



**OFFICE OF THE PROJECT DIRECTOR
ASSAM STATE AIDS CONTROL SOCIETY
KHANAPARA, GUWAHATI – 22**

Phone: +91-361-2360524, E-mail: assamsacs@gmail.com, Website: www.assamsacs.org

(Expression of Interest)

The Assam State AIDS Control Society invites expression of interest from interested Civil society organizations (NGO/CBO/Women and Child Care Homes) having experience in the field of child care and registered under the JJ Act 2013, for running (03) three new child care homes at Silchar, Tezpur and Dibrugarh respectively.

These Child Care Homes will provide care and support to the orphans of HIV/ AIDS infected parents in the age group of (0-18 yrs)

The last date of submission of the EOI to the office of the undersigned is 10/10/2017 by 2:00 PM.

Detailed information of the advertisement may be downloaded from www.assamsacs.org or can be collected from the office of the undersigned.

Sd/-

Project Director,
Assam State AIDS Control Society
Khanapara Guwahati 22

Detail Information for submission of proposal for New Child Care Homes

Specific Activities of Children's Home

- a) All Child related functions:
- b) Admit and registration of Children who drops in through referrals from various stakeholders and falls under Children In Need of Care and Protection.
- c) Arrange for immediate health checkup of Children for admission.
- d) Maintaining database of all children admitted;
- e) Provide food, nutrition, and lodging facilities.
- f) Assist CWC in enquiry as and when required;
- g) Counseling to children;
- h) Retention of the Child
- i) Maintain maximum standard of care.

Physical Infrastructure

The minimum standards of accommodation as laid down under the respective State Rules / Central Model Rules should be observed, viz.:

1. Dormitory occupancy for children
2. Well ventilated Classrooms with proper desk and bench
3. Workshop and activity common room



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4. Sufficient area as Play ground in the front or back of CCI
5. Sickroom/First aid room
6. Kitchen
7. Dining Hall with desk and bench
8. Store
9. Recreation room
10. Library
11. Bathrooms & toilets/latrines
12. Office rooms
13. Counselling and guidance room
14. Staff Quarter/ rooms

Standard of Care and facilities

Sanitation and Hygiene:

1. Sufficient purified drinking water. Water filters should be installed;
2. Sufficient water for bathing and washing clothes, maintenance and cleanliness of the premises;
3. Arrangements for disposal of garbage;
4. Protection from mosquitoes by providing mosquito nets;
5. Sufficient number of toilets in the proportion of at least one latrine/toilet for three children;
6. Sufficient number of bathrooms in the proportion of at least one bathroom for five children; the bathroom and toilets should be well lit and airy, and they should be tiled.
7. Clean and fly-proof kitchen and separate area for washing utensils;
8. Open space for sunning of bedding and clothing;

Staffing Pattern:

** (Preference must be given to People Living with HIV AIDS, PLHIV)

Staffing pattern of an Institution with up to 25 Children as per the JJ ACT 2015

SL. No	Designation	Qualification	No of positions required	Specific requirements
1	Officer In Charge cum Superintendent	Master Degree in Sociology, Psychology, Anthropology or MSW. Minimum 3 Years Experience in the same or relevant field with basic knowledge of accounts	01	Male or female (preferably residential) joint staff accommodation to be provided or must be a resident within the city limits.
2	Peer Counselor cum Office	Graduate in any Stream Preferably from the PLHIV	01	Male/ Female (Non residential)



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	Assistant	Community.		
3	Finance Assistant cum Store Manager	B. Com Graduate with experience of working with accounts related software.	01	Male /Female Non residential.
4	House Mother	10 th Pass/Fail Must be from the PLHIV Community	02	Female (residential)
5	House Father	10 th Pass/Fail Must be from the PLHIV Community	01	Male (Residential)
6	Cook	10 th pass with working experience in other catering institutions is must.	01	Male or female (residential)
7	Kitchen Helper	10 th Pass/Fail	01	male or female (residential)
8	Driver	10 th Pass with valid commercial driving license	01	male or female (residential)
9	Housekeeping Staff	10 th Pass/ Fail Must be from the PLHIV Community	01	female (residential)
10	Educator	Graduate (02 for all subjects from standard I to VIII, and 01 for Art, Craft cum physical exercise)	03	male or female (part time, Non Residential)
11	Vocational Training		To be outsourced on regular visits.	

iv. Minimum Standards of Services:

1. Medical Facilities:

1. Regular health checks up.
2. Sufficient medical equipments to handle minor health problems including first aid kit
3. Arrangements are made for the immunization coverage;
4. All institutional staff are to be trained on first aid treatment

2. Diet Scale

1. The diet scale should be in accordance with the provisions of the State Rules under Juvenile Justice Act
2. The diet scale should include adequate quantity of cereals, pulses, vegetables, fruits, eggs, milk and meat and fish in accordance with the local dietary habits
3. Special menu should be provided on holidays, festivals and to the sick children/juveniles, as required.

3. Daily Routine



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1. Regulated and disciplined daily routine;
2. Personal hygiene and cleanliness;
3. Regular physical exercise through Physical Training and yoga, etc
4. Schooling with to and from transport facilities
5. Vocational training;
6. Recreation and sports viz. basket ball, volley ball, cricket, badminton, table tennis and other sports as suitable to the local conditions;
7. Time for music and watching television
8. Group activities;
9. Prayer and community singing; and
10. Special programmes for Sundays and holidays
11. Quarterly Exposure visits to other locations for educational and recreational purpose.

4. Education

1. Arrangement of educational opportunities with schools,
2. Non formal education institution from special educators
3. Availability of extra coaching for school going Children,

5. Vocational Training

1. Provision of gainful vocational training with different trades and develop networking with the institute of technical instruction,

6. Recreation Facilities

1. Provision of indoor and outdoor games, music and Musical Instruments and television,
2. Picnic, outgoing, cultural programmes and library from time to time

7. Location

1. The location of the CCI preferably to be near by the Medical College hospital, or the Civil Hospital so that any emergencies in terms of HIV and other health related issues may be addressed on emergency (maximum within a radius of 5 KM)
2. However, considering the other factors, such as availability of connectivity facilities and requirement of wide open spaces for playground and other activities, little outskirts is acceptable.
3. Office Vehicle should be available for any emergency purpose.



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The Requirements:

The NGOs /CBO aspiring/intending to bid for setting up of ideal Children's Home shall give a brief of their perception on the following aspects of Children's Home for the Children in Need of Care and Protection (In Power Point format-In hard & soft copy)

Slide 1:- What according to their perspective and thinking the Children's Home should be (should not spill over to Slide 2.)

Slide 2:-According to their perception and thinking how the NGO intend to organize human resource/ man-power to run an ideal Children's Home? (Should not spill over to Slide 3)

Slide 3 & 4:-According to their perception and thinking, what kind of facilities should be provided for placement of Children in Need of Care and Protection? (should not spill over to Slide 4.)

Slide 5:-A diagrammatic sketch of a Children's Home projecting reception centre, doctors and sick room, dormitory children up to 18yrs of age, recreation room, kitchen, dining hall, bathroom & toilets, staff quarters, security guard's, barrack, playground, and classroom for non-formal education.

Slide 6 & 7:-Financial

From the aspiring/intending NGO's perspective and perception what could be an ideal cost plan and estimate for setting up of a Children Home with the capacity of 25 children and maintenance of the same? (Should be shown expenditure head wise with explanatory notes mention also be made as to how the NGO expects to mobilize resources.



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CHILDREN'S HOME

APPLICATION FORM

(Should be submitted in hard and soft copy)

Part-I- THE ORGANISATION

A.1. Name and full postal address of the _____

Head-office of the organization: _____

A.1.1 District: _____

A.1.2 State: _____

A.1.3. Pin Code: _____

A.2. Telephone No. with STD code: _____

A.3. Cell Phone Number: _____

A.4. Whether registered under Indian Societies Registration Act (Act XXI of 1860) / Trust Act, if so, give the number and date of registration:

(Enclose a copy of the registration certificate and a copy of the organization's brochure and bylaws)



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B.1. Do the bye-laws of the NGO permit to receive Govt. grants and implement Children's programme in the proposed project area?

B.1.1. Objectives of the Organization: 200 (words)

B.1.2. Brief History of the Organization: (in one paragraph)

B.1.3. Whether the organization is of all India Character: If yes, give the address of its Branches in different States including the State Branch, which will run the Open Shelter With Phone No., Fax No. etc.(use additional sheets if required)

C.1 Assets

C.1.1. Whether the organization has its own land? If Yes, give details (Location, Area in Sqr ft or Katha/ Bigha, dag no., patta no. etc. A copy of the patta should be enclosed.

C.1.2. Whether organization is located in its own / rented building Give details of carpet area, no of rooms, Assam type or RCC, if RCC no of floors, court yard and back yard space:



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C.1.3. Movable property of the NGO _____ Give details:

D.1. Major Activities of the organization in the Last 3 years:

D.1.1.Name of activity:

D.1.2.Coverage:

D.1.2.1Expenditure in the head of :

D.1.2.2.Men:

D.1.2.3.Women:

D.1.2.4.Child Protection / development:

(use separate sheets is required)

E.1. Summary of financial status of the organization in the last 3 years (Rs. in lakhs)

E.1.1.Year

E.1.2.Income & Expenditure

E.1.3.Receipt & Payment



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E.1.4. Surplus

E.1.5. Deficit

(Enclose annual balance sheet duly authenticated by audit)

E.2 Bank Account Details

E.2.1. Name of the Bank (s) where the NGO/ CBO is having accounts

E.2.2. Balanced amount in Bank as on

(N.B.) If the NGO is having Bank accounts in more than one bank, details of bank account of each bank should be indicated separately by using additional sheet. Latest Bank's statement should be enclosed.

F. Details of grant received from Central Govt./State Govt. and other Govt. agencies in the last 3 Years: (Rs. in lakhs)

F.1. Sanction Order No. & Date

F.2. Amount

F.3. Name of the Scheme

F.4. Address of funding agency

G. Details of Foreign Contribution received during last 3 years:

G.1. Country

G.2. Organisation



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G.3.Purpose

G.4.Amount

(N.B. Expenditure statement and audited account along with utilization certificate for funds received under sources indicated at 12, 13, above should be enclosed.)

H. Details of office bearers of the organization: (in tabular form under the following heads)

SL. NO	Name and Address	Sex	Age	Profession	Qualification	Annual Income
1						
2						

I. Details of employees of the Organization: (in tabular form under the following heads)

SL. NO	Name and Address	Sex	Age	Nature of appointment	Qualification	Duration of work Experience
1						
2						
3						
4						

J. Details of Managing Committee members of the organization (in tabular form under the following heads)

SL NO	Name & Address	Designation	Sex	Age	Qualification	Profession
1						
2						
3						

Sd/

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