

**DISTRICT PROGRAMME MANAGEMENT UNIT
NATIONAL HEALTH MISSION
OFFICE OF THE CHIEF DISTRICT MEDICAL & PUBLIC HEALTH OFFICER,
DHENKANAL**

No: NHM/DKL: 3091 / Date: 25/11/2019

Expression of Interest

Zilla swasthya samiti, Dhenkanal invites application in prescribed format from interested credible NGOs for conducting residential ASHA Training in partnership mode. Sealed proposal as per prescribed advertisement document are invited from eligible agency for selection of District Training Site (DTS). The Details ToR along with application format may be downloaded from www.dhenkanal.nic.in. The Organization will have to submit their application to the undersigned on or before 5-12-19 (within office hours) through Speed post / Ordinary post / Courier. The incomplete application received in an open envelop/application received after the due date/From the Black listed NGOs will be summarize rejected. The authority reserve the right to cancel any /all application without assigning reason thereof.

Sd/-

**CDM & PHO-cum-DMD
Dhenkanal**

Memo No 3092 /NHM Dt 25/11/2019

Copy to the DIO, NIC, Dhenkanal for information & with a request to hoist the EOI in the district website from 26/11/2019 to 5-12-19

**CDM & PHO-cum-DMD
Dhenkanal**

Memo No 3093 /NHM Dt 25/11/2019

Copy to the notice board of this office / DPMU, NHM / Collectorate Dhenkanal, DRDA / Sub-Collector office for fixation for wide information and circulation

**CDM & PHO-cum-DMD
Dhenkanal**

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DHENKANAL**

Terms of Reference (ToR)



Venue for conducting Residential Training of ASHA at Dhenkanal Town & it's out skirt

1. Must have a good Training Hall (size 25ft x 20ft or equivalent) with adequate facility of light, electricity, fan and ventilation & accommodation facilities for 30-40 female participants with security at Dhenkanal Town.
2. Must have well functioned adequate toilets and drinking water facility, for sitting arrangement, and food arrangements for participants, good sanitation and all up to satisfaction of participants.
3. Availability of safe & security residential facility for 35 ASHA and at least 2 trainers.
4. Availability of Teaching materials at Training hall (i.e. White/Black Board, chalk/white board marker etc.) and space to transact participatory training activity.
5. Convenient location and accesses to Public Transportation facility.
6. It should have good track record of financial management and organizing such trainings.
7. First preference will be given to any Govt. institutions and then Non Governmental facilities.

Selection Procedure of DTS

1. The applications will be invited from Credible NGO as EOI to conduct residential training of ASHAs.
2. After receipt of applications, the details of each received application format as per annexure-01 will be filled in the prescribed checklist.
3. After verification of the original document including field appraisal, the committee will award score in the prescribe score sheet as per Annexure-02. The merit list of the agency will be notified in the district office website. The final selection result of the agency, those who have secured in the highest mark.
4. The duly filled checklist will be hoist in the website by giving a period of seven days for inviting objections from the applicants.
5. Then the prescribed score sheet will be filled up of all the eligible applicants.
6. The 3 top scoring DTS will be empanelled to conduct ASHA training.


25-11-19
CDM & PHO-cum-DMD
A Dhenkanal

		APPLICATION FORM FOR NGO/GOVT. AGENCY FOR CONDUCTING ASHA TRAINING AT DHENKANAL			
		District:			
1	Name of the NGO/ Govt. Agency				
2	Registered office Address with Phone no. & email address				
3	Contact person with Mobile no.				
4	Year of operation in the district				
5	SRA No & date of registration (attach copy of registration certificate)				
6	Copy of Darpan Potal No				
7	PAN no of the organization (attach copy of PAN card)				
8	Financial Turn over (Attach Audit Report for last three years)				
	Year	Income in Rs.	Expenditure in Rs.	Fixed Asset as per Balance sheet in Rs.	
	2016-17				
	2017-18				
	2018-19				
9	Availability of office staff				
10	Experience in organising ASHA Training (Attach proof)				
	Year	Name of ASHA Training	No of batches conducted	Amount received	
11	Experience in organising other residential Training (Attach proof)				
	Year	Name of Training	No of batches conducted	Amount received	
11	Whether the Training centre is own or rented (Proof attach)		Own/ Rented		
12	Location of the Training Centre				
13	Distance of the training centre from nearest bus stop				
14	Details of Training Centre & Accommodation facility (availability)				
a	Size of Training Hall				
b	No of functional toilets				
c	Avalability of accomodation , toilet for 35 ASHAs & 2 DLTs BedS & Linen)				
d	Drinking water facility				
e	Availability of Chair/ Dari, Table at trg . Hall & Bed/Dari, Bedsheet, Pillow at accommodation hall				
e	Availability of LCD/ Projector & PC/Laptop at Trg. Hall				
f	Availability of Addl. Space (Sitting & food arrangement)				
g	No of room/dormitory/hall for residence of participants & RPs				

Declaration

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

Signature of the Chief functionary with Seal

N.B: Incomplete application 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	
S.N	Name of documents(Atleast 40 Participants)
1	Complete filled application in prescribed format
2	Copy of agency's registration certificate & PAN Card
3	Audit Report of last three years (2016-17/2017-18/2018-19)
4	Training hall land/ building records (Patta/ rent agreement etc)
5	Proof of staff position/ infrastructure/ assets/ Training details (if any)

Score Sheet for selection of ASHA Training Site				
Sl.No	Points of assessment	Maximum mark	Marks obtained	Means of verification
1	Office establishment of the organisation (as per documentary evidence): (Belongs to Dhenkanal- 3 marks, organisation from out side districts- 1)	3		
2	Years of existence in Dhenkanal as per supportive document- (More than 10 years- 4 marks ; 3- 9 years- 3 Marks 1 - 2 years- 2 marks; Less than 1 year- 0 mark)	4		Registration certificate
3	Financial strength			
	a. Total financial turn over of the last three years (If the financial turn over is more than 50 lakh- 2 marks; 30 -50 - lakh- 1 mark)	2		Audit Report by Qualified CA
	b. Fixed asset of the organisation in terms of land/ building/ assets (If the fixed asset more than 2 lakh- 2 marks; Less than 2 lakhs- 0 mark)	2		do
4	Experience in capacity building			
	a. Experience in organising Residential ASHA Training (If conducted ASHA Training-2 marks; if not- 0 marks)	2		*
	b. Experience in organising other residential training (If conducted 2 marks; if not 0 mark)	2		Order Copy from the Organisation
5	Proposed Training site assessment			
	a. Training hall size (25ft x 20ft/ 500sqft) or more- 4 marks; if not disqualified for conducting ASHA training	4		Field verification
	b. Whether the training centre of the organization operates in own or rented building-(as per documentary evidence)- own building-3 marks; rented building-2 marks	3		MoU or Agreement
	c. If the training centre located at Dist. Head quarter/block head quarter or other place - (Dist. Level existence-3 marks; block level existence-2 marks, other place existence- 1 mark)	3		
	d. Distance of the Training centre from the nearest bus stop- (0 - 1 Km. distance-3 marks; 1 - 3 Km. distance 2 marks; more than 3 Km.- 1 mark)	3		Field verification
	e. Availability of Office staff for Training management- 5 -10 staff- 3 marks; 3- 4 staff- 2 marks; Less than 3 staff- 1 mark	3		Acquetance & HR Document
	f. Whether the training hall has LCD, PC or Laptop - (If yes - 2 mark; if no- 0 mark)	2		Fixed Asset Register
	g. Whether the training hall has adequately lighting & ventilation-(If yes-2 marks; if no- 0 marks)	2		
	h. Whether there is power supply back up system in the training hall-(If yes- 1 mark; if no 0 mark)	1		
	i. Availability of chair for 37 participant and table/ dari at the training hall- (Availability of chair& table- 3 marks; Availability of Dari & table-2 marks & if not avilable- 0 mark)	3		Field verification
	Sub total			

Sl.No	Points of assessment	Maximum marks	Marks obtained	
	j. Whether there is accommodation facility for 35 ASHA & 2 RP- (availability of 6 or more room/dormitory- 3 marks; 4 room/dormitory- 2 marks; Less than 4 rooms- 1 mark)	3		Field verification
	k. Distance between Training hall & Accommodation- (If adjacent/ 500 mtr- 2 marks; 500mtr - 1 Km- 1 mark; more than 1 Km- 0 mark)	2		
	l. Availability of functional toilet at accommodation site (more than 4 toilets-2 marks;Less than 4 toilets- 1 mark)	2		
	m. Availability of drinking water at Training Centre & Accommodation site- (If available- 2 mark; if nott- 0 marks	2		
	n. Availability of additional space for sitting/dining purpose- (If available- 1 mark; if no 0 mark)	1		
	o. Security provision at the accommodation site (boundary-0.5 mark, night watchman- 0.5 mark; if not- 0 mark	1		
	Grand Total	50		

Signature of the committee members