

**Madhya Pradesh State AIDS Control Society, Bhopal**  
**Application Format for NGO/ CBOs (2023)**

**Section A: Basic Information**

1. Name of the Organisation:

\_\_\_\_\_

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

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

3. Telephone : \_\_\_\_\_ Fax \_\_\_\_\_

Email \_\_\_\_\_

Website (if any): \_\_\_\_\_ Mob

No. \_\_\_\_\_

4. Legal status : Society ( \_\_\_\_\_ ), Company ( \_\_\_\_\_ ), CBO ( \_\_\_\_\_ ),  
Others(specify)

5. Registration Details : No.....Registered on (Date).....

By \_\_\_\_\_

6. If Organization/ Society claimed as Community Based Organization (CBOs) Provide the details of **Community members** those are part of the Governing Board/ Executive Board:

S. No	Full Name	Designation	Contact details

7. Registration No. of NITI Aayog web portal (Copy to be enclosed): -----

8. Name of contact person and contact number: \_\_\_\_\_

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

**Section B: Organisational Background**

9. Assets/ Infrastructure of the organization

10. Category           Worth in rupees           (eg. Land, building)

11. a. Please provide details, regarding the annual budget of your organisation at least last 3 years (FY 2019-20, 2020-21 & 2021-22)/ if CBO 1 Year (FY 2021-22)

(Attach the detailed audited statement for 3 years (FY 2019-20, 2020-21 & 2021-22))

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

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

13. c.: Whether any staff or board member of your organization 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**

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

15. Population with which they are presently working:

- ( \_\_\_\_ ) Rural/Urban:
- ( \_\_\_\_ ) Socioeconomic group :
- ( \_\_\_\_ ) Occupational group :
- ( \_\_\_\_ ) Sex groups :
- ( \_\_\_\_ ) Students/Educational Institution :
- ( \_\_\_\_ ) Youth :
- ( \_\_\_\_ ) Women groups :
- ( \_\_\_\_ ) Others :

16. 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

17. A brief write up on the programme the organisation currently runs (*not more than three pages*)
18. 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
19. Agencies with experience of working with projects supported by MPSACS/NACO. If yes, provide in details name of the MPSACS/NACO, 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 MPSACS/ NACO 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. In absence of any of the document mentioned in the list below, the application would not be considered by this office : -**

- i. Copy of the valid Society Registration certificate / Trust Deed furnished
- ii. Copy of Memorandum of Association and Article of Association furnished.
- iii. Copy of Audited Statement attached (For NGOs – 3 years For CBOs – At least 1 year) Activity Report / Annual Reports furnished (For NGOs – 3 years For CBOs – At least 1 year)
- iv. Copy of the PAN Card
- v. List of Executive Committee/ Governing Board members with Contact details and occupation
- vi. Copy of valid registration/number of NITI Aayog -Drpan portal
- vii. *Copy of last or latest filled Income Tax Returns (ITR)*
- viii. Identification document of Authorized signatory submitting EoI (copy PAN and AADHAAR Card)
- ix. Resolution by Executive Committee/ Governing Board members for submission of EoI to SACS
- x. Record of discussions / minutes of Executive Committee/ Governing Board for the last three years (in the case of CBO for minimum one year).
- xi. Copies of the affidavit as required
  - Indicating that is not involved in any corrupt practices and they have never been blacklisted/debarred by any agency (both government, private and 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 last 3 years which may create conflict of interest).
- xii. Copy of last filled Income Tax Returns (ITR)
- xiii. Copy of valid registration/certificate under section 12A or 80G of Income Tax Act/ Valid Tax exemption certificate

- xiv. Organogram reflecting staff of similar nature/scope of work projects in last three financial year.  
Experience of:
- a) HIV/AIDS Project experience in carrying out Targeted Interventions/Link Worker Scheme with Core/ Vulnerable groups, Community Care Centres, Community Support Centre, Drop-In Centres (DIC) for PLHAs or any other activity as per guidance of NACO/SACS in last three financial year.
  - b) Managing other health projects such as RCH, Sexual health project, TB, Family planning in last three financial year.
  - c) Managing community development projects in last three financial year. (Health, Education, Skill development, Rural Development, SHGs formation, etc.)
- xv. Experience in forming / establishing community based networks
- xvi. Document showing any member of the target community in the advisory committee of the NGO/For CBO any professional in the advisory committee.
- xvii. NGO/CBO have any document explaining their experience of involving different Stakeholders in their work?, such as
- a) Civil Society Organizations
  - b) Government Departments
  - c) Private Sector
  - d) Faith Based Organizations Cooperatives
- xviii. NGO/CBO being a part of any consortium / network
- xix. NGO/CBO involved in any committees formed by SACS / government departments
15. Name of the person who filled this form :
- Qualification and experience:
- Designation:
- Address:

**(Please ensure signature and seal in each page.)**

## **TOR /Scope of work involved**

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

Components of Targeted Interventions under NACP:

### **1. Social and 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, professional counseling, 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 behavior change.

### **2. Access to HIV prevention, testing and treatment services**

- This component is aimed at improving access to STI services as STI (both symptomatic and asymptomatic) pose greater risk for HIVinfection.
- 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
- The TI/LWS 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/ TSU/NACO.
- The TI/LWS project is expected to provide support in implementation of TI Revamped Strategy programmatic Mapping Population Size Estimation (MPSE) and HSS.
- The project is expected to provide HIV/AIDS prevention, testing and treatment services to spouse/partners of HRGs and Index testing of PLHIV also.

- 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.
- Project to extend and ensuring to reach out the target community by linking them with various social protection scheme.

### **Conflict of Interest**

- Neither the NGOs/CBOs/Organisation, their personnel, agent, network partner or service provider nor their personnel shall engage in any personal business/professional activities, either during the course of or after the termination of contract, which conflict with or could potentially conflict with the object of the SERVICES.
- The NGOs/CBOs/Organisation shall notify the GRANTOR immediately of any such activities or circumstances, which give rise to or could potentially give rise to a conflict and shall advise the SACS/NACO how, they intend to avoid such a conflict.
- NGOs/CBOs/Organisation (including their personnel, agent, network partner or service provider) shall not have a close business or family relationship with a professional staff of the SACS/NACO who are directly or indirectly involved in any part of the selection process or the supervision of services provided under this Contract/Project/Intervention.
- In the event of a conflict as described above arising during the tenure of this Contract, the SACS/NACO reserves the right to terminate this Contract on giving written notice to the NGOs/CBOs/Organisation.