



OFFICE OF THE CHIEF DISTRICT MEDICAL
& PUBLIC HEALTH OFFICER,
JAGATSingHPUR
EXPRESSION OF INTEREST

Advt. No: 3785

Date: 26-11-19

CDM & PHO – cum – DMD, Jagatsinghpur invites applications from credible NGOs / Agencies for conducting field training of ASHAs as District Training Site of the district. The organisation must be a registered society for more than five years with a minimum fixed asset of Rs. 3 lakhs in the form of land / building / assets. They must have proven working experience in Health & Family Welfare activities for a minimum period of 3 years.

Interested NGOs / Agencies may apply with all relevant documents to CDM & PHO – cum – DMD, Jagatsinghpur and super scribed "Expression of interest for conducting field training of ASHAs as District Training Site" on the top of the envelope should reach through Registered post / Speed post on or before **7th December 2019 till 5.00 PM** in the prescribed application format. The details of TOR & Application Format may be downloaded from district website www.jagatsinghpur.nic.in. Applications incomplete in any respect or received after due date & time will not be considered. The undersigned reserves the right to accept or reject any or all the applications without assigning any reason thereof.

Sd/

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CDM & PHO – cum – District Mission Director
District Health Mission, Jagatsinghpur

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TERMS OF REFERENCE

Venue for Conducting Residential Training of ASHA

1. Must have a good training hall (size 25ft x 20ft) with adequate facility of light, electricity, fan & ventilation.
2. Must have provision of well functioned toilet & drinking water facility, chair / dari for sitting arrangement & food arrangements for participants.
3. Availability of safe & secure residential facility for 35 ASHAs and at least 2 trainers.
4. Availability of teaching materials at training hall (i.e white / black board, chalk / white board marker etc) & space to transact participatory training activities.
5. Convenient location with access to public transportation facility.
6. It should have good track record of financial management.
7. The category of venue may include Govt. & Non Governmental facilities.

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**APPLICATION FORM FOR NGOs / Agency
(For conducting training of ASHAs)**



1	Name of the NGO	
2	Registered office address with phone / fax, email	
3	Contact Person with telephone number	
4	District office address with phone number	
5	Whether district office located in own or rented building	
6	Year of operation of the activities in the district?	
7	a. Date of Society Registration (Attach copy)	
	b. Act under which registered	
8	Year of 12 A registration (Attach copy)	
9	a. Whether registered under 80 G?	
	b. Whether FCRA registered(Attach certificate of available)	
10	Bank details (Account number & address)	
11	Pan number of the organization (Attach photocopy)	

1. Financial Turn over

Year	Income (in Rs.)	Expenditure (in Rs.)	Fixed asset as per the balance sheet (in Rs.)
2016 - 17			
2017 - 18			
2018 - 19			

(Attach audit report for three years as mentioned above)

2. Experience in Health & Family Welfare Programme (With Govt. support)

Name of the Programme	Supported by	Programme Duration(from - to)	Operational Area	Project cost	Remark

3. Experience in Health & Family Welfare Programme (With support from Non Govt. Agencies)

Name of the Programme	Supported by	Programme Duration(from - to)	Operational Area	Project cost	Remark

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4. Experience in ASHA Induction / Thematic / Module – V Training Programme / GKS Capacity Building Training Programme.

Name of the Programme	Date of Commencement of the programme	Date of Completion of the programme	Name of the district	Remark

5. Experience in other development sector Programme(With Govt. support)

Name of the Programme	Supported by	Programme Duration(from – to)	Operational Area	Project cost	Remark

6. Experience in other development sector Programme(With support from Non Govt. Agencies)

Name of the Programme	Supported by	Programme Duration(from – to)	Operational Area	Project cost	Remark

7. Experience in organizing field training of ASHAs on Module 6 & 7 in any district

No. of training batches conducted	No. of ASHAs trained	Duration of the training	Operational Area	Project cost	Remark

8. Whether NGO / Agency is having training centre in own building : Yes / No

9. If yes, specify details of training centre. (Infrastructure, accommodation, training hall, training equipments etc.)Please submit the details in the prescribed format at annex – 3

10. Whether NGO / Agency is having training centre in rented building : Yes / No

11. If yes, specify details of training centre. (Infrastructure, accommodation, training hall, training equipments etc.)Please submit the details in the prescribed format at annex – 3

12. List of managing committee / executive committee of NGO / Agency.

13. Staff position as on 30 .11.2019

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Staff Categories	Full time	Part time (Number)
Trainers		
Office Staffs		
Field Staffs		
Others (if any)		

14. Any other relevant information

Declaration

I do hereby declare that all the information furnished above is true to the best of my knowledge and belief.

Signature of the Chief Functionary with seal

N:B: Incomplete applications will be rejected and each page of the documents should be signed by the Chief Functionary with seal.

Documents to be submitted along with the application:

1. Application Format
2. Copy of the Society Registration Certificate
3. Copy of the 12 – A Registration Certificate
4. Copy of the 80G Registration Certificate
5. Bye law & Memorandum
6. Audit Report for the last three years (2016 – 17, 2017 – 18, 2018 – 19)
7. Annual Report (2016 – 17, 2017 – 18, 2018 – 19)
8. Proof of infrastructure, land & building / equipment of minimum Rs. 3 lakhs as per balance sheet of 31 / 03 / 2019.
9. Support documents regarding experience on the Health & Family Welfare Programme / Social development sector (Attach the proof against each of the activity undertaken by the organization)
10. Experience of organizing field training of ASHAs on Module 6 & 7
11. Organizing human resource details (full time, part time staffs)
12. A written document expressing willingness to deposit bank guarantee (5% of the total project cost)
13. Written commitment on the availability of District Training Site for six months exclusively to conduct the training.
14. Copy of the PAN (if available)
15. Affidavit of not being blacklisted by any Govt. or agencies mentioned above.
16. Any other documents in support of strength of the organisation.

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**DETAILS OF INFORMATION REGARDING PROPOSED DISTRICT TRAINING SITE AS PER TOR
AT ANNEX - 1**

Name & Place of the District Training Site: _____

Name of the NGO/Agency _____

Contact Person: _____ Position: _____

Address: _____

Phone (Off) : _____ (Res) : _____ (Mob): _____

Fax: _____ E-mail: _____

FACILITY CHECKLIST

Basic Facilities		
Training Infrastructure	Availability of existing training infrastructure including training hall & accommodation facility.	Yes / No
Accessibility	Distance of the training site from the district head quarter. (In kms.)	
Public Transportation	Is the training site easily accessible to public transportation? If yes, mode of transportation; (Bus/Train/Others) If no, what is the alternative arrangement? Is there any own vehicle of the training site to be spared for the training.	
Food	Availability of space (dining hall) for breakfast, working lunch and dinner etc. If yes, for how many persons at a time.	
Additional Space	Is extra space available for Sub-Group activities?	
	Is there any additional space available for using audio visual aids & demonstration of role play as per need the training?	
	Availability of toilet & water facility at the training venue? (Essentially drinking water)	
Closing & Opening	Who is responsible for opening and closing the training hall?	

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Training Hall Checklist

<p>Room Size and Layout</p>	<p>Size of the Training Hall (Mention in ft.) (Length _____ x Breadth _____) (No. of participants to be accommodated as per following sitting arrangement :) U-shape _____ Circle of chairs _____ Classroom style _____</p> <p>Is there proper facility for setting audio visual equipments? Who is responsible for room setup (facility or Trainer)?</p>	
<p>Equipments & Furniture</p>	<p>Projector TV/LCD (what size) _____ Flip Chart Stand /Clip/Pin etc. White Board / Black Board Microphone and Sound System Is someone responsible for equipment management?</p>	
<p>Registration Area</p>	<p>Is there an area outside the Training Hall that can be used for registration and other management purposes?</p>	
<p>Toilet</p>	<p>No. of toilets available near the training hall?</p>	
<p>Noise</p>	<p>Will there be activity nearby that is noisy and distracting the training session (e.g., another meeting hall attached to the training hall on next door)?</p>	
<p>Interruptions</p>	<p>Is there any possibility of interruptions? (e.g., facility staff goes in and out of training room to obtain supplies, etc)</p>	
<p>Visibility</p>	<p>Facility for hanging the training materials on the wall Are there any room features that may obstruct participant visibility?</p>	
<p>Lighting</p>	<p>Is the training hall is having good lighting facility?</p>	

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Telephone	Is there access to a telephone with internet facility in case of an emergency?	
Water	Availability of drinking water at the training venue?	
Cleaning of room	Are staffs available at the training site for daily cleaning of the room?	

ACCOMMODATION ROOM CHECKLIST

Accommodation	No. of participants to be accommodated? (Minimum 35 participants)	
	Single/Twin sharing / Dormitory. (Mention no. of rooms in each category)	
Toilet	Availability of Toilet & Bathrooms. (Mention no. of toilet & bathrooms)	
Food	Availability of space for Breakfast and Dinner.	
Cleaning of the Room	Are staffs available at the accommodation site for daily cleaning of the rooms and toilets?	
Water	Availability of drinking water at accommodation site.	
Stay Arrangement	Will facility staffs be responsible for arrangement and management?	
Security	Is the accommodation site is safe for staying of women participants? (any security staff)	
Distance	Distance of the training hall from the place of accommodation	

Any other additional information regarding the district training site

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Signature of the chief of the NGO / Agency