



Indian Institute of Public Health Shillong

Northeast Regional Institute

No: IIPHS/TN/RFQ/2026-27/308/004A

Date: 19th May, 2026

Call for Proposal (CfP)

Consultancy for Development of Training Module
Project: Strengthening Data-Driven Decision Making at Districts in Meghalaya
Issuing Organization: Indian Institute of Public Health Shillong (IIPHS)

Type of Engagement: Consultancy

Duration of Assignment: Two Months (May–July 2026)

1. Invitation to Submit Proposals

The Indian Institute of Public Health Shillong (IIPHS) invites proposals from eligible firms or agencies for the development and design of a training module under the project titled “Strengthening Data-Driven Decision Making at Districts in Meghalaya.”

The consultancy assignment involves developing a comprehensive facilitator and participant training module for a three-day workshop on “Using Health Data to Make Informed Decisions” intended for district-level health officials and technical personnel in Meghalaya.

Interested applicants with relevant expertise and experience are invited to submit technical and financial proposals in accordance with the requirements outlined in this Call for Proposal (CfP).

2. Background

The project “Strengthening Data-Driven Decision Making at Districts in Meghalaya” aims to strengthen district-level capacities in the effective use of health data for planning, monitoring, and evidence-based decision-making.

As part of this initiative, a three-day in-person workshop titled “Using Health Data to Make Informed Decisions” has been designed for District Health Officials, Medical Officers, Data Entry Operators, Program Managers, and technical officers.

The workshop includes interactive learning sessions, case studies, practical exercises, and group discussions. The technical content and PowerPoint presentations for the workshop have already been finalized and will be shared with the selected consultant.

3. Objectives of the Consultancy

The objective of this consultancy is to develop a user-friendly and publication-ready training module/manual for the workshop on “Using Health Data to Make Informed Decisions.”

The module should provide detailed facilitation guidance, participant learning content, and structured instructional material to support effective implementation of the workshop.

4. Scope of Work

- a. Review the workshop agenda, technical content, and PowerPoint presentations shared by the project team.
- b. Develop detailed module content and trainer guidance notes.
- c. Ensure incorporation of thematic content related to
 - Sustainable Development Goals (SDGs) and their application in health systems
 - Health data access and management
 - Data analysis techniques
 - Data visualization
 - Interpretation and use of data for decision-making
- d. Attend one pilot training workshop in East Khasi Hills District, Meghalaya
- e. Revise and refine the module based on feedback from the project team.
- f. Design and format the module for publication purposes.
- g. Submit final outputs in editable and print-ready formats.
- h. Deliver ten (10) printed hard copies of the Facilitator guide and ten (10) copies of the participants learning finalized modules.

5. Expected Deliverables

- Inception meeting and review of workshop materials – Within 1 week of contract signing
- Submission of first draft of training module – By 15 June 2026
- Participation in one pilot workshop – As scheduled by project team
- Submission of revised and finalized module – By 6 July 2026
- Submission of publication-ready files and 10 + 10 printed copies – By 15 July 2026

6. Duration of Assignment

The consultancy assignment will be conducted over a period of two months, from May 2026 to July 2026.

7. Eligibility Criteria and Experience

- a. Demonstrated experience in developing and designing training modules/manuals in the public health sector.
- b. Experience in instructional design, adult learning methodologies, and facilitation material development.
- c. Prior experience working on health systems strengthening, health data, monitoring and evaluation, or public health training programs is preferred.
- d. Strong writing, editing, and publication design skills.

- e. Proven track record of delivering high-quality assignments within stipulated timelines.
- f. Ability to undertake field travel within Meghalaya.

8. Proposal Submission Requirements

Technical Proposal:

- Brief profile of the consultant/agency
- Understanding of the assignment
- Proposed methodology and approach
- Work plan and timelines
- Relevant experience and similar assignments undertaken
- CV(s) of key personnel involved
- Samples/links of previous module development or related work

Financial Proposal:

- Professional consultancy fees
- Design and formatting costs
- Printing costs for 10+10 hard copies
- Travel and logistics costs
- Applicable taxes

9. Evaluation Criteria

- Relevant experience in public health module development – 30 Marks
- Understanding of assignment and methodology – 25 Marks
- Experience in instructional design and publication layout – 20 Marks
- Quality of previous work/sample materials – 15 Marks
- Financial proposal – 10 Marks

10. Payment Terms

- 40% upon submission and approval of first draft
- 30% upon submission of revised modules
- 30% upon submission and approval of final module and printed copies

11. Ownership and Confidentiality

All materials, documents, and outputs developed under this consultancy shall remain the intellectual property of IIPHS/project partners.

The consultant shall maintain confidentiality of all information shared during the assignment and shall not reproduce or distribute materials without prior written approval.

12. Submission Details

Interested consultants/agencies may submit their proposals electronically with the subject line:

“Proposal for Consultancy – Development of Training Module on Data Use”

Proposals should be submitted to:

Registrar
Indian Institute of Public Health Shillong (IIPHS)
Email: admin@iiphs.ac.in
Phone: 9863951034

Submission Deadline: 28th May 2026, 5:00PM

13. Disclaimer

IIPHS reserves the right to accept or reject any proposal without assigning any reason thereof and may cancel the recruitment process at any stage.



Registrar
Indian Institute of Public Health Shillong

