

**RFP TITLE: Hiring of an Agency for Developing a Resource Package for Adolescent with Disabilities and Drafting Policy for Persons with Disabilities**

**RFP NO: IPE-CKD-2025 (RFP) - 016**

**NOTICE INVITING PROPOSAL**

DATE: JUNE 18, 2025

Dear Sir/Madam,

1. IPE Global Centre for Knowledge and Development (CKD) is pleased to invite prospective Bidders to submit a Proposal for the above-mentioned assignment in accordance with this Request for Proposal (RFP) package.
2. All information contained in this package should be treated as commercially
3. confidential and the Bidders are required to limit dissemination on a need-to-know basis.
4. CKD will endeavor to make available all relevant information in the RFP. Should the Bidder need any further information or clarification during the proposal period the Bidder must contact only the undersigned.
5. On no account should the Bidders communicate directly with any other personnel or officials of CKD or UNFPA ("CLIENT"). Failure to comply with this requirement may result in the disqualification of the Bidder from this competition.
6. The Financial Proposal should specify the total amount in Indian National Rupees (INR), giving details of expenses (as per RFP Instructions). The Financial Proposal should be valid for acceptance for 45 days from the date of submission of the Proposal.
7. Proposals must be received by 1500 Hrs, July 03, 2025, addressing Administrative Manager – at [msen@ipeglobal.com](mailto:msen@ipeglobal.com) and copying to [procurement@ipeckd.org](mailto:procurement@ipeckd.org). Proposal received in any form after the proposal submission deadline shall not be considered.
8. The Bidders who meet the Pre-Qualification Criteria as mentioned in this RFP, would be considered for the next stage of evaluations. The Bidder must submit the Registration Certificate, extracts from the audited Balance Sheet and Profit C Loss Account, Certificate from the Chartered. Accountant and other relevant supporting documents as evidence for the Pre-Qualification Criteria.
9. Bidders qualifying for the Pre-Qualification Criteria shall be considered for the next stage of Technical Evaluation which will be assessed in accordance with the Quality and Cost Based Selection (QCBS) method and will involve Technical Evaluation and Financial Evaluation, with Technical Proposal having 60% weightage and Financial Proposal having 40% weightage.
10. Decision as to any qualification to arithmetical error, manifest or otherwise in the response to the RFP shall be decided at the sole discretion of CKD and shall be binding on the Bidder.

Any decision of CKD in this regard shall be final, conclusive and binding on the Bidder.

11. The Bidder should furnish adequate information as evidence for assessment on the Pre-Qualification Criteria and Technical Evaluation as mentioned in this RFP. Wherever applicable, the Bidder must attach certified copy of the related certificates and documents.
12. Modification to this RFP, if any, will be made available by CKD and shall be uploaded on the relevant website/emailed to the prospective Bidders.
13. Notwithstanding anything stated above, CKD reserves the right to review the Bidder's capability and capacity to perform the work, before awarding the possible future Contract.
14. If the Bidder intends to submit a proposal for the above-mentioned RFP, the Bidder must send an acknowledgement, by e-mail to [msen@ipeglobal.com](mailto:msen@ipeglobal.com), quoting the RFP TITLE, RFP NUMBER, within three days from the date of issuance of the RFP.
15. Bidders may be requested to make a presentation, if required.

Yours faithfully,

IPE Global CKD

Email Id: [msen@ipeglobal.com](mailto:msen@ipeglobal.com)

# Terms of Reference

## “Hiring of an Agency for Developing a Resource Package for Adolescent with Disabilities”

### A. About the Project

Investing in adolescents and ensuring their continued education is fundamental to realizing their human rights, achieving gender equality, and protecting them from harmful practices such as child marriage and child labor. Education plays a pivotal role in empowering adolescents, equipping them with the necessary knowledge, skills, and agency to make informed life choices. Rajasthan has witnessed notable progress in socio-economic indicators over the past few decades.

Project Astitva, supported by UNFPA and implemented by IPE Global’s Centre for Knowledge and Development (CKD), seeks to bridge these gaps through a comprehensive, inclusive life skills education and policy support initiative. The project envisions transforming the adolescent health and wellness ecosystem across formal and non-formal education systems, with a strong equity and rights-based focus.

The project acknowledges the structural barriers and socio-cultural constraints that limit adolescents’ access to education, health services, and opportunities. In Rajasthan, deeply entrenched gender norms, low female literacy, and high dropout rates among adolescent girls remain pressing issues. Additionally, adolescents from marginalized backgrounds, including those in tribal schools, SJE (Social Justice and Empowerment) residential schools and madrasas—often lack access to age-appropriate health education and counselling services.

### B. Purpose of the Assignment

The objective of this engagement is to hire a technically competent and experienced agency for the following:

1. Development of a **Life Skills Education (LSE) module** aligned with the School Health and Wellness Program (SHWP), inclusive of adolescents with disabilities.
2. Creation of a **Digital Package** to disseminate key health and life skills themes through accessible and engaging formats.

### C. Scope of Work

**C.1. Development of a Life Skills Education (LSE) module aligned with the School Health and Wellness Program (SHWP), inclusive of adolescents with disabilities:** The selected agency will design and develop a disability-inclusive School Health and Wellness Program (SHWP) module, with a specific focus on children with hearing, speech, and visual impairments. The module should be rooted in the principles of inclusivity, accessibility, and equity, and must reflect a comprehensive understanding of the unique needs and learning styles of children with disabilities.

The content development will draw upon reviewing and integrate the recommendations provided by the UNFPA and IPE-CKD team.

The final output is expected to be a well-structured, pedagogically sound, and practically implementable module that empowers educators to effectively deliver health and wellness education to children with disabilities, thus contributing to a more inclusive and supportive school environment. The specific tasks under this assignment shall include, but are not limited to:

- a) Reviewing the existing School Health and Wellness Programme (SHWP) modules and other related modules related to Life Skills Education.
- b) Developing a curriculum framework enlisting topics and brief contents covered under each topic. Align the contents to the existing SHWP module and adapt to make it disability inclusive. A total of 13 major topics are to be covered. Modules have been developed in English for 6 of these topics, which can be translated. The remaining 7 topics, need to be developed. *The suggested list of topics is included in Annexure – A.*
- c) Developing a grade-wise session plan with defined learning outcomes and facilitation strategies tailored to diverse learning needs.
- d) Designing of an inclusive, age-appropriate, and gender-responsive modules for Classes 6–10. The module should be contextualized within the existing academic calendar and classroom time constraints
- e) Conducting stakeholder consultations, if required, including educators, special educators, and adolescents (especially those with disabilities).
- f) Finalizing the content after incorporating feedback from UNFPA, IPE-CKD and government.
- g) Undertaking designing of the module and finalize it after incorporating the feedback.

**C.2. Creation of a Digital Package to disseminate key health and life skills themes through accessible and engaging formats:** The selected agency will design and produce accessible, inclusive, and engaging audio-visual (AV) content that supports the delivery of key themes under the School Health and Wellness Programme (SHWP). These AV materials will aim to enhance comprehension and participation among children with diverse disabilities. The scope of work includes developing character-based animated stories on selected topics, integrating accessibility features such as Indian Sign Language (ISL) and simplified narration, and ensuring the content is field-tested and validated for relevance, clarity, and impact in real classroom settings. The specific tasks under this assignment shall include, but are not limited to:

- a) Developing engaging, character-based animated stories for selected 7 topics (7–10 minutes each). The list of topics is provided in Annexure-B.
- b) Integrating Indian Sign Language (ISL) interpretation via an on-screen interpreter window.
- c) Ensuring the content meets accessibility standards for adolescents with hearing, speech, or visual disabilities. Further, the audio narration is clear, paced appropriately, and sensitive to the language needs of children with disabilities
- d) Designing Q&A segments or interactive prompts at the end of each AV for classroom discussions and provide key takeaways.
- e) Piloting, field testing and validating in classroom setting with children with disabilities and special educators and refining based on feedback
- f) Finalise the AVs after incorporating feedback from UNFPA, IPE-CKD and government.

## **D. Deliverables**

### **D.1. Development of a Life Skills Education (LSE) module aligned with the School Health and Wellness Programme (SHWP), inclusive of adolescents with disabilities**

D.1.1. Inception Report with methodology and timeline

D.1.2. An inclusive, age-appropriate, and gender-responsive LSE module for Classes 6<sup>th</sup> to 10<sup>th</sup> aligned with the SHWP curriculum, inclusive of adolescents with disabilities

D.1.3. Grade-wise session framework document.

## **D.2. Creation of a Digital Package to disseminate key health and life skills themes through accessible and engaging formats**

D.2.1 Inception Report with methodology and timeline

D.2.2. Script and storyboard for each AV.

D.2.3. Final production of 7 fully animated videos with ISL window and audio narration

## **E. Time Frame**

<b>S.No</b>	<b>Deliverables</b>	<b>Timeframe</b>
1	Development of a Life Skills Education (LSE) module	Within six (6) months from the date of award
2	Creation of a Digital Package	Within four (4) months from the date of award

## **F. Eligibility Criteria**

- Proven experience in curriculum and content development for life skills and health education.
- Expertise in digital media development, accessibility standards, and inclusive pedagogy.

## **G. Support from IPE-CKD**

- Provide related modules, policies and plan for the deliverables listed above
- Provide feedback during the development phase
- Coordination support with UNFPA, related departments for getting timely feedback
- Ensure periodic meetings with different stakeholders

## **H. Ethical Issue/Consent:**

The selected agency will respect the confidentiality of respondents, undertake the interview only upon receiving the consent and adhere to ethical related issues.

## **I. Proposal Submission Requirements**

- Technical Proposal:** Detailed approach, methodology, work plan, and timeline.
- Financial Proposal:** Detailed budget including cost per deliverable.
- Organizational Profile:** Experience in similar assignments.
- CVs of Key Team Members**
- Sample of similar past work or links to published modules/content.

## **J. Selection Criteria**

The evaluation will be based on:

- Relevant Experience (40%)
- Proposed Methodology and Approach (30%)
- Financial Proposal (20%)
- Team Composition and Expertise (10%)

## **K. Budget and Payment Terms**

- The selected Agency will receive a competitive contract based on qualifications, experience, and proposed budget
- Payment will be made as per agreed project milestones

### **1. Approval of Inception Reports for all three components – 20%**

- LSE Module

- Digital AV Package
- 2. **Submission of key deliverables (draft modules, scripts/storyboards) – 30%**
  - Grade-wise LSE module and session framework
  - Scripts and storyboards for all 7 AVs
- 3. **Submission of final products (final module and AVs) – 40%**
  - Final LSE module (post-feedback integration)
  - Finalized animated videos with accessibility features
- 4. **Submission of comprehensive presentation decks and handover of all source files/assets – 10%**
  - Slide decks for each component
  - Source files, editable formats, and compliance documentation

## **L. Copyright**

All materials developed as part of this assignment will be the exclusive property of IPE Global and UNFPA. The selected agency will have no rights to publish, distribute, or use the data, reports, or findings for any other purpose without prior written consent. Any use of proprietary methodologies, tools, Audio-Video content or frameworks must be disclosed and appropriately credited in the proposal.

## **M. Conflict of Interest**

To maintain transparency and integrity, the applying agency must disclose:

- Any existing or past partnerships with UNFPA, IPE Global, or any other associated entity within the past three years.
- Any personal or professional relationships with stakeholders involved in the project that might influence impartiality in the assessment.
- Any other ongoing projects that could create a potential conflict in terms of resource allocation or bias.
- *Non-disclosure of any conflict of interest may lead to immediate disqualification or termination of the contract, and any payments made may be subject to recovery*

## **N. Submission Guidelines**

- Interested agencies must submit separate technical and financial proposals by **[Insert Deadline]** via email to **[Insert Email Address]** with the subject line “RFP: Hiring of an Agency for Developing a Resource Package – [Agency/Academic Institution Name]”.
- For any queries, please reach out to **[Insert Email]**. Last date for submission of queries **[Insert Date]**
- All queries related to the RFP will be responded within three (3) working days from the query submission deadline.
- Financial proposals must include an itemized budget (personnel, travel, other direct costs), in prescribed format.
- Prices and other financial information must not be disclosed in any other place except in the financial proposal.

## Annexure A

### **Suggested list of topics for the Life Skills Education (LSE) module**

**(S. No. 1 to 6 - Already available, can be translated; S. No. 7 to 13 – Will be developed from scratch)**

1. Self-Awareness
2. Body, sexuality and Safety
3. Social and Emotional Resilience
4. Power of Cs (Criticality, Creativity, Curiosity, Collaboration, Communication)
5. Civic imagination and engagement
6. Nurturing Aspirations
7. Growing Up Healthy (Changes During Adolescence, Puberty, Menstrual Health and Hygiene Management, Clarifies Myths and Misconception, Challenges Stigmas and Stereotypes, etc)
8. Interpersonal Relationship (Consent and Healthy Relationships; Builds and nurtures harmonious relationships with friends, family and environment; Deals effectively with unhealthy relationships, Understanding and Responding to Friendships and Peer Relationships
9. Gender Equality and Gender Based Discrimination
10. Nutrition, Health and Sanitation
11. Reproductive Health and HIV Prevention
12. Safety and Security (Safe and Unsafe Touch; Seeking Help, Protection against Abuse, and Reporting Mechanisms)
13. Promotion of Safe Usage of Internet and Social Media

## Annexure B

### **Suggested topics for Digital Package**

- a) Changes during adolescence including puberty
- b) Common Myths and Misconceptions during adolescence
- c) Menstrual Health and Hygiene Management
- d) Understanding Reproductive Health System and Process of Conception
- e) RTI/STI and HIV AIDS
- f) Safe and Unsafe Touch including protection and response mechanism - may highlight the POCSO Act
- g) Gender Equality

(Others - Interpersonal Relationship (Consent and Healthy Relationships; Builds and nurtures harmonious relationships with friends, family and environment; Deals effectively with unhealthy relationships, Understanding and Responding to Friendships and Peer Relationships; Promotion of Safe Usage of Internet and social media)