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## **U. P. State AIDS Control Society**

4th Floor, A-Block, PICUP Bhawan,  
Vibhuti Khand, Gomti Nagar, Lucknow, 226010

### **Request for Expression of Interest for short listing of NGOs/CBOs for providing services for Targeted Interventions (TI) in selected districts in the state of Uttar Pradesh**

1. The Project is an intervention with a goal of reducing the burden of HIV/AIDS cases in the country. The components of the project are prevention, care and support and treatment, programme management and strategic information management with one of its sub-components being targeted interventions for high risk groups, as well as utilizing civil society organisations for providing access of vulnerable populations to various HIV/AIDS interventions.
2. Uttar Pradesh State AIDS Control Society (UPSACS) now invites applications from interested civil society organisations (NGOs/CBOs) for Bareilly, Ghaziabad, Gautam Buddh Nagar (Noida), Kanpur Nagar, Kannauj, Kushinagar, Lucknow & Unnao district of Uttar Pradesh for providing services to implement HIV/AIDS Targetted Interventions (TIs) with highly vulnerable population groups, i.e. High Risk Groups, Female Sex Workers (FSW), Men-who-have-sex-with-men (MSM), Transgendered Population (TG), Injecting Drug Users (IDUs) and Bridge Populations (Truckers and Migrants) and Link worker Scheme (LWS). The TIs are expected to provide at least the common core services for all prevention TIs for all HRGs and bridge population such as, at a minimum: peer education, condom promotion, referral for STIs, testing, linkages to treatment and care and support, and, in the case of IDUs, needle syringe exchange and/or Opioid Substitution Therapy.
3. Additional information viz., terms of reference/scope of work, qualifying and evaluation criteria and policy on conflict of interest may be seen on the website [www.upsacs.in](http://www.upsacs.in)
4. CBOs/NGOs that are societies/trusts registered in the above mentioned districts and/or engaged in community work in / nearby districts may submit Expression of Interest in the specified format with accompanying materials (formats are available at the website given above) up to 5.30 PM on 04/08/2018. The EOI Should be sent to Project Director, U. P. State AIDS Control Society, 4th Floor, A-Block, PICUP Bhawan, Vibhuti Khand, Gomti Nagar, Lucknow-226010 by post only.
5. Please note that this is not a request for proposals. The request for proposal will be issued to short-list NGO/CBO only. This is only for empanelment of NGO/CBO and UPSACS is not bound to award funds/project to any of the NGO/CBO. Project/funds will be provided to the selected NGO only when required in a district and only after completion of all the necessary processes, procedures and requirements. **Project Director**

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## TOR /Scope of work involved

Targeted interventions are aimed at offering prevention and care services to populations with high risk behavior. These populations include Female Sex Workers (FSW), Men-who-have-sex-with-men (MSM), Transgendered Population (TG), Injecting Drug Users (IDUs) and Bridge Population (Truckers and Migrants) with the active involvement of the community, these interventions seek to reduce risk and vulnerabilities associated with these populations and increase health seeking behaviour.

### Components of Targeted Interventions under NACP:

1. Behaviour Change Communication
  - This component involves understanding and assessment of individual and group practices/behavior which can pose risk to HIV infection.
  - Development of context specific strategies/activities to address the risk of infection through peer counseling, counseling through counselors, creating enabling environment to reinforce safe practices.
  - The Peer educators/ peer leaders and Out Reach Workers/ Health educators lead activities under this component through one-to-one sessions and group sessions among the community.
  - Information Education and Communication (IEC) materials are developed to further augment behaviour change.
2. Access to services for treatment of sexually transmitted infections (STI)
  - This component is aimed at improving access to STI services as STI (both symptomatic and asymptomatic) pose greater risk for HIV infection.
  - Access to STI services is provided through three different approaches i.e. Project Based Clinics, Fixed day and time – Fixed time out reach clinics and Referral clinics either with private or public facility. Also health camp based approach is adopted for interventions working with migrants.
  - All IDU projects are required to establish a static clinic within the DIC for abscess management, STI treatment and treatment of common physical co-morbidities. Where as FSW and MSM TIs would have their DICs attached to project office or as decided in the contract. The migrant TIs would have 3 DICs in place preferably at the worksite, residences and project office or as decided in the contract.
  - Under TI budget there is provision for one part time doctor and one ANM / Counsellor per TI.
3. Provision of commodities such as condoms, needle and syringes and lubes to ensure safe sex/injecting practices
4. Enabling Environment through structural intervention The interventions focus on creating an environment which facilitates access to information, services and commodities by the high risk groups. The interventions carry out advocacy with key stakeholders and elicit their involvement in the HIV prevention programme
5. Linkages to ICTC, ART, Community Care Centre, RNTCP Programme, Government OST centre, Detoxification services (for IDU projects) . Some of NGO projects working with IDUs may be required to implement Opioid Substitution Therapy directly in addition to the other preventive services mentioned above.

The staffing and budget norms for Targeted Interventions are available at

[http://nacoonline.org/Divisions/NGO\\_Targeted\\_Interventions2/](http://nacoonline.org/Divisions/NGO_Targeted_Interventions2/)

### Expected Deliverables

- The NGO/CBO contracted by SACS is expected to maintain separate full time staff as per the provisions and ensure that they are performing as per their TOR.
- The TI project would work with specified groups in a locality as designated by SACS.
- The TI project is expected to provide regular services (as per the provisions in the contract and project proposal) to the target group, make available condoms, lubes, needles and syringes as per the requirements.
- The TI project is expected to perform based on the performance indicators as agreed in the contract. This includes service provisioning to the target group, linking with services such HIV testing at ICTCs, linkage with TB programme, ART programme and other social development programmes.
- The TI project is expected to maintain financial records and other documents in the TI project office as agreed in the contract and would be required to report to SACS/ NACO.
- The NGO/CBO is expected to provide support in terms of advocacy and networking with local stakeholders to ensure that there is an enabling environment is maintained in the project area.

### Qualifying and Evaluation criteria

#### Qualifying and Evaluation Criteria:

1. NGOs/CBOs/Network who are legally registered under Societies Registration Act of 1860, Charitable and Religion Act, 1920, The Indian Trust Act, 1920, Cooperatives professional bodies such as IIPA, IMA.
2. In case of NGOs, Minimum requirement is three years of registration as on due date of submission of EOI. In case of CBOs, Minimum requirement is one year as on due date of submission of EOI. The CBO board members should be from respective community and should have been constituted as per bye law.
3. Agencies already having experience of at least 3 years in case of NGOs and 1 year in case of CBOs in social development sector with experience of working in similar projects as required in the scope of work ( mentioned in the website) i.e. experience of working with marginalized communities (HRGs, vulnerable groups such as women, old aged, children, sexual minorities, PLHAs, persons with different abilities), with field level operation (i.e. field offices and staffs) in the same geographical area.
4. *Agencies are required to submit an affidavit indicating that they have never been blacklisted/debarred by any agency (both government, private or World Bank/UN bodies). In case the agency has been blacklisted/debarred in the past, the details of such blacklisting/debarment should be provided in the Affidavit. Affidavit should also indicate that no staff or board member is part of any SACS/TSU staffs currently (or in the past which may create conflict of interest).*
5. The annual report and audited account statement for 3 years in case of NGOs and of one year in case of CBOs.
6. The agencies with experience in Health and HIV sector would be preferred. The agencies should submit the details of the project/s implemented and presently implementing (name of the Client/ donor agency, nature of projects, project period, contract value, continuing/ completed)".
7. Agencies should submit the details of projects supported by any SACS/DACS (name of the SACS/DACS, nature of projects, project period) continuing / completed/ terminated with any SACS in the country. If terminated reason for termination).

## World Bank's Policy on Conflict of Interest

Bank policy requires that consultants provide professional, objective, and impartial advice and at all times hold the client's interests paramount, without any consideration for future work, and that in providing advice they avoid conflicts with other assignments and their own corporate interests. Consultants shall not be hired for any assignment that would be in conflict with their prior or current obligations to other clients, or that may place them in a position of being unable to carry out the assignment in the best interest of the Borrower. Without limitation on the generality of the foregoing, consultants shall not be hired under the circumstances set forth below:

- (a) Conflict between consulting activities and procurement of goods, works, or non-consulting services (i.e., services other than consulting services covered by these Guidelines): A firm that has been engaged by the Borrower to provide goods, works, or non-consulting services for a project, or any affiliate that directly or indirectly controls, is controlled by, or is under common control with that firm, shall be disqualified from providing consulting services resulting from or directly related to those goods, works, or non-consulting services. Conversely, a firm hired to provide consulting services for the preparation (before Loan effectiveness) or implementation of a project, or any affiliate that directly or indirectly controls, is controlled by, or is under common control with that firm, shall be disqualified from subsequently providing goods, works, or services (other than consulting services covered by these Guidelines) resulting from or directly related to the consulting services for such preparation or implementation. This provision does not apply to the various firms (consultants, contractors, or suppliers) which together are performing the Contractor's obligations under a turnkey or design and build contract.
- (b) Conflict among consulting assignments: Neither consultants (including their personnel and sub-consultants), nor any affiliate that directly or indirectly controls, is controlled by, or is under common control with that firm, shall be hired for any assignment that, by its nature, may be in conflict with another assignment of the consultants. As an example, consultants assisting a client in the privatization of public assets shall neither purchase, nor advise purchasers of, such assets. Similarly, consultants hired to prepare Terms of Reference (TOR) for an assignment shall not be hired for the assignment in question.
- (c) Relationship with Borrower's staff: Consultants (including their experts and other personnel, and sub-consultants) that have a close business or family relationship with a professional staff of the Borrower (or of the project implementing agency, or of a recipient of a part of the loan) who are directly or indirectly involved in any part of: (i) the preparation of the TOR for the assignment, (ii) the selection process for the contract, or (iii) the supervision of such contract may not be awarded a contract, unless the conflict stemming from this relationship has been resolved in a manner acceptable to the Bank throughout the selection process and the execution of the contract.
- (d) A consultant shall submit only one proposal, either individually or as a joint venture partner in another proposal. If a consultant, including a joint venture partner, submits or participates in more than one proposal, all such proposals shall be disqualified. This does not, however, preclude a consulting firm to participate as a sub-consultant, or an individual to participate as a team member, in more than one proposal when circumstances justify and if permitted by the RFP.

**Format for information related to Expression of Interest**

**Section A: Basic Information**

District/s Applied for .....

1. Name of the Organisation : \_\_\_\_\_

2. Postal Address : \_\_\_\_\_

PIN: \_\_\_\_\_

District: \_\_\_\_\_

3. Telephone : Telex Fax Email

4. Legal status : ( ) Society ( ) Company ( ) Others (specify)

5. Registration Details : Registered on (Date)

By \_\_\_\_\_

6. Contact person : \_\_\_\_\_

Designation : \_\_\_\_\_

**Section B: Organisational Background**

7. Assets/Infrastructure of the organisation

Category

Worth in rupees

(eg. Land, building)

8 a. Please provide details, regarding the annual budget of your organisation at least last 3 years (attach the detailed audited statement for 3 years)

Year	Source of funding	Amount (in Rs.)	List of activities	Activities similar to the TOR/Scope of Work	Geographical area of activities as mentioned in column no. 5
1	2	3	4	5	6

8.b.: Whether blacklisted/debarred by any agency (both government, private or World Bank/ UN bodies) in the past? If yes, provide details in an Affidavit.

8. c.: Whether any staff or board member of your organisation is part of any SACS/TSU staffs currently or in the past. Please provide the above information in the form of an Affidavit.

**Section C: Current Programmes being run by the organisation**

9. Geographical location of Work List -Village, Panchayat, Block, Taluk/SubDivision, District (Each location should be separately specified)

10. Population with which they are presently working:

( ) Rural/Urban :

( ) Socioeconomic group :

- ( ) Occupational group :
- ( ) Sex groups :
- ( ) Students/Educational Institution :
- ( ) Youth :
- ( ) Women groups :
- ( ) Others :

11. Please provide basic information on the key projects carried out by your organisation since the last three years (5 lines for each subject – attach separately).

- Community served
- Objective
- Strategies
- Main outcomes
- Evaluation methods employed
- Evaluation results

12. A brief write up on the programmes the organisation currently runs  
(no more than three pages)

13. Agencies with experience in Health and HIV sector. Please specify and provide details of the client/donor agency, nature of projects, project period, contract value, continuing/completed.
14. Agencies with experience of working with projects supported by SACS/DACS. If yes, provide in details name of the SACS/DACS, nature of projects, project period, status of the project (continuing/completed/terminated). In case of termination please provide the reason for termination. Attach any relevant document issued by SACS/DACS clarifying termination or the relevant reports including evaluation reports.

**Section D: Documents Required**

14. Copies of the following documents need to be provided with self attestation by competent authority of the organisation
- I. Society Registration Certificate and Memorandum of Association & Articles along with the latest filled return./Trust Deed
  - II. Activity Report/Annual report of the organisation for the last three years
  - III. Annual Audit Report of the organisation for the last three years
  - IV. Income Tax Registration and Exemption Certificate if any
  - V. FCRA Registration Certificate if any
  - VI. List of Board/Governing Body members with Contact details and occupation
  - VII. Copies of the affidavit as required above

15. Name of the person who filled this form:

Qualification and experience :

Designation :

Address :