

## **EXPRESSION OF INTEREST**

### **INVITATION FOR EXPRESSION OF INTEREST (EOI) FOR DOING DISTRICT NEED ASSESSMENT OF CHILD PROTECTION**

Govt. of Orissa in Women and Child Development Department intends to have District Need Assessment of Child Protection for each district of Orissa under Integrated Child Protection Scheme (ICPS). Expressions of Interest (EOI) are invited on behalf of Orissa State Child Protection Society (OSCPS) by Women & Child Development Department, Government of Orissa from prominent Registered Non-Governmental Agencies (NGA) / Non-Government Organization (NGO) / Academic Institutions (AI) to take up District Need Assessment of Child Protection of 30 District Child Protection Societies (DCPS). The NGA/ NGO/AI with a proven track record in doing similar work for any other Govt. Organisation having atleast 3 years of experience previous experience of carrying out similar work would be given due weightage. Preference would be given to NGA/ NGO/AI which have adequate and competent Human Resources in their rolls or associated with experience in similar activities including reputed professional for similar works. The NGA/ NGO/AI may apply with detailed terms and conditions acceptable to them along with available Human Resource in the prescribed format (available in the website of W &CD Deptt. [www.wcdorissa.gov.in](http://www.wcdorissa.gov.in)) to the Director, OSCPS-cum-Joint Secretary to Government, W & CD Department, Govt. of Orissa, Bhubaneswar in a sealed envelope clearly marked "EOI for District Need Assessment of Child Protection". EOI received after the last date or by Email etc. shall be summarily rejected. The short-listed agency will be asked to submit their detailed proposals in due course. OSCPS will have the right to reject any or all EOIs, received in response to this invitation, and its decision in this regard shall be final and binding.

- **This invitation for EOI is released on 16th of August 2011.**
- **The EOIs must reach the designated office within 10 days of release of this invitation i.e. on or before 26.8.2011.**

**TERMS OF REFERENCE**

**FOR APPOINTMENT OF NGA/NGO/AI FOR DOING DISTRICT NEED ASSESSMENT OF CHILD PROTECTION**

**A: STATEMENT OF OBJECTIVES OF WORK**

1. Orissa State Child Protection Society (OSCPS) seeks services of experienced NGOS/NGAs/AIs to carry out District Need Assessment of Child Protection (DNACP) for each District Child Protection Society (DCPS) under ICPS.
2. Based on the DNACP the NGOS/NGAs/AIs has to prepare the District Child Protection Plan (DCPP) for each district.

**B: SCOPE OF WORK**

The NGOS/NGAs/AIs expected to, but not limited to, do the following:

- (i) Conduct a district wise comprehensive need assessment on child protection by establishing the nature and magnitude of the gaps in knowledge, skills, aptitudes and attitudes of the existing child protection services in each district.
- (ii) Make Situation Analysis & mapping of district, preparation of annual district plans, resource mapping, preparation of resource directory, etc.
- (iii) Determine the measures required to bridge the identified gaps, which may include, but not limited to, recommendation of the required service delivery mechanism, structures, required expertise, the level of training, training institutions, etc.
- (iv) Identify the technical, administrative and management issues which can be addressed by the DCPSs.
- (v) The DNA has to be prepared based on the templates available in the website [www.wcdorissa.gov.in](http://www.wcdorissa.gov.in) .
- (vi) Prepare District Action Plan for Child Protection for each district to address the identified gap and submit to Collector of concerned district with a copy to OSCPS.
- (vii) Any other duties as relevant to the assignment.

**C: COMMENTS ON TOR BY AGENCY:**

The Agency will be required to submit its comments on the above TOR, if any, in the Proforma of EOI.

**D: INPUTS BY THE OSCPS**

The OSCPS will issue directions to the districts to cooperate the Agency in doing the work and submit the bills to the District Authority for reimbursement from ICPS fund as agreed upon with OSCPS.

**E: PERIOD OF ENGAGEMENT**

The selected Agency will be required to complete the entire process of DNA, preparation of District Child protection Plan, Resource directory, etc. within 60 days or the Agency may submit its time line for the purpose in its technical proposal.

## ANNEXURE-II

### DETAILS OF REQUIREMENT AND MANNER IN WHICH THE NGOs/NGAs/AIs SHOULD SEND THEIR EOI, FOR “DOING DISTRICT NEED ASSESSMENT OF CHILD PROTECTION”

#### PART A: ORGANIZATION PROFILE

(1) Short notes/tables on:

(i) About organization

(ii) Its Set-up

(iii) When it was established (With Proof)

(iv) Years of Experience

(v) List of clients

(vi) Range of similar kind of Services provided/able to provide in social and allied sectors.

(2) Divisions for various activities (If exists).

(3) Constitution of Team for execution of the process work.

(4) List and brief details of Professionals, Reputed Volunteers in rolls or associated with experience in similar activities.

(5) List of offices / Centres / Field Units etc.) to be shown preferably on All Orissa basis.

S. No.	Name of District/ City	Name of Contact Person	Address, Telephone, Fax, E-mail	No. of Staff available for the purpose	Infrastructural facilities available (in brief)
1					
2					
3					
4					

Note: (i) Please add columns as per requirement.

(ii) The Agency must have its office in Orissa and presence in most of the districts of Orissa with adequate infrastructure.

(6) Any other details (if desired to be submitted by organization)

#### PART B: EXPERIENCE OF THE AGENCY

(1) The bidding agency must show the relevant experience of three years with supporting documents viz. copies of letters of Award and completion from the clients as per following format:

S. No.	Name Projects	Name of Client	Value of work (Rs.)	Date of Commencement	Date of completion	Whether proof enclosed (Yes/No)

Note: (i) Add Column for other sectors, if applicable.

(ii) If related proof of experience is not enclosed, it will be presumed that organization has no experience in undertaking the work as per details given above.

(2) Any other details (if desired to be submitted by organization) – Please add separate sheets, if needed.

(3) Comments on TOR: Agency to submit its comments, if any, on the Terms of Reference for the present work.

(4) A brief write-up on the methodology to be adopted by Agency for execution of the work, under reference, on All Orissa basis/ District basis.

### **PART C:**

(1) Financial Strength & Turnover for the previous three years.

<b>S. No.</b>	<b>Financial Year Total Income/Turnover (Rs.)</b>
1.	2005-06
2.	2006-07
3.	2007-08

Note: The above turnover statement must be supported with relevant proof. The turnover can be shown by way of proof such as:

### **PART D:**

<b>S. No.</b>	<b>Name of the Key Professionals</b>	<b>Educational Qualification</b>	<b>No. of Project of similar nature undertaken</b>	<b>Brief Experience</b>

(i) Copies of the audited Balance Sheet and Profit & Loss A/c or Income & Expenditure A/c duly audited by Chartered Accountant.

(ii) Any other proof (if available – not essential) as deemed appropriate viz. Auditor's Report, ITR copies etc.

(iii) The turnover should be in the name of agency only and not of the Group Company. In case of any variation on the turnover of the Group, the same will not be considered unless and until documentary proof are attached with EOI showing the arrangements made in this regard for consideration of EOI.

[Agency Evincing Interest in the EOI should also enclose a certificate On Letter Head of Organization as per format given below:]

**EXPRESSION OF INTEREST FOR  
"DOING DISTRICT NEED ASSESSMENT OF CHILD PROTECTION"**

**CERTIFICATE**

I, \_\_\_\_\_, working as \_\_\_\_\_ in this organization and authorized to issue this certificate certify that:

- (a) We have gone through the contents of advertisement and related documents for this EOI and fulfill all the eligibility criteria as per EOI.
- (b) All relevant documents are enclosed with our EOI.
- (c) The details and contents of our EOI are authenticated and based on actual work carried out by our agency, as per record.
- (d) We have understood that in case it is found that our agency is not fulfilling any of the laid down criteria, or relevant details/supporting documents are not found to be enclosed, we will not be given any opportunity for any clarifications and our EOI will be evaluated based on available documents in EOI.

Signature of Authorized Signatory  
 Name: .....  
 Dated: ..... Designation: .....  
 [Please affix Rubber Stamp]

## **GUIDELINES FOR AGENCIES FOR SENDING EOIs**

1. Agency must enclose a covering letter on Agency's Letter Head while sending the EOI with technical and financial proposal.
2. The EOIs must be sent in sealed cover within the stipulated time. The EOIs will be evaluated strictly as per laid down criteria. Therefore, before sending the EOIs, the bidder agency must satisfy that they fulfill all the eligibility criteria. The related proof of experience, details of office set-up etc., as asked for, must be enclosed/detailed out for evaluating the EOIs.
3. The details must be furnished as per formats enclosed in this document and strictly as per serial order. The information intended to be supplied should be furnished in such a manner that the same satisfies the need/requirement of EOI under various heads and is self-explanatory.
4. The turnover shown in Part-C should be in Indian Rupees and should exactly match with the figures reflected in the Balance Sheet/P&L Account/Receipt & Payment A/c. The relevant portion of the document reflecting the turnover must be highlighted.
5. In case desired documents/proofs are not enclosed, the EOI shall be rejected and no clarification/enquiry will be sought/made.
6. The last date of receiving the EOIs shall be adhered strictly. EOIs received after the last date will not be opened and no further action will be taken on such EOIs. However, if the last date is declared as holiday, the next working day on which office is opened will be treated as the last date of receiving the EOIs. The EOIs should be physically received in this office. No plea made over phone/fax/E-mail that EOI is in transit and be accepted due to postal delay etc. shall be entertained. In the interest of agency, it is advised that the EOIs should be sent well before the closing date of receiving EOI. OSCPS shall not be responsible for any postal/courier delay.