

**ASSIGNMENT: HIRING AN AGENCY FOR UNDERTAKING PRESS SCAN
ANALYSIS FOR A STUDY ON ‘PANDEMICS AND URBAN PLANNING –
ANALYSIS OF EVIDENCE’**

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**Posted by: Scaling City Institutions for India, Centre for Policy Research
(SCI-FI, CPR)**

1. Background

The Scaling City Institutions for India (SCI-FI) programme aims to better understand ‘governance scale’ in Indian cities in tandem with ‘sector specific socio-economic scales’. Through research, the programme aims to inform stakeholders, including the three tiers of the government, to develop better informed policies and programmes enabling improved governance and service delivery. It has two key thematic focus in areas of Land, Planning, and Housing and Water and Sanitation. The SCI-FI programme is nested at the Centre for Policy Research (CPR) since 2013.

The Land, Housing, and Planning (LHP) initiative under the SCI-FI programme aims to deepen the understanding of the interrelated governance and sector specific challenges in the land, housing and, planning in urban areas in India. The SCI-FI: LHP initiative envisages to inform multiple stakeholders, including the three tiers of the government, on demand-driven, sustainable, alternative, and scalable models for delivering and operationalizing housing, basic services, and property rights for the urban poor.

The Water and Sanitation initiative under the SCI-FI programme seeks to understand diverse reasons for poor water and sanitation and to examine how these might be related to technology, service delivery models, questions of institutions, governance, finance, and socio-economic dimensions. The SCI-FI: Water and Sanitation initiative seeks to support national, state, and city authorities to develop policies and programmes for intervention with the goal of increasing access to safe and sustainable sanitation in both urban and rural areas.

Adopting a multidisciplinary approach, SCI-FI is organized around clusters of legal studies; water science and engineering/planning; economics; and social and anthropological studies to systematically undertake sector analysis, bottom up review and research. It works across thematic clusters to do academic research, programme analysis, action research, strengthen the capacity of government stakeholders, support policy formulation, and programme implementation. The programme continues to engage with various partners, including academicians, practitioners, civil society organisations, donor agencies, and government bodies at the national, state, and city levels.

For more details, please visit <https://scifi.cprindia.org/>

2. About the Background of the Assignment

Study on '*Pandemics and Urban Planning – Analysis of Evidence*' aims to focus on specific vulnerabilities of people living in informal settlements in urban areas and policy measures needed to address these - in the context of health pandemics and the response in the South Asia context with specific focus on Myanmar, Nepal, Bangladesh and India.

The study aims to develop a deep understanding of relevant policy issues in India and the South Asian countries on public health & clinical care; livelihood & social security; housing and slum redevelopment; and urban space planning to gain resilience and preparedness for future incidences of pandemics or any other health emergencies. The study is spanning across 5 months primarily focussing on the evolution of urban planning policies in the light of urban epidemics across countries- Bangladesh, India, Myanmar and Nepal.

The 3 main tasks of the study are:

2.1. Provide analysis on the following questions

- 2.1.1. How have past pandemics impacted the poor and vulnerable, particularly ones in slums and informal settlements?
- 2.1.2. How have public spaces (public transport, commercial spaces, shopping complexes etc.) been attributed as vectors?
- 2.1.3. How do the impact of pandemics on the vulnerable population differ from impacts of other health hazards (like non-communicable diseases, pollution etc.)?
- 2.1.4. How does restricted access to public spaces (lockdowns etc.) and social distancing practices impact vulnerable groups differentially?
- 2.1.5. Given that options for home-based work may be absent or very limited for vulnerable groups, what additional safeguards may be needed for them in situations of a lockdown or prolonged social distancing practices?

2.2. In view of the above, synthesize evidence on how past pandemics have shaped urban planning policies – particularly on urban congestion, public space planning and affordable housing and slum redevelopment for vulnerable population and draw learnings for policies and regulations relating to urban planning

2.3. Drawing from the analysis and synthesis of evidence, provide actionable recommendations on:

- 2.3.1. How governments in developing countries can be advised on reshaping urban policies (planning, housing, transport, public infrastructure) post Covid-19
- 2.3.2. How innovation and technology can shape these future policies that are ethical, inclusive, equitable and resilient to similar shocks in the future

While the study explores results that are relevant to the South Asian region (particularly, India, Nepal, Bangladesh and Myanmar), *the focus of the learnings and recommendations is on India.*

The research methodology of the study entails intensive literature review and secondary analysis, Press Scan & Analysis and primary data collection.

3. About the Objective and Scope of the Assignment

The Agency shall undertake press (print and digital) scan and analysis on COVID 19 from the period January to September 2020. Key Scope of the assignment encapsulates the following tasks -

3.1. Key Task 1: Press Scan

Press scan to encapsulate review of COVID-19 news articles from regional, national and international media across India, South Asia and for the select locations in - India, Bangladesh, Myanmar and Nepal. And the focus will be on drawing upon global, national and region publications to analyse COVID-19 related news on the broad themes of '*public health & clinical care; livelihood & social security; housing and slum redevelopment; and urban space planning*'.

The key objective of the Press scan is to capture issues and concerns faced by the urban poor in slums and informal settlements during the COVID-19 crisis. Also the press scan will cover the relief and recovery response measures by the state and non-state actors in addressing the economic, social and health related vulnerabilities. This exercise will help to understand the category of issues that received media attention and the issues which were excluded.

3.2. Key Task 2: Analysis and Report preparation

- a. Analytical summary of the news and link enclosed across themes from Jan to August 2020. This would include trend analysis of the news coverage across thematic keywords.
- b. Data visualization through charts and graphs (list of tables and graphs to be determined in co-ordination with CPR)
- c. Prepare a report based on media news analysis at the India, South Asia and the select locations city and town level as mentioned above in the table.

CPR will provide the keywords across themes when the assignment will begin.

4. Duration of the assignment- This contract is limited to a period of 30 days beginning from the date of signing of contract.

5. Geographical Coverage for the press scan

S. No	Country	Locations
1	India	5 Cities- Delhi, Pune, Bangalore, Bhubaneswar and Bhillai 6 small to medium sized Towns* each from Uttar Pradesh, Bihar, Karnataka, Punjab, Odisha, Rajasthan
2	Bangladesh	Dhaka
3	Myanmar	Yangon
4	Nepal	Kathmandu

* Exact Names of the towns will be communicated when the assignment commences.

6. Eligibility Criteria for Applying for the Assignment

- a. The eligible respondent for the current assignment would be the agency having a thorough grasp and proven experience in the field of press scanning (print and digital) on development issues. It must have min 5 years of experience in the field.
- b. Relevant experience details for a maximum of 3 contracts of similar nature and relevant to this RFP should be provided by the bidder. Experience of working with client's like Bilateral/multilaterals and foundations will be an added advantage.
- c. The agency should not have been blacklisted by any organization/institution. (Self-declaration by the institution is required).
- d. The agency should have a GST registration, as applicable and carry a valid PAN. (Copy of PAN and GST registration certificate, as applicable, should be submitted.)

7. Guidelines for Preparing Proposals

7.1. Language: Proposals must be submitted in English

7.2. Structure: Proposals must be set out in three main parts:

- a. Part 1: Covering Letter
- b. Part 2: Technical Proposal
- c. Part 3: Financial Proposal.

Part 1: The Proposal must be accompanied by a covering letter on company-headed paper showing the full registered office address. The letter must be signed by a person of suitable authority to commit the Respondent to a binding contract. It must quote the RFP title which is **Undertaking press scan analysis for a study on Pandemics and urban planning – Analysis of evidence**

Part 2: The technical section should be structured as follows:

- *Section 1:* Credentials of the Applicant Firm/Agency and describe assignments of a similar nature that were successfully completed by the firm in the last three years
- *Section 2:* Applicant Firm's/Agency's understanding of the TOR

- *Section 3:* Planned activities, deliverables and milestones with timelines under the proposed assignment
- *Section 4:* Relevant Human resources with short CVs and the responsibility as per the assignment.

Part 3: Financial Proposal must contain the expected budget for

- Accomplishing the complete work of gathering data, filtering and preparing an analytical report based on 50000 (total no. of scans), number of 10 (dailies) in locations/regions (as mentioned above in point 5).
- Human resources Cost
- Other taxes such as GST etc. should be mentioned separately

The financial proposal should have a detailed breakup up of unit costs. All amounts quoted must be in INR.

8. Intellectual Property Rights

The bidder should assign the copyright under this assignment to SCI-FI CPR of any output such as but not limited to designs, reports, other documents, etc., hereinafter collectively referred to as “MATERIALS”. Materials produced as a result of the work covered under this assignment together with all relevant data and supporting materials compiled in performing the Services must not be used for any purpose without prior approval of SCI- FI CPR.

9. Instructions for submitting the proposal

- The proposal should be submitted via email by **18:00 hours** on October 16, 2020 addressing SCI-FI CPR at **sci-fi@cprindia.org**
- The subject of email shall be the RFP Name i.e. SCI-FI CPR – 2020: **Undertaking press scan analysis for a study on Pandemics and urban planning – Analysis of evidence** followed by the Bidder’s Name.
- In case of any clarification, contact may only be established at the following email: sci-fi@cprindia.org by October 12, 2020 no later than 15:00 Hours
- Proposals received after the due date and any other email ID other than sci-fi@cprindia.org will not be considered.

Please note that only short-listed agencies will receive an acknowledgment and will be invited for a personal interaction virtually through a video conferencing or any other online medium.