

DATE: 16-12-2025

RFP No.: RFP/SFC/2526/012

REQUEST FOR PROPOSAL (RFP)

Subject: SFC is pleased to invite your company to submit a proposal for the “Delhi Heat Survey” at our office located at A-16, Qutab Institutional Area, Aruna Asif Ali Marg, New Delhi - 110067

1. Purpose of the tender

SFC is seeking proposals from agencies who have experience in conducting comprehensive household surveys in Delhi’s JJ colonies and slums. The selected agency will be responsible for executing the survey as per the defined methodology, ensuring accuracy, reliability, and timely completion of all deliverables. Agencies with a strong track record in large-scale field surveys, data collection, and analysis are encouraged to apply.

2. Overview of the Foundation

SFC Research Foundation (SFC) is a New Delhi-based independent research organization registered under section-8 of the Companies Act, 2013. SFC is an independent research organization analyzing frontier issues in climate change, energy, and the environment. We focus on the systemic changes required for India’s transition to a sustainable, just, and resilient economy and society. In these areas, we identify upstream policy levers that, when activated, can drive downstream impact at scale.

3. Scope of Work

SFC Research Foundation (SFC) will be rolling out a survey across Delhi’s low-income areas to understand the impact of heat on people working in heat-exposed occupations (such as construction, gig, low-wage factor workers), how they cope with heat at work and in their homes, and their interactions with heat protection measures. The survey will be conducted between April 2026 to June 2026. It will cover over 1000-1500 households (adjusted based on the financial proposal received), and the duration of survey will be about 40 minutes.

The selected agency will be responsible for:

i. Survey Design

- Feedback on questionnaire (developed by SFC in MS word format)
- Translation of questionnaire in local language (Hindi)
- Programming of questionnaire in Survey CTO (or similar mutually agreed upon platform)

ii. Field Operations

- Training and Deployment of enumerators/supervisors.
- Household surveys: Identify survey respondents as per sampling strategy decided with SFC
- Data collection via tablets
- Ensuring credibility of data collection using mutually agreed upon methods/tools

- Conduct a pilot survey to test the questionnaire and the data collection processes.
- Based on the pilot, do revisions to the questionnaire as advised by SFC, and any changes in data collection methods as necessary.

iii. **Data Management**

- Data entry, cleaning, validation, and processing
- Regular progress reporting
- Making data downloads available to SFC in a regular manner

iv. **Analysis & Reporting**

- Submission of raw data, cleaned datasets, and all supporting materials.

v. **Timeline**

- The assignment is expected to start in February 2026, and be completed by August 2026 (fieldwork will be from April-June 2026).

4. Eligibility Criteria

The agency must:

- Be a registered legal entity in India.
- Have minimum 3 years' experience in socio-economic/field surveys.
- Demonstrate experience of at least 10 similar assignments with government departments, NGOs, universities, research institutions, or corporates.
- Have an active Institutional Review Board (IRB) registration. Proof of registration must be submitted along with the proposal
- Prior experience conducting surveys in Delhi's JJ colonies and slums.
- Have adequate in-house manpower and technical capacity.
- Possess experience in digital data collection tools.
- Not be blacklisted by any government/PSU/agency.

5. Proposal Submission Requirements

A. Technical Proposal

- Agency profile.
- Methodology and approach.
- Survey tools/questionnaire framework.
- Work plan and timeline.
- Team composition and CVs of key personnel.
- Previous experience and project references.

B. Financial Proposal for 1,000 and 1,500 households

- Detailed budget including:
 - Manpower cost
 - Travel & logistics
 - Data collection & processing charges
 - Taxes (GST as applicable)
- Total cost quoted must be in INR.

6. Evaluation Criteria

Proposals will be evaluated on the following criteria

Criteria	Weightage
Past experience & qualifications	30%
Methodology & approach	35%
Team strength	15%
Financial proposal	20%

7. Submission Guidelines

- Proposals must be submitted in PDF format to email id admin@sustainablefutures.org during the working hours.
- Subject line: “*Proposal – Survey Agency – RFP/SFC/2526/012*”
- Last date for submission: January 6, 2026

Late submissions will not be accepted.

8. Terms & Conditions

- SFC Research Foundation reserves the right to accept or reject any or all proposals without assigning any reason.
- All data collected will be the property of SFC Research Foundation.
- Payment terms: will be decided based on the negotiation with the selected agency
- The selected agency must adhere to ethical standards and ensure confidentiality of information.

9. Contact Information

For technical queries, contact:

Name: Anna Agarwal

Designation: Fellow

Email: admin@sustainablefutures.org

Phone: 011 49986817

For financial/contractual queries, contact:

Name: Tilak Angra

Designation: Senior Manager - Compliance

Email: tilak@sustainablefutures.org

Phone: 9873444151

We look forward to receiving your bid and appreciate your interest in doing business with us.

Thank you for your prompt attention to this invitation.



Tilak Angra

Senior Manager-Compliance

SFC Research Foundation