GOVERNMENT OF WEST BENGAL
OFFICE OF THE DISTRICT TUBERCULOSIS OFFICER
DISTRICT HEALTH AND FAMILY WELFARE SAMITI
RNTCP UNIT
DARJEELING

Memo No: DTC/SMP/2018/153

Dated: 23.2.2018

Notice for Expression of Interest “ACSM Community level” Scheme from NGO

Expression of Interest is invited from eligible Non Government Organizations for partnership with District Health & Family Welfare Samity (RNTCP). Eligible Non Government Organizations (NGOs) are invited to submit proposals for partnership to support Revised National Tuberculosis Control Programme for “ACSM Community level” Scheme.

Organizations that wish to participate in this call for expression of interest are requested to send their submission in a sealed envelope clearly marked “NGO Call for Expression of Interest for “ACSM Community level” Scheme at the following address:

To,
The District Tuberculosis Officer, Darjeeling
District TB Centre
Deshbandhu Chest Clinic
2nd Mile, Sevoke road
Siliguri – 734001

Section 1: Background

<table>
<thead>
<tr>
<th>1.1 RNTCP mandate</th>
<th>There is an unmet need for improvement of Advocacy, Communication and social Mobilization (ACSM) to support ongoing TB control efforts. The PPP partner will be expected to coordinate with district RNTCP units to implement a minimum set of advocacy, communication and social mobilization interventions in a district by themselves.</th>
</tr>
</thead>
</table>
| 1.2 Cooperation from NGO | Implementing partners can include:  
1. Panchayati Raj Institutions (PRI)  
2. Self Help Groups (SHG)  
4. Community based Organizations  
5. Different local Clubs, Schools, Colleges  
6. Different Government & private office staffs also to be involved  
7. Other NGOs etc. |

The activities should reach an area with a minimum of 1,00,000 population, but preferably should cover 10,00,000 (1 million) population or greater.

1. Plan and undertake a series of ACSM activities in consultation with the District Health Society and in close coordination with District TB Officer or representative deputed by him/her and as per the plan submitted under the partnership option.

2. Submit annual work plan to the District Health Society apprising 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 partner. Key opinion makers in the area and peoples representatives 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 liked to work plan submitted.

6. Reproduce good quality communication materials, ideally using prototype materials obtained from the District/RNTCP website, which can be adapted for the local language and context if necessary.

7. The key messages of RNTCP should not be changed and the materials need to the approved by the DTO.

1.3 Grant in Aid & Specific results

GRANT-in-AID - Yearly

1. Rs. 25,000 per 1,00,000 population per year or on pro-rata basis.

2. The PPP partner will be expected to undertake certain minimum no. of activities every month, i.e.
   a) Community meeting at least one with 30-50 or more pop.
   b) Peer support group meeting at least one.
   c) Patient providers meeting with at least one with 20-30 participants.
   d) IEC Meeting with high school students at least one.
   e) IEC meeting with any office staff at least one (Government or Private) office.
   f) Street plays or rally at least one.
   g) To arrange IEC and propaganda in any public gathering such as Melas, Religion occasion, local Haats etc.
   h) Display the prescribed IEC materials in all possible sites under their jurisdiction.

Section 2: Application requirements and timelines

2.1 Documentation required for the submission

The expression of Interest shall include the following documentation:

- Application in NGO letter head
- Photocopy of NGO registration with valid registration number
- Annexure I
- Annexure II

1.1 Indicative timelines

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
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<tbody>
<tr>
<td>Pre EOI Submission Meeting</td>
<td>07.03.2018 at 2 pm in District Tuberculosis Office, Desbandhu Chest Clinic, Near Payel Cinema Hall, 2nd mile Sevoke Road, Siliguri</td>
</tr>
<tr>
<td>Deadline for submission of EOI</td>
<td>15.03.2018 upto 4 p.m.</td>
</tr>
<tr>
<td>Date of Opening of EOI</td>
<td>16.03.2018 at 12.00 noon.</td>
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</table>
### Section 3: Process

<table>
<thead>
<tr>
<th>3.1 Selection Criteria</th>
<th>Proposal relevance, quality and coherence</th>
<th>Includes review of the proposed programme:</th>
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</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>- Experience of activity in related field</td>
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<tr>
<td></td>
<td></td>
<td>- Relevance of proposal to achieving expected results;</td>
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<tr>
<td></td>
<td></td>
<td>- Clarity of activities and expected results;</td>
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<tr>
<td></td>
<td></td>
<td>- Sustainability of intervention,</td>
</tr>
<tr>
<td>Institutional capacity and sustainability</td>
<td>Includes a review of the NGO:</td>
<td></td>
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<tr>
<td></td>
<td></td>
<td>- Expertise and experience in the sector / area;</td>
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<td></td>
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<td>- Local experience, presence and community relations;</td>
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<td></td>
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<td>- Management ability;</td>
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</tbody>
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It should be noted that the District Health & Family Welfare Samity (RNTCP) has the final authority to approve or reject any proposed partnership.

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**Memo No: DTC/SMP/2018/1311(1)**  
**Copy forwarded to:**

1. The Addl. DHS (TB) and STO, Govt. of West Bengal  
2. The Jt. DHS (TB) and Director STDC, Govt. of West Bengal, Kolkata  
3. The District Magistrate and Executive Officer, Siliguri Mahakuma Parishad  
4. The Executive Director, Dept. of Health & Family Welfare, GTA, Darjeeling  
5. The Deputy CMOH-I/II/III/ZLO/DMCHO, Darjeeling  
6. The ACMOH-Sadar / Kurseong / Kalimpong / Siliguri  
7. The Superintendent, DH Siliguri / DH Darjeeling / DH Kalimpong / SDH Kurseong  
8. Dr. Quazi Toufique Ahmed, WHO, consultant  
9. All the BMOHs of Darjeeling district  
10. Office file

**Dated: 23.2.2018**

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**Chief Medical Officer of Health**  
Darjeeling

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**District Tuberculosis Officer**  
Darjeeling
Annexure II – NGO Identification Profile (to be completed by NGO Applicant)

The purpose of this profile is to provide key contact references to DH & FWS (RNTCP) field of work, technical and managerial capacities and comparative advantage in relation to the proposed programme(s). Information provided in this form will be used to inform the review and evaluation of NGO.

**Section 1. NGO information**

<table>
<thead>
<tr>
<th>1.1 Organization information</th>
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<tbody>
<tr>
<td>Organization Name</td>
<td></td>
</tr>
<tr>
<td>Acronym</td>
<td></td>
</tr>
<tr>
<td>Category of NGO</td>
<td></td>
</tr>
<tr>
<td>Address</td>
<td></td>
</tr>
<tr>
<td>Registration Number</td>
<td>(copy of registration to be Attached)</td>
</tr>
<tr>
<td>Telephone</td>
<td></td>
</tr>
<tr>
<td>Website</td>
<td></td>
</tr>
</tbody>
</table>

1.2 Head of Organization

| Name, Surname |  |
| Function |  |
| Email |  |
| Telephone |  |

1.3 Contact person (if different from 1.2)

| Name, Surname |  |
| Function |  |
| Email |  |
| Telephone |  |
# Section 2: NGO expertise and experience in the sector area

2.1 NGO mandate, sector area and geographic coverage

2.2 Available expertise and specialists

2.3 Key results achieved over the past 3 years

# Section 3: Local experience, presence and community relations

3.1 Ongoing programmes in sector area

3.2 Knowledge of the local context

3.3 Existing networks