



Government of West Bengal
Office of the District Magistrate & Collector
District ICDS Cell
North 24 Parganas, West Bengal

Memo No: 749 /DPO/ICDS

Dated: 30.07.2019

NOTICE Inviting Expression of Interest (EOI) for the implementation of Scheme for Adolescent Girls (SAG) & Kanyashree Prakalpa Convergence Programme

In terms of Memo No.5325(16)-SW/O/3S-320/2014 dated 16/07/2019 of the Department of Women & Child Development, Government of West Bengal, District Administration, North 24 Parganas invites EOI from reputed and suitable NGOs/CBOs for the implementation of SAG-Kanyashree Convergence Programme in 45 ICDS projects area (22 Rural and 23 urban) of the district during the period of 2019-2020. The NGOs are required to submit their EOI as per the attached Application Form, along with required documents. Modalities of engagement of NGOs/CBOs and their roles and responsibilities are mentioned herewith below:-

1. The District Authority will identify and recommend NGOs/CBOs with credential of working in the field of material, child and adolescent health, nutrition, education, empowerment and social development issues for at least 3-5 years with good track record.
2. The District based NGOs/CBOs will be given references if they have a set of trained field staff in the working area.
3. The Selected NGO/CBOs will support the ICDS project to monitor and implement Nutrition services like SNP to 11-14 years out of school AGs. weekly IFA supplementation along with bi-annual de-working for all 10-19 years AGs (Out Of School).
4. The NGOs/CBOs will facilitate in organising quarterly Health Check-up(Kishori Diwas / Adolescent Health Day) at the AWC/Sub-Centre/ Village on the day of VHND or on separate day with presence of ANM and ASHA.
5. The NGO/CBO will facilitate preparation of a micro plan jointly by ICDS and Health Deptt.(BMOH) before organizing Kishori Diwas/AHD. The documentation of these Kishori Diwas organized in the project has to be made and shared.
6. The NGOs/CBOs will ensure distribution and updating of the Kishori Cards to all the Adolescent Girls (11-18 years) at all AWC areas.
7. The NGOs/CBOs will support the AWWs in proper maintenance and updating of the SAG-KP convergence programme records and Registers to ensure actual reporting of the work.
8. The NGO/CBO staff member will facilitate different training programme and exposure visit of the AWWs/NGOs to be organized by the CDPOs but for this no resource persons fee will be paid.
9. The NGO/CBO will submit a project proposal in consultation with **District Level Core Committee (DLCC)** well in advance to the CDPO along with training calendar and budget for the activities to be delivered.
10. The NGOs/CBOs will have to ensure several rounds of training to all Adolescent Girls including group/per leaders from all AWCs after the TOT is organized on **Integrated Training Module- Learning Games for Girls (LGG)** by the District core committee.
11. The selected NGOs/CBOs will have to engage 1 (One) person at the ICDS Project as Project Coordinator I(PC) and 1-4 person(s) as the GP/sector level as Field Facilitator. Each

12. No. of Project Coordinator (PC) and Field Facilitators (FF) that can be engaged for different projects are given herewith below

Sl.	No. of AWCs in ICDS Project		Name of the Project	No. of staff can be engaged by NGOs/CBOs per project		Monthly remuneration
				PC	FF	
1	Less than 100	10	Barrackpore(U) , North Dum Dum (U), Garulia(U), Halisahar (U), Kanchrapara, Khardah(U), Basirhat(U), Bongaon (U), Gobardanga(U), Ashokenagar Kalyangarh	1	0	Per PC Rs.10,000/- per month and for FF Rs.6000/- per month.
2	100-150	6	Titagarh(Urban), Bhatapara- II, North Dum Dum (U), Naihati (U), North Barrackpur (U), Habra(U)	1	1	
3	150-300	16	Bhatpara,Kamarhati,Barrackpore-I, Barrackpore-II,South Dum Dum(U),Panihati (Urban),Baranagar,Sandeshkhali-II, Basirhat-I,Basirhat-II,Amdanga,Barasat-II(NGO), Habra-I,Habra-II,Barasat(U),Madhyamgram & New Barrackpore(U)	1	2	
4	300-450	12	Sandeshkhali-I,Swarupnagar,Hingaljanj, Minakhan,Haroa,Hasnabad,Baduria,Bagdah, Gaighata,Rajarhat,Barasat-I(Ngo),Deganga	1	3	
5	450-600	1	Bongaon(R)	1	4	

13. The NGOs/CBOs will be entitled to to claim a consolidated amount @Rs.10,000/- per person/month for project level support and @6000 per person/month for GP/sector level support.

14. The NGOs/CBOs will be entitled for claiming a fixed amount of Rs.2000/quarter as contingency towards project support cost. This amount will be sub-allotted to the CDPOs. CDPOs will release this fund to the NGO/CBO as allowance.

15. The staff of NGO/CBO will be dedicated for SAG-KP Convergence programme only. It is also to mention that CDPOs will release the NGOs/CBOs immediately on the closure /suspension of the programme due to its expiry or any force majeure.

16. The Deptt. of WCD & SW will approve the proposals/recommendation of **District Level Core Committee(DLCC)** to engage NGOs/CBOs in the district.

17. CDPOs will issue work order to the NGOs/CBOs, other engaged by the **District Level Core Committee (DLCC)** for the particular project.


In this context, EOI in sealed envelope are invited from interested and suitable NGOs as per the attached Application Form, along with the following documents. The envelop must contain the below mentioned documents duly signed/attested by the head of the organization with official stamp. Without due attestation, such document would not be considered during short listing and selection. The following documents should be submitted, along with the application form:

1. Memorandum of Association / NGO
2. Certificate of Registration of the NGO
3. Credential Certificate as per point no. 1.
4. Last three years Audit Report
5. Last 3 years Annual Report
6. Bank Account Details along with available balance for the last six months.
7. A short report (Maximum two A4 pages) on the current and previous experience of the organization on working with adolescents.

The Expression of Interest (EOI) should be submitted to the following address: The District Programme Officer (ICDS), North 24 Parganas, District ICDS Cell, Office of the District Magistrate, Administrative Building, Barasat, North 24 Parganas.

Last Date of Submission of EOI : 14th August, 2019 at 2 p.m.

Shortlisted NGOs will have to present their plan of action regarding this programme through a power-point presentation before District Level Core Committee (DLCC) and accordingly decision of selection will be taken by the district administration. District Administration reserves the right to accept or reject any application. The decision of the district administration will be final in this regard.



Additional District Magistrate (Try.)
North 24 Parganas

Memo No. 743/(105)DPO/ICDS

Date: 30.07.2019

Copy for information with the request for wide circulation/publicity to:-

1. Director of ICDS, West Bengal, Shaishali Complex, Salt Lake, Sector-I, Kolkata- 64
2. All SDOs / SDO _____, North 24 Parganas.
3. CMOH Barasat District, North 24 Parganas
4. CMOH Basirhat Health District, North 24 Parganas
5. District Social Welfare Officer, North 24 Parganas
6. OC Kanyasree, North 24 Parganas
7. District Project Officer, SSM, North 24 Parganas
8. Dy CMOH-III, Barasat, North 24 Parganas
9. District Project Manager, Utkarsha Bangla, North 24 Parganas
10. Secretary, CINI, the State Level partner of the programme
11. All BDOs / _____ Block, North 24 Parganas
12. All CDPOs / _____ ICDS Project, North 24 Parganas
13. All BMOHs / _____ BPHC, North 24 Parganas
14. This office Notice Board
15. The DIO, NIC, North 24 Parganas with the request to publish the Notice in the district website


Additional District Magistrate (Try.)
North 24 Parganas

**PROFORMA OF APPLICATION FORM FOR ENGAGING NGOS
IN SAG-KANYASHREE CONVERGENCE PROGRAMME IN NORTH
24 PARGANAS**

1. Name of the Organization:
2. Registration No:
3. Address of the NGO :
 - a) Registered Address:

 - b) Local Address :
4. Contact details (email id & mobile number of the office bearer):
5. Existing Infrastructure/Network in the implementation location:
6. Financial Status:
7. Name of the ICDS Projects applied for:

We _____ do hereby solemnly declare that we will follow all the guidelines for engagement of NGOs/CBOs for the implementation of the programme as would be fixed by the district authority under the provisions of the scheme as has been directed and prepared by the Deptt of WCD & SW. We are attaching all Possible documents in favour of our claim.

Date:

Signature of the Head of the Organization

Place:

Designation:

Office Stamp