

MSH REQUEST FOR QUOTES (RFQ)

Ref: RFQ-BD-2017-078

RFQ Title:	Consulting Firm Hiring for conducting Survey on 'Stigma related to tuberculosis in workplace'
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Management Sciences for Health, Inc. (MSH) invites you to submit a quote in accordance with the requirements of this request for quotes. Quotes must be received by MSH no later than the Date and Time indicated in the table below:

Request for Quotes Issue Date:	March 23, 2017
Due Date and Time for Questions:	March 28, 2017, on before 4.00pm
Quote Due Date and Time:	<p>Bid Dropping Time & Date:</p> <p>3.00 PM, 05 April 2017</p> <p>Hard Copy:</p> <p>You are requested to drop a Sealed Quotation/Proposal into the Tender Box kept at MSH Office H-3, R-23/B, Gulshan-1, Dhaka – 1212 or send Sealed Quotation/Proposal through Courier.</p>
<i>Quotes submitted after the deadline has passed or that do not include all of the information requested may be rejected.</i>	
MSH Point of Contact:	mfarid@msh.org or malamin@msh.org

Complete Description of Need/Scope of Work/Specifications

Scope of Work

Consulting Firm Hiring for conducting Survey on 'Stigma related to tuberculosis in workplace'

Project Name: Challenge TB

Period of Performance begins: 11/04/2017 **and ends:** 15/06/2017

Background:

Challenge TB (CTB) is one of the main global mechanisms for implementing USAID's TB strategy. In Bangladesh, this project has been jointly implemented by Management Sciences for Health (MSH), KNCV Tuberculosis Foundation (KNCV) and Interactive Research and Development (IRD) as the lead technical partner. The coverage of CTB is nationwide, covering all 8 Divisions in Bangladesh, although many specific interventions focus on the prioritized geographic areas of Dhaka and Sylhet Divisions. CTB in Bangladesh will reduce morbidity, mortality, and transmission. CTB is a technical assistance project, providing support to the National Tuberculosis Control Program (NTP) to strengthen its capacity to plan, implement, coordinate, supervise, monitor, and record and report. Project objectives and sub-objectives are directly aligned with the United States Government (USG) Global TB Strategy 2015-2019. The technical strategy, priorities and project activities for CTB-Bangladesh are evidence-based, drawing on numerous key resources, including the World Health Organization (WHO) End TB Strategy, the National Tuberculosis Control Program's (NTP's) National Strategic Plan, Joint Monitoring Mission (JMM) reports, and the USAID/Bangladesh Country Development Cooperation Strategy (CDCS).

Tuberculosis is a major health problem in Bangladesh. Due to the congregate setting, the factories become one of the vulnerable areas for TB transmission. Meanwhile the living condition and nutritional status of the workers are also interrelated to Tuberculosis infection. Employers and employees still have some misconceptions about symptoms, cause, transmission and current diagnostic & treatment possibilities leading to stigma. Most of the workers conceal TB due to the fear of losing their job which has been reported or losing their income at least for 6 months being sent home for treatment without pay. Employers are not aware of the period of contagiousness and prefer to send their workers home to minimize risk of infection. This practice leads to a severe delay in case finding, also because the companies' medical staff is not aware of the importance of early case finding of TB cases and reluctant to give authorization to go for diagnostic testing. The factory workers, including the garments workers, is considered to be a vulnerable group due to the long working hours, confined closed areas and close contacts in these workplaces.

Bangladesh has a vast industrial sector with a wide range of industries such as the garment and knitting industry, Export

Processing Zone (EPZ), Port, Railway, tea estates and other companies. The NTP has an agreement with one of the largest trade associations, Garments Manufacturing Exporters association BGMA, having 4000 factories with 2.4 million workers and 12 health centers at different commercial hubs, seven of which are in Dhaka city. Besides its commercial responsibility to promote the readymade garments trade the association has declared to be committed to ensuring worker rights and social environmental standards in factories. In the period 2010-2014 BGMEA, funded through GF organized around 778 orientation workshop/Advocacy meeting on TB in different garment industries to create and increase awareness on TB where 38,811 employees have been oriented. NTP has also a tripartite agreement with BEPZA, Bangladesh Export Processing Zone Authority, supported by NGOs (BRAC, DF, PKSP). The BGMEA and BEPZA have health centers which provide space for a DOTS corner managing TB cases. Their doctors and paramedics refer workers with TB symptom to the nearest by DOTS center for sputum microscopy, and if proved a TB case the paramedics provide DOT and follow up in the factory premises and keep records of TB patients.

Tuberculosis is an infectious disease caused by bacteria. TB can be completely cured through treatment. TB patients can live healthy, normal and productive lives, yet many are stigmatized and discriminated against. This leads to obstacles to accessing testing and treatment and adherence to treatment.

Stigma and discrimination against people with TB can occur throughout the workplace, healthcare facilities or within the community, leading to avoidance. Forms of stigma and discrimination in the workplace can include:

- Avoidance by management and co-workers for fear of contamination
- Retrenchment due to repeated sick leave,
- Unfair dismissal on the basis of frequent absenteeism
- Lack of access to advanced training and promotion opportunities
- Inappropriate and unfair rumors about employees who have or may have TB.

A: Description of Services to be provided

Beyond economic consequences, stigma and discrimination against people with TB can have a devastating social and psychological impact. Such attitudes obstruct healthcare providers in delivering effective treatment. Stigma often prevents people from seeking healthcare attention, which constitutes a direct public health threat to the community. Even when patients receive treatment, social disapproval from family or community members decreases compliance with treatment. Proper adherence, however, is critical to avoid the development of multi-drug resistant tuberculosis (MDR-TB). Social isolation, experienced rejection, shame and blame due to TB diagnosis can lead to psychosomatic stress, loneliness and feelings of hopelessness.

There is no concrete evidence on factors of stigma, discrimination at workplace on TB in Bangladesh and consequences of that stigma on the workers and employers. It is important that employees, employers and healthcare professionals understand the determinants and dynamics of the stigma to ensure that human rights violations are prevented. This will enable patients to seek timely advice and diagnosis, and to achieve good treatment adherence, and thus good outcomes.

Based on above, consulting firm/agency/individuals will be hired on behalf of CTB Project of MSH to conduct survey on factors and consequences of stigma on tuberculosis at workplace.

Objectives of the Study:

The main purpose of the study was to identify the factors related to stigma on TB among the workers in selective workplaces and impact of this stigma & discrimination among workers and employers.

Following are the specific objectives for the assignment:

- To determine and document the experiences of stigma among the factory workers related to TB.
- To identify the consequences of the stigma and discrimination for TB among the workers and the employers.
- To explore the health seeking behavior among the employees in relation to TB.

Methodology to be followed:

- Consultant or consulting agency will share the proposal for the survey;
- Detail data collection and analysis schedule will be shared with MSH Bangladesh;
- Consultant or consulting agency will share the questionnaire for the survey;
- Consultant or consulting agency will share a draft and final report of the survey.

Locations to be covered:

This stigma survey will be conducted in selected small and medium size industries and RMGs in Dhaka and Sylhet

Divisions.

Guideline of writing proposal/ expression of interest:

The proposal/ expression of interest (duly signed) should comprise with the following sections and given page limit.

Topic	Maximum Page Limit
Technical Proposal	
Cover Page	1 Page
Table of Content	1 Page
Understanding of the Assignment	3 Page
Proposed Methodology	2 Pages
Work Schedule	1 page
Team composition along with its rationale	2 pages
Evidence of conducting similar types of research	3 pages
Any other relevant information (if required only)	3 pages
Financial Proposal	
Budget detailing out:	
<ul style="list-style-type: none"> - Consultancy days and fees (days should be mentioned for key member of the team) - Travel, accommodation and logistics - Any other expenditure (please mention nature of expenditure) - 15% VAT and 10% taxes - Total amount 	

Expected competencies of consultant and selection criteria:

It is expected that the competency of the contracted consultant or consulting agency will be evaluated separately should meet the following requirements:

- Experience in conducting large-scale relevant studies;
- Good understanding on terminologies of stigma, discrimination, rejection at workplace;
- Experience in working with USAID funded project/program;
- Experience in conducting research in the area of stigma and discrimination;
- Experience in conducting similar assignment in Bangladesh;
- Fluent in Bangla and English.

Submission check list:

1. Organisation profile
2. CVs of the members of the team
3. Proposal- both technical and financial
4. Organization's/Firm's Certificate, TIN and VAT registration
5. Documents in favour of the previous relevant studies.

B: Deliverables¹

- Final protocols, and timeline of the survey
- Final questionnaire of the survey
- Training for data collectors and training report
- Draft survey report
- Consultative Workshop on draft survey findings
- Final report submission both in hard and soft copy

¹ When submitting deliverables to MSH Consultant shall ensure that all related datasets are also provided. As used in this agreement "Datasets" refers to supporting information that goes into creating a final deliverable, such as data contained in spreadsheets (whether presented in tabular or non-tabular form) an extensible mark-up language (XML) file, a geospatial data file, or an organized collection of these.

C: Delivery Schedule/Milestones

The duration of this assignment will be maximum 25 Working Days after having work order. Nevertheless, the expected period of Performance begins: 11/04/2017 and ends: 15/06/2017. Here noted that, date wise detail working plan will be finalized through a consultative workshop with Challenge TB team.

The following deliverables or milestones are in details-

#	Deliverable or Milestone	Expected Date of Delivery or Completion
1	Final protocols, and timeline of the survey in consultation with CTB team	16/04/2017
2	Final questionnaire of the survey in consultation with CTB team	20/04/2017
3	Training for data collectors and share training report	23/04/2017
4	Draft survey report share with CTB	30/05/2017
5	Consultative Workshop with respective stakeholders on draft survey findings	07/06/2017
6	Final report submission both in one hard and soft copy to CTB team	15/06/2017

D: Authorized Travel

☒ Travel is not authorized in connection with providing the Services in accordance with the SOW.

Delivery Address/ Place of Performance:	MSH Office, Gulshan-2, Dhaka-1212
Payment Terms:	Payment will be made on net 30 days (Monthly) basis after successful completion of services and submission of invoices by A/C payee cheque. VAT & TAX will be deducted as per Govt. rules. (VAT coupon will be provided in terms of VAT charged) as the MSH is USAID Funded organization where the VAT is exempted.
<i>By responding with a quote you are accepting the requirements as outlined above, including any delivery requirements and payment terms</i>	

In order to be considered quotes must be valid for at least 30 days and must include all of the following:

- Complete vendor information – including vendors physical address, full legal name, VAT registration number & nationality²
- The price offered for the needed goods and/or services, including associated costs such as shipping or installation
- If you have not provided goods and/or services to MSH within the past 3 years - Current contact information for at least 3 past customer references
- All information relevant to demonstrating the vendor's ability to meet MSH's Evaluation Criteria (see below)

Quotes will be evaluated based on the following Evaluation Criteria:

Ability to meet the Description/Scope of Work/Specifications above	
Price and Value	
Acceptable Past Performance	
Other Factors (if any):	Physical Presentation on proposal.

This RFQ is non-binding and in no way obligates MSH to award any contract. MSH reserves the right to purchase any or all of the items requested, to adjust quantities if necessary, or to make no purchase. Firm commitment to purchase is not established until a written order is issued by MSH. MSH will not pay for vendors quote preparation costs.

If any company or individual submitting an offer in response to this RFQ is found to have offered anything of value to any member of MSH staff, they will be disqualified from participation in this procurement and may be disqualified for any future procurements with MSH. MSH staff are instructed not to request or accept anything of value from companies or individuals receiving RFQ's. If an MSH representative asks you for any kind of incentive payment or other gift please report it to the following email address: auditcommittee@msh.org

² If submitted a bid as an individual 'nationality' is your country of citizenship or lawful permanent residence, if submitting a bid as a company/organization 'nationality' is the country in which your company/organization is registered to legally do business.