

# Request for Proposal (RFP)

**Global Technical Services**

**Nutrition International**

**Study Type:**

Situational Analysis of Salt Sector in Pakistan

**Project:**

Universal Salt Iodization, Pakistan

Proposed timeline:

September 2018 – January 2019

**Deadline for proposal submission: August 13, 2018 - 5:00 PM EST**

## **Request for Proposal (RFP) Notice**

Nutrition International (NI), a non-profit organization dedicated to eliminating vitamin and mineral deficiencies worldwide, invites proposals from competent Agencies/ firms for conducting a Salt Situation Analysis as part of NI support to, “Accelerating Universal Salt Iodization in Pakistan”, project.

### **About Nutrition International**

Nutrition International (NI), a renowned international development organization based in Ottawa, Canada, has a commitment to eradicate global ‘hidden hunger’ by implementing global interventions that focus on women and children in developing countries. It aims to generate innovative and sustainable solutions to reduce vitamin and mineral deficiencies among women, newborns, and children. It builds on robust evidence-based research and evaluation in order to demonstrate excellent return on investment in scaling-up highly cost-effective micronutrient interventions. NI aspires to be a global center of excellence in technical and programmatic support in this field.

In collaboration with key stakeholders such as governments, private sectors and civil society groups NI seeks to tackle the aforementioned problem that affects one third of the world’s population. NI engages in tailoring health and nutrition strategies as well as up-scaling existing programs in various regions including Africa, Asia, the Caribbean, Latin America and the Middle East. NI’s international Board of Directors directs its interventions, which reach out to approximately 500 million people in more than 70 countries.

One of NI’s key strategic goals is to enhance the global impact of micronutrient interventions by generating cutting-edge knowledge and utilizing it to develop sound policies and programmes while consolidating political will to achieve its vision. NI aspires to position itself as a global center of excellence in generating scientific research in the field of micronutrient programmes. It provides quality assurance for research and programmes while disseminating and translating new knowledge to influence and improve national and global policies and programmes. NI provides guidance and support on existing and future programme evaluations and coordinates the analysis and utilization of evaluation results.

### **Universal Salt Iodization (USI) Program Background**

Over 50% of the population of Pakistan was estimated to be at risk for Iodine Deficiency Disorders (IDD) and this is reflected in the various surveys undertaken over the years, including: the National Nutrition Survey (NNS), 1985-87, the IDD Survey in Swat Province in 1999 and 2001-2002, and the NNS conducted in 2001-02. To address this problem, a National IDD Control Programme was initiated in 1989, which had a limited impact, as the household consumption of iodized salt remained around 17% (UNICEF, 2001-02). In order to revitalize the salt iodization program NI, UNICEF and WFP joined hands with the Government of Pakistan in 2005. As a result of coordinated efforts, 102 out of 141<sup>1</sup> districts were brought under the salt iodization program in a phased manner. The program support included; technical and material assistance to processors to fortify salt with iodine, assisting health department in monitoring and implementation of regulations and creating demand for iodized salt through mass awareness. The findings of an evaluation commission by NI in 2010 indicated the success of Pakistan’s salt iodization program as it showed that 99% of the salt being produced was iodised. However, though overall the strategy adopted for implementation for salt iodization had resulted in improvements in salt

---

<sup>1</sup> The total number of official districts in 2005

iodization levels, about 69% of salt still remained inadequately iodised (less than 30 ppm of iodine in salt at the production level). Addressing the findings of the survey, NI determined a need to improve the adequate level of salt iodization by focussing on improving external and internal quality control of iodization, establishing a market-driven system of adequate KIO<sub>3</sub> availability, and supporting the development of both provincial and national legislation mandating the sale of iodized salt. At present, the salt iodization program in Pakistan is being implemented by the government with NI, WFP and other partners' support in 110 districts (with strengthened monitoring in 97 salt producing districts) out of 146 districts in Pakistan and caters to a population of 174 million population. About 1500 salt processors (small, medium and large), varying by seasonality and market dynamics, are targeted in the program responsible for 100% of the total edible salt production in the country.

### **Background & Rationale of the Salt Industry Mapping:**

- Countrywide information on the status and extent of the salt sector in Pakistan has not been updated for more than a decade. In order to have a comprehensive information on the production, storage, distribution and utilization of iodized salt a salt situation analysis study was conducted in Pakistan during 2004-'05 to provide a benchmark for salt iodization intervention and to facilitate planning of salt iodization in a strategic fashion. At the time of inception of USI program, major portion of salt industry was small scale, informal and widely dispersed across country. At that stage it was very challenging to implement a salt iodization program, especially providing support to the industry to build their capacity in adequate iodization of salt. This was mostly informal and not organized industry was making it difficult for the government enforcement agencies to appropriately enforce iodization of salt at specified iodization standards.
- Now the salt iodization program in Pakistan is more than a decade old and in a relatively advanced stage. For any small scale industry, it is true that there is always a process and trend towards more formalization and consolidation due to natural market dynamics which is good both with respect to maintaining and enhancing the quality of their products but also facilitates the monitoring and quality control by the enforcement agencies. The same is being observed and reported in the case of salt industry as well, however, a formal exercise to verify this has not happened. Therefore, it is timely, to have a fresh look at the situation and structure of the salt industry in the country by conducting a situational analysis of the salt sector throughout the country and preparing an updated and complete inventory of the salt producers and processors.

### **General instructions & considerations for the RFP**

- This Request for Proposal (RFP) is to conduct Salt Situational Analysis in Pakistan in order to inform the Accelerating Universal Salt Iodization in Pakistan project.
- A step-wise submission process will followed which will include submission of a proposals only by selected agencies or individuals.
- The instructions should be read in conjunction with information contained in the enclosed Terms of Reference (TOR) at **Annex A** and the budget template at **Annex B**, and in any accompanying documents within this package.
- NI is not bound to accept the lowest priced, or any proposal. NI reserves the right to request any (or all) Respondent(s) meet with NI to clarify their proposal(s) without commitment, and to publish on its website answers to any questions raised by any Respondent (without identifying that Respondent).
- Respondents are responsible for all costs associated with the proposal preparation and will not receive any reimbursement by NI.

## Conflict of Interest

- Respondents must disclose in their proposal details of any circumstances, including personal, financial and business activities that will, or might, give rise to a conflict of interest. This disclosure must extend to all personnel proposed to undertake the work.
- Where Respondents identify any potential conflicts they must state how they intend to avoid any impact arising from such conflicts. NI reserves the right to reject any proposals which, in NI's opinion, give rise, or could potentially give rise to, a conflict of interest.
- With respect to this condition, please be advised that the organizations that may fall within the scope of this evaluation will include those below, with which any association must be disclosed:
  - Government of Pakistan
  - Nutrition International
  - Government of Canada
  - WFP
  - UNICEF
  - Salt industry in Pakistan
  - Any other related national or international NGO or other entity associated in any form with the salt iodization program

## RFP General Disclosures

Respondents must disclose:

- If they are or have been the subject of any proceedings or other arrangements relating to bankruptcy, insolvency or the financial standing of the Respondent including but not limited to the appointment of any officer such as a receiver in relation to the Respondent personal or business matters or an arrangement with creditors or of any other similar proceedings.
- If they have been convicted of, or are the subject of any proceedings, relating to:
  - Criminal offence or other offence, a serious offence involving the activities of a criminal organization or found by any regulator or professional body to have committed professional misconduct.
  - Corruption including the offer or receipt of any inducement of any kind in relation to obtaining any contract, with Nutrition International, or any other contracting body or authority
  - Failure to fulfil any obligations in any jurisdiction relating to the payment of taxes

## SUBMISSION PROCEDURE

**This proposal will be submitted in one step in full form.**

Qualified consultant/s or agency/s are encouraged to submit a full proposal including a Technical Implementation to a maximum of 15 pages and aligned with the ToR presented in Annex A of this document AND include **Annex 1-6** as listed below. Cover-Letter and Declaration (up to 2 pages): Proposals must be accompanied by a cover letter with the respondent's address. The letter must be signed by a suitable authority to commit the Respondent to a binding contract. It must quote the RFP number and title, and include the declarations provided in Annex C.

**Annex 1: Qualifications and experience**

- Previous related work highlighting experience in supervision or contribution to similar studies. Reference to or sample of previous report/s (maximum two) or research that the team has produced preferably during last two years.
- Qualifications of the key personnel of the team: including: resumes of each of the key team members (up to 3 pages per resume)
- A description of the roles and responsibilities of each of the team members (up to 3 pages)

**Annex 2: Timeline for the study reports which will include among other sections:**

Timeline for the study which includes specific deadlines for each of the study activities, milestones and deliverables of each of the study stages including:

- Initial review of NI documents
- Tools and instruments' design
- Inception meeting
- Data collection and analysis
- Report preparation
- Final report
- Final financial report

**Annex 3: Financial Proposal (up to maximum 3 pages following template at Annex B):**

The consultant/agency shall submit a Financial Proposal in a separate file detailing:

- Breakdown of all activities, outputs and deliverables
- Estimated cost disaggregated by the number of days each team members will be working
- Date/s when financial report/s will be submitted and when payment/s will be expected
- All amounts need to be quoted in **[Pakistan Rupees]**
- Fees should be inclusive of all insurance and standard business overheads and taxes. Nutrition International will not pay for any overhead or indirect costs that exceed 10% of the total direct costs.

**Annex 4:** Background information, a brief review of the topic, and task rationale.

**Annex 5:** A risk analysis exercise: Identifying barriers and risks of implementing the task and response to these challenges.

**Annex 6:** A list of acronyms used in the proposal.

**Profile (Team Leader/s or key consultant/s)**

The consultant/agency interested in submitting a proposal to conduct this study should have:

- At least five years of experience in conducting such studies and other types of related research in the field of nutrition and food security (with emphasis on women's and newborn survival and health).
- At least five years of experience in collecting and analyzing qualitative and quantitative data.
- Familiarity with the context of the Pakistan setting in which the project is conducted.
- The consultant/agency is expected to be aware of the up-to-date knowledge on USI and USI project in Pakistan, NI facilitated Salt Industry GIS (geographic information system), salt industry, salt iodization technology, salt market as well as national guidance and policies related to nutrition and especially USI.

- Language skills: Excellent writing skills in English as well as understanding, speaking and writing in Urdu

### **Submission:**

The proposal package with all annexes shall be put into a covering email specifically indicating in subject line *Salt Industry Situation Analysis: “Accelerating Universal Salt Iodization in Pakistan” project.*

- Proposals by consultant/agency must be submitted in English.
- Only E-mail bids will be accepted. Only those short-listed will receive an acknowledgment. Any clarification on the scope of work and submission process will be communicated giving equal opportunity to all applicants.
- Late submissions will not be accepted in any circumstances.

For **any technical clarification** write to: [nkhan@nutritionintl.org](mailto:nkhan@nutritionintl.org) and [abhurgri@NutritionIntl.org](mailto:abhurgri@NutritionIntl.org)

**Send proposal** by email to: [nkhan@NutritionIntl.org](mailto:nkhan@NutritionIntl.org) and [lgolden@nutritionintl.org](mailto:lgolden@nutritionintl.org)

### **Receipt, Evaluation and Handling of Proposals**

Once a proposal is received before or by the due date and time, Nutrition International will:

- Log the receipt of the submission and record the business information
- Review and qualify all proposals and retain the business details on file with a note indicating qualification/disqualification (in terms of meeting the terms set out in these instructions)
- Evaluate all responsive proposals objectively in line with the criteria specified below and inform respondents (only shortlisted) within ten (10) business days of the evaluation decision made.

Nutrition International reserves the right to:

- Accept or reject any and all proposals, and/or to annul the RFP process, prior to award, without thereby incurring any liability to the affected Respondents or any obligation to inform the affected respondents of the grounds for Nutrition International's actions prior to contract award.
- Negotiate - with Respondent(s) invited to negotiate - the proposed technical approach and methodology, and the proposed price based on the Respondent's proposals.
- Amend this RFP at any time

### **Selection criteria:**

**Submitted technical and financial proposals will be assessed by a committee and then successful proposal(s) will be identified based on the below selection criteria (See Table 1). Successful Respondent will be contacted and will be expected to enter into a Contract with Nutrition International for the duration of the Work. The terms and conditions of this RFP will normally form part of the Contract.**

**Table 1: Concept note/Proposal Evaluation Criteria**

<b>An Situational Analysis of Salt Sector in Pakistan for Accelerating Universal Salt Iodization in Pakistan Project</b>		
<b>Item</b>	<b>Assessment Category:</b>	<b>Weights</b>
Proposal	The rational, context, study questions, and objectives are appropriately included	10%
	The study methodology, data collection mechanisms, and data analysis plan are plausible to achieve the objectives of study. The proposal lists the types of reports and documents that will be needed for the different components of the study	10%
	The consultant/agency provides a short review of/comments on the described below methodology of the study with suggestions and recommendations to enhance it	5%
	The proposal explains how the results of the study will be interpreted to provide recommendation with regard to ensuring a sustained USI program and to adequately iodized salt production, sound QAQC system, a market driven KIO3 supply system and how to ensure minimum dependency on external support and government and industry ownership.	10%
	Proposal explains how the consultant/agency will ensure quality of implementation of the study	5%
	Gender issues are appropriately addressed as needed	5%
	The proposal includes a clear and reasonable timeline (with potential adjustment for delays); the time line includes specific deadlines for each of the implementation activities, milestones and deliverables (and ideally reflects the roles and responsibilities of the team)	5%
Profile	A sample of the previous work and its similarity to the assignments of this RFP	10%
	The required qualifications and key competencies (education and work experience) to carry assignment are met by the team members (as per their presented resumes)	10%
	The proposed summary of the roles and responsibility of each team member and its relevant competences is clear and meets the requirement of the assignment	5%
Budget	The financial proposal captures all critical components, various expenses, and justification summaries	20%
	The estimated expenses and the administration cost in the proposed budget are reasonable for each of the activities	5%

## Annex A. TERMS OF REFERENCE

### Part I: Background Information on the Accelerating Universal Salt Iodization in Pakistan Project

#### The Accelerating Universal Salt Iodization in Pakistan Project

Iodine deficiency is the primary cause of preventable mental retardation and brain damage. Globally, about 30% of the world's population live in areas with iodine deficiency and its complications. Iodine deficiency decreases child survival, causes goiter and impairs growth and development; in pregnant women it causes miscarriages, low birth weight and other complications. Children may grow up stunted and with lower IQ. Iodine Deficiency Disorders (IDD) has been a major public health problem in Pakistan with an annual estimated 1.7 million newborn babies at risk of mental impairment due to the poor iodine status of their pregnant mothers. Pakistan has had some of the lowest rates of consumption of iodized salt, estimated at just 17% in 2001, much lower than the average consumption of 68% in other south Asian countries.

Universal salt iodization (USI) is the solution recommended by WHO to address IDD. Iodizing table salt is the most cost effective and sustainable method of complementing dietary iodine and improving the iodine status of the population. Indeed, iodization of salt to eliminate IDD was confirmed by leading economists in the Copenhagen Consensus as one of the best investment strategies in international development. Iodizing salt can eliminate iodine deficiency. It is effective and costs only pennies per person per year. Iodized salt is safe for infants, children and pregnant women. Moreover, changes in iodine intake from salt iodization can be easily monitored through measuring urinary iodine.

A National IDD Control Program was initially launched by the Government of Pakistan in 1994. However, success from this first attempt was limited and the program was unable to achieve a significant or sustained increase in salt iodization levels. On the request of the Government of Pakistan, the USI program was revitalized starting in 2005 with financial assistance and technical, operational, logistic and commodity support from Nutrition International with funding from the Canadian Government and the United Nations World Food Program, in coordination with various other partners.

Currently the revitalized program is being implemented in 110 out of 146 districts of Pakistan covering a population of 174 million people. The key output of the revitalized program was:

- **1.9 million MT of additional adequately iodized salt produced over 8 years (upto 2013), approximately 240,000 MT per year reaching an estimated 60 million people each year**

This led to an outcome of a three-fold increase in consumption of iodized salt<sup>2</sup>:

- **Household utilization of iodized salt increased from 17% in 2001 to 69% in 2011**

Finally, this dramatic increase in the consumption of iodization of salt led to the following health benefits<sup>3</sup>:

- **250,000 severe mental impairments averted from 2006 to 2013**
- **13 million newborns protected from IDD from 2006 to 2013**
- **Decrease in severe iodine deficiency among mothers from 37% to 3%**
- **Decrease in severe iodine deficiency among school-aged children from 23% to 2%**

---

<sup>2</sup> National Nutrition Survey, 2011

<sup>3</sup> Ibid.



Strong government ownership and commitment, coupled with effective monitoring and supervision, have been key success factors. Ongoing quality control measures, stringent regulatory and enforcement mechanisms, and availability of fortificants (KIO<sub>3</sub>) in the open market and demand generation are the necessary requirements for the program's sustainability.

#### **Project Location:**

**At present, the salt iodization program in Pakistan is being implemented with NI support in 110 districts of Pakistan which caters to a population of 174 million population (with strengthened monitoring in 90 salt producing districts). About 1500 salt processors (small, medium and large) are targeted in the program responsible for 100% of the total edible salt production in the country.**

## **Part II: Details of the Salt Industry Situation Analysis**

**Time Period of the Review: September 2018 – January 2019**

### **1. Background & Rationale of the Salt Industry Mapping:**

- Countrywide information on the status and extent of the salt sector in Pakistan has not been updated for more than a decade. In order to have a comprehensive information on the production, storage, distribution and utilization of iodized salt a salt situation analysis study was conducted in Pakistan during 2004-'05 to provide a benchmark for salt iodization intervention and to facilitate planning of salt iodization in a strategic fashion. At the time of inception of USI program, major portion of salt industry was small scale, informal and widely dispersed across country. At that stage it was very challenging to implement a salt iodization program, especially providing support to the industry to build their capacity in adequate iodization of salt. This was mostly informal and not organized industry was making it difficult for the government enforcement agencies to appropriately enforce iodization of salt at specified iodization standards.
- Now the salt iodization program in Pakistan are more than a decade old and in a relatively advanced stage. For any small scale industry, it is true that there is always a process and trend towards more formalization and consolidation due to natural market dynamics which is good both with respect to maintaining and enhancing the quality of their products but also facilitates the monitoring and quality control by the enforcement agencies. The same is being observed and reported in the case of salt industry as well, however, a formal exercise to verify this has not happened. Therefore, it is timely, to have a fresh look at the situation and structure of the salt industry in the country by conducting a situational analysis of the salt sector throughout the country and preparing an updated and complete inventory of the salt producers and processors.
- The resultant reports will provide steps towards further strengthening iodization of edible salt, monitoring the status and extent of production and utilization of iodized salt among communities and a benchmark for the future salt iodization programs. The findings of this study will help the Government of Pakistan and salt producers/processors in the country to further strengthen its salt iodization program.

## 2. Objectives:

- To prepare a complete inventory of small, medium and large scale salt producing units as outlined in the scope of work of this RFP;
- To study and document the capacity, status and extent of adequate level of salt iodization throughout the country including all provinces, regions and special territories etc.

## 3. Scope:

Under the guidance and supervision of the designated staff in NI Global Technical Services Unit (GTS) in Ottawa, Asia Regional Office and Pakistan country office, the contracted firm will attend briefing sessions with Nutrition International designated team at the start and end of consultancy. The agency should work with GTS only. However, there could be a discussion forum at (i) tool finalization, (ii) sharing a raw data and (iii) submission first draft report/ broad observation where the agency could present in front of larger audience within NI.

The following main tasks would be carried out during country wide situation analysis of the salt production by the small, medium and large scale producing units.

- Review the enabling environment that includes regulatory/ policy framework, standards for iodized salt, procedures and guidelines at national or sub-national level that recognizes the importance of production, distribution and sale of adequately iodized salt in the country.
- Review all available documents/ reports on inventory/situational analysis of the salt industry including NI commissioned Salt Situation Analysis conducted during 2004-05.
- Conduct field visits to assess the practices of salt processors for salt iodization and to assess the current status of Universal Salt Iodization (USI) Program at all points from production to consumption level.
- Prepare a complete list of the salt units/processors with information of:
  - who produces salt and where, how much is the production
  - what percentage of production is adequately iodized, through which method
  - how packed, labelled, distributed with what weight and price
  - complete contact coordinates and name of the identified salt processors/ industry (small, medium and large) including owner's name and contacts.
- Provide information related but not limited to:
  - Market share of different types of salt i.e. crystal, washed, refined free flow salt including trends and changes over time.
  - Define the small, medium and large scale salt producers in the context of study country and production share of each category.
  - Share by sources of raw salt i.e. rock, lake or sea.
  - The status of production level enforcement implemented in the country.
  - Availability of in-country suppliers of salt industry machinery and equipment for small, medium or large scale mechanized production plants.
  - Pricing of different brands of un-iodized (if still marketed) and iodized salt.

- Salt flow, marketing and trading structure in the country.
  - Value chain analysis in terms of packaged vs non packaged and coarse vs fine type – production to delivery to retail market to delivery to consumers, in addition to assessing across-region differences.
  - Any existing Management Information System, Geographic Information System etc. for salt and salt industry in the country as well as government and or industry readiness for establishment/strengthening of the mechanism.
  - The status of Internal and external QA/QC mechanism, and commercial and import/export monitoring including protocols in place and their adherence.
  - Factors (political, economic, institutional, etc.) that influence availability of iodized salt and differential compliance to be able to formulate corrective actions.
  - Assess the capacity building/training status of the salt processors and laborers at work.
  - Get information about the existence of different level program committees and salt industry/processors' associations.
  - Assess the availability of iodization equipment (drip feeds etc.) and if available working condition of these for proper and adequate mixing of Potassium Iodate (KIO<sub>3</sub>) into the salt.
  - Record the type of iodization plant used, and method for iodization (wet/dry mixing).
  - Asses Gender aspects keeping in view NI Gender Strategy.
  - Assess the existence of work force safety measures and also whether underage labor is used keeping in view Child protection Policy.
  - Potassium Iodate (KIO<sub>3</sub>):
    - To assess the availability, flow, consumption, price per Kg and present stock of potassium iodate (KIO<sub>3</sub>) at the national, provincial, district and salt unit levels.
    - To study the existing mode of relationship between Departments of Health (or others) & salt producers regarding demand and supply of Potassium Iodate (KIO<sub>3</sub>).
    - To study the feasibility, mechanism and channel of supply of Potassium Iodate (KIO<sub>3</sub>), its availability (regular, monthly, quarterly, interrupted, none or out of stock since one month, quarter a year etc.), storage, distribution, utilization (quantity used/month), factory/unit level cost, record keeping regarding KIO<sub>3</sub> stock, generation of funds and its flow and effective utilization of the funds retained (if any) by the salt processors association.
  - Report on the salt industry administrative structure and the technology of salt production and refining.
  - Report incremental iodization cost and salt pricing of different type and brands including investment and operating costs.
  - Other relevant variables/indicators for study will be drafted later.
- 4. Outcome:** The salt industry situation analysis (mapping, flow etc.) will enable NI to have:
- A complete inventory of salt sector in Pakistan including trends and changes over time. The report would include information as outlined in the scope of work above.

- Additional outcome if needed will be included later.
- Final report according to the agreed upon ToC which includes recommendations and future direction for NI on the Accelerating Universal Salt Iodization in Pakistan project. The report of the Salt Situation Analysis should include:
  - Table of Contents
  - List of Acronyms
  - List of Tables
  - List of Figures
  - Executive Summary
  - Introduction
  - Methodology
  - Main findings and analysis
  - Conclusions
  - Recommendations
  - Annexes

5. **Budget:** To be negotiated.

- Once the organizations is selected, NI will negotiate contract, implementation plan agreed and funds for the study disbursed to firm/organization according to NI set financial procedures and terms.

6. **Timeline:** The study is expected to be conducted in five months i.e September 2018 to January 2019. All activities, including data collection, analysis and a summary report need to be finalized by the end January 2019.

Activities/ Deliverables	Q4	Q1			Q2			Q3			Q4		
	2017-18	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar
Develop Concept	X												
Develop Project & CDB		X	X										
Develop ToR			X	X	X								
Float RFP					X	X							
Select – consultant						X							
Negotiate contract						X							
Execute the project							X	X	X	X			
Report											X		
Disseminate findings												X	

## Annex B. BUDGET TEMPLATE

	Particulars	Person Days	Rate	Remarks
<b>A</b>	<b>SALARIES/PROFESSIONAL FEES</b>			
A1	Professionals			
A2	Field Staff/Consultant/agency			
	<b>Sub Total of A</b>			
<b>B</b>	<b>TRAVEL, TRANSPORTATION (Vehicle Expenses/Local Conveyance</b>			
B1	Local Conveyance for field work			
B2	Local Conveyance for Professional Staff			
B3	Local Conveyance for Field Researchers			
	<b>Sub Total of B</b>			
<b>C</b>	<b>In-Country Travel (Travel expenses for Professional staff from base station to states/districts:</b>			
C1	Air Travel			
C2	Train Travel			
	<b>Sub Total of C</b>			
<b>D</b>	<b>DAILY ALLOWANCE/LODGING EXPENSES</b>			
D1	Professional staff			
D2	Field researcher			
	<b>Sub Total of D</b>			
<b>E</b>	<b>OFFICE EXPENSES</b>			
E1	Stationery			
E2	Communication & any other			
	<b>Sub Total of E</b>			
<b>F</b>	<b>MEETING EXPENSES</b>			
F1	Consultation workshop cost			
	<b>Sub Total of F</b>			
	<b>TOTAL OF DIRECT COST (A to F)</b>			
<b>G</b>	<b>Management Cost ....% on Total Direct Cost</b>			
<b>H</b>	<b>Service Tax (@15%) on Total Direct Cost &amp; Management Cost</b>			
<b>I</b>	<b>Total (A to F)+G+H</b>			

**Annex C. DECLARATION FORM**

“We have examined the information provided in your Request for Proposal (RFP) and offer to undertake the work described in accordance with requirements as set out in the RFP. This proposal is valid for acceptance for 6 months and we confirm that this proposal will remain binding upon us and may be accepted by you at any time before this expiry date.”

“We accept that any contract that may result will comprise the contract documents issued with the RFP and be based upon the documents submitted as part of our proposal.

“Our proposal (Technical and Financial) has been arrived at independently and without consultation, communication, agreement or understanding (for the purpose of restricting competition) with any other Respondent to or recipient of this RFP from the Nutrition International.

“All statements and responses to this RFP are true and accurate.”

“We understand the obligations regarding Disclosure as described in the RFP Guidelines and have included any necessary declarations.”

“We confirm that all personnel named in the proposal will be available to undertake the services.”

“We agree to bear all costs incurred by us in connection with the preparation and submission of this proposal and to bear any further pre-contract costs.

“I confirm that I have the authority of [insert name of organization] to submit this proposal and to clarify any details on its behalf.”

Name: .....

Title: .....

Date: .....

Signature: .....