project will, in principle, be available to the entire project team (grantees, national and international scientific collaborators) subject to agreed terms of data use and data protection.

- (1)
2. For each work package, the terms of data use and data protection will be based on an agreement between the responsible grantee, the other grantee responsible for the work package and any potential third party involved in the work package (e.g., the principle investigator of a collaborating or "parent study").
  3. In cases of collaboration with or embedding of project-related research in existing data collection activities or ongoing studies ("parent studies"), any such project-related research activities require the written consent of the principle investigator of the parent study prior to implementation in addition to following the present project agreement.
  4. The principle investigators of parent studies remain responsible for these parent studies.
  5. In cases of collaboration with or embedding of project-related research in parent studies, the other grantee in charge of the corresponding work package collaborates with the principle investigator of the parent study and the responsible grantee to obtain data protection and data use agreements between the other grantee, the responsible grantee and the principle investigator of the parent study that
    - a. guarantee access of the project team to all data collected under the present project
    - b. ensure access to related data from the parent studiessubject to appropriate regulations concerning confidentiality, data protection and related matters.
  6. Data collection activities conducted without a signed data sharing agreement between the aforementioned parties will not be considered part of the project and will therefore not be reimbursed under the project grant.

#### **Article 13 Procedure in case of disaccord within the research consortium**

In case of disaccord within the research consortium, the following procedure will be applied.

1. If the disaccord is about scientific decisions or scientific conduct: Concerned researcher(s) submit a written statement regarding the disaccord to the executive committee to seek guidance with regard to the dispute. After all involved parties have been granted the opportunity to present their scientific arguments regarding the issue in question, the executive committee will try to resolve the conflict in its next meeting. The executive committee may seek additional advice from the scientific advisory board. A proposed solution to the conflict, which is accepted by a majority of members of the executive committee will be binding to all members of the research consortium, to the extent that they do not imply a use of the research grant in a way that would contradict the terms of the research proposal accepted by SNF, the funding decision, the applicable funding regulations or the present project agreement.
2. If the disaccord is about the spending of resources or other administrative aspects of the project within one partner research team: The responsible grantee will hear all involved parties, report on the hearings to and seek advice from the executive committee and the institutional supervisory board, and then take a decision that will be binding to all involved parties.
3. If the disaccord is among the grantees and concerns the project management, or about the way the responsible grantee has handled a previous disaccord, or about any other issue directly involving the responsible grantee, grievances shall be directed to the institutional supervisory board, via any of its members. The institutional supervisory board will then

appoint either one of its members or an external person to act as a mediator. The appointed mediator will hear all involved parties, and report on the hearings to the institutional supervisory board. On the basis of this report, the institutional supervisory board will recommend a line of conduct to resolve the conflict, which will be binding to all involved parties, to the extent that it does not imply a use of the research grant in a way that would contradict the terms of the research proposal accepted by SNF, the funding decision, applicable funding regulations or the present project agreement.

**Article 14      Lifetime management of research projects and management principles**

The Guidelines for the lifetime management of r4d research projects, the Management Principles r4d Public Health and the funding regulations of the SNSF are part of the Project Agreement.

**On behalf of the responsible grantee**

\_\_\_\_\_ 2016



**On behalf of other grantee 1**



#. \_\_\_\_\_ 2016

**On behalf of other grantee 2**

#. \_\_\_\_\_ 2016

**On behalf of the other grantee 3**





## RESEARCH AGREEMENT

Contract No. 2023X105.IPRI.IN

This Research Agreement (the "Agreement") is made the 13<sup>th</sup> day of June 2023 between the International Food Policy Research Institute ("IFPRI"), 1201 I Street, N.W. Washington, D.C. 20005 and **International Institute for Population Sciences ("Collaborator")**, Govandi Station Road, Deonar, Opposite Sanjona Chamber, Mumbai, Maharashtra 400088, India.

### I. Program of Work

IFPRI hereby retains Collaborator to perform, and Collaborator hereby agrees to perform the program of work set forth in the Statement of Work attached as Exhibit 1 (the "Project"). It is hereby agreed that the Principal Investigators for Collaborator shall be **S.K. Singh and K.S. James** for the term of the Project. Collaborator must obtain prior written approval from IFPRI before using a different Principal Investigator. It is hereby agreed that the Project Managers for IFPRI shall be **Phuong Nguyen and Rasmi Avula**, or such other person as IFPRI may designate from time to time by giving written notice to Collaborator.

### II. Term

This Agreement will begin on **June 1, 2023** and continue until **May 30, 2024**. It is understood that these dates are estimates and that IFPRI may, at its convenience and upon written notice to the Collaborator, postpone, shorten or extend these dates. Collaborator must obtain written approval from IFPRI for any extension of the term of the Agreement.

### III. Reporting Requirements

Collaborator shall submit reports to IFPRI specified in the Statement of Work.

### IV. Payment

This is a cost reimbursable contract and the total payment to be made for the work under this Agreement shall be based on actual expenses incurred, not to exceed **INR 3,944,500** (approximately \$48,104.00), which will be met with funds drawn from IFPRI Project No. **301058.001.001.515.01.01**. Any unspent funds shall be returned to IFPRI at the end of this Agreement or applied against the final payment. Mandatory Tax Deducted at Source (TDS) will be deducted from total contract amount. *This Agreement is subject to the availability of funding by the donor.*

Payments shall be made according to the schedule set forth below provided, however, that IFPRI shall have the right to defer or withhold payment of any installment if the Project Manager determines that Collaborator has not made satisfactory progress toward the accomplishment of the program of work described on Exhibit 1.

**Schedule of Payments/Deliverables:**

Payment #	Upon Receipt/Acceptance by IFPRI of:	Deliverable Due Date	Payment Due Date	Amount in INR	(Approx.) Amount USD
1	Signed agreement, and workplan and outline of the analyses, and approval by Project Manager	06/30/23	07/15/23	1,300,000	15,854.00
2	Key results (tables and figures) for all 3 topics and a certified financial report showing a disbursement of at least 65% of previous payment to be supported by a general ledger, and approval by Project Manager	01/31/24	02/15/24	1,300,000	15,854.00
3	Draft manuscripts for all 3 topics and a final certified financial report to be supported by a general ledger and approval by Project Manager. Final payment will be based on actual expenses incurred. Any unspent funds from previous payment shall be applied to the final payment or returned to IFPRI.	05/15/24	05/30/24	1,344,500	16,396.00
<b>Overall Contract Total</b>				<b>3,944,500</b>	<b>\$48,104.00</b>

All payments shall be made in **Indian Rupees (INR)**, upon receipt of invoices bearing the contract number with a brief description of work completed and the corresponding deliverables from the Schedule of Payments/Deliverables. The collaborator must also submit, with the first invoice, the documentation and appropriate attached tax form as follows:

- Permanent Account Number (PAN) Card (photocopy or scan)
- W8BEN-E, Certificate of Foreign Status of Beneficial Owner for United States Tax Withholding and Reporting
- W8-EXP, Certificate of Foreign Government or Other Foreign Organization for United States Tax Withholding and Reporting

Corresponding bank fees deducted by the bank of the Collaborator from the foregoing payments in connection to this agreement are the Collaborator's responsibility. IFPRI shall not reimburse aforementioned bank fees.

**V. In-Kind Support**

IFPRI will not provide any in-kind support to Collaborator in connection with work performed hereunder.

**VI. General Provisions**

It is a condition of this contract that in performing the obligations, duties, and responsibilities of this contract, Collaborator will be responsible for complying with all applicable requirements, laws, rules, and regulations of countries to be visited including the United States, and those pertaining to immigration, customs, and foreign exchange control. Additionally, if the contract scope of work is to be conducted within the United States, Collaborator represents that s/he is fully authorized to work in the United States.

Your organization been selected to participate in this Project at our discretion. You may not make any statement or otherwise imply to the donors, investors, media, or the general public, that you are a direct grantee of the Bill & Melinda Gates Foundation ("Foundation"). You may state that IFPRI is the Foundation's grantee and that you are a sub-grantee or subcontractor of IFPRI for the Project.

This Agreement also includes the General Provisions attached as Exhibit 2, which are incorporated herein by reference. As noted in the General Provisions, the Collaborator shall be responsible at his/her own



expenses for obtaining appropriate insurance in connection with work under this Agreement, including but not limited to, travel, medical and professional liability insurance.

IN WITNESS WHEREOF, the parties have signed this Agreement on the date as indicated below. This Agreement will not be effective until it has been signed on behalf of IFPRI by both the Division Director and the Head, Contracts and Grants.

**INTERNATIONAL FOOD POLICY  
RESEARCH INSTITUTE:**

RASMI AVULA

Rasmi Avula  
Project Manager

June 13, 2023

Date

DEANNA OLNEY

Deanna Olney  
Director  
Nutrition, Diets and Health Unit

June 13, 2023

Date

Liza Almendrala

Liza Almendrala  
Head, Contracts and Grants

June 14, 2023

Date



K.S. James  
Director & Senior Professor  
International Institute for Population Sciences

Date

## STATEMENT OF WORK

**Data to Support Nutrition Actions in India**  
**By International Institute for Population Sciences (IIPS)**

**Background**

POSHAN is a multi-year initiative led by the International Food Policy Research Institute (IFPRI) and funded by the Bill & Melinda Gates Foundation. POSHAN's first phase (2011-16) established the initiative's credibility as an honest evidence broker that brought together diverse stakeholders and harnessed the collective power for improving nutrition at the district, state, and national levels. POSHAN's second phase (2016-22) used data and evidence to highlight the challenges and solutions pertaining to nutrition issues in India.

POSHAN's third phase (referred to as POSHAN-3) (2022-25) will continue to focus on evidence generation, synthesis, and mobilization to strengthen program and policy actions at various levels. POSHAN-3 will be implemented as a partnership-driven knowledge initiative focused on three topical areas in nutrition, all of which are relevant to global and national goals for nutrition: (1) Undernutrition across the life course, (2) Anemia, and (3) Emerging nutrition challenges.

Under this scope of work (SOW), IFPRI proposes to collaborate with International Institute for Population Sciences (IIPS), who design and conduct the National Family Health Surveys (NFHS), to support collaborative policy-relevant analyses of large-scale data sets including NFHS data. These analyses will help in developing a stronger understanding of the drivers of nutrition outcomes, of state and district successes, and how programs/schemes have performed. The outputs will include presentations, working papers, journal manuscripts and other knowledge products to support advancing nutrition discourse in India.

**Scope of Work:**

IIPS will work closely with IFPRI on three main topical areas, listed below. Additional topical areas will be explored depending on interest, ability, and available resources. The research objectives and analysis plan for each topic will be developed collaboratively by IIPS and IFPRI.

**1. Intricacies of low birth weight and nutritional status of children in India**

**Suggested outputs:**

- 1a. Slide decks (including tables/figures) characterizing changes in birth weight at the national, state and district levels; data analytics based knowledge products*
- 1b. Journal manuscript/s on birth weight and its association with nutritional status of children in India*

**2. Understanding the status and drivers of infant and young child feeding (IYCF) practices in India**

**Suggested outputs:**

- 2a. Slide deck characterizing changes in IYCF practices*
- 2b. Journal manuscript on IYCF practices in India*

**3. Assessing the trajectory of anemia in India**

**Suggested outputs:**

- 3a. Slide deck characterizing changes in anemia among different target groups*
- 3b. Journal manuscript on anemia*



Additional partnerships for specific analysis topics will be explored, bringing in national and global experts, as needed. Specific partners will be identified and named for each type of knowledge product.

#### Activities

Collaborator (IIPS) will provide all necessary supplies and services for the following activities:

- Provide experienced researchers as required for carrying out activities mentioned in SOW;
- Co-develop plans for analyses related to each knowledge area;
- Conduct data analyses using individual data;
- Work closely with IFPRI to produce slide decks, data products, policy briefs and academic manuscripts;
- Present findings to stakeholders and relevant partners periodically, ensuring policy engagement and support throughout the collaboration period;
- Organize a workshop to share findings with nutrition stakeholders in India;

#### Technical Deliverables:

#	Deliverables	Due Date
1	Research questions and analysis plans for 3 topics: low birth weight, IYCF and anemia	August 1, 2023
2	Key results (tables, figures and draft slide deck) for three topics	January 31, 2024
4	Full draft of manuscripts for all three topics and final slide decks	May 15, 2024

#### Schedule of Payments/Deliverables:

Payment #	Upon Receipt/Acceptance by IFPRI of:	Deliverable Due Date	Payment Due Date	Amount in INR	(Approx.) Amount USD
1	Signed agreement, and workplan and outline of the analyses, and approval by Project Manager	06/30/23	07/15/23	1,300,000	15,854.00
2	Key results (tables and figures) for all 3 topics and a certified financial report showing a disbursement of at least 65% of previous payment to be supported by a general ledger, and approval by Project Manager	01/31/24	02/15/24	1,300,000	15,854.00
3	Draft manuscripts for all 3 topics and a final certified financial report to be supported by a general ledger and approval by Project Manager. Final payment will be based on actual expenses incurred. Any unspent funds from previous payment shall be applied to the final payment or returned to IFPRI.	05/15/24	05/30/24	1,344,500	16,396.00
Overall Contract Total				3,944,500	\$48,104.00

# Budget

Cost estimates for IIPS-HPRI-NITI collaboration (Period: 1st June 2023 To 31st May 2024)				
Budget Line Items	Rate in INR	Unit	Duration of Engagement	Total Cost
<b>A. Personnel*</b>				
Post-doc - Research Fellow	90,000	1	12	1,080,000
Senior Research Officer	80,000	1	12	960,000
<b>Subtotal A</b>				<b>2,040,000</b>
<b>B. Workshop/Seminar/Meeting</b>				
Presentation of project findings in workshop/Seminar etc.	200,000	3		600,000
<b>Subtotal B</b>				<b>600,000</b>
<b>C. Travel &amp; Accommodation</b>				
<b>Subtotal C</b>	300,000	1		300,000
				<b>300,000</b>
<b>D. Other Costs</b>				
Publication editing	150,000	3		450,000
Stationary & Printing	30,000	1		30,000
Miscellaneous Expenses - Internal Meetings	10,000	1		10,000
<b>Subtotal D</b>				<b>490,000</b>
<b>Total Direct Cost</b>				<b>3,430,000</b>
Overhead Cost (15%)				514,500
<b>Grand Total INR</b>				<b>3,944,500</b>
<b>Grand Total (estimated in USD)</b>				<b>48,104</b>

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Year 1 Budget - SAHELI Project - IIPS, Mumbai				
Particulars	Number of units	Number of months/days/years/visits	Cost/unit (month)	Total
<b>Human Resource</b>				
Co-Principal Investigators	1	1	1,00,000	1,00,000
Consultant- Sampling Expert	1	1	1,00,000	1,00,000
Senior Project Officer- Research	1	6	75,000	4,50,000
Project Officer - Research	1	4	55,000	2,20,000
Senior Project Officer- IT	1	2	75,000	1,50,000
Admin cum Accounts Officer	1	1	55,000	55,000
<b>Total - Human resource</b>				<b>10,75,000</b>
<b>Equipment &amp; Stationary</b>				
Desktop @ 120,000	1	1	1,20,000	1,20,000
Laptop @ 150,000	1	1	1,50,000	1,50,000
Cartridge @5000	2	1	5,000	10,000
Pen Drives @750	2	1	750	1,500
External drive	1	1	8,000	8,000
Translation of the questionnaire and manual	1	1	2,00,000	2,00,000
<b>Total - Equipments &amp; stationary</b>				<b>4,89,500</b>
<b>Other Expenditure</b>				
Stationary (lump sum)				30,000
Monthly meeting expenses				5,000
Questionnaire preparation workshop	1	1	1,00,000	1,00,000
Sampling workshop	1	1	50,000	50,000
Miscellaneous (visiting Delhi and states for meetings and other expenses)	1	1	2,00,000	2,00,000
Audit Fee	1	1	50,000	50,000
<b>Total - other expenditure</b>				<b>4,35,000</b>
<b>Total of all heads</b>				<b>19,99,500</b>
Institutional Overhead @ 10%				1,99,950
<b>Grand Total</b>				<b>21,99,450</b>



## Terms of Reference

### **South Asia Centre for Labour Mobility and Migrants (SALAM)**

**A Regional Learning and Action Platform – a Knowledge Hub on Labour Migration in South Asia (Under the Project: Governance of Labour Migration in South and South-East Asia (GOALS))**

#### **1. Background**

The Global Compact for Safe, Orderly and Regular Migration (GCM)<sup>1</sup> recognized the need for a comprehensive approach to human mobility and enhanced cooperation at the global level. At the adoption of the GCM, UN Member States also agreed to establish a Capacity Building Mechanism that will include a global knowledge platform that will help inform and support governments in the implementation of the GCM. Labour migration is one of the key pillars of the GCM and since the implementation of the GCM is at the national and regional levels first, it is important to conceptualize the development of a Knowledge Hub in South Asia.

There have been numerous calls for more reliable, detailed and transparent information on international migration and labour migration in South Asia and at the global level. For example, SAARC drafted a Plan of Action on Labour Migration at a consultative workshop in May 2016<sup>2</sup>, which outlined a commitment to information exchange and knowledge building on labour migration in the subregion. Specifically, the Plan of Action outlines a commitment to “strengthen the capacity of government authorities to respond to the needs as well as improve the policy impact of migration” through measures such as “the creation of a shared database or web portal with information about migration trends and patterns, policies, best practices, challenges, agreements/arrangements where possible”<sup>3</sup>.

*Governance of Labour Migration in South and South-East Asia (GOALS)*, a UN Joint Programme being implemented by ILO, IOM and UN Women with the support of Swiss Agency for Development and Cooperation (SDC), will be working with academic institutions and think tanks in South Asia to address research and academic gaps on labour migration and decent work, linking learning to enhanced and informed policy dialogues and evidence-based decision making on labour migration governance.

Under outcome three of the GOALS programme, a South Asia Knowledge Hub will be created to address knowledge gaps on labour migration in South Asia. The Hub will examine specific labour migration and mobility issues through a broader lens of decent work and the social, economic and political trends in the sub-region and beyond. Initially, it will establish links and collaborate with

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<sup>1</sup> GCM is the first inter-governmentally negotiated agreement, prepared under the auspices of the United Nations, covering all dimensions of international migration in a holistic and comprehensive manner, adopted by 152 states including all South Asian member states in December 2018.

<sup>2</sup> *The Kathmandu Post*. 2016. “Members commit to improving protections for migrant workers: SAARC plan of action on migration”, 4 May. Available at: <http://kathmandupost.ekantipur.com/news/2016-05-04/members-commit-to-improving-protections-for-migrant-workers.html>

<sup>3</sup> SAARC *Plan of action on labour migration*. Consultative Workshop on SAARC Plan of Action for Cooperation on Matters Related to Migration

03 May 2023

institutions, namely, Refugee and Migratory Movements Research Unit (RMMRU), International Institute for Population Sciences (IIPS), Centre for the Study of Labour and Mobility (CESLAM), Sustainable Development Policy Institute (SDPI), and Institute of Policy Studies of Sri Lanka (IPS).

The Knowledge Hub will create a space for governments, civil society, trade unions, private sector, academics and think tanks to engage with new research, so as to bring broader perspectives and empirical evidence to policy discussions. It will connect researchers and institutions from South Asia working on themes that touch upon labour and mobility and will link to the research agendas identified through state-led regional consultative processes including the Colombo Process, the Abu Dhabi Dialogue and possibly SAARC.

Ideally, such a Knowledge Hub will build a community of practice coming together to tackle a specific set of challenges on issues pertaining to labour migration. The Hub will also look at stimulating research at national level in South Asian countries in the Colombo Process and take on a role of comparing and contrasting various research done at national levels on specific labour migration governance topics.

The products of the Hub will include, but not be confined to, national and regional research, capacity building programmes, operating an online migration portal, dissemination of findings, recommendations and conclusions of research conducted, tools developed, and knowledge generated through the different labour migration projects implemented by ILO, IOM and UN Women.

## **2. Objective of the Assignment**

The overall objective of this assignment is to address knowledge gaps on labour migration in the six South Asian countries – Afghanistan, Bangladesh, India, Nepal, Pakistan and Sri Lanka through the establishment of a regional learning and action platform – a South Asia Knowledge Hub. The aim of such a Hub will be to provide access to knowledge and information to be used by South Asian policy makers and stakeholders through regional policy dialogue like the Colombo Process.

Specific objectives of the assignment are –

- To establish the governance structure and management arrangements of the Knowledge Hub
- To develop an online portal as a repository of data and evidence on South Asian labour migration related issues with an emphasis on gender-disaggregated data and statistics and to make it accessible to researchers and stakeholders
- To identify gaps for new research and conduct research at the national and at sub-regional level in South Asia, and disseminate research findings, recommendations and conclusions
- To engage in capacity building work on labour migration for young researchers in South Asia
- To build collaboration, and share and exchange knowledge with institutions in the Middle East, East Asia and South-East Asia migration corridors

## **3. Methodology**

The conceptualization of the Knowledge Hub has been jointly initiated by the three participating UN organisations (PUNOs) of GOALS namely ILO, IOM and UN Women. As envisaged in the GOALS ProDoc, the programme will engage with South Asian academic institutions and think tanks and create a platform to engage with new research, so as to bring broader perspectives and empirical evidence to policy discussions. PUNOs will work with RMMRU from Bangladesh, IIPS from India, CESLAM from Nepal, SDPI from Pakistan, and IPS from Sri Lanka to establish and operationalise the Knowledge Hub.

The secretariat for the Knowledge Hub will be anchored at IIPS, Mumbai, a Deemed to be University, under the Govt. of India. The secretariat shall support, facilitate, co-ordinate the activities of the

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Knowledge Hub. It shall be responsible for record keeping and publications of the materials of the Hub. It shall co-ordinate with IIPS administration to disburse the funds, expenditure and facilitate the auditing of the account. It shall liaison with UN agencies, collaborating institutions, Advisory committee and Executive committee members to facilitate meetings and preparation of minutes and its implementation. It is envisioned that the Hub will be collectively owned and managed by IIPS in equal partnership with four collaborating institutions, details of which will be worked out in a MoU between the member institutions.

Strategic guidance and supervision for the establishment and operation of the Knowledge Hub will be provided jointly by PUNOs, in support of the programme vision, through a joint technical panel. On behalf of PUNOs, ILO will manage the contract and act as the contracting authority with IIPS, which is the convening agent of the Knowledge Hub.

There will be a separate contractual arrangement between ILO and SDPI to facilitate transfer of funds because IIPS is not permitted under the Government of India regulation to transfer funds to a Pakistan entity. However, to ensure consolidated reporting of the Knowledge Hub, SDPI will directly report to IIPS on both financial and operational matters.

The Knowledge Hub will be governed by two committees – Executive Committee and an Advisory Committee. The executive committee will consist of members of each partner institutions from South Asian countries and PUNOs. The Executive Committee will be the decision making body taking policy decisions on the management of the Hub and the implementation of the activities. The mandate and scope of the Executive Committee will be outlined in a ToR within four weeks of signing the implementation agreement.

The Advisory Committee will include eminent migration scholars, members of the Knowledge Hub, PUNOs, UNU-MERIT Maastricht University and labour migration experts and institutions from South Asia. The major task of the advisory committee will be to periodically review the work of the Knowledge Centre, give advice and suggestions which is appropriate in achieving the objectives and goals of the centre. The advisory committee will form a think tank in guiding and providing direction to the Knowledge Hub. The matter deliberated by the Advisory Committee shall be placed before Executive Committee for final decision and implementation. Subject experts in the Advisory Committee may also be hired as consultants for reviewing thematic papers. The mandate and scope of the Advisory Committee will be outlined in a ToR within four weeks of signing the implementation agreement.

The ownership and sustainability are crucial issues for the success of the Hub. To ensure sustainability, long-term institutional involvement and commitment will be ensured. GOALS programme, through financial contribution from ILO, IOM and UN Women, will support the activities of the Knowledge Hub as outlined in this ToR. The long-term sustainability of the Hub will depend upon securing funding to ensure financial viability. Collective efforts should be made by all member institutions to make the Hub self-dependent in due course of time. Not later than six months before the end of GOALS funding, the members of the Knowledge Hub will have an action plan ready for this purpose for submission to the Executive Committee. Institutional collaborations should be leveraged as a strategy of sustainability both in terms of financial supports and resources in kind.

#### **4. Scope of the Assignment**

Through this programme GOALS will provide an opportunity to bring together academic institutions and think tanks from South Asia in network to establish a learning and action platform to address research and academic gaps on labour migration and decent work, linking learning to enhanced and informed policy dialogues and evidence-based and gender-responsive decision making on labour migration governance. Activities under this assignment will further examine specific labour migration

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and mobility issues through a broader lens of decent work for migrant workers and the social, economic and political trends in the sub-region and beyond.

Specifically, in consultation with ILO, IOM and UN Women, IIPS in collaboration with RMMRU, CESLAM, SDPI and IPS will be expected to deliver the following activities:

**Objective 1:** To establish the governance structure and management/coordination arrangements of the Knowledge Hub

- Establish the Knowledge Hub Secretariat and anchor the Knowledge Hub at the International Institute for Population Sciences, Mumbai. Establish MoU between member institutions of the Knowledge Hub to define roles and responsibilities/working relationships amongst the members institutions, and between member institutions and the convening partner (IIPS)
- Identify key pillars/ areas of priorities for the Knowledge Hub. Sub-themes under each pillar should also be identified
- Establish links, collaborate with existing institutions and create a space for constituents to engage with new research to bring broader perspectives and empirical evidence to policy discussions
- Conduct regular meetings with collaborating institutions to review the progress and identify future areas of work.

**Objective 2:** To develop an online portal as a repository of data and evidence on South Asian labour migration related issues with an emphasis on gender-disaggregated data and statistics, and to make it accessible to researchers and stakeholders

- Build a coherent statistical system on international labour migration from South Asia. Validate, annotate and gather gender-disaggregated data and statistics on international labour migration from South Asia from relevant research, surveys and administrative records.
- International classifications and standards to be followed more closely in all data collected to ensure the data are comparable across countries. The collection of administrative records on migrants, employed migrants, and nationals abroad could be expanded in most cases to include (at least) information on their: a) sex b) gender; c) age; d) country of origin (or destination); e) migration status; f) educational attainment; g) economic activity; h) occupation; i) status in employment; and whatever other variables might be most relevant or pressing for the national context.
- Develop and maintain an online migration portal (website) which will function as a holistic regional information system on international labour migration. Data and statistics already collected should be mainstreamed through this system.
  - The migration portal will be used for knowledge sharing and learning on issues related to migration. It will have numerous functions that will assist policy makers and other stakeholders to have access to migration related data from South Asia and to better understand migration concepts, measures and theories. The data and statistics collected through different sources will be validated, analyzed, summarized and presented as a simple infographic with underlying micro data where permissible.
  - The migration portal will also comprise of policy and technical documents related to the thematic pillars of the Knowledge Hub as well as related documents on the implementation of key global frameworks such as SDG and GCM.



- To ensure data transparency and protecting privacy of individuals, IIPS will adhere to ILO privacy policy and guidelines for the development of the website and data management

**Objective 3:** To identify gaps for new research and conduct research on labour migration-related issues at the national and at sub-regional level in South Asia, and disseminate research findings, recommendations and conclusions

- o To prepare national and regional plan of action on the study of labour migration in the targeted South Asian countries
- o Connect researchers and institutions in countries in South Asia working on themes that touch upon labour migration and link to the research agendas identified through state-led regional consultative processes including the Colombo Process, the Abu Dhabi Dialogue and possibly SAARC
- o Undertake research at both national and regional level on issues of labour migration governance and labour migration policies in line with the proposed thematic areas of the Knowledge Hub
- o In order to address the gaps on a limited data and analysis about gender and migration, ensure data collection and measurement approaches that strengthen validity, reliability and representativeness by gender.
- o Identify thematic experts from the Advisory Committee. Appoint advisors to peer review national and regional thematic papers.
- o Publication of research outputs in the form of newsletter/books/articles/research papers. Publish relevant statistics in a timely, regular and transparent way.
- o Review existing policies of South Asian countries on the protection and promotion of the rights of migrant workers and returnee migrant workers, and provide policy recommendations to respective Governments.
- o Organise an international conference to strengthen collaboration between the partner organisations and synthesize all the activities completed under the GOALS programme. Through the international conference, the learnings, and outcomes and also discuss the plan for the future sustainability of the knowledge hub.

**Objective 4:** To engage in capacity building work on labour migration in South Asia

- o Provide internships and fellowships to young scholars to participate in capacity building programmes, learning and education.
- o Carry out capacity building programmes for government officials, policy makers, civil society organizations, trade unions, private sector and young researchers, and provide training on migration concepts, measures, theories, research issues and other aspects of migration.
- o Conduct workshops/conferences/seminars to disseminate knowledge related to the proposed thematic pillars.

**Objective 5:** To build collaboration, and share and exchange knowledge with institutions in the Middle East, East Asia and South-East Asia migration corridors



03 May 2023

- Establish MoU with Gulf Labour Markets and Migration (GLMM) and with other institutions for networking and strengthening the work of the Hub.
- Organise 5 virtual lecture series in collaboration with the leading experts from Economic and Social Research Institute, Maastricht on labour migration focussing perspectives from South Asia.
  - Lecture series to be delivered by the experts of the UN University
  - These lectures shall also be developed as working papers of the Knowledge Hub for publication in the Hub website.

## 5. Expected Deliverables and Time Frame

The duration of the contract is 11 October 2021 – 10 November 2023

S. No.	Deliverable Description	Delivery Date
1.	MoU between member institutions of the Knowledge Hub, as per objective 1	30 November 2021
2.	Development of website of the Knowledge Hub and recruitment of personnel at IIPS, as per objective 2	June 30 2022
3.	Migration database of South Asian countries, as per objective 2	1 July 2022
4.	5 x National (country specific) thematic papers – one from each member institution, as per objective 3	31 August 2022
5.	Peer Review of National Papers and Final Submission	31 December 2022
6.	5 x Regional thematic papers – one from each collaborating Institution, as per objective 3	30 January 2023
7.	4 lecture series to be organised by Knowledge Hub in mutual agreement and in collaboration with UN University Maastricht, Economic and Social Research Institute, Netherland as per objective 5	28 February 2023
8.	Peer Review of Regional Papers and Final Submission	30 April 2023
9.	5 national workshops - 1 for each country – Bangladesh, India, Nepal, *Pakistan and Sri Lanka, as per objective 4	30 April 2023
10.	Host 20 interns – each member institution to host 4 interns, as per objective 4	30 June 2023
11.	4 x Newsletters, as per objective 3	30 September 2023
12.	Organise one international conference to disseminate findings and research products of the knowledge hub	30 June 2023
13.	Develop sustainability plan for long-term engagement of the knowledge hub	30 July 2023
14.	In collaboration with partner organisation, knowledge hub secretariat will provide support to develop policy briefs from the national and regional papers developed under objective 3	15 October 2023

15.	Final Report	10 November 2023
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\*An implementation agreement with Sustainable Development Policy Institute (SDPI), Pakistan is contracted separately pertaining to the legal bounds of IIPS. The Outcomes of this contractual arrangement will align with this implementation agreement. The SDPI will work directly with the IIPS under the stipulated terms of reference similar to the other four partner institutions.

## 6. Special Terms and Conditions

**6.1 Confidentiality statement and intellectual property of data:** All data and Information received from the PUNOs and other partners and the stakeholders for the purpose of this assignment are to be treated confidentially and are only to be used in connection with the execution of this Terms of Reference. All Intellectual property rights arising from the execution of these Terms of Reference are assigned to ILO. The contents of written materials obtained and used in this contract may not be disclosed to any third parties without the express advance written authorization of the ILO.

**6.2.** In the event the Implementing Partner needs to use any of the Intellectual Property under article 3.1.1 of the Terms and Conditions, the ILO will grant, upon written request, to the Implementing Partner, a permanent, irrevocable, royalty free, non-exclusive, and non-transferable license to use that Intellectual Property in conformity with the purposes of this Agreement. Such license will not include a right to exploit the Intellectual Property for the Implementing Partner's commercial purposes.

**6.3 Unsatisfactory or incomplete work:** For the assignment, the ILO's Standard Rules and Procedure for Implementation Agreement shall be applicable. In event that the service delivered is unsatisfactory or fails to conform to the conditions set out above, the ILO reserves the right, as appropriate to interrupt it, to request that it be corrected or modified, or to refuse to accept the service.

## 7. Reporting Schedule

- A. Financial and Narrative Report by 10 May 2022
- B. Financial and Narrative Report by 05 November 2022
- C. Financial Report by 31 March 2023
- D. Final Report (financial and narrative) to be submitted by 10 November 2023

## 8. Payment Terms

The ILO will pay IIPS the Total Amount of INR 11,138,368.00 (Eleven million One hundred and thirty-eight thousand three hundred and sixty-eight rupees) as follows:

1. An advance of INR 2,224,500 will be paid as advance upon signing of the contract to initiate the activities of the assignment. (already paid)
2. Second advance paid INR 44,55,975 upon submission of expense report until 31 May 2022 and expense forecast for the period 1 June to 31 Oct 2022 by mid June 2022. Submission of expense report for the period 1 June to 31 Oct 2022 by mid Dec 2022.
3. Third payment – Advance Up to INR 5,140,603 upon settlement of the second advance payment based on an expenditure statement along with relevant vouchers and invoice for the period 1 Nov 2022 to 31 Mar 2023 and submission of expense forecast for the period 1 April 2023 to 30 Nov 2023 (under process).

03 May 2023

4. Final payment - Up to INR 137,290 subject to para 4.3 and 4.4 below on submission of final reports and completion of the assignment to complete satisfaction of the ILO by 10 Nov 2023.

Subject to the maximum of the amount budgeted, all amounts under this contract will be paid/settled on actual usage.

It may be noted that the amount mentioned here under as Forecast/Advance will stand reduced by any unspent balance, lying with the partner, as per the Financial Report

**Implementing Partner:**

INTERNATIONAL INSTITUTE OF  
POPULATION SCIENCES

**International Labour Office:**

SASAKI, Mr. Satoshi  
Deputy DWT/CO Director

**Signature:**

**Date:**

**Place:**

**Signature:**



**Date:** 19 May 2023

**Place:** New Delhi

# अन्तर्राष्ट्रीय जनसंख्या विज्ञान संस्थान

(विश्वविद्यालय समतुल्य)\*

स्वास्थ्य एवं परिवार कल्याण मंत्रालय, भारत सरकार का स्वायत्त संगठन  
गोवर्दी स्टेशन रोड, देवगढ़, मुंबई- 400 088, भारत



**IIPS**  
(स्थापन) Established in 1956  
बेहतर भविष्य के लिए क्षमता निर्माण  
Capacity Building for a Better Future

Sr. No.: /

## International Institute for Population Sciences

(Deemed University)\*

An Autonomous Organization of Ministry of Health & Family Welfare, Govt. of India  
Govandi Station Road, Deonar, Mumbai -400 088, INDIA

IIPS/Manitoba/११/2022  
September 22, 2022

To,  
Branch Manager  
State Bank of India,  
Chembur, Mumbai-400071

Sir,

This is to inform you that IIPS is the nodal agency for implementing the University of Manitoba Project. The University of Manitoba Project Exemplars in Maternal and Newborn Mortality Reduction in India" is funded by the Bill and Melinda Gates Foundation. According to budget sanctioned by University Programme for Research on same, IIPS has entered into Memorandum of Agreement (MOA) with the same for financial contribution for this project of value \$ 305,026/- for Two years has been received. As per countersigned agreement amendment 2 the MOA University Programme for Research Exemplars in Maternal and Newborn Mortality Reduction has been transferred Remitted amount of \$ 35000/- in designated IIPS Main A/C Accounts maintained with your branch, towards Additional fund of budget for project implementation.

Therefore we request you to credit this amount to "IIPS Main Account no. 10895954179" as per the foreign currency exchange rate applicable on for mentioned date and also issue FIRC certificate. Copy of relevant documents is attached herewith this letter for your ready reference and record.

Thanking You,  
Sincerely,

*Mr. Aniket Chattopadhyay*  
Asstt. Finance Officer

श्री एस. सावंत

B. S. Sawant

कनिष्ठ लेखा अधिकारी

Jr. Accountant

अन्तर्राष्ट्रीय जनसंख्या विज्ञान संस्थान

International Institute for Population Sciences  
देवगढ़ / Deonar, मुंबई - 400088.

ले. कर्नल प्रशांत बोरदे / Lt. Col. Prashant Borde  
मुख्य प्रशासनिक अधिकारी व कुलसचिव / CAO-Cum-Registrar  
अन्तर्राष्ट्रीय जनसंख्या विज्ञान संस्थान  
International Institute for Population Sciences  
देवगढ़, मुंबई / Deonar, Mumbai - 400 088.



दूरभाष Telephone: 91-22- 4237 2400  
कार्यालय Office: 91-22-25563254/53

निदेशक Director: 91-22- 25562062, 25573943,

ई-मेल/ E-mail: director@iips.net

फैक्स Fax: 25563257

वेबसाइट / Website: www.iipsindia.ac.in

\*(An University Established under Section 3 of UGC Act 1956, vide Ministry of Education GOI, Notification No. F-9-14/81-U-3 dtd 14 August, 1985)

o/c: *[Signature]*



**DECLARATION - CUM UNDERTAKING  
UNDER SECTION 10(5), CHAPTER III OF  
THE FOREIGN EXCHANGE MANAGEMENT ACT, 1999**

I/We hereby declare that the transaction (s) the details of which are specifically mentioned in the schedule hereunder does not involve and is not designed for the purpose of any contravention or evasion of the provision of the aforesaid Act or of any rule, regulation, Notification, direction or order made thereunder.

I/We also hereby agree and undertake to give such information/documents, before the Bank undertakes the transaction (s) and as may be required from time to time as well reasonably satisfy, you about the transaction and as may be required from time to time as well reasonably satisfy, you about the transaction in terms of the above declaration.

I/We also understand that if I/We refuse to comply with any such requirement or make unsatisfactory compliance therewith, the bank shall refuse in writing to undertake the transaction and shall if it has reason to believe that any contravention/evasion is contemplated by me/us report the matter to Reserve Bank of India.

I/We further declare that the undersigned has/have authority to give the declaration and undertaking on behalf of the firm/company.



बी. एस. सावंत  
B. S. Sawant

कनिष्ठ लेखा अधिकारी

Jr. Accounts Officer

आंतर्राष्ट्रीय जनसंख्या विज्ञान संस्थान

International Institute for Population Science  
देवनागर / Deonar, मुंबई / Mumbai - 400088

Place:

Date:

\*Applicable when the declaration/undertaking is signed on behalf of the firm/Company.

**SCHEDULE**

Nature/Purpose of Foreign exchange transaction: Join Project between IIPS – Mumbai & University of Manitoba

Amount of foreign exchange to be released: \$ 35000.

For office use: Details of documentary evidence verified.

- 1.
- 2.
- 3.



ले. कर्नल प्रशांत बोर्डे / Lt. Col. Prashant Borde

मुख्य प्रशासनिक अधिकारी व कुलसचिव / CAO-Cum-Registrar

आंतर्राष्ट्रीय जनसंख्या विज्ञान संस्थान

International Institute for Population Sciences

देवनागर, मुंबई / Deonar, Mumbai - 400 088.

Signature of the applicant

For foreign Exchange

O/C: 



Account Name : INTERNATIONAL INSTITUTE FOR POPULATION SCIENCES  
 Address : GOVANDI STATION ROAD, DEONAR, MUMBAI 400088, Mumbai  
 MUMBAI  
 MAHARASHTRA-400088  
 IN  
 Date : 28 Sep 2022  
 Account Number : 00000010895954179  
 Account Description : CA-REGULAR-PUB-OTH-ALL-INR  
 Branch : DEONAR  
 Drawing Power : 0.00  
 Interest Rate(% p.a.) : 0.0  
 OD Balance : 0.00  
 RF No. : 80719594923  
 FS Code : SBIN0003109  
 MICR Code : 400002023  
 Balance as on 27 Sep 2022 : 14,43,73,990.50

## Account Statement from 27 Sep 2022 to 28 Sep 2022

Trxn Date	Value Date	Description	Ref No./Cheque No.	Branch Code	Debit	Credit	Balance
27 Sep 2022	27 Sep 2022	TO CLEARING-IDS MTNLDROP BOX-53325	/ 53325	5076	22,521.00		14,43,51,469.50
27 Sep 2022	27 Sep 2022	TO CLEARING-IDS MTNLDROP BOX-53323	/ 53323	5076	23,683.00		14,43,27,786.50
27 Sep 2022	27 Sep 2022	TO CLEARING-IDS MTNLDROP BOX-53324	/ 53324	5076	2,562.00		14,43,25,224.50
27 Sep 2022	27 Sep 2022	TO TRANSFER-1334022TP0 000128 00715253000 001TF807195 94923-	TRANSFER TO 98741133406 /	13340	59.00		14,43,25,165.50



Date	Value Date	Description	Ref No./Cheque No.	Branch Code	Debit	Credit	Balance
27 Sep 2022	27 Sep 2022	TO TRANSFER- 1334022TP0 000128 00715253000 001TF807195 94923-	TRANSFER TO 31979371334 00 /	13340	1,322.00		14,43,23,843.50
27 Sep 2022	27 Sep 2022	TO TRANSFER- 1334022TP0 000128 00715253000 001TF807195 94923-	TRANSFER TO 31976251334 05 /	13340	9.00		14,43,23,834.50
27 Sep 2022	27 Sep 2022	TO TRANSFER- 1334022TP0 000128 01001222000 001TF807195 94923-	TRANSFER TO 31976251334 05 /	13340	50.00		14,43,23,784.50
27 Sep 2022	27 Sep 2022	CREDIT:- 1334022TP0 000128 00901000000 001TF807195 94923-	/	13340		28,42,811.00	14,71,66,595.50
28 Sep 2022	28 Sep 2022	TO CLEARING- CIT BHARTI AIRTEL LLOCBNKB- 53326	/ 53326	5076	14,180.00		14,71,52,415.50
28 Sep 2022	28 Sep 2022	TO CLEARING- ADANI ELECTRICIT Y MUMBAI- 53328	/ 53328	5076	230.00		14,71,52,185.50
28 Sep 2022	28 Sep 2022	DEBIT- ACHDr 4009016 TP ADANI ELECT-	/	61076	96,720.00		14,70,55,465.50

\*\*This is a computer generated statement and does not require a signature.



**Note No. #10**

Work Completed.

27/07/2022 5:52 PM

PSC ACCOUNTS  
(PSC ACCOUNTS)**Note No. #11**

If needed Please close the file.

02/08/2022 7:06 PM

MNHEXEMPLARS  
(MNHEXEMPLARS PROJECT)**Note No. #12**

On 27<sup>th</sup> September 2022, the University of Manitoba has transferred an amount of Rs. 28,42,811.00 in IIPS Main account after paying the Bank charges of Rs. 1,467.00/- the total amount of Rs. 28,41,344.00/- transfer from IIPS Main A/c to IIPS- Project University of Manitoba A/c.

Hence the amount of Rs. 28,41,344.00/- may be debited from IIPS Main Account and may be transferred to IIPS- Project University of Manitoba current account no. 38908092865 towards releasing the salary and for other expenses.

Please find attached copy of IIPS Main account bank statement.

Submitted for approval.

**Main ac 27 th Sept .pdf**

28/09/2022 4:29 PM

PSC ACCOUNTS  
(PSC ACCOUNTS)**Note No. #13**

Forwarded for approval please

28/09/2022 5:48 PM

ANIKET CHATTOPADHYAY  
(ASSISTANT FINANCE OFFICER(IIPS))**Note No. #14**

Approved

28/09/2022 6:22 PM

Sr. No.: /

अन्तर्राष्ट्रीय जनसंख्या  
विज्ञान संस्थान  
(विश्वविद्यालय समतुल्य)\*

राष्ट्रीय एवं परिवार कल्याण मंत्रालय, भारत सरकार का स्वायत्त संगठन  
गोवंदी स्टेशन रोड, देनार, मुंबई- 400 088, भारत



(स्थापना/ Established in 1956)  
बेहतर भविष्य के लिए क्षमता निर्माण  
Capacity Building for a Better Future

International Institute for  
Population Sciences  
(Deemed University)\*

An Autonomous Organization of Ministry of Health & Family Welfare, Govt. of India  
Govandi Station Road, Deonar, Mumbai-400 088, INDIA

No.PSC/Manitoba/994/2022  
September 29, 2022

To,  
The Branch Manager,  
State Bank of India,  
Deonar Branch,  
MUMBAI - 400 088.

Sub: Transfer of Fund.

Sir/Madam,

An amount of Rs. 28,41,344.00/- (Rupees Twenty Eight Lakh Forty-One Thousand Three Hundred and Forty-Four Only) may be transfer to current account named "IIPS-Project University of Manitoba" having Account no. 38908092865. The total amount of Rs. 28,41,344.00 may be debited from "IIPS Main Account No. 10895954179" towards Grant received.

Sr. No.	Name of the Beneficiary	Name of Bank	Accounts No.	Amount (Rs.)
1.	IIPS-Project University of Manitoba	SBI	38908092865	28,41,344.00
			Total	28,41,344.00

Thanking you,

Yours faithfully,

Asstt. Finance Officer



CAO- Cum- Registrar/ Director

दुरभाष/ Telephone: 91-22- 4237 2400

कार्यालय/ Office: 91-22-25563254 /55

निदेशक/ Director: 91-22- 25562062, 25573943,  
ई-मेल/ E-mail: director@iips.net

फैक्स/ Fax: 25563257

वेबसाइट / Website: www.iipsindia.ac.in

\*(An University Established under Section 3 of UGC Act 1956, vide Ministry of Education GOI, Notification No. F-9-14/81-U-3 dtd 14 August, 1985)

o/c: Inda Copy to Accounts



Souvik Mondal &lt;souviklips@gmail.com&gt;

**Fwd: Award Letter of Major Research Project 2021-22**

1 message

Dr Nandita Saikia <nanditasaiikajnu@gmail.com>  
To: souviklips@gmail.com, nanditasts@gmail.com

10 June 2022 at 17:23

----- Forwarded message -----

From: **icssr researchproject** <mmp2016rpr@gmail.com>  
Date: Sat, Mar 12, 2022 at 6:10 PM  
Subject: Award Letter of Major Research Project 2021-22  
To: <nanditasaiikajnu@gmail.com>

**Indian Council of Social Science Research****Revathy Vishwanath**

Development)

**Deputy Director**

Marg

**RP Division Incharge**

110067

Tel #011-26716690

Website: [www.icssr.org](http://www.icssr.org)E-mail: [rpicsr@gmail.com](mailto:rpicsr@gmail.com),

(Ministry of Human Resource

JNU Institutional Area, Aruna Asaf Ali

New Delhi -

File No. 02/11971/OBC/2021-22/ICSSR/RP/MJ

Dated: 12/March/2022

**Award Letter of Major Research Project**

Dear Dr. Dr Nandita Saikia ,

Please refer to your interaction with Expert Committee regarding Major Research Project under the Major Research Project Scheme of the ICSSR. Although you have made a presentation for the Major Research Project, the final selection is made on the basis of recommendations of the Expert Committee.

**Title Proposed:** " The impact of lifestyle habits and disaster on the health of the tribal population in eastern India. "

**Revised Title approved by the Expert Committee:** NA.

**Budget Approved:** ₹ 800,000.00( Rupees Eight Lakh Only )



**First Instalment:** 40% of the awarded grant, detailed Budget in break-up will be sent along with the  
sanction order of 320000/-

The above has been approved by the Competent Authority on the recommendations of the Expert Committee. **You are requested to commence the study immediately.**

You are required to give an undertaking on a non-judicial stamp paper of Rs. 100/- (copy enclosed), declaration on a non-judicial stamp paper, original forwarding letter and send us the grant-in-aid bill (copy enclosed) of 40% of the awarded grant. All Payments and Transfers are to be done through EAT module hence the institution has to open a dedicated account as per the notification of ICSSR.

You are once again required to go through the eligibility criteria in the guidelines and make sure you fulfil them in all respect both in case of individual and institution. In case you have awarded a project under any other programme of ICSSR and sanction letter for the same has been issued you are requested to continue with earlier sanction and inform accordingly. This award in that case will not stand operational. In case you have already been awarded a project and sanction letter has not been issued you may make an option between the two awards and inform us clearly which project you would like to start. If there is any change in terms of original proposal you need to clarify and take approval from ICSSR in the beginning itself.

Kindly send us all the desired documents (attached herewith) to the undersigned within at the earliest to enable us to issue the formal sanction order as per the checklist enclosed.

[https://docs.google.com/document/d/1k-HccLTMQWUGH9xx50RAgKIEq\\_bxYcs/edit?usp=sharing&oid=113099032980940284236&rtpof=true&sd=true](https://docs.google.com/document/d/1k-HccLTMQWUGH9xx50RAgKIEq_bxYcs/edit?usp=sharing&oid=113099032980940284236&rtpof=true&sd=true)

<https://docs.google.com/document/d/1hCw768wzYBqI8f0p7Co-yhLaI6iBhaeO/edit?usp=sharing&oid=113099032980940284236&rtpof=true&sd=true>

<https://docs.google.com/document/d/1CzwMLyokwJAh2w8Qj3vQYCh9m1pAs5g/edit?usp=sharing&oid=113099032980940284236&rtpof=true&sd=true>

<https://docs.google.com/document/d/1lpNNVgeb2CxxEF5gWZRJLOVXxyqWpASY/edit?usp=sharing&oid=113099032980940284236&rtpof=true&sd=true>

<https://drive.google.com/file/d/1xu21akAqH8RJAJcD09NAWqfneue8quN9C/view?usp=sharing>

With Regards  
Revathy Vishwanath  
Deputy Director (Research)  
Research Project Division  
Indian Council of Social Science Research  
New Delhi-110067  
011-26716690





# ICSSR Project Budget

Project Title: " The impact of lifestyle habits and disaster on the health of the tribal population in eastern India. "

ICSSR File No: File No. 02/11971/OBC/2021-22/ICSSR/RP/MJ

S.No.	Heads of Expenditure	ICSSR Rules	Actual Budget Allotment
1	Research Staff:	Not exceeding 45% of the total budget.	360000
	Full time/Part-time/Hired Services		
2	Fieldwork: Travel/Logistics/Boarding, Survey Preparation or Consultancy etc.	Not exceeding 35%	280000
3	Equipment and Study material: Computer, Printer, Source Material, Books, Journals, Software, Data Sets etc.	Not exceeding 12%	80000
4	Contingency:	Not exceeding 5%	40000
5	Publication of Report	App. 5-6%*	
	TOTAL	ICSSR will finally make it 100%	
6	Institutional Overheads (over and above the total cost of the project)	Affiliating Institutional overheads @ 5% of the approved budget, subject to a maximum limit of Rs. 1,00,000/-	40000
	Total	Total	800000

*Dairis*

*Dairis*  
Prof. Nandita Sankar  
01/11/2022

Department of Public Health and Mortality Studies  
International Institute for Population Sciences (IIPS)  
**Professor Nandita Sankar, M.Sc., M.Phil., Ph.D.**  
Department of Public Health and Mortality Studies  
International Institute for Population Sciences (IIPS)  
(Deemed University)  
(Ministry of Health and Family Welfare, Government of India)  
Gowanki Station Road, Deonar, Mumbai, Pin - 400068

**PFMS for first instalment**

icssr researchproject <mmp2016rpi@gmail.com>  
To: nanditasakajnu@gmail.com

Wed, Aug 17, 2022 at 4:18 AM

RP Team

F.No.02/162/OBC/2021-2022/ICSSR/RP/MJ

**Dated 17/8/2022**

**Subject:** Release of first instalment of Rs.3,20,000/- for the Research Project sanctioned to you by ICSSR.

Dear Sir,

Please find Payment Advice no. C082200675701 dated 4/8/2022 PFMS ID C082200681282 towards release of first instalment of Rs.3,20,000/- for the research project mentioned above

Kindly inform your affiliating institute and acknowledge the receipt.

With best regards,

Email- [nanditasaikiajnu@gmail.com](mailto:nanditasaikiajnu@gmail.com)

*Dan*

*13/09/2022*

**Professor Nandini Salkia, MSc, MPH & PhD**  
Department of Public Health and Maternity Studies  
International Institute for Population Sciences (IIPS)  
ICMR Campus Road, Thane, Mumbai 400 606  
*(Deemed University)*  
Ministry of Health and Family Welfare, Government of India

*Please confirm receipt of this letter to IIPS*

*Account or not.*

Title of the project : —

The impact of lifestyle habits and disaster on the health of the tribal population in eastern India.

<https://mail.google.com/mail/u/0/?ui=2&ik=1557cf284c8&view=pt&asg=pt=31&asg=msgic4=sg-153A1741401572897759268&siml=msg-153A1741401572897759268>

Mr. Glover

All amount for 3, 2020 received in  
11/10/2020 on debit 10/10/20

### Achyula

15/1/22



**icmr**  
INDIAN COUNCIL OF  
MEDICAL RESEARCH  
And saving the nation since 1971

No. 54/2-GER/Indo-Sweden/2022-NCD-II

भारतीय आयुर्विज्ञान अनुसंधान परिषद  
स्वास्थ्य अनुसंधान विभाग, स्वास्थ्य एवं परिवार  
कल्याण मंत्रालय, भारत सरकार

Indian Council of Medical Research  
Department of Health Research, Ministry of Health  
and Family Welfare, Government of India

Dated: 15.03.2023

To,

The Director  
Sree Chitra Tirunal Institute for Medical Sciences and Technology  
Thiruvananthapuram-695011

**Sub:** Sanction and budget allotment for the task force project entitle "The cognitive consequences of social frailty: a mixed methods study of precarity and resilience among ageing populations in India and Sweden" under Dr. Rakhal Gaitonde, Professor, Sree Chitra Tirunal Institute for Medical Sciences and Technology, Thiruvananthapuram.

Sir/Madam,

The Director-General of the Council sanctions the above-mentioned research scheme initially for a period of one year from 25.03.2023 subject to extension upto the total duration specified in para 3(3) below.

The Director-General of the Council also sanctions the budget allotment of ₹46,26,164/- (Rupees Forty Six Lakh Twenty Six Thousand One Hundred and Sixty Four Only) as detailed in the attached statement for the period ending the 24.03.2024.

The grant-in-aid will be given subject to the following conditions:-

1. The payment of the grant will be made in lump-sum to the head of the institution. The first installment of the grant will be paid generally as soon as a report regarding the commencement of the project and appointment of the staff is received by the Council.
2. The staff appointed on the project should be paid as indicated in the budget statement attached.
3. The approved duration of the scheme is 03 (Three) years. The annual extension will be given after review of the work done on the scheme during the previous year.
4. A report on the progress made will be submitted to the Council as and when called for.
5. The Institute will maintain a separate account of the receipts and the expenditure incurred on the scheme and will furnish a utilization certificate and an audited statement of account pertaining to the grant.
6. The host institute shall utilize the grant after following the provision laid down in GERs 2017 and I.A Rules.
7. The PI is advised to keep the fund in a separate saving bank account opened for research funds received from ICMR so as to ensure that interest earned thereon is also credited in to the fund account.
8. Kindly see the other terms and conditions on the ICMR portal.

The receipt of this letter may please be acknowledged.

Yours faithfully,

(Harjeet Kaur Bhatia)  
Administrative Officer

Copy to:-

1. Dr. Rakhal Gaitonde, Professor, Sree Chitra Tirunal Institute for Medical Sciences and Technology, Thiruvananthapuram-695011
2. Accounts Section-V (NCD/NTF/19/2022-23 dated 10.03.2023), ICMR with budget statement for information and necessary action.
3. Mr. Hemant Kumar, Sr. T.O.
4. IRIS Cell (2022-17209)

Administrative Officer

डी. रामलिंगस्वामी भवन, पोस्ट बॉक्स नं. 4911,  
अस्सारी नगर नई दिल्ली - 110 029, भारत

Tel: +91-11-26588895 / 26588890 / 26589794  
+91-11-26589736 / 26589707  
Fax: +91-11-26588897

**Budget Statement for the 1st Year**

**(From 25.03.2023 to 24.03.2024)**

No. 54/2/GER/Indo-Sweden/2022-NCD-II

**Sub:** Sanction and budget allotment for the task force project entitle "The cognitive consequences of social frailty: a mixed methods study of precarity and resilience among aging populations in India and Sweden" under Dr. Rakhal Gaitonde, Professor, Sree Chitra Tirunal Institute for Medical Sciences and Technology, Thiruvananthapuram.

<b>Budget for Sree Chitra Tirunal Institute for Medical Sciences and Technology, Thiruvananthapuram</b>	
<b>Details</b>	<b>1<sup>st</sup> year</b>
<b>E. Staff</b>	
Research Associate @54,000+18% HRA=63,720/-P.M.	7,64,640
Senior Research Fellow (Nos.2) @35,000+18% HRA=41,300/-P.M.	9,91,200
<b>Subtotal of Manpower(A)</b>	<b>17,55,840</b>
<b>F. Recurring</b>	
Contingency	
Communications	12,000
Stationery	15,000
Software	2,74,000
Advisory Committee Meetings	33,000
Institutional Ethics Committee Charges	15,000
Training workshop for Indian staff	3,00,000
Publishing charges and report finalization etc.	1,50,000
<b>Subtotal of Recurring (B)</b>	<b>7,99,000</b>
<b>Total (A+B)</b>	<b>25,54,840</b>
<b>Over head charges 3% on (staff+recurring)</b>	<b>76,645</b>
<b>G. Non- Recurring</b>	
Laptop (Nos.3)	1,50,000 (50,000*3)
Printer/Scanner	50,000
Voice recorder	16,000
<b>Subtotal of Non-recurring</b>	<b>2,16,000</b>
<b>H. Travel</b>	
Foreign Visits	1,37,500
Conferences	33,000
National Travel	80,000
Research related travel and accommodation	50,000
<b>Subtotal of Travel</b>	<b>3,00,500</b>
<b>Grand Total(A+B+C+D)</b>	<b>31,47,985</b>

Continued at next page...



Budget for International Institute for Population Sciences, Mumbai.	
Details	1 <sup>st</sup> year
<b>A. Staff</b>	
Research Associate @54,000+27%HRA=68,580/-P.M.	8,22,960
Senior Research Fellow (Nos.2) @35,000+27%HRA=44,450/-P.M.	
<i>Subtotal of Manpower(A)</i>	<i>8,22,960</i>
<b>B. Recurring</b>	
Contingency	
Communications	12,000
Stationery	15,000
Software	2,74,000
Publishing charges and report finalization etc.	1,50,000
<i>Subtotal of Recurring (B)</i>	<i>4,51,000</i>
<b>Total (A+B)</b>	<b>12,73,960</b>
Over head charges 3% on (staff+ recurring)	38,219
<b>C. Non- Recurring</b>	
Laptop	50,000
Printer/Scanner	50,000
Voice recorder	16,000
<i>Subtotal of Non-recurring</i>	<i>1,16,000</i>
<b>D. Travel</b>	
Research related travel and accommodation	50,000
<b>Grand Total(A+B+C+D)</b>	<b>14,78,179</b>

#### Budget Summary

Centre	1 <sup>st</sup> year
Sree Chitra Tirunal Institute for Medical Sciences and Technology, Thiruvananthapuram	31,47,985
International Institute for Population Sciences, Mumbai	14,78,179
<b>Total</b>	<b>46,26,164</b>

DoS- 25.03.2023  
Duration- 3 year  
DoC- 24.03.2026

  
(Harjeet Kaur Bajaj)  
Administrative Officer

INDIAN COUNCIL OF MEDICAL RESEARCH  
ANSARI NAGAR, POST BOX NO.4911, NEW DELHI-110029

No. 54/2/GER/Indo-Sweden/2022-NCD-II

Dated: 15.03.2023

**Sub:** Payment of full grant of 1<sup>st</sup> year grant-in-aid for the task force project entitle "The cognitive consequences of social frailty: a mixed methods study of precarity and resilience among aging populations in India and Sweden" under Dr. Rakhal Gaitonde, Professor, Sree Chitra Tirunal Institute for Medical Sciences and Technology, Thiruvananthapuram.

**MEMORANDUM**

Reference this office letter No. 54/2/GER/Indo-Sweden/2022-NCD-II dated 15.03.2023

The Director-General, ICMR sanctions the payment of ₹46,26,164/- (Rupees Forty Six Lakh Twenty Six Thousand One Hundred and Sixty Four Only) as the full grant of the 1<sup>st</sup> year grant for incurring expenditure in connection with the above mentioned research scheme. The amount of ₹46,26,164/- may be debited in the provision of ₹46,26,164/- made for the above-mentioned research scheme for the current financial year 2022-23.

A formal bill for ₹46,26,164/- is sent herewith for payment by RTGS/NEFT to The Director, SCTIMST.

(Harjeet Kaur Bajaj)  
Administrative Officer

Accounts Section, ICMR, (RFC No: NCD/NTF/19/2022-23 dated 10.03.2023) along with mandate form and cancelled cheque.

**Copy to:**

1. The Director, Sree Chitra Tirunal Institute for Medical Sciences and Technology, Thiruvananthapuram-695011.
2. Dr. Rakhal Gaitonde, Professor, Sree Chitra Tirunal Institute for Medical Sciences and Technology, Thiruvananthapuram-695011
3. Mr. Hemant Kumar, Sr. T.O., ICMR.
4. IRIS Cell (2022-17209)

Administrative Officer

Row- 1,2,3 - Includes 18% increase per year

Row - 4 - only for 8 months

Row 5 - including FGDs and In-depth interview and Supervisory visits @6000 per interview and @25000 per fgd

Row - 6 - 18000 per researcher for three years + 8 months for SRFs in Mumbai

Row - 7 - 50000 per site

Row - 9 - Travel and accommodation - one Indian member visit once a year

Row 13 - One researcher visit per year + one visit of two investigators + visit of 5 investigators at

Row - 15 - 2 investigators from each site two trips a year @15000 round trip + @5000 for food and accommodation.

Row - 16 - One for each Research associate / SRF

Row - 17 - One for the project per site

Row 18 - 3 - one each for research associate / SRF + 1 Mumbai

#### BUDGET ALLOCATED TO IIPS MUMBAI

#### IIPS Budget Proposal (subject to final approval by ICMR)

*Study Proposal:* The cognitive consequences of social frailty: a mixed methods study of precarity and resilience among aging populations in India and Sweden

Expenditure Item	Expenses (₹)
(A) Project staff costs	
1. One Research Associate - III (₹54,000/- per month + 24 % HRA=₹66,960) for 3 years	24,10,560
3. Two Senior Research fellows (₹35,000/- per month + 24 % HRA=₹40,800) 4 months qualitative research (Marathi Speakers)	3,24,800
3. One laptop software, and computer accessories, printing	4,00,000
(B) Qualitative data collection	
1. Field work/travel expenses, recording and transcription of 75 case studies (₹ 5000 per case)	3,75,000
2. FGD expenditures (@ ₹25000 per FGD for 4 FGDs)	1,00,000
3. PI's Supervision qualitative data collection	50,000
4. Recording equipment's batteries etc..	50,000

(C) Training Workshop for Research Associates and Research Fellows from IIPS & SCIMST (5 days) Accommodation and food @4000 per day for participants from SCIMST & Training Venue & material expenses (30,000 per day)	2,70,000
(D) Publication Cost (Papers in journals, reports, policy briefs)	6,00,000
(E) Travel and accommodation of PIs both national and international 1. P.'s travel to SCIMST in project period (@15000 per round trip Accommodation @4000 including food for 3 days per trip) 2 trips in 3 years	1,08,000
(F) IIPS Institutional overhead Administrative charges (5% of the budget)	2,35,535
Total Budget	49,46,298



## COLLABORATION AGREEMENT

This Collaboration Agreement (this "Agreement") is entered into as of July 19<sup>th</sup>, 2023 (the "Effective Date"), by and between:

- Guttmacher Institute, Inc., a New York not-for-profit corporation, which has its principal place of business at 125 Maiden Lane, New York, New York 10038 ("Guttmacher"), and
- International Institute for Population Sciences, which has its principal place of business at Govandi Station Road, Opposite Sanjona Chamber, Deonar, Mumbai-400088, Maharashtra (the "Collaborating Entity").

### BACKGROUND

Guttmacher wishes to obtain the benefit of the Collaborating Entity's services, and the Collaborating Entity has agreed to provide those services, on the terms set forth below.

NOW, THEREFORE, the parties agree to the following:

### TERMS

#### SECTION 1 Engagement and Term.

##### 1.1 Engagement.

- (A) Guttmacher hereby engages the Collaborating Entity to provide to Guttmacher:
  - (i) the services (the "Services") specified in Appendix A attached hereto, which appendix may be modified from time to time by the mutual written agreement of the parties; and
  - (ii) the Work Product, as defined in Section 7.1.
- (B) The Collaborating Entity shall provide the Services and Work Product to Guttmacher in accordance with the terms and conditions of this Agreement.

##### 1.2 Term. The term of this Agreement (the "Term") commences on the Effective Date and will end on April 30<sup>th</sup>, 2024 (the "Termination Date"), unless earlier terminated in accordance with Section 4.1.

#### SECTION 2 Compensation and Financial Reporting.

- 2.1 Fees. Guttmacher shall pay the Collaborating Entity a fixed fee of \$98,238.00 USD, in accordance with the following schedule: See Schedule A.
- 2.2 Reports. The Collaborating Entity is required to submit 3 financial reports to

Gutmacher, which reports must include the following: incurred personnel expenditures, by name and/or category; fieldwork expenses, by category; travel expenses; and telephone, express mail, and postage expenses. The schedule for submitting the financial reports is as follows:

(A) The first financial report will be due one month before the Collaborating Entity is scheduled to receive the second installment payment (report due December 2023);

(B) The second financial report will be due one month before the Collaborating Entity is scheduled to receive the third installment payment (report due March 2024); and

(C) The third and final financial report will be due thirty (30) days after the Termination Date.

\* 2.3 Taxes. The Collaborating Entity, and not Gutmacher, is responsible for paying all income and other taxes and statutory payments on the fees described in Section 2.1.

2.4 Complete Compensation. The payments required under Section 2.1 constitute the Collaborating Entity's complete compensation for the performance of the Services and delivery of the Work Product, and in no event will Gutmacher be required to pay any additional amounts.

2.5 Payment. Gutmacher shall pay the Collaborating Entity each installment payment described in Section 2.1 on or prior to the subject installment payment's due date provided Gutmacher has received the financial report, if any, that is due prior to such installment payment as described in Section 2.2. If Gutmacher has not yet received a required financial report or if such financial report was delivered after such report's due date, Gutmacher's payment shall be due thirty (30) days after Gutmacher's date of receipt of the subject financial report.

2.6 Grant Conditions.

The Collaborating Entity and each person (if any) who Gutmacher consents to the Collaborating Entity subcontracting under the provisions of Section 8.4 hereof must maintain a sound administrative and financial system capable of verifying all expenses incurred in connection with this Agreement. In addition, the Collaborating Entity and each such person must:

- (A) Keep proper and detailed accounts, records and asset registers along with adequate systems for providing clear audit trails in relation to expenditures under this Agreement;
- (B) Afford adequate facilities for audit and inspection of the financial records referred to above by Gutmacher and its authorized representatives at all reasonable times and allow copies and extracts to be taken;
- (C) Provide Gutmacher with receipts and any other documentation for all goods and services procured in connection with the provision of the Services and the

development of the Work Product under this Agreement;

- (D) Preserve the financial records referred to above for a period of seven years from the date of the termination of this Agreement;
- (E) If requested by Guttmacher, provide independently audited financial statements by an auditor approved by Guttmacher;
- (F) Where required by the entity who is providing funds to Guttmacher for the Services and the Work Product (the "Funder"), provide access to allow the Funder to audit the work in progress under this Agreement and the financial records referred to above at any reasonable time;
- (G) Where required by Funder, post all required financial and other information to the International Aid Transparency Initiative (IATI) web portal located at <http://www.aidtransparency.net/>; and
- (H) Where required by the Funder, participate in any evaluations of the Services and the Work Product that Guttmacher may undertake;
- (I) Where required by the Funder, return to Guttmacher any funds received under Section 2.1, including any interest earned on bank deposits, that remains after the Termination Date; and
- (J) Where required by the Funder, maintain a separate bank account for the funds received under Section 2.1 hereof, at Guttmacher's cost.

### **SECTION 3 Performance of the Services and Delivery of the Work Product.**

- 3.1 Schedule. The Collaborating Entity shall work diligently and faithfully to perform the Services and deliver all Work Product in a good and workmanlike manner, and in accordance with the schedule specified in Appendix A, if any, or otherwise within such time periods as Guttmacher reasonably establishes.
- 3.2 Compliance with Conflict of Interest Policies. In providing the Services, Collaborating Entity and each person (if any) who the Institute consents to the Collaborating Entity subcontracting under the provisions of Section 8.4 hereof shall abide by the Institute's Conflict of Interest Policies, a copy of which is attached hereto as Schedule B.
- 3.3 Compliance with Laws and Professional Standards. In providing the Services, the Collaborating Entity and each person (if any) who Guttmacher consents to the Collaborating Entity subcontracting under the provisions of Section 8.4 hereof shall at all times (a) conduct itself/himself/herself in full compliance with all applicable statutes, laws, and regulations and any industry standards set forth by nongovernmental industry bodies; (b) refrain from offering third parties, or seeking, accepting or being promised by third parties, for themselves or for any other party, any gift, remunerations, compensation or benefit of any kind whatsoever, which could be interpreted as an illegal or corrupt practice; and (c) refrain from taking any other actions that could be interpreted as being in violation of any anti-corruption laws, including, but not limited to, the United States

3.4 Warranty. The Collaborating Entity warrants that the Collaborating Entity will perform the Services in a competent, thorough, timely, and professional manner.

3.5 Review of Work. Guttmacher may examine, evaluate, and inspect any of the Collaborating Entity's work in progress under this Agreement at any reasonable time.

3.6 Communication.

(A) The Collaborating Entity shall, at its own initiative, or at the request of Guttmacher, provide the Principal Research Scientist with reports or other timely communication regarding specific problems, opportunities, or any other matter of importance to completion of the Services.

(B) Communications between Guttmacher and the Collaborating Entity shall take place through face-to-face meetings, phone calls, electronic mail, Skype, facsimile transmission, and/or express mail. Communications between Guttmacher and the Collaborating Entity shall occur no less often than monthly, and more frequently as appropriate, throughout the term of this Agreement. Staffing changes hereunder must be communicated as soon as possible between the parties. The Collaborating Entity further agrees that:

- (i) Face-to-face, phone, or Skype meetings will be held on an as-needed basis, with the host taking responsibility for meeting preparation, including the preparation of an agenda to be shared with the other party prior to the meeting, and the solicitation of input with respect to the topics on the agenda;
- (ii) Exploration of collaborations with external parties regarding the work being done pursuant to this Agreement will be transparent and subject to the consent of the other party hereto;
- (iii) Communication between the parties will be transparent and take place on a consistent basis;
- (iv) It will use its best efforts to provide Guttmacher with sufficient time to review materials prior to group meetings; and
- (v) It will use its best efforts to give feedback on draft materials within three (3) business days, allowing for occasional exceptions (for example when staff are traveling internationally or locally or are away from work because of vacation, family needs, or illness). In case of these exceptions, the Collaborating Entity shall acknowledge receipt of the draft materials and shall give Guttmacher an estimate as to the time by which feedback will be provided.

3.7 Safeguarding for the Prevention of Sexual Exploitation, Abuse and Harassment

(A) Collaborating Entity will take all reasonable steps to prevent the sexual



exploitation, abuse and harassment of any person linked to the delivery of the Services and the Work Product pursuant to this Agreement by both its employees and each person (if any) who the Institute consents to the Collaborating Entity subcontracting under the provisions of Section 8.4 hereof.

- (B) The Institute has a zero tolerance approach towards sexual exploitation, abuse and harassment. Collaborating Entity will immediately contact the Institute to report any credible suspicions of, or actual incidents of sexual exploitation, abuse or harassment related to the delivery of the Services and the Work Product pursuant to this Agreement. Collaborating Entity should assess credibility based on the source of the allegation, the content, and the level of detail or evidence provided. All sexual activity with persons under the age of 18 outside of marriage is prohibited, regardless of the age of majority, or age of consent locally, unless legally married to that person/persons and all individuals involved are also over the age of majority or consent in their country/countries of citizenship.
- (C) Collaborating Entity should also report any credible suspicions of, or actual, incidents that are not directly related to the delivery of the Services and the Work Product pursuant to this Agreement but would be of significant impact to Collaborating Entity's relationship with the Institute or the primary project donor(s). For example, events that affect the governance or culture of Collaborating Entity, such as those related to senior management, must be reported.
- (D) Collaborating Entity will fully co-operate with investigations into any reported events, whether led by the Institute or any of its duly authorized representatives or agents, or the primary project donor(s).

3.8 Compliance with Whistleblower Policy. In providing the Services, Collaborating Entity and each person (if any) who the Institute consents to the Collaborating Entity subcontracting under the provisions of Section 8.4 hereof shall abide by the Institute's Whistleblower Policy, a copy of which is attached hereto as Schedule C.

3.9 Compliance with Research Misconduct Policy. The Collaborating Entity and each person (if any) who Guttmacher consents to the Collaborating Entity subcontracting under the provisions of Section 8.4 hereof must report any alleged research misconduct to Guttmacher. Misconduct in research means fabrication, falsification, plagiarism, or other practices that seriously deviate from those that are commonly accepted within the scientific community. It does not include honest error or honest differences in interpretations or judgments of data. If requested by the Collaborating Entity, the Guttmacher Institute's Policy for Responding to Allegations of Research Misconduct is available for reference.

3.10 COVID-19 Pandemic. The Collaborating Entity shall, during the term of this Agreement, continuously monitor the orders, directives and guidance issued by relevant public bodies with respect to the COVID-19 pandemic. If the Collaborating Entity determines at any time during the term of this Agreement that any such orders, directives or guidance necessitate or make advisable a modification to any of the terms of this Agreement, the Collaborating Entity shall notify Guttmacher, and the parties shall work

together to develop mutually acceptable amendments to this Agreement.

#### SECTION 4 Termination.

##### 4.1 Termination.

- (A) Either Guttmacher or the Collaborating Entity may terminate this Agreement after 30-days' written notice to the other party hereto for any reason.
- (B) Either Guttmacher or the Collaborating Entity may terminate this Agreement immediately upon written notice to the other party if, in the terminating party's sole and unreviewable judgment, such termination is required by any action or inaction of the non-terminating party or if the interests of the terminating party so require. Examples of events that might trigger termination under this provision are (i) the occurrence of any event related to a party hereto or the work being done hereunder that jeopardizes the other party's reputation or tax-exempt status and (ii) non-compliance by a non-terminating party with the terms and conditions of this Agreement.

##### 4.2 Effects of Termination. In the event of any termination of this Agreement,

- (A) Guttmacher shall pay the Collaborating Entity all installments owed under Section 2.5 prior to and on the date of the termination notice; and
- (B) the relevant provisions of Sections 2.2, 2.3, 2.6, 4.2, 4.3, 5, 6, 7, 8, 9, and 10 shall survive.

##### 4.3 Return of Property. Upon termination of this Agreement, the Collaborating Entity shall return to Guttmacher all of Guttmacher's property then in the Collaborating Entity's custody, control, or possession.

#### SECTION 5 Relationship Between the Parties.

##### 5.1 Representations and Tax Matters.

- (A) The Collaborating Entity shall not hold itself out to be an agent, legal representative, joint venturer, or subsidiary of Guttmacher, and the Collaborating Entity shall have no right or power to, and shall not bind or obligate Guttmacher in any manner whatsoever or represent that it has any right to do so. The Collaborating Entity may indicate that it is collaborating with Guttmacher in the development of the Work Product.
- (B) In making payments to the Collaborating Entity of the compensation discussed above, Guttmacher shall not, unless otherwise required by law, withhold taxes of any kind, including income taxes, FICA, FUTA, or other statutory withholding or employment taxes applicable to employees.
- (C) As required by law, Guttmacher shall report to the Internal Revenue Service all payments made to the Collaborating Entity, and the Collaborating Entity shall

comply with all applicable tax laws.

5.2 **Use of Guttmacher's Name.** The Collaborating Entity shall not, without the prior written approval of Guttmacher, which approval may take the form of an electronic mail message from Guttmacher to the Collaborating Entity:

- (A) engage in any activity that constitutes or could be construed as constituting fundraising on behalf of Guttmacher; or
- (B) use Guttmacher's name or any trade name, trademark or service mark belonging to Guttmacher in press releases or in any form of advertising or other public communications; provided, however that the Collaborating Entity may use Guttmacher's name (i) in external communications regarding the Work Product so long as such communications do not violate Section 5.2(A) above and (ii) as provided for in Section 7 below.

5.3 **The Collaborating Entity's Employees.** The Collaborating Entity shall have agreements and/or policies in place with respect to its employees that are sufficient to enable the Collaborating Entity to comply with the terms of this Agreement (e.g., policies with respect to the handling of confidential information).

#### SECTION 6. Confidential Information.

6.1 **Definition.** For purposes of this Agreement, "Confidential Information":

- (A) means all information related to a party hereto that is not generally known to or readily ascertainable by the public or that is marked as or should reasonably be understood to be confidential or proprietary;
- (B) includes information that such party has received, or in the future will receive, from third parties to the same extent that it includes information developed for or by such party; and
- (C) does not include information that the other party hereto can demonstrate:
  - (i) is or becomes publicly known through no act or fault of such other party;
  - (ii) is known by such other party independently from any disclosure or knowledge gained as a result of this Agreement, and such other party does not have a duty to maintain its confidentiality; or
  - (iii) is rightfully obtained by such other party from a third party not obligated to preserve its confidentiality who did not receive the material or information directly or indirectly from the original party.

6.2 **Nondisclosure and Permitted Use.**

- (A) Each party hereto (a "Receiving Party") acknowledges that, prior to the execution of this Agreement and during the Term, such Receiving Party has received and will receive all Confidential Information of the other party hereto (the "Disclosing

Party") in strictest confidence.

- (B) A Receiving Party shall not disclose or make available, directly or indirectly, any Confidential Information of the Disclosing Party to any person, concern or entity, except with the prior written consent of the Disclosing Party.
- (C) A Receiving Party shall not use the Confidential Information of the Disclosing Party for any purpose other than as may reasonably be required to carry out the terms of this Agreement.
- (D) Notwithstanding anything to the contrary set forth herein, a Receiving Party may disclose Confidential Information of the Disclosing Party to the extent required by law, but shall notify the Disclosing Party prior to making any such disclosure.
- (E) If required by law to disclose Confidential Information, a Receiving Party shall make reasonable efforts to disclose no more Confidential Information of the Disclosing Party than is reasonably necessary to comply with such law.
- (F) A Receiving Party shall protect the Confidential Information of the Disclosing Party from disclosure by exercising the standard of care that may reasonably be expected to preserve its secret and confidential nature.
- (G) A Receiving Party shall also abide by any policies and regulations of the Disclosing Party established from time to time by the Disclosing Party for the protection of its Confidential Information.

#### 6.3 Ownership of Confidential Information.

- (A) All Confidential Information of a party hereto, and all physical embodiments of such Confidential Information, are confidential to, and remain the sole and exclusive property, of such party.
- (B) Upon the expiration or termination of this Agreement for any reason, or upon a party's earlier request, a Receiving Party shall promptly deliver to the Disclosing Party all Confidential Information of the Disclosing Party (and all embodiments of Confidential Information) then in such Receiving Party's custody, control, or possession.
- (C) A Receiving Party shall not copy, modify, or part with the Confidential Information of the Disclosing Party except with the prior written consent of the Disclosing Party, except that a Receiving Party is permitted to make a reasonable number of copies of the Confidential Information of the Disclosing Party for the specific purposes authorized by this Agreement and such copies remain the property of the Disclosing Party.

#### 6.4 Remedies.

- (A) Due to the nature of each party's Confidential Information, each party hereto hereby expressly acknowledges that the other party hereto, in addition to any other rights or remedies which such other party may possess, is entitled to



injunctive and other equitable relief without having to post bond or other security to prevent a material breach or continuing material breach of this Agreement.

- (B) No remedy conferred on a party hereto by any specific provisions of this Agreement is intended to be exclusive of any other remedy, and each and every remedy is cumulative and is in addition to every other remedy given herein or now or hereafter existing at law or in equity or by statute or otherwise.
- (C) A party's election of any one or more remedies does not constitute a waiver of its right to pursue other available remedies.

## SECTION 7 Ownership of Work Product.

7.1 Definition. For purposes of this Agreement, "Work Product" means all data, inventions, improvements, processes, designs, reports, writings, documentation, text, drawings, photographs, graphics, artwork, techniques, methods, formulas, algorithms, computer programs, source code, object code, intellectual property of any kind, and other work products that arise out of, or are embodied in, the Services, or which result from any Services performed by the Collaborating Entity for Guttmacher, whether alone or in a joint effort with others, including without limitation the Work Product specified on Appendix A.

## 7.2 Ownership, Copyrights, Authorship, and Publication.

- (A) All right, title and interest to the Work Product will be jointly owned by Guttmacher and the Collaborating Entity. Both Guttmacher and the Collaborating Entity will have equal access to the Work Product and equal rights to conduct additional analysis of the data contained therein and to prepare additional reports on the basis of the findings contained in the Work Product.
- (B) Guttmacher and the Collaborating Entity shall jointly own the copyright in and to any Work Product that is a work of authorship, together with all extensions of copyrights that may be secured under the Copyright Act of 1976, as amended, or under any other copyright law or similar law in effect in the United States or in any other jurisdictions or under any international treaty, convention, or proclamation.
- (C) Except as set out in Section 7.2(D), if any Work Product contains any pre-existing materials, the Collaborating Entity grants to Guttmacher an irrevocable, nonexclusive, worldwide, royalty-free, and transferable and sublicenseable license to use such materials as part of the Work Product.
- (D) If any Work Product contains any pre-existing materials that are critical to the Work Product and for which the Collaborating Entity is unable to grant the

license required under Section 7.2(C), the Collaborating Entity shall:

- (i) grant to Guttmacher a license to such materials to the full extent of the Collaborating Entity's transferable or sublicenseable rights, subject to Guttmacher's approval; or
  - (ii) collaborate with Guttmacher without additional charge to find suitable substitute materials for which the Collaborating Entity is able to grant a license under Section 7.2(C).
- a. (E) Authorship of joint publications regarding the Work Product between Guttmacher and the Collaborating Entity will be decided jointly before the completion of the subject publication. Co-authorship will be determined based on involvement defined as significant and original contribution in at least two of the following three areas: (i) study design and data collection/processing; (ii) analysis and interpretation of the data; and (iii) drafting or substantive review and editing of the manuscript.
- (F) None of the Work Product is to be used, released or disseminated prior to publication or release by Guttmacher and the Collaborating Entity of the results of the study that is a part of the Work Product. The dissemination will be planned and implemented jointly by Guttmacher, the Collaborating Entity, and an in-country communications partner to be selected. After the dissemination of the study results, Guttmacher and the Collaborating Entity will each have rights to use the Work Product, with appropriate provisions to maintain the confidentiality of survey respondents. The role of each of Guttmacher and the Collaborating Entity will be given due credit in any publications based on the data collected as part of the Work Product.

**SECTION 8 General Representations and Warranties of the Collaborating Entity - The Collaborating Entity hereby represents and warrants to Guttmacher that:**

- 8.1 Authority to Execute. The Collaborating Entity has full power and authority to execute this Agreement and to perform the Collaborating Entity's obligations hereunder, and the Collaborating Entity is not a party to any agreement with, and has no other understanding with, any other person that would prevent the Collaborating Entity from entering into this Agreement or performing the Collaborating Entity's obligations hereunder;
- 8.2 Authority to Grant Rights. The Collaborating Entity has full power and authority to grant the rights herein, and has not previously assigned, transferred, or otherwise encumbered the rights granted herein;
- 8.3 Licensing. The Collaborating Entity holds any and all licenses, certificates, authorizations, and registrations required to perform its obligations hereunder;
- 8.4 No Subcontracting. The Collaborating Entity has not subcontracted, and will not subcontract, any persons to aid in the Work Product or provide any of the Services, without the prior written consent of Guttmacher, which consent may take the form of an

electronic mail message from Guttmacher to the Collaborating Entity;

- 8.5 No Infringement. The Work Product does not infringe the proprietary right of any other person anywhere in the world, and the Collaborating Entity has any rights it covenants to transfer or grant under this Agreement; and
- 8.6 No Breach. The Collaborating Entity's performance of this Agreement will not result in a breach of, default under, or conflict with any agreement or duty to keep in confidence proprietary information of any other person that has been acquired by the Collaborating Entity in confidence or in trust at any time.

#### SECTION 9 Indemnification.

- 9.1 Indemnification by the Collaborating Entity. The Collaborating Entity shall defend, indemnify, and hold harmless Guttmacher, its affiliates, and their respective directors, officers, employees, agents, attorneys, and assigns from and against all claims, liabilities, suits, losses, damages, and expenses, including without limitation costs and attorneys' fees (collectively, "Claims"), relating to or resulting from the Collaborating Entity's breach of or failure to perform under this Agreement, or negligence or misconduct in performing the Services, including without limitation:
- (A) the Collaborating Entity's breach of any of its representations, warranties, or covenants set forth in this Agreement; and
  - (B) any Claims that the Work Product infringes, misappropriates, or otherwise violates any intellectual property rights or other rights of any third party.

## SECTION 10 General Terms.

### 10.1 Entire Agreement.

- (A) This Agreement supersedes any and all other agreements, whether oral or written, between the parties with respect to its subject matter.
- (B) Each party acknowledges that no representations, inducements, promises or agreements, whether oral or written, have been made by any party to this Agreement, or on behalf of any party to this Agreement, which are not embodied herein.
- (C) No agreement, promise, or statement not contained in this Agreement is valid and binding, unless agreed to in writing and signed by the parties.

### 10.2 Waiver and Amendment.

- (A) No breach of any provision of this Agreement may be waived unless in writing.
- (B) Waiver of any breach of any provision hereof may not be deemed a waiver of any other breach of the same or any other provision in this Agreement.
- (C) This Agreement may be amended only by a written agreement, executed by the parties.

### 10.3 Severability. In the event any one or more of the provisions contained in this Agreement is held by an arbitrator or a court of competent jurisdiction to be invalid or unenforceable in any respect, the validity and enforceability of the remaining provisions are not in any way affected or impaired thereby and the parties shall attempt to agree upon a valid and enforceable provision that is a reasonable substitute for such invalid and unenforceable provision in light of the tenor of this Agreement, and, upon so agreeing, shall incorporate such substitute provision into this Agreement.

### 10.4 Assignment.

- (A) The Collaborating Entity shall not assign its rights or obligations under this Agreement, or delegate or subcontract any of its obligations hereunder, without the prior written consent of Guttmacher, which consent may take the form of an electronic mail message from Guttmacher to the Collaborating Entity.
- (B) This Agreement shall be binding upon and inure to the benefit of the parties hereto and their respective heirs, administrators, executors, successors, and permitted assigns.

### 10.5 Notice.

- (A) The parties shall give all notices permitted or required under this Agreement in



writing and shall deliver them as follows, with notice deemed given as indicated:

- (i) by personal delivery: when hand delivered;
- (ii) by commercially established courier service: upon delivery or, if the courier attempted delivery on a normal business day and delivery was not accepted, upon attempted delivery; or
- (iii) by electronic mail or facsimile transmission: when transmission is confirmed.

(B) The parties shall send notices to the addresses indicated above or to such other address as the other party provides in a notice in accordance with this Section 10.5.

10.6 Governing Law. This Agreement must be governed by, and construed in accordance with, the law of the State of New York, without regard to its principles of conflicts of law.

10.7 Counterparts. The parties may execute this Agreement in any number of counterparts, including counterparts transmitted by facsimile of this Agreement, each of which so executed is deemed to be an original, and such counterparts together, upon delivery, constitute one and the same instrument.

*[Signatures begin on next page.]*

- Prepare detailed budgets for representative survey of health facilities; contribute to preparation of budgets for all other major study components including estimation of the costs that each of the partners will incur;
- Contribute to completion of full draft of proposal to conduct the study. the draft to include:
  - Research design and plans for data collection;
  - Plans for consultation with Advisory Panel;
  - Determining processes and timelines for obtaining ethical clearances;
  - Plans for analysis and outputs, which will include journal articles and other types of published materials such as fact sheets and policy briefs;
  - Plans for dissemination and communication activities, including presentations at briefings, conferences, and media outreach.

**Milestone 3 – Fund-raising and building support for the project: \$9,823,00 USD – April 2024.**

The third payment shall be released upon completion of milestone 3. The Collaborating Entity shall:

- Organize a second meeting of a planning phase advisory group to review the full proposal draft and to solicit advice on fundraising sources and strategies;
- Organize and participate in meetings with donors;
- Prepare versions of proposal as needed to address different donors' interest;
- Continue to periodically brief and update relevant Government of India officials on developments as funding discussions progress.

## COLLABORATION AGREEMENT

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### SCHEDULE A

#### SERVICES

Based on discussions between the Guttmacher Institute and the International Institute for Population Sciences, as it relates to "Reproductive Health Study of India" (project 588), from July 19<sup>th</sup> 2023 through April 30<sup>th</sup> 2024, the Collaborating Entity agrees to carry out the activities as described below. The Guttmacher Institute shall pay the Collaborating Entity a fixed fee of \$98,238.00 USD. The Collaborating Entity shall submit a financial report to the Institute after the completion of each milestone, and the Institute shall pay the Collaborating Entity within 30 days after receipt of each proper invoice.

**Milestone 1 – Full execution of the agreement: \$50,000.00 USD – July 2023.**

The first payment shall be released upon receipt of a signed agreement and a Preparatory Work invoice.

**Milestone 2 – Develop study design and draft proposal: \$38,415.00 USD – January 2024.**

The second payment shall be released upon completion of milestone 2. The Collaborating Entity shall:

- Jointly with all partners, work through roles and responsibilities of the three organizations that will be conducting the research to create an MoU that clarifies respective responsibilities and agreed-on elements of collaboration for the study we are designing;
- Jointly with all partners, outline the scope of the study, setting the goals and objectives of the study and broad questions to be addressed;
- Contribute to designing the research and its components; lead on development of sample design, primary data collection procedures and topics to be covered, for a representative survey of health facilities; contribute to development of secondary data collection process for the medication abortion data. For sample design, consult with experts to finalize the proposed design; and for secondary data on medication abortion, advise on meetings with representatives of relevant companies that compile data on the distribution of medication abortion drugs;
- Organize and lead meetings with relevant Government of India officials—including Additional Secretaries and Mission Directors of the Ministry of Health and Family Welfare at the national and state levels—to brief them on the study design and outputs, as well as the project timeline;
- Organize a meeting with a planning phase advisory group to review research design and project plans and obtain support and advice from technical experts, representatives of health provider associations, advocacy organizations, and government agencies;
- Organize discussions with Ipas Development Foundation, India, to obtain agreement to be the communications partner on the project, and to develop plans for dissemination and communication of the evidence;

## COLLABORATION AGREEMENT

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### SCHEDULE B

#### GUTTMACHER INSTITUTE CONFLICT OF INTEREST POLICIES

Staff members and consultants are expected to exercise the utmost discretion in regard to all matters involving the Institute's business. They may not communicate any information known to them by reason of their position that has not been made public, except as may be necessary in the course of their duties or by authorization of the division director, or in the case of division directors, by the President. Nor shall they at any time use such information for their private advantage. These obligations do not cease upon separation from or end of consultancy with the Institute.

Copies, but not originals, of the Institute materials may need to be removed from the premises of the Institute for work related purposes. Materials (originals and copies) belonging to the Institute may not be removed or used upon termination of employment or consultancy except with written authorization and at the discretion of the appropriate division director or, in the case of division directors, the President. Access to personnel and fundraising records, files and materials is authorized only to those employees or consultants of the Institute charged with the responsibility with these matters. Furthermore, under no circumstances may the removal or use of personnel or fundraising files and materials be authorized upon termination of employment or the consultancy.

Director's fees, author's royalties and payment for published articles and speaking engagements may not be accepted for work that is performed on Institute time or on behalf of the Institute without consultation with the division directors, or in the case of division directors, with the President.



## COLLABORATION AGREEMENT

### SCHEDULE C

#### GUTTMACHER INSTITUTE WHISTLEBLOWER POLICY

The Institute is committed to establishing a culture that promotes prevention, detection and resolution of instances of fraudulent, dishonest or other wrongful conduct. This policy, which was approved by the Board of Directors on March 29, 2019, establishes procedures for the receipt and treatment of director, officer, employee, or contractor complaints regarding wrongful conduct relating to the Institute. The policy has been adopted to:

- (i) Provide directors, officers, employees and contractors with a confidential mechanism to alert management of alleged "Wrongful Conduct" (as defined below);
- (ii) Ensure that all information regarding such conduct is handled in a professional and thorough manner; and
- (iii) Protect directors, officers, employees and contractors from retaliation for bringing such concerns to the attention of management.

#### Standard of Conduct

The Guttmacher Institute requires directors, officers, employees and contractors ("covered persons") to observe the highest standards of business and personal ethics in the conduct of their duties and responsibilities. Covered persons must practice honesty and integrity in fulfilling their job responsibilities and must comply with all applicable laws, government regulations and Institute rules and procedures.

#### Definitions of Wrongful Conduct

- *Fraudulent or dishonest conduct* is a deliberate act or failure to act with the *intention* of obtaining an unauthorized benefit. Examples of such conduct include but are not limited to:
  - o Forgery or alteration of documents
  - o Unauthorized alteration or manipulation of computer files
  - o Fraudulent financial reporting
  - o Pursuit of a benefit or advantage in violation of the Institute's conflict of interest policy

#### Non-Retaliation

The Institute will use its best efforts to protect covered persons who report fraudulent or dishonest conduct against retaliation. No covered person who in good faith reports any fraudulent, dishonest or other wrongful conduct taken by or within the Institute shall suffer intimidation, harassment, discrimination, or retaliation (including but not limited to threats of physical harm, loss of job, punitive work assignments or impact on salary or wages) as a result of such report. An example of not reporting in good faith would be a *baseless allegation*, which is a claim or accusation made with reckless disregard for its truth or falsity. Those who bring baseless allegations are also subject to disciplinary action for their bad faith conduct.

Covered persons who believe they have been retaliated against should file a written complaint with the Compliance Officer or via Anonymous Reporting. A proven complaint of retaliation shall result in a proper remedy for the person harmed and the initiation of disciplinary action, up to and including dismissal, against the retaliating person.

**Milestone 1- Start-up fee - Preparatory work for the launch**

(Main Major tasks by Jan 20 will be finalizing the sample design, getting stakeholders on board, one large meeting and two small meetings with stakeholders, formation of TAC, and meetings with donors and MoHPW officials)

1. Human Resources	10756
2. Hiring a Sampling Consultant (First Two Installments)	6185
3. One Large Meeting expenses	11,200
4. Two Small Meetings expenses	5874
5. Travel Cost to Donors and other Stakeholders	10000
6. Other act-up cost, day-in-day and sundry cost	3000
7. Institute's Overhead (10% on the sum of items 3 to 6)	3005

AMOUNT ONE

50,000 4850



DATE: 10/01/2020

Dr. Jyoti Chavhan, Director / Principal, ILS, Amravati  
 Director, National Institute of Health and Family Welfare, Amravati  
 Maharashtra Sahakar Sahakari Sangathan  
 Maharashtra Sahakar Sahakari Sangathan, Amravati  
 Maharashtra Sahakar Sahakari Sangathan, Amravati  
 Maharashtra Sahakar Sahakari Sangathan, Amravati

- o Misappropriation, misuse or theft of Institute resources, such as funds, supplies or other assets
- o Authorizing or receiving compensation for goods not received or services not performed
- o Authorizing or receiving compensation for hours not worked

• Examples of *other wrongful conduct* include:

- o Criminal behavior
- o Inappropriate behavior towards a coworker
- o Other violations of Institute policies or applicable laws

### **Procedure for Reporting Fraudulent or Dishonest Conduct**

#### Reporting Responsibility

It is the duty of all covered persons to comply with the above standard of conduct, and to report suspected wrongful conduct, including, but not limited to, the examples above.

#### Reporting Suspected Fraudulent or Dishonest Conduct

This Whistleblower Policy encourages covered persons to share their questions, concerns, suspicions or complaints about others' conduct with someone who can address them properly. In most cases, a covered person should report suspected fraudulent or dishonest conduct to the officer who oversees the Institute's human resources (the "Compliance Officer"). If the fraudulent or dishonest conduct involves the Compliance Officer, the conduct should be reported to the Chair of the Audit Committee. In addition, a complaint may be brought by using "Anonymous Reporting" through the anonymous portal located on the Institute's intranet, which is received by the chair of the Audit Committee. Complainants who utilize the Anonymous Reporting procedure are encouraged to provide an anonymous email address to allow for follow-up on the part of the Institute, as such follow-up may be helpful in pursuing a complaint and enabling the Institute to take action to address misconduct.

#### Compliance Officer

The Compliance Officer is responsible for administering this policy, circulating it to all directors, officers, employees and contractors annually and reporting complaints and allegations to the Audit Committee. The Compliance Officer must report all whistleblower complaints immediately to the Chair of the Audit Committee. The Compliance Officer and the Audit Committee shall report to the Board of Directors at least annually on compliance/whistleblower activity.<sup>1</sup>

#### Accounting and Auditing Matters

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<sup>1</sup> Directors who are employees may not participate in any Board or committee deliberations or voting relating to administration of this policy.



The Compliance Officer shall immediately notify the Chair of the Audit Committee, the Chair of the Board of Directors and the Treasurer of the Board of any reported concerns or complaints regarding the Institute's finances, including accounting practices, internal controls, alleged malfeasance or illegal conduct, or auditing issues. After such notification, the Compliance Officer (unless he or she is the subject of a complaint) is to report to the Audit Committee until the situation is settled.

\* Confidentiality

The complainant may submit violations or suspected violations on a confidential or anonymous basis. Aligning with the need to execute a thorough investigation, reports of violations or suspected violations will be kept confidential to the extent possible. The Institute will keep the reporting person's identity confidential, unless:

- o The person agrees to be identified;
- o Identification is necessary to allow the Institute or law enforcement officials to investigate or respond effectively to the report;
- o Identification is required by law; or
- o The person accused of fraudulent or dishonest conduct is entitled to the information as a matter of legal right in the disciplinary proceedings.

Handling of Reported Violations

The Compliance Officer shall conduct an investigation individually or in consultation with such other Institute officials as may be necessary or appropriate at the discretion of the Compliance Officer. Cases involving possible violations of criminal law will be investigated in cooperation with the appropriate legal authorities.

If, following an investigation, it is determined that the reported wrongful conduct has occurred, the Compliance Officer will direct the appropriate Institute official(s) to initiate disciplinary action in a manner consistent with applicable Institute policy.

If, following an investigation it is determined that wrongful conduct has not occurred, the Compliance Officer will explain to the complainant the reason for the determination.

If the wrongful conduct involves the Compliance Officer, the Chair of the Audit Committee will conduct the investigation in accordance with the procedures outlined above. The Chair of the Audit Committee shall notify the Chair of the Board of Directors, the Treasurer of the Board and the President & Chief Executive Officer of the complaint (unless any one of them is also the subject of the complaint). After such notification, the Chair of the Audit Committee will report to the aforementioned individuals until the situation is settled.

The person who is the subject of a whistleblower complaint may not be present at or participate in Board or committee deliberations or vote on the matter relating to such complaint, provided that nothing shall prohibit the Board or committee from requesting that the person who is subject to the complaint present information as background or answer questions at a committee or Board meeting prior to the commencement of deliberations or voting related thereto.

# Proposal

## *Developing a Policy and Research Brief on the Impact of Climate Change on Food and Nutrition Security in India with a special focus on Bihar.*

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### Background and context

Leveraging agriculture for nutrition and food security heavily depends on climate and resilience to weather shocks. Thus, climate change poses a significant threat to food and nutrition security in India, a country that is home to the largest population and faces persistent challenges in ensuring adequate access to nutritious food for all [1]. The impacts of climate change, including rising temperatures, changing precipitation patterns, and increased frequency and severity of extreme weather events, have the potential to disrupt agricultural production, crop diversity, food supply chains, water security and individual and household-level food and nutrition security [2].

Addressing these challenges requires a comprehensive understanding of the multifaceted ways in which climate change affects food and nutrition security, as well as the development of targeted policy interventions and research-based strategies to build resilience and ensure long-term sustainability. A comprehensive understanding of these impacts is critical for informing policy and programmatic interventions aimed at mitigating risks and ensuring food security. Climate change is expected to have far-reaching consequences for India's food and nutrition security, including:

- Increased variability in monsoon patterns, leading to more frequent and severe droughts and floods, which can disrupt agricultural production and food supply chains [3][4].
- Rising temperatures, which can reduce crop yields and lead to the emergence of new pests and diseases that threaten agricultural productivity.
- Increased water scarcity, which can undermine the availability and quality of water resources for agriculture and domestic use [5][6][7][8].
- Shifts in the geographic distribution of crops and the suitability of land for certain agricultural activities, which can require significant adaptations in agricultural practices and food production systems [5][3][9][10][6][5][9][11].
- These impacts have the potential to exacerbate existing challenges related to food and nutrition security, including high rates of malnutrition, particularly among vulnerable populations such as women and children [6][3][9].

These impacts will disproportionately affect the most vulnerable segments of the population, including smallholder farmers, women, and the poor, who are often the most dependent on climate-sensitive livelihoods and have the least resources to adapt to changing conditions [5][11]. Hence it is important to understand the multidimensional impacts of climate change on food and nutrition security in India and develop targeted policy interventions and research-based strategies to build resilience and ensure long-term sustainability.

## **Objective and Scope**

The objective of this policy and research brief is to:

1. Provide a comprehensive data-driven assessment of the impacts of climate change on food and nutrition security in India and its direct and indirect pathways, drawing on the latest scientific evidence and research.
2. Highlighting the state of Bihar and its districts as a spotlight for the above-mentioned issues.
3. Suggest actionable policy interventions and research-based strategies to enhance resilience and ensure sustainable food and nutrition security in the face of climate change.

## **About IIPS**

The International Institute for Population Sciences (IIPS) is a Deemed University and a premier institution in teaching and research in Population Sciences. The institute, known earlier as the Demographic Training and Research Centre, was established in Mumbai in July 1956 to serve as the regional center for teaching and research in Population Studies for the countries of Asia and the Pacific region. It is an autonomous institution under the administrative control of the Ministry of Health and Family Welfare, Government of India. The institute is one of its kind in the world completely devoted to teaching and research in population, health, gender, and development issues. We conduct regular teaching programs like MA/MSc in Population Sciences, MSc in Biostatistics and Demography, Master in Population Studies (MPS), and Ph.D. and Post-Doctoral programmes. The institute also conducts many nationally important surveys including the National Family Health Survey (NFHS-DHS) and the Longitudinal Ageing Study in India (LASI).

## **About RPCAU, PUSA**

Rajendra Prasad Agricultural University, PUSA is a premier institution for agricultural education, research, and extension in India. The university's mandate includes enhancing agricultural productivity and sustainability, addressing challenges through innovative research, and disseminating knowledge to farmers and stakeholders. Dr. Rajendra Prasad Central Agricultural University (RPCAU) is dedicated to advancing agricultural education, research, and extension. Its mandate includes improving agricultural productivity, promoting sustainable farming practices, and enhancing the livelihoods of farmers through innovative research and technology transfer.

## **About UNICEF India**

UNICEF works to improve the lives of children and their families by ensuring access to health, nutrition, education, and protection services. In India, UNICEF collaborates with the government and other partners to ensure all children have a right to survive, thrive and fulfil their potential – to the benefit of a better world. UNICEF has a diverse team working in different sectors, and their expertise can be used in this work.

## **Methodology**

The brief will be developed based on secondary data pertaining to climate events, agricultural productivity, prevalence of undernutrition and other public health hazards. Multiple data sources will be used and triangulated to provide a geospatial and temporal analysis of the impacts on food

and nutrition. This will be supplemented by a review of existing policy and research frameworks to identify gaps and opportunities for intervention.

The research will involve the following steps:

1. Comprehensive literature review of existing research on the impacts of climate change on food and nutrition security in India, drawing on peer-reviewed journal articles, reports, and other relevant sources.
2. A consultation workshop will be facilitated by RPCAU and UNICEF, where subject matter experts will deliberate on the issue and provide appropriate inputs and recommendations.
3. Analysis of secondary data from government and international agencies on climate trends, agricultural productivity, food availability, and nutrition outcomes at the national and sub-national levels. District-level climate vulnerability exposure scores (2021) from the Council on Energy, Environment and Water (CEEW), General Population, Agricultural and Economic Censuses, ICRISAT district-level data, NFHS-5 (2019-21), and NSSO Food Consumption Data could be the potential data sources.
4. Identification of key policy and program interventions, as well as research-based strategies, that can enhance resilience and ensure sustainable food and nutrition security in the face of climate change.
5. Synthesis of findings into a concise policy and research brief that can inform decision-making and guide future research and programmatic efforts.

#### **Key focus areas for analysis**

- Analyze the nutritional status of men, women, and children in climate-impacted zones using NFHS-5, ICRISAT, Consumption survey data and CEEW data. Incorporate a gender-disaggregated analysis for understanding differential impacts wherever feasible.
- Perform geospatial distributions of undernutrition across agroclimatic zones and do a temporal analysis.
- Perform a similar analysis for aspirational districts, determining how many are climate-affected.
- Find an association between crop production and dietary diversity.
- Evaluate ICDS service utilisation in climate-impacted zones using NFHS-5, ICRISAT district-level data, and CEEW data.
- Any other areas after discussion with key stakeholders.

#### **Scope of Work**

1. Literature Review and Data Collection:
  - Conduct a comprehensive review of existing literature on climate change, food security, and nutrition in India.
  - Collect and analyze relevant data from national surveys and other applicable data sources.
2. Stakeholder Consultations:



- Engage with key stakeholders, including government agencies, NGOs, farmers' organizations, and academic institutions, to gather insights and validate findings.

### 3. Policy and Research Analysis:

- Analyze the data and literature to identify key trends, challenges, and opportunities.
- Assess the policy landscape and existing interventions addressing food and nutrition security in the context of climate change.

### 4. Development of the Brief:

- Draft the policy and research brief, including an executive summary, detailed findings, and actionable recommendations.
- Incorporate feedback from UNICEF and other stakeholders to finalize the document.

### 5. Developing journal articles:

- Drafting and submitting journal articles in appropriate journals

## Timeline

The project will be completed over 6 months, with the following milestones and deliverables:

Timeline	Activities	Deliverables
Month 1	<ul style="list-style-type: none"> <li>• Conduct literature review and data collection.</li> <li>• Draft methodology and analysis plan</li> </ul>	<ol style="list-style-type: none"> <li>1. Comprehensive literature review and data analysis plan.</li> <li>2. Analysis plan and draft analytical tables</li> </ol>
Month 2	<ul style="list-style-type: none"> <li>• Complete data analysis and policy review.</li> <li>• Draft the initial version of the policy and research brief.</li> <li>• Initiate stakeholder consultations.</li> </ul>	<ol style="list-style-type: none"> <li>3. Draft policy and research brief.</li> <li>4. Summary of stakeholder consultations.</li> </ol>
Month 3	<ul style="list-style-type: none"> <li>• Solicit and incorporate feedback on the draft brief.</li> <li>• Designing the edited and proof-ready document in compliance with UNICEF branding guidelines</li> </ul>	<ol style="list-style-type: none"> <li>5. Final policy and research brief incorporating feedback.</li> <li>6. Sharing of draft designed document for feedback</li> </ol>
Month 4	<ul style="list-style-type: none"> <li>• Finalize and submit the policy and research brief.</li> </ul>	<ol style="list-style-type: none"> <li>7. Presentation of findings to UNICEF and other stakeholders.</li> <li>8. Submit 30 printed copies of both reports to UNICEF</li> </ol>
Month 5	<ul style="list-style-type: none"> <li>• Submission of a journal article covering the overview of India report.</li> </ul>	<ol style="list-style-type: none"> <li>9. Submission of journal article 1 (acknowledgement of receipt)</li> </ol>
Month 6	<ul style="list-style-type: none"> <li>• Submission of a journal article</li> </ul>	<ol style="list-style-type: none"> <li>10. Submission of journal</li> </ol>

	covering the overview of Bihar-specific findings.	article 2 (acknowledgement of receipt)
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#### **Review of Data and Manuscript**

- The collated data and draft manuscript will be reviewed by an expert panel comprising representatives from UNICEF, RPCAU, and external experts in climate change, food security, and nutrition.

#### **Publication and Dissemination**

- A dissemination plan will be developed to ensure the findings reach relevant policymakers, practitioners, and researchers.
- The final policy and research brief will be published and disseminated through UNICEF channels, including in academic journals, policy forums, and stakeholder meetings.
- The reports (both “national report” and “spotlight report on Bihar”) will be published in compliance with the UNICEF branding guidelines. The reports will acknowledge the inputs and contributions from all stakeholders, including that of UNICEF, IIPS and RPCAU.
- Journal articles will also have joint authorship between UNICEF, IIPS and RPCAU.

### BUDGET:

A. Human Resource	No. of post	Consolidated Pay/Rate	Duration (Months)	Sub Total (Rs)	UNICEF Contribution	IIPS Contribution	Budget for Q1	Budget for Q2
A.1 Research Assistant (consolidated)	1	60000	6	360000	360000		180000	180000
A.2 Faculty time of Dr. Srinivas Goli (5 days per month @ 4000 per day)	1	20,000	6	120000	120000		60000	60000
			Subtotal A	480000	480000		240000	240000
B. Travel-related cost	No. of participants	Per person cost	Duration (days)	Sub total (Rs)			Sub total (Rs)	Sub total (Rs)
<b>B.1) Stake-holder consultation workshop in Patna</b>								
B.1.1) Travel cost for 2 persons from IIPS to Patna***	2	15000	1	30000	30000		30000	
B.1.2) Per-dium for 2 persons for one trip (2 days @5500 per day per person)	2	5500	2	22000	22000		22000	
<b>B.2) Dissemination workshop at Delhi for the India report</b>								
B.2.1) Travel cost for 2 persons from IIPS to New Delhi	2	15000	1	30000	30000			30000
B.2.2) Per-dium for 2 persons for one trip (2 days @8500 per day per person)	2	8500	2	34000	34000			34000
<b>B.3) Dissemination workshop at Patna for the Bihar report</b>								
B.3.1) Travel cost for 2 persons from IIPS to Patna	2	15000	1	30000	30000			30000
B.3.2) Per-dium for 2 persons for one trip (2 days @5500 per day per person)	2	5500	2	22000	22000			22000
			Subtotal B	168000	168000		52000	116000
C. Program Cost	Number	Per person/day cost	Duration (days)					
<b>C.1) Data analytics, report writing, designing and printing</b>								
C.1.1) Data analytics	1	25,000	1	25000	25000		25000	
C.1.2) Report preparation/ layout/ designing for 2 reports	2	50,000	1	100000	100000			100000
C.1.3) Printing of 30 copies of both reports (total 60 pieces)	2	200	30	12000	12000			12000
C.2 Stationary, publication charges, editing (for 2 articles), postage (lumpsum) and other miscellaneous office expenses	1	50000	1	50000	50000		25000	25000
			Subtotal C	187000	187000		50000	137000
<b>D. Softwares</b>								
D.1.1) GIS				50000		50000		
D.1.2) STATA				25000		25000		
D.1.3) IndiaStat and Other subscribed data sources				50000		50000		
			Subtotal D	125000		125000		
<b>Subtotal (A+B+C)</b>				835000	835000	125000	342000	493000
Institutional Overheads (8%) (rounded off)				66800	66800		27360	39440
<b>Grand total (Subtotal A+B+C+D)</b>				1026800	901800	125000	369360	532440

\*\*\*Note: Airfare is subject to actual rate on the travel date and if in case the actual cost is more than budgeted amount, it can be adjusted from budget line head C.2.

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**Agreement for Performance of Work**  
between  
**The World Health Organization, Regional Office for South-East Asia**  
and  
**International Institute of Population Sciences, Mumbai, India**

**Terms of Reference (TOR) and Budget**  
**22 February to 21 August 2023**

**Title or Project**

Provision of Technical Support for the Implementation of STEPS survey in Timor-Leste

**Background and purpose of assignment**

Burden of NCDs is high in Timor-Leste (TLS) indicated by 46% of the total deaths in the country being due to NCDs. Population exposure to these lifestyle NCDs risk factors is also very high in Timor-Leste. Timor-Leste is among countries with highest tobacco users in the world in both adults (overall 56%; male=71%; female= 29%) and school-going adolescents (overall 31%; 42% boys; 21% girls). Alcohol use is another issue of great public health concern in TLS. About 22% of male students aged 13-17 years old and about 42% of adult Timorese men drink alcohol. In areas of a healthy diet, the available national estimates are not encouraging as well. Nearly 8/10 Timorese were found to add extra salt before or during eating and majority (about 88%) do not consume the recommended levels of fruits and vegetables. Furthermore, about 40% of adult Timorese are hypertensive, an important metabolic risk factors for NCDs, which is an indication of high population exposure to these behavioural risk factors.

The last STEPs survey in TLS was in 2014. Recognizing the need for updated data on NCDs and NCD risk factors, the Ministry of Health has requested WHO for its technical support to conduct a STEPs survey in the areas of selection of sample, preparation of the electronic data collection tool, training of enumerators and supervisors, data management and tabulation and preparation of STEPS report and fact sheets. The International Institute for Population Sciences (IIPS), an autonomous organisation of the Ministry of Health and Family Welfare of India is proposing to provide the above technical support while ensuring that the capacity of the national team be enhanced on implementing the survey and data analysis.

**Objective**

To provide technical support for Implementation of STEPS survey and to build the capacity of the national team in Timor-Leste.

**Scope of work**

The institute is expected to complete the following work under the guidance of WHO SEARO:

1. Selection of sample - Guidance on selecting PSU, SSU and the households/ study units to generate scientifically reliable estimates by municipality using the latest Census data (to be provided by TLS)
2. Preparation of the electronic data collection tool (finalized and provided by TLS) by transferring the tool to android tablets in local languages (may need a few different local languages)
3. training of enumerators and supervisors— mainly selection of household/study units and administering the STEP 1 questionnaire data (may require one visit to TLS by you and an assistant)
4. Data management and tabulation, analysis of data –as a capacity building session for the team from the University of TLS
5. Preparation of STEPS Report and fact sheets- Fact sheet and main report with detailed analysis by municipality and other relevant cross tabulations along with a data users workshop, where stakeholders will be given hands on training in using the data sets for their needs.

## Methods

Following is a summary of the proposed methods:

### 1. Selection of sample

IIPS will support in implementing the multi-stage sample design chosen by the WHO. The proposed sampling frame will be the enumeration area wise data on household population and its characteristics available from the 2022 census in Timor-Leste. The WHO-TLS/SEARO will obtain the sampling frame from the National Statistics Directorate, Timor-Leste, for the sampling purpose. The enumeration areas selected by probability proportion to size procedure and list will be provided to WHO-TLS for implementation.

WHO-TLS will obtain the list of households in the enumeration area selected for STEPS survey from the National Statistics directorate and households will be randomly selected from the list. IIPS team will support in selection households in the respective enumeration area. From the selected households, participants will be selected randomly using the STEPS Android app.

All aspects related to implementation of the multi-stage sampling procedure adopted for the STEPS survey will be documented. This information will be used for arriving at the sampling weights after completion of the STEPS data collection. IIPS team will generate the survey weights by considering sample weight, non-response weight and population weight and impute the same in the STEPS data set. Survey weight thus generated will be used for representative estimates at the National and Municipality level.

### 2. Preparation of the electronic data collection tool

The electronic STEPS instrument will be created after the receipt of the pretested questionnaire of the STEPS survey from the WHO-TLS. For this the IIPS team would require the finalized English version and Tetum version of the questionnaire. The plan is to create the electronic instrument using the existing eSTEPS data collection app developed by the WHO STEPS team. The electronic data collection tools will undergo a field test before the actual survey and modified if required. The survey data management

including data quality monitoring will be carried out through the WHO's web-based STEPS online data management platform. This electronic STEPS instrument will be installed in all the android tablets to be used WHO-TLS for the survey. We expect there will be 45 android tablets in use for the survey and STEPS app will installed in each of they and functioning of these apps in respective devices will be tested.

### 3. Training of enumerators and supervisors

The IIPS team will provide training to the team of enumerators and supervisors identified by the WHO-TLS/ University Nacional Timor-Leste (UNTL), for the execution of the survey. The training will cover interview tracking, reaching and approaching selected households, Introduction to eSTEPS, selection of an individual within a selected household, Informing participants and obtaining consent, STEPS Instrument, Question-by-Question briefing, Recording and checking information on the Android devices for data collection and collecting demographic and behavioural risk factor information (Step 1). The sessions in the training for STEP 2 (physical measurements) and Step 3 (biochemical measurements) will be carried out by experts identified by the WHO-TLS. IIPS team will prepare the training materials (adaptation from WHO STEPS Manual) for the workshop participants. Pilot testing will be held on the last day of the training where the training participants will do a complete run-through of whole data collection process. In addition, IIPS team will with the data collection team in the initial few days of data collection to provide onsite support and troubleshooting if any.

### 4. Data management and tabulation, analysis of data

Data quality will be monitored throughout the proposed 2-month survey period. For this the data will be downloaded from the WHO STEPS online data management platform and weekly updates of progress in data collection and quality will be provided to the WHO-TLS/SEARO offices. Tabulation plan will be developed in advance in consultation with the WHO-TLS. Data cleaning will be performed immediately after data collection, which will be followed by tabulation and presentation of preliminary results including key indicators.

### 5. Preparation of STEPS Report and fact sheets

Feedback from the stakeholders will be incorporated in the tabulations for the STEP survey report and the fact sheet. The STEP survey report and national and municipality-wise factsheet will prepared and delivered in a month. A three day STEPS-TLS data users workshop will be conducted, where stakeholders will be given hands on training in using the data sets for their needs.

### Deliverables

Deliverable	Timeline
1. Selection of sample - Guidance on selecting PSU, SSU and the households/ study units to generate scientifically reliable estimates by municipality using the latest Census data (to be provided by TLS)	End Feb 2023
2. Preparation of the electronic data collection tool (finalized tool and its translations to be provided to IIPS by the WHO-TLS ) by transferring the tool to android tablets in local languages	March 2023

3. Training of enumerators and supervisors– mainly selection of household/study units and administering the STEP 1 questionnaire data (may require field visits)	April 2023
4. Data management and tabulation, analysis of data –as a capacity building session for the team from the University of TLS	May-July 2023
5. Preparation of STEPS Report and fact sheets- Fact sheet and main report with detailed analysis by municipality and other relevant cross tabulations along with a data users workshop, where stakeholders will be given hands on training in using the data sets for their needs	July -August 2023

### Budgetary breakdown

Budget Details				
Srl No	Particulars	Rate/day (INR)	Days	Estimated budget (INR)*
A	Honoraria for the team with key contributions			
1	Team lead 1 Implementation of the WHO-HQ sampling plan, documentation of the sampling procedure and imputation of weights, preparation of materials for the training of investigators, drafting tabulation plan, writing of the draft report and factsheet, coordination of the study	15,000	28	420,000
2	Team lead 2 Preparation of materials for training of investigators, drafting tabulation plan, and writing of draft report	18,000	20	360,000
3	Consultant 1 (Research Associate) Desk review, preparation of study tools, data quality monitoring, management and cleaning, data analysis and report writing	3,000	110	330,000
4	Consultant 2 (Programmer) Adaptation of electronic STEPS instrument and preparation of data platform	10,000	15	150,000
5	Intern 1 (Research Assistance) Assisting in preparation of tools, data cleaning and data visualizations	700	66	46,200
6	Report editing and layout Language editing and design	5,000	12	60,000
Sub-total A				1,366,200



B	Logistics support	Rate (INR)	Months		
1	^Hiring of Laptop/desktop, Tablets for testing, cartridges and computer peripherals	40,000	5	200,000	
2	Paper & Other office stationery	5,000	6	30,000	
Sub-total B				230,000	
C	Meeting expenses	Rate (INR)	Quantity		
1	Local meeting expenses (the costs include -Tea, refreshment, lunch, hiring of meeting venue and charges for audiovisual facilities, internet connections)	5,000	2	10,000	
Sub-total C				10,000	
D	Travel to TLS and accommodation for 3 days duration**	Rate/trip (INR)	Pax	trips/days	
1	Return Air travel -Economy class	170,000	1	1	170,000
2	Accommodation and meals (@INR 52887/pax/trip)	52,887	1	1	52,887
Sub-total D				222,887	
Total (A+B+C+D)				1,829,087	
E	Institutional charges 5%			91,454	
Grand Total (INR)				1,920,541	
USD @ 81.49 as on 3 February 2023				23,568	
Note:	* All expenses are to be claimed as per the actuals within the approved budget. ** Travel expenses- for travel by the most economical route to be reimbursed on an actual basis (within the approved budget) upon submission of used tickets, boarding passes. ^ To be reimbursed on an actual basis upon submission of supporting invoices				

#### Duration

22 February 2023 to 21 August 2023

#### Payment Schedule

S. No.	Payment & Deliverables	Installment	Timeline
1.	Upon receipt of the countersigned contract	0%	22 February 2023
2.	Upon sharing the guidelines for the selection criteria of the survey units (guidance on selecting PSU, SSU and the households/ study units to generate scientifically reliable estimates by municipality using the latest Census data (to be provided by TLS) and invoice	20%	15 March 2023



World Health  
Organization  
South-East Asia

3.	Upon submission of the interim progress report (Preparation of the electronic data collection tool by transferring the tool to android tablets in local languages, training of enumerators and supervisors - mainly selection of household/study units and administering the STEP 1 questionnaire data) and invoice	65%	22 June 2023
4.	15% or actuals, whichever is less upon submission of the final report (data management and tabulation, analysis of data - as a capacity building session for the team from the University of TLS, preparation of STEPS Report and fact sheets- Fact sheet and main report with detailed analysis by municipality and other relevant cross-tabulations along with a data users workshop, where stakeholders will be given hands-on training in using the data sets for their needs) and certified financial statement along with invoices/bills	15%	21 August 2023

For the WORLD HEALTH ORGANIZATION

Signature:

Name: Dr Razia Pendse  
Designation: Director  
Department of Healthier  
Populations and  
Noncommunicable Diseases  
WHO, SEARO  
New Delhi, India  
Date: 06 February 2023

For the CONTRACTUAL PARTNER

Signature:

Name: Dr KS James  
Designation: Director & Sr Professor  
International Institute for  
Population Sciences  
Govandi Station Road  
Deonar  
Mumbai, Maharashtra

Date: 14.02.2023

