

KARNATAKA HEALTH PROMOTION TRUST (KHPT)
IT Park, 5TH Floor, No. 1 – 4, Rajajinagar Industrial Area,
Behind KSSIDC Administrative Office,
Rajajinagar, Bangalore – 560 044
Tel: 080-40400200
Email: khptblr@khpt.org

REQUEST FOR PROPOSAL (RFP) FOR **Hiring of Agency for Recruitment Services**

RFP Reference No.	:	KHPT/Impact India/2025-26/Sep-07
Date of RFP	:	27-Sep-2025
Last Date to Seek Clarifications	:	07-Oct-2025 – 11:00 Hrs.
Email ID to seek clarification	:	khptblr@khpt.org
Last Date for Submission of Proposal	:	12-Oct-2025 – 24:00 Hrs.
Email ID for Submission of Proposal	:	khpt.procurement@khpt.org

Note: Applicant should submit soft copy of the duly filled in the format provided along with relevant supporting documents clearly mentioning subject line with “**RFP for Hiring of Agency for Recruitment Services**”

SECTION 1. LETTER OF INVITATION

Country:	India
RFP No.:	KHPT/Impact India/2025-26/Sep-07
Nature of Services Required:	To provide end-to-end recruitment services for 39 critical state-level positions

Dear Sir/Madam,

About KHPT

KHPT is a not-for-profit organization which spearheads focused initiatives to improve the health and wellbeing of communities in India. In 2003, KHPT was founded with a mission to enhance the health and wellbeing of vulnerable communities and our journey started with the focus on reducing the prevalence of HIV in Karnataka, specifically among most at-risk populations. These interventions were evidence-driven, systematically planned, rigorously implemented, and monitored. We succeeded in scaling impact well beyond Karnataka and KHPT became a learning site for innovative approaches.

Impact India – Project Brief

KHPT is implementing the IMPACT India Project as a Prime Recipient with the funding support from the Global Fund. KHPT assumes a central role in strengthening the efforts of the Central TB Division (CTD) in the tuberculosis elimination efforts. The Integrated Measures for Prevention and Care in TB (IMPACT India) Project is designed to provide targeted, high-impact interventions across three strategic pillars:

- Community Engagement
- Technical Assistance (TA)
- Capacity Building

In view of the above

1. KHPT invites proposals from eligible and qualified recruitment agencies to provide end-to-end recruitment services for 39 critical state-level positions under the IMPACT INDIA Project, supported by the Global Fund. More details on the assignment are provided in the Terms of Reference in this RFP document. The selected agency will be responsible for sourcing, screening, coordinating interviews, and onboarding candidates in accordance with project timelines and compliance standards
2. An Agency will be selected under the **Quality & Cost Based Selection (QCBS)** method, the evaluation procedure for which is described in sections of the RFP. The selection process, as described, will include a review and verification of past performance, including a reference check, prior to the contract award.
3. The RFP includes the following documents:
 - Section 1 - Letter of Invitation
 - Section 2 - Instruction to Agency
 - Section 3 - Technical Proposal - Standard Forms
 - Section 4 - Financial Proposal - Standard Forms
 - Section 5 - Terms of Reference
4. Proposal must be delivered through email to khpt.procurement@khpt.org up to date and time defined on page No -1. **The technical bids will be opened on the next working day at 10.00 am.**

5. At any time prior to the deadline for submission of proposal, KHPT may, for any reason deemed fit by it, modify the RFP document by issuing suitable amendment(s) to it. Such an amendment will be notified on the KHPT website www.khpt.org only. KHPT shall not be responsible in any manner, if the prospective bidders miss any notifications placed on the above website.
6. KHPT will not accept any proposal which will be received after the stipulated date and time mentioned in page No. 1 above

SECTION 2: INSTRUCTIONS TO AGENCY

1. Introduction

- 1.1 KHPT will select an Agency in accordance with the method of selection specified in this Section.
- 1.2 The name of the assignment is **“Hiring of Agency for Recruitment Services”**
- 1.3 Detailed scope of the assignment has been described in Section 5 -Terms of Reference.
- 1.4 The Proposal will be the basis for contract negotiations and ultimately for a signed Contract with the selected Agency.
- 1.5 Agency should familiarize themselves with Local/State conditions and take them into account in preparing their Proposals.
- 1.6 Agency should have the required licenses and permits needed to carry out the assignment and make available relevant data and reports.
- 1.7 Agency shall bear all costs associated with the preparation, submission of their proposals and contract negotiation. KHPT is not bound to accept any proposal and reserves the right to annul the selection process at any time prior to Contract award, without thereby incurring any liability to the Agency.

2. Clarification and Amendment of RFP Documents

- 2.1 Agency may request a clarification on any clause of the RFP documents on or before 07-Oct-2025 – 11:00 Hrs. Any request for clarification must be sent in writing, to Email khptblr@khpt.org. KHPT will respond in writing, or by standard electronic means (email) and should the KHPT deem it necessary to amend the RFP as a result of a clarification, it shall do so following the procedure under para 2.2 below.
- 2.2 At any time before the submission of Proposals, KHPT may amend the RFP by issuing an addendum/amendment, such addendum/amendment will be notified on the KHPT website (www.khpt.org) only. To give Agency reasonable time in which to take an addendum/amendment into account in their Proposals KHPT may, if the addendum/amendment is substantial, extend the deadline for the submission of Proposals.

3. Proposal Validity

- 3.1 The Agency’s Proposal must remain valid for 90 days from the date of submission. During this period, the Agency must ensure the availability of the proposed professional staff and keep both the technical and financial proposals unchanged. KHPT will make every effort to complete negotiations within this timeframe.
- 3.2 If needed, KHPT may request an extension of the proposal validity period. Agencies agreeing to the extension must confirm the continued availability of the proposed staff and that the technical and financial proposal remains unchanged. Alternatively, they may propose replacements for any

staff, who will be considered in the final evaluation. Agencies that choose not to extend the validity period will not be considered for further evaluation.

4. Qualifications of the Bidder and document submission

The bidder should submit the following documents pertaining to it for pre-qualification of the bidder.

- 4.1 The bidder must be a legally registered entity in India — a Company, Proprietorship, Partnership Firm, or Limited Liability Partnership (LLP)
- 4.2 The bidder should have GST Registration Certificate if applicable
- 4.3 The bidder should have PAN
- 4.4 The Bidder should have a minimum of three years' experience as on 31.03.2025 in hiring of Professional Manpower. Provide the documentary evidence.
- 4.5 The Bidder should have an average annual turnover of Rs. 10 Crores from providing of recruitment services from last 3 years ending on 31.3.2024. (Submit Audited Financial statements for the last three financial years 2021-22, 2022-23 and 2023-24)
- 4.6 The Bidder should have minimum of 20 No. of qualified team of HR professionals. (Submit the details of Name, Gender, Qualification, No. of years of Experience with the Agency and total years in HR hiring and submit relevant CVs of key members).
- 4.7 Experience working with Development sector (NGO). (Submit the Assignments details)
- 4.8 The agency should have modern recruitment tools & systems, databases, and online platforms (LinkedIn, job portals, applicant tracking systems) to manage recruitment activities. Provide the Technical Brief.
- 4.9 Bidder should be a Single Entity and not a consortium.
- 4.10 The bidder should not be banned from carrying out business either with the any department under Central Government or the Ministry of Health and family welfare, Govt. of India at the time of the submission of the bid. A similar ban after the submission of the bid, but before the award of the contract shall also disqualify the bidder, time to time clarification issued on blacklisting from Government of India will be followed.
- 4.11 EMD payment confirmation (UTR Details)

5. Preparation of Proposal

- 5.1 The Proposal as well as all related correspondence exchanged by the Agency and the KHPT, shall be written in English language, unless specified otherwise.
- 5.2 In preparing their Proposal, Agency are expected to examine in detail the documents comprising the RFP. Material deficiencies in providing the information requested may result in rejection of the Proposal.
- 5.3 The number of staff to be recruited and their locations is furnished in Annexure-I of Section 5
- 5.4 Agency is required to submit the Technical Proposal (TP) in forms provided in Section-3.
- 5.5 The Technical Proposal shall provide the information indicated in the following paras from (a) to (d) using the attached Standard Forms in Section 3.
 - a. Form TECH – 1 is a sample letter of proposal submission of technical proposal which is to be submitted along with the technical proposal.
 - b. Form TECH – 2 for brief of Agency and Experience
 - c. Form TECH – 3 for description of the approach, methodology and work plan for performing the Assignment.
 - d. Form TECH – 4 for CVs of the Professional staff as mentioned in para 4.6 above signed by the staff themselves or by the authorized representative of the Professional Staff.
- 5.6 The Technical Proposal shall not include any financial information. The Technical Proposal

containing financial information may be declared non-responsive.

- 5.7 Financial Proposals: The Financial Proposal shall be prepared using the attached Standard Forms as per the Section 4. It shall include all costs associated with the Assignment including the applicable taxes in percentile. The financial proposal shall not include any conditions attached to it and any such conditional financial proposal shall be rejected summarily.

6. Taxes

- 6.1 The Agency shall fully familiarize themselves about the applicable taxes on amounts payable by the KHPT under the Contract. All such taxes must be included by the Agency in the financial proposal in percentile.

7. Currency

- 7.1 Agency shall express the price of their Proposal in INR only.

8. Submission of Proposal

- 8.1 The original proposal, both technical and Financial Proposals shall contain no interlineations or overwriting, except as necessary to correct errors made by the Agency themselves. The person who signed the proposal must initial such corrections.
- 8.2 An authorized representative of the Agency shall initial all pages of the original Technical and Financial Proposals. The authorization shall be in the form of a written power of attorney accompanying the Proposal or in any other form demonstrating that the representative has been fully authorized to sign.
- 8.3 The Technical proposal and **password protected** Financial Proposal shall be sent with one email, clearly naming the files as Technical and Financial proposal. Also mention name of the Proposal at Subject line. If the Financial Proposal is not submitted in a separate file as indicated above, this will constitute grounds for declaring the Proposal non-responsive.

9. Proposal Evaluation

- 9.1 The Agency should not contact KHPT on any matter related to its Technical and/or Financial Proposal unless the Agency has been contacted by KHPT for any information / clarification. Any effort by Agency to influence the KHPT in the examination, evaluation, ranking of Proposals, and recommendation for award of Contract may result in the rejection of the Agency' Proposal.
- 9.2 KHPT has constituted the Procurement Committee which will carry out the entire evaluation process.
- 9.3 **Evaluation of Technical Proposals:** The Procurement Committee while evaluating the Technical Proposals shall have no access to the Financial Proposals until the technical evaluation is concluded,
- 9.4 The Procurement Committee shall evaluate the Technical Proposals on the basis of their responsiveness to the Terms of Reference and by applying the evaluation criteria, specified in this Section.
- 9.5 Public opening & evaluation of the Financial Proposals:
- (a) Financial proposals of only those Agencies who are technically qualified shall be opened publicly on the date & time which will be communicated to the qualified Agencies, in the presence of the Agency's representatives who choose to attend at their own cost. The name of the Agency, their technical score and their financial proposal shall be read aloud.

- (b) The Procurement Committee will correct any computational errors. When correcting computational errors, in case of discrepancy between a partial amount and the total amount, or between word and figures, the former will prevail. In addition to the above corrections the items described in the Technical Proposal but not priced, shall be assumed to be included in the prices of other activities or items.
- 9.6 After opening of financial proposals, appropriate selection method shall be applied to determine the Agency who will be declared selected and be eligible for award of the contract. The methods of selections are described herein in this Section.
- 9.7 The selected Agency/s will then be invited for negotiations, if necessary.

10. Negotiations

- 10.1 Negotiations will be held at the date, time and address intimated to the selected Agency/s. The invited Agency will, as a pre-requisite for attendance at the negotiations, confirm availability of authorized key representatives to negotiate and conclude the Contract.
- 10.2 Technical negotiations: Negotiations will include a discussion of the Technical Proposal, the proposed technical approach and methodology, work plan, staffing, and any suggestions made by the Agency to improve the Terms of Reference. The KHPT and the Agency will finalize the Terms of Reference, staffing schedule, work schedule, logistics, and reporting. These documents will then be incorporated in the Contract as “Description of Assignment”. Special attention will be given to clearly defining the inputs and facilities required from KHPT to ensure satisfactory execution and completion of the Assignment.
- 10.3 Financial negotiations: After the technical negotiations are over, financial negotiations should be carried out in order to reflect any change in financials due to change in scope of work or due to clarification on any aspect of the technical proposal during the technical negotiations. Under no circumstance, the financial negotiation shall result in to increase in the price originally quoted by the Agency.
- 10.4 Availability of Professional staff/experts: Having selected the Agency on the basis of, among other things, an evaluation of proposed Professional staff, the KHPT expects to negotiate a Contract on the basis of the Professional staff named in the Proposal. Any substitution to the proposed Professional Staff during the course of contracting and or execution of the assignment shall have to be agreed and approved by KHPT.

11. Award of Contract

- 11.1 After completing the negotiations, the Client shall issue the letter of contract to the selected Agency.
- 11.2 The Agency will sign the contract after fulfilling all the formalities/pre-conditions including non-disclosure Agreement.
- 11.3 The Agency is expected to commence the Assignment on the date specified in the contract.

12. Confidentiality

- 12.1 Information relating to evaluation of Proposals and recommendations concerning awards shall not be disclosed to the Agency/s who have submitted the Proposals or to other persons not officially concerned with the process other than the selected Agency, until the Contract is signed.

13. Proposed Schedule of Payment:

- 13.1 The payment shall be made as per following schedule

- (a) 10% of the estimated contract value as an advance upon signing the contract
- (b) 50% of the actual amount of the selected candidates within 15 days after issue of offer letters.
- (c) 30% of the actual amount of the selected candidates within 15 days after on boarding process.
- (d) Balance within 15 days after 6 months of on boarding of the candidates.

13.2 Payments shall be subject to tax deduction at source as applicable.

14. Earnest Money Deposit (EMD)

14.1 The interest-free Earnest Money Deposit (EMD) of Rs. 1,00,000/- (Rupees One Lakh Only) to be deposited to the following account of “Karnataka Health Promotion Trust” on or before the last date for submission of the proposal. Proposals received without the EMD shall be considered as non-responsive.

Particulars	Details
Beneficiary Name:	Karnataka Health Promotion Trust
Beneficiary Address:	IT Park, 5th Floor, No. 1-4, Rajajinagar Industrial Area, Behind KSSIDC Admin. Office, Rajajinagar, Bangalore – 560 044-Karnataka, India
Bank Name:	HDFC BANK LTD.
Branch Name:	MG Road Branch
Branch Address (with PIN Code):	144 AND 144,1, Shubharam, Complex, MG Road, Bengaluru-560 001
Location (District & State):	Bangalore District, Karnataka State, India
Bank Account Number (in Full):	50100275782797
Account Type: Current/Savings	Savings Bank Account
Bank’s SWIFT Code:	HDFC INBB
Bank’s IFSC Code:	HDFC0000076

14.2 Refund of EMD:

- a) **Unsuccessful Bidders:** The interest free EMD shall be refunded within 30 working days from the last date for submission of the proposal
- b) **Successful Bidder:** The interest free EMD shall be refunded within 15 working days after 6 months of on boarding of the candidates.
- c) **Forfeiture Conditions:** The EMD will be forfeited in the case of the bidder withdrawing their bid after the deadline or failing to sign a contract.

15. Liquidated Damage Penalty (LDP):

15.1 LDP @ 18% shall be applicable for delay in the completion of the assignment from 1 to 15 days beyond the agreed timelines and @ 24% for the delay beyond 15 days from the agreed timelines. The delays attributable to the actions not taken by KHPT will not be considered as delay on the

part of the Agency and will not attract LDP for the said delayed period.

16. EVALUATION CRITERIA:

16.1 The technical merit of proposals will be evaluated based on the following evaluation criteria and submission of documents or details as per criteria.

Sl. No.	Competence	Criteria	Scoring criteria	Max Marks
1	Agency Experience	Years' experience as on 31.03.2025 in hiring of Professional Manpower.	3 years – 12 Marks 4 to 5 years - 13Marks 6 & above - 15 Marks	15
2	Turnover	Average Annual Turnover over a period for 3 years:	10 Cr – 12 Marks 11 to 15 Cr – 13 Marks 16 & above 15 Marks	15
3	Number of Qualified HR Professionals	With an experience of minimum of 5 years having MBA/PG in HR or equivalent	5 No. 12 Marks 6 to 10 No. 13 Marks 11 & above 15 Marks	15
4	Modern recruitment tools & systems	Use of structured recruitment systems, digital platforms, database management, psychometric/technical assessments, and applicant tracking systems (ATS).	Manual only – 5 Marks Semi-Automation-10 to 15 Marks Complete Automation – 16 to 20 Marks	20
5	Technical Proposal	Evaluation of the bidder's technical proposal covering: understanding of scope, proposed methodology, work plan, innovation, resource deployment, timelines, risk management & Development sector Experience	Fair – 15 Marks Good – 16 to 30 Marks Excellent – 31 to 35 Marks	35

16.2 A minimum technical proposal score of 70 out of a maximum of 100 is required to pass the technical evaluation. A proposal which fails to achieve the minimum technical threshold will not be considered for further evaluation.

16.3 Cost Evaluation criteria:

- Financial proposals of only those agencies that are technically qualified shall be opened, after completion of technical evaluation.
- Committee will correct any computational errors. When correcting computational errors, in case of discrepancy between a partial amount and the total amount, or between word and figures, the former will prevail. In addition to the above corrections the items described in the Technical Proposal but not priced, shall be assumed to be included in the prices of other activities or items.

- c. After opening of financial proposals, appropriate selection method shall be applied to determine the Agency eligible for award of the contract. The methods of selection are described in the following section. The selected Agency will then be invited for negotiations, if considered necessary.

16.4 Method of Selection:

- a. Agency/Agencies that will secure minimum 70 and above marks will be considered as technically qualified for further financial evaluation and award of contract.
- b. The technical quality of the proposal will be given a weightage of 60% and the method of evaluation of technical qualification will follow the procedure provided above. The price proposal of only those Agencies who qualify technically will be opened. The proposal with the lowest cost may be given a financial score of 100 and the other proposals given financial scores that are inversely proportionate to their prices. The financial proposal shall be allocated a weightage of 40%. For working out the combined score, KHPT will use the following formula:

$$\text{Total points} = T(w) \times T(s) + F(w) \times \text{LEC} / \text{EC}$$
 where T (w) stands for weight of the technical score.
 T (s) stands for technical score
 F (w) stands for weight of the financial proposal
 EC stands for Evaluated Cost of the financial proposal
 LEC stands for Lowest Evaluated Cost of the financial proposal.
- c. The proposals will be ranked in terms of total points scored. The proposal with the highest total points (H-1) will be considered for award of contract and will be called for negotiations, if required

17. DECLARATION AND COMPLIANCE:

By participating in the Bid Process, you are required to acknowledge and declare that:

- 17.1 I/We and our staff are aware of the “Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 (POSH)” and I/We shall ensure to comply with the requirements of the applicable law and to provide safe and secure working environment, free from sexual harassment for all women.
- 17.2 I/We and our staff are aware of the “THE PROTECTION OF CHILDREN FROM SEXUAL OFFENCES ACT, 2012 (POCSO)” and related laws concerning the child protection and I/We shall comply with the requirements of the applicable law.
- 17.3 I/We shall remit the Goods and Services Tax collected from KHPT to the department and file relevant returns within the due dates in compliances to the provisions of the “Goods and Services Tax Act, 2017”
- 17.4 I/We agree to comply with applicable data protection laws, including the Digital Personal Data Protection Act, 2023 and shall process personal data provided or collected for the purposes outlined in this order and in accordance with KHPT's instructions. I/We shall implement appropriate security measures to protect the data, ensure confidentiality, and promptly notify KHPT of any breaches. Upon termination of this order, I/We shall return or securely delete all personal data unless retention is required by law.
- 17.5 I/We shall strictly comply, wherever applicable, in removing human rights barriers to accessing health services for women and girls, sex workers, people who use drugs, men who have sex with men, transgender people, people in prison, migrants and refugees, indigenous peoples and also agree
 - 1. To grant non-discriminatory access to services for all, including people in detention

2. To employ only scientifically sound and approved medicines or medical practices
3. Not to employ methods that constitute torture or that are cruel, inhuman or degrading
4. To respect and protect informed consent, confidentiality and the right to privacy concerning medical testing, treatment or health services rendered
5. To avoid medical detention and involuntary isolation, which are to be used only as a last resort."

17.6 I/We hereby declare that I/We do not have any conflict of interest in performing duties as a bidders/suppliers/consultants/contractor with respect to this process. I/We have no personal or financial relationships with the KHPT or its key management personnel that could influence or be perceived to influence impartiality or professional judgement. I/We shall also maintain professional skepticism and uphold the principles of objectivity and confidentiality throughout the process.

17.7 KHPT has a zero-tolerance policy toward above compliances. If any non-compliance is observed or suspected, KHPT will notify the appropriate authorities immediately and cease all collaboration.

SECTION 3: TECHNICAL PROPOSAL-STANDARD FORMS

FORM TECH-1

LETTER OF PROPOSAL SUBMISSION

[Location, Date]

To:

Karnataka Health Promotion Trust (KHPT)
IT Park, 5th Floor, No. 1 – 4, Rajajinagar Industrial Area,
Behind KSSIDC Administrative Office,
Rajajinagar, Bangalore – 560 044

Dear Madam/Sir:

We, the undersigned, offer to provide the Assignment for [Insert title of Assignment] in accordance with your Request for Proposal dated [Insert Date] and our Proposal. We are hereby submitting our Proposal, which includes the Technical Proposal, and a Password protected Financial Proposal as separate files.

We hereby declare that all the information and statements made in this Proposal are true and accept that any misinterpretation contained in it may lead to our disqualification.

If negotiations are held during the period of validity of the Proposal, we undertake to negotiate. Our Proposal is binding upon us and subject to the modifications resulting from Contract negotiations.

We understand you are not bound to accept any Proposal you receive.

Yours sincerely,

Authorized Signature [In full and initials]:

Name and Title of Signatory:

Name of Firm:

Address:

FORM TECH-2

BRIEF OF AGENCY AND EXPERIENCE

A – Agency/Organization

[Provide here a brief description of the background and organization of your firm/entity. The brief description should include

- d. Ownership details,
- e. Date and place of incorporation,
- f. Statutory registrations,
- g. Required licenses and permits needed to carry out the assignment
- h. Objectives of the organization
- i. No of assignments of development Sector (NGO's)
- j. Any additional details relevant to the proposal.

B - Agency Experience

[Using the format below, provide information on each Assignment for which your organization was legally contracted, for carrying out the Assignment similar to the ones requested under this Assignment.

Client Name :

Client Type : Development sector / Non-Development Sector

1.	Assignment name:	
2.	Description of Project	
3.	Approx. value of the contract (in Rupees):	
4.	Country:	
5.	Location/s within country:	
6.	Duration of Assignment (months):	
7.	No of positions recruited:	
8.	Start date (month/year):	
9.	Completion date (month/year):	

Note: Please provide documentary evidence from the client i.e., copy of work order, contract for each of above-mentioned assignment. The experience shall not be considered for evaluation if such requisite support documents are not provided with the proposal.

FORM TECH-3

DESCRIPTION OF APPROACH, METHODOLOGY AND WORK PLAN FOR PERFORMING THE ASSIGNMENT

[Technical approach, methodology and work plan are key components of the Technical Proposal. You are suggested to present your Technical Proposal divided into the following three chapters:

- a) Technical Approach and Methodology
 - b) Work Plan
 - c) Organization and Staffing
- a) **Technical Approach and Methodology:** In this chapter you should explain your understanding of the objectives of the Assignment, approach to the Assignment, methodology for carrying out the activities and obtaining the expected output, and the degree of detail of such output. You should highlight the problems being addressed and their importance, and explain the technical approach you would adopt to address them. You should also explain the methodologies you propose to adopt and highlight the compatibility of those methodologies with the proposed approach.
- b) **Work Plan:** The Agency should propose and justify the main activities of the Assignment, their content and duration, phasing and interrelations, milestones (including interim approvals by the Employer), and delivery dates of the reports. The proposed work plan should be consistent with the technical approach and methodology, showing understanding of the TOR and ability to translate them into a feasible working plan. A list of the final documents, including reports, drawings, and tables to be delivered as final output, should be included here.
- c) **Organization and Staffing:** The Agency should propose and justify the structure and composition of your team. You should list the main disciplines of the Assignment, the key expert responsible, and proposed technical and support staff.]

FORM TECH-4

CURRICULUM VITAE (CV) FOR PROPOSED PROFESSIONAL STAFF

1. Proposed Position:
[For each position of key professional separate form Tech-6 will be prepared]:
2. Name of Firm:
[Insert name of firm proposing the staff]:
3. Name of Staff: [Insert full name]:
4. Date of Birth:
5. Nationality:
6. Education:
[Indicate college/university and other specialized education of staff member, giving names of institutions, degrees obtained, and dates of obtainment]:
7. Membership of Professional Associations:
8. Other Training:
9. Countries of Work Experience:
[List countries where staff has worked in the last ten years]:
10. Languages [For each language indicate proficiency: good, fair, or poor in speaking, reading, and writing]:
11. Employment Record:
[Starting with present position, list in reverse order every employment held by staff member since graduation, giving for each employment (see format here below): dates of employment, name of employing organization, positions held.]:

From [Year]: To Year]:

Employer:

Positions held:
12. Detailed Tasks Assigned

[List all tasks to be performed under this Assignment]

13. Work Undertaken that Best Illustrates Capability to Handle the Tasks Assigned

[Among the Assignments in which the staff has been involved, indicate the following information for those Assignments that best illustrate staff capability to handle the tasks listed under point 12.]

Name of Assignment or project: Year:

Location:

Employer:

Main project features: Positions held: Activities performed:

14. Certification:

I, the undersigned, certify that to the best of my knowledge and belief, this CV correctly describes myself, my qualifications, and my experience. I understand that any willful misstatement described herein may lead to my disqualification or dismissal, if engaged.

Date: [Signature of staff member or authorized

Place: representative of the staff]

[Full name of authorized representative]:

SECTION 4: FINANCIAL PROPOSAL – STANDARD FORMS

FORM FIN-1

FINANCIAL PROPOSAL SUBMISSION FORM

[Location, Date]

To:

Karnataka Health Promotion Trust (KHPT)
IT Park, 5th Floor, No. 1 – 4, Rajajinagar Industrial Area,
Behind KSSIDC Administrative Office,
Rajajinagar, Bangalore – 560 044

Dear Madam / Sir:

We, the undersigned, offer to the Assignment for [Insert title of Assignment] in accordance with your Request for Proposal dated [Insert Date] and our Technical Proposal. Our attached Financial Proposal is for the sum of [Insert amount(s) in words and figures1]. This amount is inclusive of the applicable taxes. We hereby confirm that the financial proposal is unconditional and we acknowledge that any condition attached to financial proposal shall result in reject of our financial proposal.

Our Financial Proposal shall be binding upon us subject to the modifications resulting from Contract negotiations, up to expiration of the validity period of the Proposal.

We understand you are not bound to accept any Proposal you receive.

Yours sincerely,

Authorized Signature [In full and initials]:

Name and Title of Signatory: Name of Firm:

Address:

FORM FIN-2

SUMMARY OF COSTS

Provide end-to-end recruitment services for 39 critical state-level positions

Sl. No.	Particulars	Fee in percentage (%) in INR	Tax in percentage (%) in INR	Total % incl Taxes in INR
1	End to End recruitment of 39 positions as per the Section 5 Including Out of Pocket expenses, if any			
	Total			

Authorized Signature

Name:

Designation:

Name of firm:

Address:

SECTION 5: TERMS OF REFERENCE

Objective and Scope of Work

Background

KHPT, under the Global Fund supported, **IMPACT India Project**, seeks to engage a qualified recruitment agency to provide **end-to-end recruitment support for 39 state-level positions** provided under Annexure - I. The selected agency will be responsible for sourcing, screening and shortlisting, coordinating interviews, background/reference checks, facilitating onboarding of suitable candidates in a timely manner to ensure effective program implementation and compliance with KHPT requirements.

Objective

To engage a recruitment agency with the capacity to manage efficient, transparent, and compliant recruitment of 39 state-level positions within agreed timelines.

Scope of Work: The selected agency will undertake the following:

1. Recruitment Planning & Strategy

- 1.1 Review ToR's of all positions provided in Annexure II.
- 1.2 Submit a comprehensive recruitment plan with activity timelines along with screening criteria, shortlisting parameters, selection criteria, documentation and audit readiness.
- 1.3 Nominate a dedicated recruitment manager and team, as the single point of contact for KHPT.
- 1.4 Establish a clear hierarchy and escalation mechanism within the agency's team.

2. Candidate Sourcing & Screening

- 2.1 Application Management
 - (a) Source candidates through diverse channels, including networks, databases, advertisements, and sector-specific platforms.
- 2.2 Screening Process
 - (a) Ensure a minimum of 15 suitable and competitive CVs per position per state for the initial screening stage.
 - (b) Apply agreed CV Screening Framework aligned with the Job Description (JD) criteria.
 - (c) Conduct systematic evaluation and scoring of all CVs, with proper documentation for audit and reference.
- 2.3 Shortlisting
 - (a) Following the screening process, provide a shortlist of 3–5 qualified and finalized candidates per position per state for the final interview.
 - (b) Prioritize candidates from local geographies to enhance contextual knowledge.
 - (c) Prioritize candidates who are available to join immediately or within a maximum notice period of one month.

3. Interview Coordination & Selection

- 3.1 Segment state-level positions into 3–4 zones (as per agreed criteria) and conduct in-person, zone-wise interviews with one agency representatives physically present.
- 3.2 Ensure to present 3–5 shortlisted candidates per position per state for the final interview, following agency-led screening and pre-interview
- 3.3 Coordinate logistics, scheduling, and communication for interviews.
- 3.4 Facilitate the final interviews jointly with KHPT and CTD representatives, with participation from agency representatives.
- 3.5 Finalize an interview scoring sheet in consultation with KHPT
- 3.6 Maintain complete documentation of shortlisting records, CV scoring sheets, interview evaluations, panel summaries, and final outcomes.

4. Finalization & Onboarding

- 4.1 Conduct reference and background checks (using KHPT-approved questionnaire) including:
 - (a) PoSH, child protection, and human rights violations.
 - (b) Criminal offences, dual employment, and conflicts of interest.
- 4.2 Facilitate credential verification, documentation, and joining formalities.
- 4.3 Conduct salary negotiations in accordance with KHPT's SOPs and facilitate offer extension to secure candidate acceptance
- 4.4 Ensure timely onboarding of selected candidates at State TB Offices of the respective states

5. Deliverables and timelines

- 5.1 Recruitment Planning and Strategy with timelines along with the proposal.
- 5.2 Shortlist of qualified candidates per position – within 1 week to 15 days of contract signing
- 5.3 Zone-wise in-person interview coordination as per agreed plan – within 15 to 20 days of contract signing
- 5.4 Final selection of the candidates with all the pre-hiring formalities are completed such as reference checks and background verification – within 20-30 days of contract signing
- 5.5 Onboarding of selected candidates at State TB Offices - within 30–45 days
- 5.6 Weekly recruitment progress reports. – Every week
- 5.7 Final recruitment documentation (CV scoring sheets, interview records, compliance checks). – within 30-45 days of contract signing.

6. Quality & Compliance

- 6.1 Adhere to KHPT recruitment standards.
- 6.2 Uphold diversity, equity, and inclusion principles, ensuring fair practices without discrimination.
- 6.3 Maintain transparency, confidentiality, and data protection throughout.

7. Duration

- 7.1 The entire assignment including onboarding the selected candidates at the State TB Office shall be completed within 30 -45 days from the date of contract signing.

8. Reporting

- 8.1 The agency will report to the KHPT HR point of contact (or designated authority) and provide weekly status updates.

Annexure - I

The number of staff to be recruited and locations

SL. No.	Base Location	State	Metro/ Non-Metro	Max. salary per position/per month	Remarks if any
A.	State Finance & Accounts Expert, Reporting to State TB Officer - No of Positions: 13				
1	Pune	Maharashtra	Metro	1,50,000	
2	Panchkula	Haryana	Metro	1,50,000	
3	New Delhi	Delhi	Metro	1,50,000	
4	Mangalagiri, Guntur	Andhra Pradesh	Metro	1,50,000	
5	Lucknow	Uttar Pradesh	Non-Metro	1,25,000	
6	Patna	Bihar	Non-Metro	1,25,000	
7	Bhopal	Madhya Pradesh	Non-Metro	1,25,000	
8	Hyderabad	Telangana	Non-Metro	1,25,000	
9	Chandigarh	Punjab	Non-Metro	1,25,000	
10	Ranchi	Jharkhand	Non-Metro	1,25,000	
11	Nava Raipur, Atal Nagar, Chhattisgarh	Chhattisgarh	Non-Metro	1,25,000	
12	Guwahati	Assam	Non-Metro	1,25,000	
13	Bhubaneswar	Odisha	Non-Metro	1,25,000	
B.	State Contract Management Expert, Reporting to State TB Officer - No of Positions: 6				
1	Pune	Maharashtra	Metro	1,25,000	
2	New Delhi	Delhi	Metro	1,25,000	
3	Mangalagiri, Guntur	Andhra Pradesh	Metro	1,25,000	
4	Lucknow	Uttar Pradesh	Non-Metro	1,00,000	
5	Patna	Bihar	Non-Metro	1,00,000	
6	Bhopal	Madhya Pradesh	Non-Metro	1,00,000	
C.	State Public Health Expert, Reporting to State TB Officer - No of Positions: 20				
1	Pune	Maharashtra	Metro	1,50,000	
2	Gandhinagar Gujarat	Gujarat	Metro	1,50,000	
3	Panchkula	Haryana	Metro	1,50,000	
4	New Delhi	Delhi	Metro	1,50,000	
5	Mangalagiri, Guntur	Andhra Pradesh	Metro	1,50,000	
6	Bengaluru	Karnataka	Metro	1,50,000	
7	Lucknow	Uttar Pradesh	Non-Metro	1,25,000	
8	Patna	Bihar	Non-Metro	1,25,000	
9	Bhopal	Madhya Pradesh	Non-Metro	1,25,000	
10	Jaipur	Rajasthan	Non-Metro	1,25,000	
11	Hyderabad	Telangana	Non-Metro	1,25,000	
12	Kolkata	West Bengal	Non-Metro	1,25,000	
13	Chennai	Tamil Nadu	Non-Metro	1,25,000	

14	Chandigarh	Punjab	Non-Metro	1,25,000	
15	Ranchi	Jharkhand	Non-Metro	1,25,000	
16	Nava Raipur, Atal Nagar, Chhattisgarh	Chhattisgarh	Non-Metro	1,25,000	
17	Guwahati	Assam	Non-Metro	1,25,000	
18	Thiruvananthapuram	Kerala	Non-Metro	1,25,000	
19	Dehradun	Uttarakhand	Non-Metro	1,25,000	
20	Bhubaneswar	Odisha	Non-Metro	1,25,000	
				50,50,000	

Annexure II

ToR's for the proposed positions

1. State Finance and Accounts Expert

No. Positions: 13

Project: Impact India, KHPT

Division: TSU - State

Location: Respective State TB Offices (Refer Annexure-I for the location list)

Project Till: 31-Mar-2027

Qualification, Skills & Competencies

Qualifications:

- Essential: Graduate in finance/commerce/MBA (finance) from a recognized University/Institute
- Experience: Minimum 5 years of post-qualification experience in senior financial leadership roles with health ministry / public sector / multilateral projects or nonprofit organizations. Experience in similar projects will be an added advantage. Excellent understanding of various payment results-based approaches, contract management/payment tools, various payment matrices and contract clauses in public-private mix projects. Strong understanding of financial laws, direct/indirect taxation, accounting standards, and regulatory frameworks Experience in drafting policies, SoPs, operational guidelines at National level. Excellent communication skills to engage with government stakeholders, donors, vendors, and internal teams. Experience of financial management at TSU projects at national/state level would be an added advantage.
- Desirable: Masters in finance/commerce/MBA (finance) from a recognized University/Institute or Chartered Accountant and 2 years' experience in TB at National/State level.

Skills & Competencies

- Strong understanding of financial laws, direct/indirect taxation, accounting standards, and regulatory frameworks
- Excellent understanding of various payment for result based funding approaches, contract management/payment tools, various payment matrices and contract clauses.
- Strong analytical background with organizational skills (e.g., budgeting, financial management)
- Working knowledge of computers including MS Office package essential
- Technical expertise in the areas of overall financial management and planning
- Ability to interaction and deliberate financial discussions with relevant stakeholders, private partners and donor agencies.
- Conversant with computer operations required for virtual meetings/ interactions.
- Ability and willingness to travel extensively.
- Proficiency in spoken and written English is essential

Roles and Responsibilities

This engagement supports efforts to strengthen and scale private sector engagement for TB care in alignment with national and state priorities. The selected partner will work in close coordination with State/UT TB Cells, and the Central TB Division (CTD) to enhance private sector contributions towards TB notification, treatment, and adherence, while ensuring quality monitoring and accountability.

- Coordination with State/Districts for payment related matters.
- Implementation of various tools of as provided by CTD from time to time for monitoring of payment of partners in the state.
- Providing support to state/district in releasing payments to various private partners including PPSA/PPM scheme.
- Providing inputs in payment terms/financial proposal formats during development of various RFPs and other contract related documents.
- Supervisory visits to districts.
- Provide TA to the State for finance and budget related matters.
- Capacity building of state/district officials for payment mechanism, Procurement of PPSA and other financial matters.
- Support in organizing review meeting of PPSA partners and various other partners for PPM schemes.
- Support in implementation of Contract Management Tool in State/district and at Partners level.
- Undertake any other activities as assigned by Nodal person from CTD/State in the interest of NTEP /TB Elimination in India.

Deliverables and Key Performance Indicators (KPIs)

Appointed Experts at States need adhere to key performance indicator for private sector engagement as per table below and provide requisite reports in a timely manner.

Table - Key Performance Indicators

S. No	Key Performance Indicators - Programme level	Performance Target	Reporting/ Remarks
1	% TB Notification (Private Sector) achievement against target to the states for the year	100% for states having private sector TB notifications reported between 95 to 99% in previous year; 95% for states having private sector TB notifications reported between 90 to 94% in previous year; At least 90% for states having private sector TB notifications reported between 85 to 89 % in previous year; At least 85% or above for states having private sector TB notifications up to 84% in previous year	Quarterly (on pro-rata) report to state with copy to nodal officer at CTD & TSU Team - National level
2	% Treatment Success Rate (Private Sector)- (1year previous cohort) in the state for the year	90% or above	

3	Number of PPSA on board in in the state for the year against PIP plans	90% of approved in PIP	
4	Number of PPM schemes on board in in the state for the year against PIP plans	90% of approved in PIP	
S. No	Key Performance Indicators - Process level	Performance Target	Reporting/ Remarks
1	Number of meetings held at STO level for private sector performance review of districts	At least once a month	Approved report/ MoM to be shared with participants with a copy to CTD
2	Number of review meetings held with PPSAs/NGOs engaged in PPM schemes at state level	At least once a month	Approved report/ MoM to be shared with participants with a copy to CTD
3	Payment claims of onboarded PPSA/PPM schemes verified/validates and processed for approvals for previous reporting / quarter period of current financial year	In accordance with contract terms	Details to be shared in prescribed format to CTD
4	Data insights on Health facility trackers (Active-inactive, high-volume provider etc.), trends of private sector notification, DBT & PP - Bank seeding, DM, HIV, treatment adherence and outcome - prepared and shared with districts	Once a month	Details to be shared in prescribed format to CTD
5	Ensuring sensitization of private providers on differentiated TB care approach and utilization of related Tools	In CME - as planned for State/Districts	Details to be shared in prescribed format to CTD

Note: The principal responsibilities listed above are an illustrative list and not an exhaustive list. Additional responsibilities may be added from time to time depending on project requirements.

Reporting

The State Finance and Accounts Expert will report to State TB Officer of the respective States

Remuneration

The compensation for the above-mentioned position/s will adhere to internal policies and market standards, determined by qualifications, relevant experience, budget availability, internal parity, and interview performance

2. State Contract Management Expert

Positions: 6

Project: Impact India, KHPT

Division: TSU - State

Location: Respective State TB Offices (Refer Annexure-I for the location list)

Project Till: 31-Mar-2027

Qualification, Skills & Competencies

Qualifications:

- Essential: Graduate degree in Procurement, Supply Chain, or Business Administration.
- Experience: Minimum 5 years of post-qualification experience in procurement and contract management, preferably in donor-funded or public health programs. In-depth knowledge of Government of India procurement rules (GFR 2017 etc.), and procurement frameworks (World Bank, Global Fund, UN).
- Desirable: Postgraduate degree in Procurement, Supply Chain, or Business Administration and 2 years of relevant experience in TB programme at National/State level.

Skills & Competencies

- Experience in procuring goods and services related to health projects.
- Ability to prepare, review, and negotiate procurement and contract documents including RFPs, comparative statements, evaluation reports, and agreements.
- Strong understanding of budgeting, financial planning, and cost-control mechanisms related to procurement.
- Demonstrated experience in vendor development, performance evaluation, and supplier relationship management.
- Proficiency in procurement and contract management software, ERP systems, and digital MIS tools.
- Strong analytical, negotiation, and problem-solving skills with ability to manage multiple procurement processes simultaneously.
- Certifications such as CIPS/ CSCP/ CPPP, or equivalent.
- Excellent communication skills to engage with government stakeholders, donors, vendors, and internal teams.
- Proficiency in spoken and written English is essential

Roles and Responsibilities

This engagement supports efforts to strengthen and scale private sector engagement for TB care in alignment with national and state priorities. The selected partner will work in close coordination with State/UT TB Cells, and the Central TB Division (CTD) to enhance private sector contributions towards TB notification, treatment, and adherence, while ensuring quality monitoring and accountability.

- Regular monitoring the Contracts awarded vs. approved.
- Ensure that the Down-stream contracts are issued within budget and legality of contracts and their proper commissioning.
- Managing the contracting process in accordance with State / CTD guidelines and in a timely manner.
- Coordinate with all districts responsible for procurement on a regular basis and provide support in procurement process / contracts prepared by the state / districts.

- Support and supervise the procurement functions of all districts to provide complete integrity and transparency.
- Support in periodic review of the PPSA / other partners.
- Implement contracts, procurement, and operations as per provided formats (to the extent possible) by CTD from time to time to ensure timely engagement and deployment of quality implementation partners
- Support in implementation of contract management tool for state/districts and at partner level.
- Undertake any other activities as assigned by Nodal person for CTD/State in the interest of NTEP /TB Elimination in India.

Deliverables and Key Performance Indicators (KPIs)

Appointed Experts at States need adhere to key performance indicator for private sector engagement as per table below and provide requisite reports in a timely manner.

Table - Key Performance Indicators

S. No	Key Performance Indicators - Programme level	Performance Target	Reporting/ Remarks
1	% TB Notification (Private Sector) achievement against target to the states for the year	100% for states having private sector TB notifications reported between 95 to 99% in previous year; 95% for states having private sector TB notifications reported between 90 to 94% in previous year; At least 90% for states having private sector TB notifications reported between 85 to 89 % in previous year; At least 85% or above for states having private sector TB notifications up to 84% in previous year	Quarterly (on pro-rata) report to state with copy to nodal officer at CTD & TSU Team - National level
2	% Treatment Success Rate (Private Sector)- (1year previous cohort) in the state for the year	90% or above	
3	Number of PPSA on board in in the state for the year against PIP plans	90% of approved in PIP	
4	Number of PPM schemes on board in in the state for the year against PIP plans	90% of approved in PIP	
S. No	Key Performance Indicators - Process level	Performance Target	Reporting/ Remarks
1	Number of meetings held at STO level for private sector performance review of districts	At least once a month	Approved report/ MoM to be shared with participants with a copy to CTD

2	Number of review meetings held with PPSAs/NGOs engaged in PPM schemes at state level	At least once a month	Approved report/ MoM to be shared with participants with a copy to CTD
3	Payment claims of onboarded PPSA/PPM schemes verified/validates and processed for approvals for previous reporting / quarter period of current financial year	In accordance with contract terms	Details to be shared in prescribed format to CTD
4	Data insights on Health facility trackers (Active-inactive, high-volume provider etc.), trends of private sector notification, DBT & PP - Bank seeding, DM, HIV, treatment adherence and outcome - prepared and shared with districts	Once a month	Details to be shared in prescribed format to CTD
5	Ensuring sensitization of private providers on differentiated TB care approach and utilization of related Tools	In CME - as planned for State/Districts	Details to be shared in prescribed format to CTD

Note: The principal responsibilities listed above are an illustrative list and not an exhaustive list. Additional responsibilities may be added from time to time depending on project requirements.

Reporting

The State Contract Management Expert will report to State TB Officer of the respective States

Remuneration

The compensation for the above-mentioned position/s will adhere to internal policies and market standards, determined by qualifications, relevant experience, budget availability, internal parity, and interview performance

3. State Public Health Expert

Positions: 20

Project: Impact India, KHPT

Division: TSU - State

Location: Respective State TB Offices (Refer Annexure-I for the location list)

Project Till: 31-Mar-2027

Qualification, Skills & Competencies

Qualifications:

- Essential: Master's or Diploma in public health/Community Medicine/ Preventive & Social Medicine / Social Sciences or any other related field from a recognized University/ Institute.
- Experience: Minimum 5 years post-qualification experience in public Health / infectious disease at National/state level. Preference will be given who has NTEP experience, excellent knowledge of Ni-Kshay, data analysis, Problem solving etc., development of various tools.
- Good understanding public private mix in NTEP and various models for engaging private partners for optimum utilization of available resources etc.
- Excellent communication skills to engage with government stakeholders, donors, vendors, and internal teams.
- Desirable: At least experience of 2 years in TB programme at National/State level.

Skills & Competencies

- Experience in working in public private-mix projects
- Skilled in developing log frame matrices and project-level M&E indicators.
- Technical proficiency in managing large datasets and conducting complex analyses using data management tools.
- Hands-on experience with Ni-Kshay or similar Management Information Systems (MIS).
- Strong ability to collaborate effectively within multi-disciplinary teams.
- Advanced analytical skills with capacity to synthesize and interpret data reports and guide teams on data use.
- Proficient in computer applications, including advanced Excel and data handling software.
- Excellent teamworking and communication skills.
- Strong writing and verbal communication abilities.
- Comfortable with virtual platforms and digital meeting tools.
- Willingness to travel extensively across India.
- Fluency in English and Hindi.

Roles and Responsibilities

This engagement supports efforts to strengthen and scale private sector engagement for TB care in alignment with national and state priorities. The selected partner will work in close coordination with State/UT TB Cells, and the Central TB Division (CTD) to enhance private sector contributions towards TB notification, treatment, and adherence, while ensuring quality monitoring and accountability.

- Promote use of Standards of TB Care in India (STCI) and assist in the implementation of tools provided by CTD from time to time and enablers for effective involvement of all care providers and stakeholders in NTEP.
- Assist State in development, piloting and the scale-up of operational models of Public Private Partnership in NTEP.
- Coordination with State / Districts, Medical Colleges, NGOs, Private practitioner, professional medical associations, corporate sector care and public sector care providers outside the Health Department.
- Provide TA to State for the timely and complete reporting from various public private partnership project. Also facilitate the compilation and analysis of these reports at the state level and providing same to CTD.
- Provide TA to the state for monitoring and evaluation of public private collaborative activities under NTEP.
- Analysis of data and discuss same with counterpart at CTD and provide solutions to States/districts on regular basis
- Inter sectoral coordination and resource mobilization, document learnings from one site and disseminate knowledge to others
- Undertake any other activities as assigned by Nodal person -CTD/State in the interest of NTEP /TB Elimination in India.

Deliverables and Key Performance Indicators (KPIs)

Appointed Experts at States need adhere to key performance indicator for private sector engagement as per table below and provide requisite reports in a timely manner.

Table - Key Performance Indicators

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5	Ensuring sensitization of private providers on differentiated TB care approach and utilization of related Tools	In CME - as planned for State/Districts	Details to be shared in prescribed format to CTD

Note: The principal responsibilities listed above are an illustrative list and not an exhaustive list. Additional responsibilities may be added from time to time depending on project requirements.

Reporting

The State Public Expert will report to State TB Officer of the respective States

Remuneration

The compensation for the above-mentioned position/s will adhere to internal policies and market standards, determined by qualifications, relevant experience, budget availability, internal parity, and interview performance