

EXPRESSION OF INTEREST

Government of Andhra Pradesh Rural Water Supply and Sanitation Department Swachh Bharat Mission (Gramin) , Andhra Pradesh

Date of Issue: 15 May 2015

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Expression of Interest No: 01/2015

Terms of Reference (ToR)

Expression of Interest (Eol) for inviting NGOs to Implement Swachh Bharat Mission (Gramin) in Andhra Pradesh

Background

Swachh Bharat Mission was launched on 2 October 2014 as a massive mass movement that seeks to create a Clean India by 2019. The mission aims to make India an open defecation free country in Five Years. The Swachh Bharat Mission consists of two sub-missions – the Swachh Bharat Mission (Gramin) (SBM-G), which will be implemented in rural areas, and the Swachh Bharat Mission (Urban), which will be implemented in urban areas.

The guidelines for the SBM-G were released by the Ministry of Drinking Water and Sanitation. SBM-G seeks to eliminate open defecation in rural areas by 2019 through improving access to sanitation. It also seeks to generate awareness to motivate communities to adopt sustainable sanitation practices, and encourage the use of appropriate technologies for sanitation. The mission is to be executed on war-footing with the involvement of every Gram Panchayat, Panchayat Samiti and Zila Parishad in the country, besides roping in large sections of the rural population. There will be a four-tier implementation mechanism at the state, district, mandal and village level. (i) State Swachh Bharat Mission (Gramin), (ii) District Swachh Bharat Mission (Gramin), (iii) Mandal Programme Management Unit, and (iv) Gram Panchayat/Village and Water Sanitation Committee. At the GP level, Swachhta Dootas will be hired to assist with activities such as identification of beneficiaries, IEC (information, education and communication), and maintenance of records. The objectives of the SBM-G are:

(i) improving the quality of life in rural areas through promoting cleanliness and eliminating open defecation by 2019, (ii) motivating communities and Panchayati Raj institutions to adopt sustainable sanitation practices, (iii) encouraging appropriate technologies for sustainable sanitation, and (iv) developing community managed solid and liquid waste management systems.

In the **State of Andhra Pradesh**, **SBM-G** is being implemented by the **Department of Panchayati Raj and Rural Water Supply and Sanitation (PR & RWSS) through Swachh Bharat Mission Andhra Pradesh (SBMAP) headed by the Mission Director**. The Government is keen to have the partnership with Non-government organizations (NGOs) in the implementation of SBM-G to enhance the quality and achieve the objectives of the SBM-G within given time frame. In this context, the Department of PR & RWSS, GoAP has organized a series of consultation workshops with NGOs at Regional (Anantapur, Vijayawada and Vizag) and State levels during April and May 2015 to discuss about the strategies and implementation modalities of the GO - NGO partnership which were very useful.

Call for Expression of Interest

As part of the above mentioned initiative, **Letters of Expression of interest (EOI)** are invited from qualified and experienced NGOs who wish to implement SBM-G in partnership with the Department of Panchayati Raj and Rural Water Supply & Sanitation, GoAP.

Objectives

The objectives of this Expression of Interest will be to create awareness through social mobilization among the communities and other key stakeholders and frontline functionaries and to ensure construction of Individual Household Latrines (IHHL) with the fullest participation of the respective families in particular and communities as a whole to achieve open defecation free villages in the selected Gram Panchayats.

Expected Results

The non-government organizations (NGOs) will follow the guidelines as prescribed by the Department of PR & RWSS for implementation of SBM-G. Accordingly the NGO will plan and design its approach and methodology to the assigned tasks under mission in close cooperation with the RWSS Officials at the District Level. It is expected that the NGOs will put in place necessary human resources and work closely with the Gram Panchayat and Swachh Dootas in achieving the tasks under SBM-G. The NGO is expected to implement the SBM-G with high degree of accountability and transparency and ensure quality results and sustainability. The key tasks that the NGOs are to provide are:

- Obtain the list of identified beneficiaries for IHHL
- Conduct the need assessment in close association with the GP for identifying errors /undertaking modifications in the list of beneficiaries
- Get the medications/editing done in the list of beneficiaries
- Conduct mass awareness camps and events in the villages to create necessary awareness on SBM-G
- Reach out to the frontline functionaries and other key stakeholders in the village and ensure their participation and commitment in the implementation of SBM-G
- Coordinate with the GP, share the information on the list of beneficiaries and the modalities in the Gram Sabha
- Ensure that the resolution is passed in the Gram Sabha for making the entire village **‘open defecation free’** in a given time frame and tasks to be done towards achieving the same

- Identify and select Swachhta Dootas and volunteers and involve them in the implementation of SBM-G, particularly in motivating the families to construct & use toilets
- Ensure the construction of IHHLs with the fullest participation of respective beneficiary families as per the technical specifications prescribed and suitable to the families
- Ensure that the beneficiaries received the funds as per the criteria
- Participate in capacity building and review meetings organized by the department of PR & RWSS from time to time and submit necessary reports.
- Pilot innovative ideas/experiments in moving ahead towards open defecation free village, particularly in ensuring cost-effective structures and optimum use of toilets.
- Where possible, mobilize funds from donors and Corporations.
- Ensure sustainability of the SBM-G and institute mechanism and measures for the same

Minimum Eligibility Criteria to send Expression of Interest (Eol)

The NGOs who are interested for implementation of SBM-G should fulfill the following criteria to be eligible for sending their Expression of Interest (Eol):

- 1. Registered as a Society or Trust or a not-for-profit Company**
- 2. Experience of working with the moralized communities for a period of minimum three years in any of the government schemes and donor funded programmes**
- 3. Proven track record of minimum one year of experience in implementation of water and sanitation related activities**
- 4. Minimum turnover of Rs.10 lakhs per year**
- 5. Established systems and procedures in ensuring high standards with regard to financial management, governance and human resources management**
- 6. Not blacklisted by the government or resource agencies**

Expression of Interest with requisite documents should be submitted in a sealed envelope clearly superscripted as **“Expression of Interest for “Implementation of SBM-G” within 15 days** from the date of publication of this request. The submission can be made between 1100 to 1700 hrs. on all working days to the undersigned either in person or through mail to

Mailing Address:

The Project Director,
State Water & Sanitation Mission (SWSM),
Rural Water Supply & Sanitation Department
Government of Andhra Pradesh
HRD Building, SRTGN Bhavan, Errummanzil Colony,
Hyderabad – 500 082

Email ID: swsm.peshi@gmail.com

Eol provided in any other format or not responding to each of the items listed in the format may not be considered. Please limit your Eol to a maximum of 15 pages.

Submission Requirements

1. **NGO Profile (Format 1)**
2. Copy of Registration Certificate
3. Copy of 12 A, 80 G, 35 AC Certificates
4. **List and background details of the members of the GB/EC (Format 2)**
5. **List of staff, their education, position, experience, etc (Format 3)**
6. Policies of the organisation such as
 - Human Resources Policy
 - Gender Policy
 - Committee to address sexual harassment at workplace
 - Finance Manual
7. Annual report for three years 2014-2015, 2013-2014 and 2012-2013
8. Audited statement of accounts for three years 2014-15 (provisional), 2013-14 & 2012-13
9. **Third party evaluation report on the programmes rolled out / executed by the organization (Format 6)**
10. **Resources mobilized for three years 2015-16, 2014-15 and 2013-14 (Format 4)**
11. **List of villages GP wise and mandal wise to be covered under SBM-G (Format 5)**
12. Copy of MoU between the NGO and government for any of the schemes/programmes
13. One page write up on innovation methods and strategies to make the implementation of SBM-G successful model for others to replicate and upscale
14. Declaration that the NGO is not black listed by the government or resource agencies

Note:

- Please ensure photocopies of the documents are legible.
- **Please ensure that the Chief Functionary of the NGO attests the documents**
- If the documents are two-sided, please ensure that a photocopy of both sides is taken and also that both the sides are attested.
- Please ensure that all these documents are attached to the form in the same order as given in the list above

Evaluation Parameters

#	Parameter	Total Marks	Marks obtained
1	Prior experience of working with the rural urban communities on water and sanitation (<i>Awareness; monitoring; capacity building; evaluation; CLTS / CATS approaches; taking up construction of toilets; instituting RSMs; working in GPs in getting NGP awards; NGP evaluation; SLWM and LWM; Water demand assessment, Water budgeting, Water Quality assessment; Water security and safety plans; mobilizing funds from corporate bodies and international donor agencies, etc.</i>)	25	
2	Experience of working with the communities on NREGS, Livelihoods, IWMP, or any government programme/ schemes	15	
3	Organizational Profile	20	
4	Third party evaluation on the programmes rolled out by the NGO	5	
5	Working with corporate bodies in water & sanitation / executing, individually, projects awarded by International Donor Agencies	10	
6	Financial Management and Legal Compliances	15	
7	Reputation and recognition of the organisation (Appreciation letters from Government / Corporates bodies)	10	
	Total	100	

Implementation of Swacch Bharat Mission

Profile of NGOs (Format 1)

A. General Information

Legal Name of the NGO with Acronym	
Year of Establishment	
Registered Address (full address with Pin code)	
Phones	
Fax	
E-mail	
Website	
Address for Communication (full address with pin code)	
Phones	
Fax	
Phones	
Fax	
E-mail	
Chief Functionary Name	
Designation	
Phone	
E-mail	
Affiliation/ Membership in professional bodies <i>and mentioning the present status (active / inactive)</i>	
Any religious or political affiliation (yes/No).	

B. Legal Status

Type of Organisation (Society/Trust/Section 25 Company/others)	
Registration No & Date	
Section 12 A	
Section 80G	
Section 35 AC/Any other	
Permanent Account No (PAN)	
Tax Deduction Account No (TAN)	
FCRA Registration No & date (<i>Valid up to</i>)	

C. About Organisation

Vision	
Mission	
Core Values	
Objectives	
Operational Areas (states/districts/mandals/villages)	
Target Communities	
Thematic Areas of work	
Strengths of the organization	
Weaknesses of the organisation	
No of members in the GB	
No of members in the EC	
Frequency of GB & EC Meetings	
Minutes Books of GB & EC meetings maintained or not	
Is any board member related?	

D. Finance Details

Financial Years	Total Budget (Rs)	Total Expenditure (Rs)
2012-2013		
2013-2014		
2014-2015		
Is filing of IT returns and other compliances regular?		
Is there audit/finance committee		
Is there a regular internal audit system		
Name & address of the statutory Auditors		
Is there a financial manual & procedures?		
Policy of Conflict of Interest		
Names of the cheque signatories		

E. Human Resources

Staff	Number (M & F)
Full time	
Part time	
Volunteers	
Trainees	
Consultants/others	
Is HR Policy & guidelines available?	
Is Gender Policy available?	
Committee to address sexual harassment at workplace (formed or not)	

F. Key Areas of Work

Type of Activity for last three years (2013-2014, 2014-2015 and 2015-2016)		Partnership/Collaboration with (Government, donors, CSR, others)

G. Partnership with Government

Mention the areas of partnership/collaboration with the government and activities undertaken during past five years

H. Experience in Water and Sanitation Work

Describe the activities done in water and sanitation by the organisation

I. Achievements /Awards and Recognition**J. Infrastructure Facilities**

#	Asset	Value (Rs in Lakhs)	Source of Funds
1.	Land		
2.	Building under Construction		
3.	Furniture and Fixtures		
4.	Office Equipments		
5.	Computers		
6.	Vehicles		

List and back ground details of the members of the GB/EC (Format 2)

List of GB Members

#	Name	M/F	Position	Joined on	Background/Experience

List of EC Members or Board

#	Name	M/F	Position	Joined on	Background/Experience

List of staff, their education, position, experience, etc (Format 3)

[illegible]

Resources mobilized for three years 2015-16, 2014-15 and 2013-14 (Format 4)[illegible]

List of villages GP wise and mandal wise to be covered under SBM-G (Format 5)

[illegible]

Third Party Evaluation of Projects / programmes (Format 6)

Sl. No.	Name of the project / programme	Name of the Funding Agency	Organization evaluated	Submission of Evaluation Report (Yes / No)