

DIRECTORATE OF MEDICAL & HEALTH SERVICES

NATIONAL TOBACCO CONTROL PROGRAMME

Lucknow, U.P.

NTCP/2016-17/ 265

Date : 20/10/16

ADVERTISEMENT

State Tobacco Control Cell on behalf of National Tobacco Control Programme under National Health Mission invites proposal in the prescribed format from competent NGOs/Foundations/Trusts/Charitable/Non Profit institutions for carrying out School Programmes as per programme guidelines. Terms of Reference (TOR) for NGO engagement could be downloaded from the website <http://uphealth.up.nic.in>

Last date of submitting proposals in the prescribed format would be within 21 days of publication of this advertisement in the news papers. All documents has to be self attested by the authorized signatory of the organization and any false or misleading information provided or submitted may lead to disqualification and proposals of those NGOs are liable to be disqualified. Separate Proposals are to be submitted for NGOs who wish to apply for more than one District.

जिन्दगी चुनो तम्बाकू नहीं।

दुग्धपान करना स्वास्थ्य के लिए हानिकारक है।

Director Health
Medical & Health Services, Uttar Pradesh, Lucknow.

1. SELECTION CRITERIA FOR NGOS

a. Minimum Essential criteria required to become eligible for NGO

- i. NGO should be registered under the Indian Societies Registration Act/Indian Trust Act/Indian religious and Charitable Act /U.P.Societies Registration Act for more than three years.
- ii. Working Experience in the health/social sector for three years. Preference would be given to those, who are involved in Tobacco Control Activities.
- iii. Availability of well trained staff in health promotion to organize and carry out various activities under the scheme.
- iv. Presence of NGO within the District & publicly declared tobacco free campus.
- v. Technical knowledge of implementing tobacco control programmes.
- vi. Agreeing to abide by the guidelines and the norms of the program.
- vii. The NGO should not have been black listed by any Government Department.

b. Desirable criteria

- i. The NGO should have facilitated youths against tobacco consumption.
- ii. The NGO should have the experience of carrying out training programs to various stakeholders on social issues.
- iii. The NGO who has been participating in State/District Level Steering or Coordination Committees.

2. SUBMISSION OF COMPLETED EXPRESSION OF INTEREST DOCUMENTS:

The completed set of required documents should be submitted with a covering letter on following address indicating on the top of address "EXPRESSION OF INTEREST for(districts name) District" within the 21 days of advertisement. State Tobacco Control Cell reserves the right to cancel the selection process without giving any reasons at any time.

3. DOCUMENTS TO BE SUBMITTED ALONG WITH THE APPLICATION

1. Copy of the Societies Registration Certificate
2. Address Proof
3. Bye-Law and Memorandum of the organization
4. Copy of the PAN, TAN and ITR Filed (03 Years).
5. Audit report of last three years. (2014-15, 2013-14, 2012-13)
6. Program Annual Report of last three years. (2014-15, 2013-14, 2012-13)
7. Human resource details (full time/ part time staff and availability of trainers etc.)
8. Details of programmes executed by the NGO in last 5 years including coverage area, target populations, Budget spent, Donor agency and major outcomes.
9. Details of Tobacco Control Programmes implemented in last 5 years including budget spent, name of donor agency, areas covered and major outcomes.
10. Evidences of geographical coverage by the NGO in the last 5 years including Name of programme, Name of districts covered under the programme, & tenure.

The Expression of Interest should be sent to State Tobacco Control Cell, Directorate of Medical & Health Services, Kaiserbagh, Lucknow, U.P. 226001 by Registered/Speed post.

ANNEXURE B

Format for Expression of Interest (EOI) by NGOs

(Implementing School Program under National Tobacco Control Program (NTCP) in selected districts of U.P.)

1. Details of the Organization:

- a) Name of the Organization.
- b) Address for correspondence(include all details including email, Telephone, Fax)
- c) Name of Nodal Officer in the NGO
- d) Year of Establishment
- e) Number of years of works in the field of health. Give year wise details of programme undertaken in the table given below:

S.No	Name of Project	Year	Geographical Coverage Area	Key Focus Areas	Funding Agency	Budget Spent	Major Outcomes

- f) Specific areas of working on tobacco control issues Details are to be provided in the table below.

S.No	Name of Project	Year	Geographical Coverage Area	Key Focus Areas	Funding Agency	Budget Spent	Major Outcomes

2. Proposed Activities:

- a) Name of the District for the proposed activity.
- b) Geographical Coverage, Target populations.
- c) Goals, Objectives, Activities with timeline, expected outcomes.
- d) Proposed follow up mechanism & sustainability issues.
- e) Financial Outlay: (Details of cost break-ups)
- f) Plan of Action (Time bound activity plan)
- g) Stakeholder Involvement including clear roles and responsibilities for stakeholders involved.
- h) Challenges and constraints.