**Title:** Quantitative Data Collection of Beneficiary Household Survey – Process Evaluation of Ayushman Bharat Pradhan Mantri Jan Arogya Yojna (AB PM-JAY) in Uttar Pradesh

**Objective**

Access Health International (AHI), is a technical partner to SACHIS (State Agency for Comprehensive Health Insurance and Integrated Services) in the State of Uttar Pradesh, for implementing the Ayushman Bharat Pradhan Mantri Jan Arogya Yojana (AB PM-JAY). AB-PM-JAY was launched by the Government of India in September 2018 with an objective to reduce catastrophic out-of-pocket expenditure incurred on health and improved access to hospital care. It is one of the largest tax funded scheme and covers over 10 crore poor and vulnerable families for secondary and tertiary care. The scheme entitles each beneficiary family to an annual insurance cover of Rs five lakhs with no limitation on the family size, age, or pre-existing health condition.

AHI has on boarded Convergent to conduct the Household Survey with the beneficiaries of PM-JAY as part of the Process Evaluation of the PM-JAY Implementation in the state. The evaluation has been commissioned to Indian Institute of Technology, Madras (IIT-M) and Convergent will be responsible for data collection, data cleaning, summary analysis, and submission of final reports and cleaned and labelled datasets of the survey. For the execution of the work Convergent will collaborate closely with IIT-M, the Principal Investigator of the Process Evaluation.

The data will be captured through the administration of household survey instruments in 10 pre-selected districts of UP. The selection of these 10 districts is done taking into consideration the geographic, socio-economic and implementation status of the scheme to capture possible heterogeneity, intra-geography differentials for understanding the scheme in comparative dimensions. The agency will capture data from about (400 X 10) 4000 selected households using a systematic multistage sampling design from preselected villages/habitations by interviewing their respective eligible male / female member ‘Head of the House’ resident. Only such households that are eligible for the PM-JAY as per the Socio-Economic Caste Census (SECC) 2011 database are to be considered in the sample frame.

The data collection tools will be developed and piloted in advance by the AHI / IIT-M/ Selected Agency team (herein Research Team [RT]). Basis piloting results assessment and respective approvals/ guidance by key officials/stakeholders from National & State Health Authorities (NHA & SHA), the Principal Investigator will finalize the survey instrument for final rollout. The focus of the assignment is to organize, execute, and manage the quality and efficient administration of the data collection tools. Additionally, the agency will be responsible for translating the instrument into Hindi, training interviewers and field supervisors, field testing, and conducting the surveys as proposed. All survey data will be collected using face-to-face Computer Aided Personal Interviews (CAPI) with the beneficiaries. The cleaned collected data needs to be submitted in STATA statistical software compliant data file format along with respective data descriptor documentation.

**Scope of Work**

* To lead the recruitment of appropriate household survey enumeration teams for 10 study districts: **Meerut, Aligarh, Bareily, Pilibhit, Unnao, Bhadohi, Fatehpur, Jhansi, Varanasi & Siddharthnagar**; in close consultation with oversight from RT.
* Conduct Sampling of households from Sampling Frame Databases provided by RT under the close supervision & guidance of Process Evaluators from IIT – Madras. A stratified random sampling of households will be undertaken within selected dwelling clusters (Primary Sampling Unit - PSU) under every district (~ 8-10 PSU’s /District will contribute about 40-50 sample households to be covered). Selection process of PSUs will take care of Urban/Rural & other relevant distributional considerations.
* To support the review, translation, and piloting of the primary data collection instruments, which will be in digital format and managed using survey platform like the Survey CTO platform.
* To facilitate approvals from the Institutional Review Board.
* To organize, support, and co-lead the training of enumeration teams in each of the survey’s study sites, as well as ‘pre-test’ (enumerator practice) exercises.

To organize, manage, and supervise the household survey enumeration teams as they carry out their work. (The former team will be trained first and part of their work will be to compile and upload household lists of the pre-selected villages/habitations from which random samples of households and respondents will be drawn.)

* To closely review and monitor the work of the enumeration teams and only permit the uploading of completed forms once they are completed to standard. Provide weekly study updates covering progress along with Quality steps undertaken.
* To readily and professionally act on feedback received from the monitoring and auditing work of RT throughout the entire data collection period, while effectively resolving unanticipated operational challenges.
* Generate and share Survey Statistics with respective Statistical reliability tests in specific Analysis Template provided by RT towards Fieldwork completion.

**Deliverables**

* Study Implementation Plan: this includes itemized detailed timeline covering Survey Instrument finalization, Scripting, Piloting, Training of Enumerators, Team Composition & roles, Travel / Route plans, Quality Assurance and Data Security
* Brief reports on pre-testing (before data collection training) results and suggestions for revisions to survey tools based on pre-testing.
* Final Household survey instrument and data collection protocol in Hindi
* Training program (schedule with specific activities) and training materials in English along with Final Data Collection Plan
* Weekly Process updates covering Survey Completion Status on Contacts made, Refusals faced, found as ineligible, Exceptions handled etc. in a Quality Tracker Template.
* Comprehensive Fieldwork report at the end of Fieldwork.
* STATA 12 compliant digital dataset along with observations & summary level data descriptions and frequency tables as per prescribed template by RT.

**Budget**

The total budget approved for this engagement is INR 24,60,000 (Twenty-Four Lakhs Sixty Thousand Only) excluding all applicable taxes.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Sr. No.** | **Particulars** | **Person**  **days** | **Rate**  **(INR)** | **Amount**  **(INR)** |
| **A.FIXED COST ESTIMATES** | | | | |
| **A1** | **Professional Fees** |  |  |  |
|  | Project Advisor: Surya AV | 12 | 15,000 | Not Billed |
|  | Project Lead: Charu Sheela | 20 | 12,000 | 2,40,000 |
|  | Operations Lead: K Venu gopal | 7 | 7,000 | 49,000 |
|  | Research Lead: Anushka Bansal | 8 | 7,000 | 56,000 |
|  | CAPI, Dashboard & Analysis Lead: Hema Adhikari | 5 | 7,500 | 37,500 |
|  | Operation Support: Sunil Jha | 25 | 3,000 | 75,000 |
|  | Research & Analysis Support: Prema & Sai | 25 | 3,000 | 75,000 |
|  | **Sub Total (A1)** |  |  | **5,32,500** |
| **A2** | **Other Direct Costs** |  |  |  |
|  | Translation review charges for Enumeration and Main Survey  Tools | Lumpsum |  | 15,000 |
|  | **Sub Total (A2)** |  |  | **15,000** |
|  | **Sub Total of A** |  |  | **5,47,500** |
| **B.DATACOLLECTIONCOSTS** | | | | |
| **B1** | **Remuneration for Field Staff** |  |  |  |
|  | State Field Coordinator | 60 | 2,500 | 1,50,000 |
|  | **Remuneration during the Enumeration Training and**  **Fieldwork** |  |  |  |
|  | Enumeration Team Training (30 people for 1 days) | 30 | 500 | 15,000 |
|  | Supervisors-Enumeration Team (5 supervisors for 6 days) | 30 | 550 | 16,500 |
|  | Interviewers-Enumeration Team(25 interviewers for 6days) | 150 | 500 | 75,000 |
|  | **Remuneration during the Main Survey Training and**  **Fieldwork** |  |  |  |
|  | Main Interview Training (36 people for 2 days) | 72 | 500 | 36,000 |
|  | Supervisors-Main Survey(6 supervisors for25 days) | 150 | 550 | 82,500 |
|  | Interviewers-Main Survey(30 supervisors for 25 days) | 750 | 500 | 3,75,000 |
|  | **Sub Total (B1)** |  |  | **7,50,000** |
| **B2** | **Cost Estimates for Travel & Stay during Data Collection** |  |  |  |
| **B2.1** | **Travel & Local Conveyance** |  |  |  |
|  | Local Conveyance-Enumeration Team (30 people for 6days) | 180 | 175 | 31,500 |
|  | Local Conveyance-Main Survey Team(36 people for 25days) | 900 | 175 | 1,57,500 |
|  | Travel expenses for State Field Executive (State HQ to Survey District and Back) | 3 | 5,000 | 15,000 |
|  | Local Conveyance for Core Team/Professional staff | 10 | 2,500 | 25,000 |
|  | Professional Travel Expense for Team Training &Field  Monitoring | 5 | 15,000 | 75,000 |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Sr. No.** | **Particulars** | **Person**  **days** | **Rate**  **(INR)** | **Amount**  **(INR)** |
| **B2.2** | **Daily Allowance/Lodging Expenses** |  |  |  |
|  | State Field Coordinator | 32 | 1,500 | 48,000 |
|  | Enumeration Team (30 people for 6days) | 150 | 500 | 75,000 |
|  | Main Survey Team (36 people for 25 days) | 900 | 400 | 3,60,000 |
|  | Professional staff | 12 | 5,000 | 60,000 |
|  | **Sub Total (B2)** |  |  | **8,47,000** |
| **B3** | **Other Direct Costs** |  |  |  |
|  | Telephones &Internet charges |  |  | 5,000 |
|  | Postage/Express Mail, Stationary, photocopy etc |  |  | 10,000 |
|  | Facilities Rental for Training Workshops (including field kit,  Refreshments etc.) | 3 | 17,500 | 52,500 |
|  | Equipment Hiring (LCD Hiring charges) | 9 | 2,500 | 22,500 |
|  | CostofDeployingTabletsforMainSurveyfor40days(30  tablets) | 30 | 1,600 | 48,000 |
|  | Internet Charges for every tablet (for 2months) | 30 | 1,000 | 30,000 |
|  | Meeting and Misc Expenses |  |  | 12,500 |
|  | **Sub Total (B3)** |  |  | **1,80,500** |
|  | **Sub Total of B** |  |  | **17,77,500** |
| **C.TECHNOLOGY COSTS** | | | | |
| **C1** | **Technology Costs** |  |  |  |
|  | CAPI Scripting |  |  | 60,000 |
|  | Real-time Dashboards setting-up |  |  | 75,000 |
|  | **Sub Total (C1)** |  |  | **1,35,000** |
|  | **Sub Total of C** |  |  | **1,35,000** |
|  | **Total (A to C)\*** |  |  | **24,60,000** |
|  | **GST at 18%** |  |  | **4,42,800** |
|  | **Grand Total with GST** |  |  | **29,02,800** |

**Payment Terms and Deliverables.**

This is fixed price contract with payment terms based on the submission of deliverables.

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Fee** | **Deliverables** | **Timeframe** |
| 1 | 30 percent of contract value | * Signing the contract * Submission of the Implementation Plan- this includes itemized detailed timeline covering Survey Instrument finalization, Scripting, Piloting, Training of Enumerators, Team Composition and roles, Travel/ Route plans, Quality Assurance and Data Security | Within 2 weeks form signing the contract |
| 2 | 30 percent of contract value | * Brief reports on pre-testing * Final Household survey instrument * Data collection protocol in Hindi | Six Weeks from signing the contract. |
| 3 | 20 percent of contract value | * Completion of Field Work * Digital dataset along with observations & summary level data descriptions and frequency tables as per prescribed template by RT. | Eight weeks from signing the contract |
| 4 | 20 percent of contract value | Comprehensive Fieldwork report at the end of Fieldwork | End of contract |

**Bank Account Details**

|  |  |
| --- | --- |
| Please make payment to | Convergent View Research & Consultancy Private Limited |
| Bank Name | Central Bank of India |
| Account Number | 3877172460 |
| Bank Address | Ashoka Hotel, New Delhi- 110021 |
| IFSC Code | CBIN0280298 |
| Swift Code | CBININBBASH |

**Compensation**

The total service fee not exceeding INR 24,60,000 (Twenty-Four Lakhs Sixty Thousand Only)excluding applicable taxes would be paid to the account mentioned above held by Convergent View Research & Consultancy Private Limited.

**Term of Contract**

This contract period is from **June 25, 2021,** to **September 17, 2021.** However, the assignment will be completed with 8 weeks from signing the contract. The Convergent View Research & Consultancy Private Limited will be engaged under the agreement from the date of signing the contract till the date of closure as mentioned above. **The contract will be considered closed when the deliverable is received, and final report is submitted**.

**Schedule B**

**Checklist on COVID-19 protocols**

* Vendors will be responsible for their own insurances
* They will carry an ID card of their organization or could carry a letter from ACCESS Health for the assigned task  or a copy of their contract (as masks may pose identify fraud / security risk)  as proof of the work they have been assigned for to avoid confusion
* They will be required to download Aroya Setu app
* Ensure that they carry sanitizers and use them regularly during the data collection process
* Ensure wearing a mask and gloves
* Make sure social distancing is followed
* Vendors will be responsible to regularly monitor themselves for any symptoms and take their temperature twice a day during field visits