



Office of the Chief District Medical & Public Health Officer, Koraput  
(National Tuberculosis Elimination Programme, ZSS, NTEP-Koraput)



Memo no: 214

Date: 28/4/23

### EXPRESSION OF INTEREST

Applications are invited from interested Agencies/NGOs/Trusts for implementation of Advocacy Communication and Social Mobilization (ACSM), activity at Community Level, through PPP mode under NHM Koraput.

The registered NGO/Trusts should have good track record and proven field experience in related field encouraged to apply. Preference will be given to the NGO/ Trusts having its own establishment in Koraput District. Interested NGO/trusts fulfilling eligible criteria may apply for the scheme only in prescribed format along with all relevant signed documents in a sealed cover envelop superscripting "Application for ACSM activity at Community Level Scheme under NTEP" through speed post/ Reg. post/courier only addressing to the CDM&PHO, Koraput (National TB Elimination Programme) At/Po- Office of CDM&PHO, Koraput, Near Jail Road Koraput, Pin:764020 on or before: 06/05/2023 by 05 PM.

Incomplete application or application received in any other mode or application of Blacklisted NGO's/ Trusts or application not received within last date will be summarily rejected. The authority reserves the right to cancel (any/ all) the Expression of Interest and to modify the guidelines of selection without assigning any reason there to modify the guideline.

Yours Faithfully

Chief District Medical & PHO cum DMD,  
Koraput

## SCOPE OF WORK

### ACSM activities at difficult villages of Odisha under PPP Head

**Objective:** The main Objective of conducting the ACSM activities in the difficult villages is to give more impetus to social mobilization activities and creation of awareness on TB disease, diagnosis, treatment, prevention, and support service available under NTEP among the people of difficult villages.

#### **Proposed Activities:**

1. Sensitization/ Awareness activities for specific groups (one-to-one, one-to-group) with distribution of leaflets convening TB messages Hand Holding miking or Public announcement system(PAS).
2. Wall painting (5ft x 3ft) in local language displaying TB messages near school, market place, AWC, near playground, etc.
3. Street plays (Nukkd natak)/ Folk show.
4. Display of TB message through posters in strategic locations such as daily and weekly haats / markets.
5. Community meeting at village followed by rally holding placards.
6. Mega event at GP level for screening and create awareness with IEC exhibition. Prior to organize this, a pre-publicity by miking may be done at the GP level.
7. Group discussions using leaflets at VHND point.
8. Leaflets containing information on TB may be distributed to SHG members for discussion/ interaction at SHG meeting.
9. Installation of mini hoarding (4ft x 3ft) at local market/ Haat.

#### **Target Audience:**

1. Local PRI members
2. Faith healer/ Religious healer/ Quacks, etc.
3. Self- help groups
4. Para medical staff, ASHA, AWW, etc.
5. Daily wage laborers (Daily-weekly Haat/ markets)

#### **Role of PPP Partner:**

1. Plan and undertake a series of ACSM activities in consultation with District Health Society and in close coordination with District TB officer.
2. Submit annual work plan to the District Health Society appraising them of specific ACSM activities to be carried out in the year.
3. Involve the DTO or a representative deputed by him to observe ACSM activity planned by the PPP partners. Key opinion makers in the area and people representative should be invited for the activities.
4. The PPP partner would submit separate detailed report of each ACSM activity carried out in the quarter along with the photographs and other related documents of the activities.
5. The activities planned should be based on the need assessment, Programme performance and should be linked to work plan submitted.

6. Reproduce good quality communication materials, ideally using prototype materials obtained from the District/ NTEP website, which can be adapted for the local language and context if necessary. The Key message of NTEP should not be changed and the materials need to be approved by the ADPHO(TB).

#### Reporting Mechanism:

The following documents should be submitted by the ACSM Partner:

- a. Annual Work Plan.
- b. Monthly Progress report (The progress report should specify the date of each activity, target group, population covered, description of the activity, involvement of key opinion makers and NTEP officials, outcome of the activity and follow up of the activity. Each report should have photograph of the activity. The report should have both quantitative and qualitative aspects to highlight ACSM activity as also the involvement of stakeholders in NTEP. The PPP partner should submit relevant documents like list of participants with signature wherever applicable).
- c. Utilization Certificate (UC).

#### Monitoring Mechanism:

1. ADPHO(TB) would monitor and supervise ACSM activities in the field. The ACSM activity should be monitored in terms of involvement of community, quality of Program, accuracy of the NTEP message disseminated.
2. NTEP will very outcome in terms of increased referral from the project area and number of notification of TB cases from the area.
3. The Programme should be validated by the report submitted by the partner each quarter, Biannual review of ACSM activities should be carried out by the ADPHO(TB). Responsible representative of partner should attend monthly/Qtrly review meeting held by the District/State.

#### Eligibility Criteria for NGO/ Trusts: -

The following are the criteria of eligibility for an organization to apply:

1. Registration: Three years under society registration Act/ Indian Trust Act 1882/ Charitable and religious Act 1920 with registration under 12A of income tax Act,1961.
2. District Presence: The organization must have 05 years of experience in the applied District.
3. The NGO must have Unique ID in NGO DARPAN portal NITI Aayog would be given preference.
4. Capacity to carry out ACSM activity with at least 3 years' experience in Social mobilization activities/ Advocacy/ Public health/ health communication activities and grassroots level activities. Local presence and familiarity with local culture will be desirable.

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5. Assets: Minimum fixed assets of Rs. 100000/- in the name of organization in term of land /building/assets.
6. Turn over: Minimum of Rupees Twenty lakhs as per the last balance sheet.
7. Not Been Blacklisted or placed under funding restriction by any Govt. or Govt. agencies.
8. Adverse report from the district/ NHM/ H&FW dept. or poor performing organization as per the external evaluation report will not be eligible and shall be disqualified without assigning any reason thereof.

**Budget for the activity: Rs. 50,000/- (Rupees Fifty thousand only)**

**Selection Process of NGO:**

As per the markings, subsequent gradation will be prepared of all eligible NGOs applied for ACSM activities at difficult villages of Odisha under PPP mode under NTEP, Koraput. The highest scorer NGO will be selected / awarded as the service provider.

## APPLICATION FORM

Name of the Projects : ACSM Activities at Community Level

Name of the Applied NGO/Trust :

Name of the District :

1	Name of the Organisation	
2	Registered office Address with cont. no, E-mail.	
3	Name of the Chief Functionary with Mobile No.	
4	Whether the office located in own or rented building.(Documents to be attached)	
5	Years of operation in the applied district (Documents to be attached)	
6	a. Act under which the organisation has been registered.	
	b. NGO DARPAN Portal Registration No. (Documents to be attached)	
7	12A Registration certificate.(Documents to be attached)	Yes/No
8	Weather registered under 80 G (Documents to be attached)	Yes/No
9	weather FCRA registered organisation (Documents to be attached)	Yes/No
10	Bank details ( Name of the Bank, Account Number, IFSC Code and address of the Bank)	
11	PAN Number( Attach Photocopy)	Yes/No

### 12. Financial Turnover of last Three years:

Financial Year	Income (Rs. )	Expenditure (Rs. )	Fixed Assets as per the balance Sheet (Rs. )
2019-20			
2020-21			
2021-22			

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13. Experience exclusively in NTEP Projects activities in the applied District.

Name of the Project	Supported / funded by	Project location	Remark if any

14. Any other Experience in public health or any other social development Programme out of Govt./ Other source of funding in the applied district.

Name of the Project	Supported by Govt./ others ( Specify)	Name of the supporting / funding agency	Project location	Remark if any

15. Details of the managing committee members of the organization:

Sl. No	Name &Address	Male/Female	Age	Occupation

16. Details of the existing staff position of the organization:

Name of the staff	Designation	Qualification	Full time/ Part time	Remarks if any

17. Details of the National/ State/ District level awards received from any Govt. or Govt. Agencies by the organization for significant contribution in social sector.

Name of the Award	Award issuing institutions/ Organisation with date	Remarks

(Attach copy of the proof documents)

18. Undertaking of the NGO that any office bearer on behalf of the organization has not been convicted by any court of law in India or abroad for any criminal offence.

19. Undertaking of the NGO that, has not been blacklisted by any Govt. State or Central) Department or agency in India, which is in force during the currency of the contract.

## Declaration

I hereby certified that, I have read the rules and regulation of the Scheme/ project and the above information furnished is true to the best of my knowledge and belief.

Signature of the Chief Functionary with Seal

Name of the Chief Functionary: \_\_\_\_\_

*Arvind*  
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CHECK LIST FOR DESK APPRAISAL

Name of the Organisation :

Name of the District Applied For :

Date of receipt of Application :

Sl. No	Details of Submission /Documents	Weather Submitted (Yes/No)	Remarks
1	Whether Application is received in due date by Post/Courier		
2	Whether all Pages of proposal& documents are signed by chief functionary of the organisation?		
3	a. Whether the copy of the society registration Act/ India trust act/ Charitable &religious act certificate submitted ?		
	b. Whether the organisation completed 5years of registration by the date of Advt.?		
	c. Whether the copy of 12A registration certificate submitted?		
4	Whether the copy of Audit report for last 3year submitted?		
5	Whether the copy of 3years annual report submitted?		
6	a. Whether organisation having minimum fixed asset of Rs. 1lakh in item of land/building/other asset as per the last balance sheet?		
	b. Whether the organisation having minimum turnover of Rs.50lakhs as per the last balance sheet.		
	c. Whether copy of the balance sheet is submitted?		
7	Weather the organisation have functional office setup and operational of Govt. projects/Schemes in the applied district since last 5years. Whether relevant documentary proof submitted?		
8	Whether the organisation have valid unique ID obtained through registration in the NGO DARPAN portal of NITI Aayog and proof of document copy submitted?		
9	Weather By law and memorandum of the organisation submitted?		
10	Weather details list of the managing Committee members submitted?		
11	Weather PAN number has been submitted with the Application?		
12	a. Whether the organisations possesses minimum three years' experience in NTEP or Health related activities?		
	b. Weather proof of the experience documents with the application?		
13	Whether detail staff position of the organisation has been submitted?		

14	Whether project proposals with details implementation strategy framed and attached with the application?		
15	Whether the copy of bank passbook submitted?		
16	Whether the organisation has submitted an undertaking in the form of affidavit regarding not blacklisted or placed under funding restriction by any Govt. or Govt. agencies?		
17	Whether submitted undertaking in the form of affidavit that any office bearer on behalf of the organisation has not been convicted by any court of law in India or abroad for any criminal offence ?		

Decision: Whether Accepted or Rejected? If rejected, reason to be Specified at Below:

**Signature of the Appraisers**

*Arvind*  
*2/1/14*

**SCORING SHEET (ACSM Activity at Community Level)**

Sl. No	Area of Assessment	Maximum marks	Mark obtained
	<b>Registration &amp; Establishment (10 Marks)</b>		
1	a. Registered under society registration Act/ Indian trust act/ Indian religious and charitable Act for more than 3year	4	
	b. 12 A registration	2	
	c. Registered under 80G	2	
	d. Presence of functional District office since last 5yr.	1	
	e. Own building(2marks) for rental building(1mark)	1	
	<b>Field level Experience (45 Marks)</b>		
2	a. Experience in NTEP activities in the applied District for ( Max 15 marks) ( Up to 3yr:10 marks, >3yr to 5yr: 12 mark, > 5yr:15marks)	15	
	b. Any other Experience in public health or any other social development Programme out of Govt./ Other source of funding in the applied district.(Maximum 30 marks) ( up to 5yr:06marks, >5-10yr: 20marks, > 15 yrs:30marks)	30	
	<b>Financial strength/ Capacity (20 Marks)</b>		
3	a. Financial turn over( Maximum 20 lakhs as per last audit report(2021-22).(Minimum 10 lakhs-5marks,> 10-20lakhs:8marks, >20 lakhs:10 marks)	10	
	b. Proper maintenance of Books of accounts (Assessed through verification)	4	
	c. Fixed assets in the name of the organisation as per the last audit report(2021-22).( Max.1lakhs:4marks, >1-5lakhs:5marks, >5lakhs assests:6marks)	6	
	<b>Human Resource strength (10 Marks)</b>		
4	a. The organisation having field staff for doing ACSM activity.	3	
	b. The organisation having a full-time office staff in the payroll, other than office bearers (Document to be verified). ( up to 4staffs-1mark,>5staffs-2marks).	2	
	c. Any office bearer/existing staff of the organisation have undergone training programme exclusively on NTEP.	5	
	<b>Other Activities (10 Marks)</b>		
5	A. If organisation received any National/State/District level awards from any Gov. organisation for significant contribution towards social sector. (National level:4marks,Statelevel: 3Marks, District level: 2marks)	4	
	b. Any special achievement/ innovation/ Publications/ Research work/Documentation have done/ NTEP/ Sanitation and public health projects by the organisation.	3	
	c. Overall impression of the Zilla Swasthya Samiti on the organizations participation and support during field appraisal.	3	
	<b>Total</b>	<b>100</b>	