

Designing of User Manual on Rogi Kalyan Samiti for District Hospitals and Community Health Centres in Hindi

Population Foundation of India with support from the State Programme Management Unit (SPMU) is organising state level training of trainers (ToTs) in October 2022, which will be followed by district level trainings in the succeeding two years in the entire state. Given that it was decided to develop and design a User Manual on RKS in Hindi for the district hospitals and the community health centres as well. The soft copy of the manual will be shared with the participants for their easy understanding and reference.

Timeline

One month from the day of signing the contract.

Scope of Work

Population Foundation of India invites proposals (both technical and financial proposals separately) from the agencies as per the details below. The technical proposal should include a profile of the organisation/consultant, and details of the team members who will work on the assignment. Likewise, the financial proposal should have item-wise break-up of the budget line-items and proposed timelines.

- Design the user manual on Rogi Kalyan Samiti (RKS) in Hindi (A4 size).
- Illustrations developed by Population Foundation of India, need to be Inserted in the manual at the appropriate places, which should be relevant to contents.
- Incorporation of inputs (3-4 rounds) in the draft designed document prior to finalizing the manual.
 - The current manual contains an introduction on RKS, organisation of committee meetings, registration/renewal process, format for writing minutes of meetings, etc. In addition, the document will include 10-12 illustrations as well. With the updated content, the total number of pages are expected to be between 100-110 pages (exclusive of cover pages).
 - Content and illustrations of the manual will be provided to the agency for designing. The agency will be expected to understand our requirements to undertake the task. For this purpose, need based discussions and meetings will be arranged.

Deliverables

Expected deliverables are as given below with timelines:

- Submission of first draft of the designed user manual with all illustrations within 15 days of signing the contract.
- Submission of final designed document post 3-4 rounds of revisions (as required) within one month of signing the contract.
- Print-ready and web versions of the document (both in pdf formats).
- Open files of the document in Ai or Indesign
- Jpeg/png files of the illustrations.

Payment

- 100% on delivery

Contact person

- The agency shall contact Mr Gopikrishnan Nair, Senior Analyst - Strategic Communications, Population Foundation of India at the email address gopikrishnan.nair@populationfoundation.in for any query related to the assignment, and all the deliverables to him as per the agreed timeline stated above.
- Last date for submitting the proposal is **October 18, 2022** EOD at the email address jolly@populationfoundation.in. Proposal received after the prescribed deadline will not be considered.
