



GOVT. OF ODISHA

**OFFICE OF THE COLLECTOR, KANDHAMAL, PHULBANI.**

(ST & SC Development Section)

e\_mail : dwo.kandhamal@gmail.com

EoI Ref. No.: 5025 /SSD Date: 6.10.2022

**Expression of Interest (EoI) for Empanelment of Partner FNGO to Facilitate “Urban Education Program- ANWESHA”**

Urban Education Programme, ANWESHA is a unique educational intervention and a flagship program of the State Government. It is an innovative initiative to provide opportunities to ST/SC children for availing quality education and provide them admission in best of public English medium schools of the state. This is an endeavor to nurture the hidden talents of children belonging to the ST & SC categories who are educationally backward and expose them to a spirit of competitiveness and excellence through quality education in best of urban English medium schools. ST & SC children belonging to backward regions, vulnerable categories and whose parents are unable to pay the cost of quality education, are selected and admitted in Class-I of empanelled Urban English medium public schools. The entire cost towards their education, lodging, boarding and transportation to school etc., is borne by the government.

The Program started in 2014-15 for an initial period of 5 years up to 2019-20. The State Government have accorded approval for continuation of the scheme for a further period of 5years i.e., from 2020-21 to 2024-25 years for covering 25,000 students.

In the second phase of the program, ST & SC Development Department, Govt. of Odisha has decided to involve participation of Facilitating Non-Government Organisations (FNGO) with prior experience in facilitating Education programmes to make the program further more successful. In view of this, ST & SC Development Department desires to invite ‘Expression of Interest’,(hereinafter called “EoI”) from Facilitating Non-Government Organisations (FNGO) with prior experience in facilitating Education programmes for empanelment as Partner NGO for providing support to ANWESHA program implementation for academic improvement of the empanelled children. The empanelment will be undertaken to provide handholding support to ANWESHA Students’ in their academic pursuits as well as

the District administration in the selection of School, selection of fresh students and optimal utilization of infrastructure of ANWESHA Hostels. The empanelment will be valid for a period of one year from the date of communication by SSD department. Collector, Kandhamal will empanel the FNGOs and submit details to Government. His decision will be final and binding in selection of the NGOs concerned. Expression of interest is to be submitted

Interested FNGOs can access and download Terms of References (ToR) for “FNGO Empanelment from the website [www.kandhamal.nic.in](http://www.kandhamal.nic.in). EoI with required documents in separate sealed covers should be submitted to the Collector, Kandhamal at the address mentioned below. A non-refundable processing fee of Rs.2,000/- (Rupees Two thousand only) in the form of account payee demand draft drawn in favor of the District Welfare Officer, Kandhamal payable at ‘Phulbani’ should be submitted along with the EoI. The sealed envelope should be super-scribed as “Expression of Interest (EoI) for empanelment of FNGO for Anwasha Scheme” .Collector & District Magistrate, Kandhamal reserves the right to cancel/alter the advertisement and to reject any or all the EoI without assigning any reason thereof. Delayed receipt and canvassing in any form will result in the rejection of EoI.

Please quote EoI Ref. No. & Date in all correspondences.

Last date of submission of EoI: 21/10/2022  
Mode of Application: **Speed Post or Registered Post only.**  
Postal Address: **THE DISTRICT WELFARE OFFICER, KANDHAMAL  
AT/PO:PHULBANI, DIST.: KANDHAMAL, PIN: 762001**

  
Collector & District Magistrate  
Kandhamal, Phulbani.  
6.10.22

**Terms of References (ToR)  
For  
Empanelment of FNGO**

**1. Background:**

Urban Education Programme ANWESHA is a flagship program of the State Government to provide opportunities to children belonging to ST & SC communities of the State. This is a sincere endeavor of the government to provide quality English medium schooling to the poorest of the poor children from the SC and ST communities of the state under this scheme. It has been a matter of pride for the parents and the community from which the ANWESHA student hails. Many students under the flagship programme have excelled academically and in extra-curricular activities at school level. The main objective and expected outcome of the programme is:

- To expose ST&SC students coming from remote areas and from lower economic strata to a spirit of competitiveness and excellence by providing quality education in the best of public schools located in urban areas of the State.

**2. Association of FNGOs:**

Keeping the above key objective in view and to make the program exemplarily successful, Government in ST and SC Department has decided to associate credible NGOs having experience and good track record in implementation of this flagship program and provide handholding support.

To achieve the above listed expectation by regular monitoring to access and evaluate the progress of the children, Expression of Interest will be invited from Non-Government Organisations (NGO) with prior experience in implementing Educational development projects.

The empanelment of FNGO will be done for Kandhamal District. The panel will be valid for a period of one year from the date of empanelment by ST & SC Development Department. The decision of the district authority and ST & SC Development Department in this regard will be final and binding.

**3. Eligibility of FNGOs for empanelment:**

- i. Should be a registered legal entity of at least 5 years standing
- ii. Should have experience in implementing/ facilitating educational development projects preferably relating to CBSE/ICSE Curriculum
- iii. Should not have been blacklisted by CAPART or any other Department of Government of India or State Government.

#### **4. Process of Selection:**

The process for empanelment of the FNGO will follow a two-stage scrutiny process. First, the applicant FNGO has to meet the qualifying criteria for further evaluation. The short-listed FNGOs who meet the qualifying criteria will be further assessed under additional criteria for prioritization in the respective districts they have applied for.

The intending NGOs should submit their applications in the format placed at **Annexure-1** and Declaration at **Annexure-2**. The applications should be submitted along with the documents as specified at **Annexure-3**. The Selection Criteria for empanelment of the FNGOs will be done based on the criteria shown at **Annexure-4**.

Selected NGOs will be empanelled by Collector, Kandhamal, Phulbani for one year. As and when required, the empanelled NGO will be invited to sign an agreement with the Collector, Kandhamal to function as a Facilitating NGO (FNGO). The FNGO will sign a Memorandum of Understanding (MoU) for one year, with the Collector, Kandhamal clearly spelling out the objectives. Districts that will spell out well-defined annual outputs, against which the performance of each FNGO will be monitored each year and evaluated on a regular basis by the Collector, Kandhamal/ ST&SC Development Department. The MOU with the FNGO may be renewed beyond one year on successful performance.

Upon selection, each FNGO will put in position a dedicated team of experts, as required for Kandhamal District. The team will be hired by the FNGO on contract for a term, not exceeding the contract/project period by the FNGO with the respective district. The composition of the team of experts will be indicated in the MoU. No programme funds i.e. funds for works related to education development and funds for preparation of Annual Action Plan, shall be released to the FNGO.

#### **5. Tenure of Engagement:**

The FNGO will be engaged for an initial period of one year and on successful implementation of the program, it can be further extended till such time their requirement is felt by the ST/SC Department and the District Administration. However, the NGO can be disengaged at any time with one month notice on the grounds of poor performance.

#### **6. Cost of the FNGO:**

The FNGO will be paid 'Project Management Cost' by SSD Department for the period of contract as per the Memorandum of Understanding (MoU) signed by District authorities. However, the FNGO will be paid for mainly for three heads Man Power (Education Expert and Team Leader), Mobility cost and administrative cost. The detailed rate of payment and

Selection of the Education Experts will be done by the FNGO, from open market through a competitive process, by placing advertisements and by a Panel consisting of District authorities, SSD, department, ACME Cell, SCSTRTI and FNGO representatives. Information regarding all such engagements/appointments/continuance of manpower will be intimated in writing by Facilitating Non-Governmental Organisation to the concerned District authorities within one-month of signing of Memorandum of Understanding (MoU).

**Honorarium/Salary:** Each expert will be paid an honorarium/ remuneration of Rs.20,000/- per month and the Team Leader Rs.30,000/- per month.

**Travel Allowance:** Each Expert and Team Leader will be paid Rs.2500/- per month as mobility cost, for travel of minimum 20 days in a month.

**7. Expected Roles and Responsibilities of the FNGO:**

The details of the expected responsibilities of the FNGOs is attached at Table -6. However, the responsibilities mentioned in the annexure are only indicative and not exhaustive and will be firmed up once the FNGO gets selected looking at the specific requirement.

APPLICATION FORMAT

(FOR SUBMISSION OF INFORMATION BY THE FNGO)

<b>1.</b>	<p><u>Name of the Organisation:</u> _____</p> <p><u>Abbreviated name of the organization, if any:</u> _____</p> <p><u>Address of the organisation:</u></p> <p>Mailing/ Correspondence Address: _____</p> <p>Visiting Office: _____</p> <p><u>Contact Person:</u></p> <p>Name: _____</p> <p>Designation / Title: _____</p> <p>Telephone No.:</p> <p>Landline – _____</p> <p>Mobile – _____</p> <p>Email – _____</p> <p>Address, if different from (c): _____</p>																											
<b>2.</b>	<p><u>Is the organisation registered:</u> Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p><u>If yes, under which Act:</u> Society Act <input type="checkbox"/> Trust Act <input type="checkbox"/></p> <p>Company (Section-25) Act <input type="checkbox"/> Any other, specify <input type="checkbox"/></p> <p><u>Year of Registration:</u> _____ <i>(Copy of the registration certificate to be attached.)</i></p> <p><u>Since how long it is operational (No. of years):</u> _____</p> <p><u>Whether organization is registered under FCRA:</u> Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p><u>Whether it is registered under Income Tax:</u> Yes <input type="checkbox"/> No <input type="checkbox"/></p>																											
<b>3.</b>	<p><u>Give details of Board Members (current status):</u></p> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 5px;"> <thead> <tr> <th style="width: 45%; text-align: center;">Name (including Chief Executive)</th> <th style="width: 25%; text-align: center;">Address</th> <th style="width: 30%; text-align: center;">Position/ Designation</th> </tr> </thead> <tbody> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> </tbody> </table>	Name (including Chief Executive)	Address	Position/ Designation																								
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<b>4. Annual Turnover of the Agency for last three years</b>	<b>Year</b>	<b>Turnover in Rupees</b>
	2021-22	
	2020-21	
	2019-20	
Copies of Audited Annual Reports, Income-Expenditure statement & Balance Sheet to be enclosed.		

<b>5. Infrastructure Details (Office Premises)</b>	<b>State Level Office Address</b>	<b>District level Office Address</b>	<b>District level Office Address</b>
* Not Applicable/ N.A. may be mentioned if there is no office at any level.			

<b>6. No. of Experienced Professional Staff</b>	<b>Area of Expertise</b>	<b>Numbers</b>	<b>Name of the Staff</b>	<b>Qualification</b>	<b>Years of Experience</b>
	Educational Development Professional				
	Assessment Professional				

<b>7. Experience of implementing Education projects in Urban/Rural areas</b>	<b>Sl. No</b>	<b>Project Name</b>	<b>Donor Agency Name</b>	<b>Duration of Assignment (MM/YY)</b>		<b>Amount (In rupees) of the work order for which Agreementt entered</b>	<b>Geographical area of implementation (block, district, state)</b>	<b>Total no. of beneficiaries covered &amp; major components ofthe project</b>
				<b>From</b>	<b>To</b>			

Signature of the Authorised Signatory

**DECLARATION BY THE FNGO**

1. I/we have read and agreed to the terms and conditions relevant to Expression of Interest (EoI) vide advertisement No.:..... Date:.....and submit the proposal in accordance with the terms and condition of the above-mentioned notification.
2. The information furnished in the proposal are true and factually correct and I/we clearly understand that our proposal is liable for rejection, if any information furnished is found to be incorrect and not factual at any point of time and District authority and SSD Department will have the right to initiate any action as deemed fit.

Place:

Signature:

Date: Name:

Seal of the Organisation:

Designation:

**LIST OF DOCUMENTS TO BE ENCLOSED IN THE PROPOSAL**

<b>Sl. No.</b>	<b>Name of the Document</b>
1	Registration Certificate of the Agency
2	Last three years Audited statement of Accounts, Balance Sheet and Income--Expenditure returns.
3	Bio-data of the Staff members of the Agency
4	Agreement/ Work order for implementation/ facilitation of projects on education in rural/ tribal areas of with English medium Schools
5	Organizational Profile indicating domain expertise in the field of education related activities involved with special focus in tribal areas

## Selection Criteria of FNGO

Sl. No.	Parameter	Range	Marks	Maximum Marks
1	2	3	4	5
1	Annual average turn-over for last 3 years	<Rs. 10 lakhs	0	10
		Rs.10 – 20 lakhs	2	
		Rs.21 – 30 lakhs	4	
		Rs.31 – 50 lakhs	7	
		> Rs.50 lakhs	10	
2	Infrastructure (Office premises)			15
	State Level	Yes / No	5 / 0	
	District level	Yes / No	10 / 0	
3	Number of existing experienced Professional Staff	No experienced staff available	0	15
		English Medium curriculum Development professional	2	
		B.A.BEd (>2)	3	
		M.A, B.Ed (>2)	10	
4	Experience of implementing Education based Projects.	0 year	0	15
		1 – 2 years	4	
		3 – 5 years	8	
		6 – 10 years	12	
		> 10 years	15	
5	Experience of implementing such projects in the SC/ST areas	0 year	0	15
		1 – 2 years	2	
		3 – 5 years	5	
		6 – 10 years	10	
		> 10 years	15	
6	Presentation by the Agency (On Relevant experience* and Proposed plan of action for the Anwasha Program)			30

\* Relevant Past work – It may include the types of projects implemented by the FNGO, Coverage of the projects, their Achievements (Physical & Financial), Institutions created, Convergence made with other schemes, Evaluation of those projects, project publications. The projects may be in for Education/Assessment planning, designing and development for CBSE/ICSE affiliated curriculum.

# Draft Annual Action Plan – It may include the tentative Activities to be facilitated, Strategies to be adopted etc. by the FNGO over a period of one year, if engaged by SSD department as FNGO. This plan may follow Logical Framework Approach.

**Roles & Responsibilities of the Facilitating Non-Governmental Organisations.**

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- a) The basic responsibility of such FNGOs would be to assist district administration in locating potential children, screening them for admission and selecting the eligible and credible partner English Medium Schools as stipulated in the guidelines.
- b) Holding awareness/sensitisation meetings with parents of the potential children and motivating them to avail the benefits of the scheme.
- c) Provide handholding support to Anwasha Students by providing different audio, video and text materials to increase their interest in studies.
- d) Provide handholding support to Tutors in accessing educational resources from partner schools, website and develop their competency level.
- e) Collecting, Preparing and analysing different data required by district and departments from time to time on School, Hostel and Students of Anwasha program.
- f) Provide professional, technical and handholding support for planning, implementation & monitoring and capacity building of different stake holders
- g) Facilitate in opening of Bank Account of the beneficiaries, Aadhaar Card, Cast certificate etc.
- h) Providing regular capacity building training to Warden, Matron, CCA/LCCA and Tutors engaged in Anwasha Hostels on the basis of the directives issued by the SSD Department.
- i) Assessment of the newly admitted children to assess their academic competency from time to time at regular interval and suggest for provision of appropriate bridge course for the children and ensure its proper imparting.
- j) Review the performance of each existing students and provide detail feedback through assessment for their improvement and take appropriate steps for their improvement.
- k) Helping each and every child to participate in co-curricular and extra-curricular activities conducted in Schools and Hostels on the basis of their interest and talent.
- l) Act as a vital link between the DWO, Line Depts. And the School/Hostel.
- m) Monitoring & Evaluation:
  - i. Proper documentation and record keeping of their assessment and field visits.
  - ii. Field visits, for at least 20 days in a month, in the districts.
  - iii. Consolidation of monthly/quarterly Progress reports and Case Studies if any found for SSD department from time to time.
  - iv. Monitoring the day today activities of the boarders in the Hostels at regular intervals.

- v. Attend review meetings conducted by the District authorities, ST & SC Development Dept. & Odisha Tribal Development Society, ACME Cell, as and when required.
- vi. Provide data and information as required for the monitoring of the activities under the scheme to the District authorities, ST & SC Development Dept. and Odisha Tribal Development Society, ACME Cell, as & when required.

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