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Delhi Commission for Protection of Child Rights (DCPCR)

Government of NCT of Delhi

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Date: 02.09.2022

Request for Proposal for the Setup and Operationalisation of Child Well Being Centres

A. About Delhi Commission for Protection of Child Rights (DCPCR)

The Delhi Commission for Protection of Child Rights (DCPCR) has been constituted under the Section 17 of the Commission for Protection of Child Rights (CPCR) Act, 2005. It is the statutory watchdog of the Government of NCT of Delhi on matters of child rights. Some of the child rights on which the Commission works are:

1. Protection of children from exploitation, abuse, labour, trafficking, and violence.
2. Protection of children from sexual offences, child marriage, and substance abuse;
3. Right to Education and protection of children with special needs;
4. Right to Health with emphasis on pregnancy care, infant care, nutritional standards, immunisation, protection against malnutrition, etc;
5. Enforcement of legal protections for children in case they commit offences and the necessary statutory safeguards associated therein;

As per **Section 13(e)** of the aforementioned Act, the Commission is required to look into the matters relating to children in need of special care and protection including children in distress, marginalised and disadvantaged children, children in conflict with the law, juveniles, children without family and children of prisoners and recommend appropriate remedial measures.

B. Child Well-Being Centres: Background

As per the survey done by Save the Children in 2018, More than **70,000** children live on the streets of Delhi. Engaging in non-formal work and begging as a means for survival, these children survive precariously in the unsafe environment of city streets. They are deprived of adequate and appropriate adult protection, education and health care. Approximately **60%** of these children stay on the streets during the day and go back to their homes at night, **37%** of them stay on the street with their families and **3%** live on the streets alone without any support.

Close to **90%**¹ of street children are engaged in multiple forms of substance abuse such as tobacco, alcohol, inhalants and cannabis. More than **50%** of these street children have **no formal education**. To add to that, they face the persistent threat

¹ Magnitude of Substance Abuse in India, Ministry of Social Justice and Empowerment, 2018

of trafficking, physical violence and sexual abuse on the streets. All these factors push these children down to the bottom most layer of the social hierarchy in Delhi, putting them in a highly vulnerable position.

C. Child Well-Being Centres: About the Project

To drive the rehabilitation of children in street situations and children engaged in substance abuse, the Commission has initiated the project "Child Well Being Centres" wherein an all-inclusive rehabilitation and services centre will be set up in the prime hotspots wherein the occurrence of substance abuse and begging/street labour amongst children is at its peak.

1. Target Locations and Beneficiaries

Based on the multiple rounds of surveys and research conducted, the Commission has selected the following community areas as the model hotspots for institutionalising the Child Well Being Centres. Accordingly, the Commission has partnered with the Delhi Urban Shelter Improvement Board (DUSIB) to set up these centres at the following Bal Vikas Kendras (BVKs), run by DUSIB:

S.no	Target Community Area	Target number of beneficiaries for a period of 12 months	Basti Vikas Kendras (BVKs)
1.	Gandhi Camp, JJ Colony, Okhla Mandi	500	Thakur Ravinder Nath JJ Camp oppo. Block-C, East of Kailash (Prefab BVK)
2.	JJ Cluster, Press Area	500	BVK at JJ Cluster, Press area behind Old Secretariat
3.	Migrant Communities residing in and near Old Chandrawal Road	500	BVK at Old Chandrawal near Transformer Magazine road.
4.	Ambedkar Basti	500	BVK No. 3, RK Puram
	Total	2,000	

Note: The above list of BVKs is not an exhaustive list of locations wherein the Child Well Being Centres will be set up. The same may increase depending upon requirement as well as location.

2. Objective

The Commission aims to set up these Child Well Being Centres as one stop centres for rehabilitation and well-being of children residing in the community. By enrolling the community children in these child well-being centres, these children can be provided with the care and support they require, not only with respect to substance de-addiction but with an aim of

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achieving holistic development and reintegration of the children in mainstream society.

3. Outcomes expected

Following are the outcomes that these centres will focus on achieving over a period of one year:

S.no	Outcomes
	PRIMARY
1	Number of children enrolled in BVK child well-being centres & their attendance rates
2	Number of children enrolled in schools/anganwadis & their attendance rates
3	Percentage of enrolled children who attain foundation literacy and numeracy learning outcomes
4	Number of children recovered from substance abuse addiction via medical treatment and rehabilitation measures
	SECONDARY (NEED BASIS)
5	Number of children assisted with immunisation, disability medical intervention and SAM or MAM medical intervention
6	Number of children whose aadhaar cards are created
7	Number of children whose bank accounts are created
8	Number of children enrolled in different financial assistance or ration related welfare schemes
9	Number of children enrolled in skill training/digital literacy programs

Note: In the pursuit for the expected outcomes of the project to be met, following is the process:

D. Process of Selection:

The Commission invites Request for Proposal (RFP) from reputed organisations and NGOs devoted to the espousal of the cause of child rights, for undertaking the set-up, management and functioning of these Child Well Being Centres.

The last date for receipt of the RFP is **30 September 2022**

E. Roles and Responsibilities of the Selected Agency

The partner agency would be responsible for the establishment and operationalisation of the Child Well-Being Centres. Following shall be some of the key responsibilities of the selected agency:

1. Day to day functioning of the child well being centres and providing all the services mentioned in Section F. It shall be the responsibility of the selected agency to ensure that the centres function smoothly and sustainably without any delays or closures.
2. Development of service modules and set-up of the centre with the required human resources, physical assets and systems and processes required.
3. Upkeep and maintenance of the centre and ensuring safety and security of it too.

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F. Service Modules of the Child Well Being Centre

1. The Child Well Being Centre will be functional from **9:00am to 5:00pm** on all days **except Tuesdays** and those marked as Public Holidays as declared by the State Government.
2. Each Child Well Being Centre shall comprise of the following service modules:

S.no	Service Module	Details
1.	Education	<ul style="list-style-type: none"> • To ensure all children are enrolled in schools, and they attend and learn at their respective schools. • To address learning gaps, the centres will run DCPCR's flagship foundational literacy and numeracy program to drive learning outcomes. • For children having attained foundational skills, a basic learning centre enabling children with a safe space and supervision to complete school home-work, and engage in other learning activities such as library books, board games, art, etc.
2.	Counselling	<ul style="list-style-type: none"> • A full-time counsellor shall be stationed at the centre for counselling sessions (group and individual) for the children in the community. The counsellor shall also conduct family counselling sessions on a need basis.
3.	Medical Service	<ul style="list-style-type: none"> • Appointment of an on-call doctor who shall hold appointments at the centre twice a week (for half a day) and be available in cases of emergencies. • The doctor shall also conduct monthly routine health check ups for all the children in the community, especially those engaged in substance abuse or have disability or are SAM/MAM.
4.	Digital literacy courses and access to employment/educational opportunities	<ul style="list-style-type: none"> • Appointment of a full-time teacher who teaches digital literacy courses and supports young adults with employment /educational online applications. The program shall also focus on assisting young adults to get jobs through institutional partnerships.
5.	Aadhaar card, bank account and scheme enrollment desk	<ul style="list-style-type: none"> • Appointment of community engagement officers to set-up support desks twice a week and assist in aadhaar card, bank account and scheme enrollments (end-to-end).
6.	Community well-being Outreach	<ul style="list-style-type: none"> • The select agency shall conduct regular community outreach activities so that the community in which the centre is located is aware of the service, and is able to utilise it fully.

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Note: The above list of services is not an exhaustive list of services but an indicative one of that shall be provided at the Child Well Being Centres. The same may increase or decrease depending upon requirement.

G. Human Resource Requirement

Below is the human resource requirement per Child Well Being Centre:

S.no	Requirement	No. per BVK
1.	Caretaker for the BVK	01
2.	Centre incharge	01
3.	Centre teacher	01
4.	Digital literacy teacher/facilitator for scheme enrollment	01
5.	Community engagement officer	04
6.	Counsellor	01
7.	On-call doctor (twice a week for half a day each)	01
8.	Support staff	01
	Total	11

Note: The above list of human resource requirements is not an exhaustive list of requirements that shall be provided in a Child Well Being Centre. The same may increase or decrease depending upon requirement.

H. Timelines for Project Implementation

Timeline	Deliverable
1 week from Signing of Contract	Inception Report including: 1. Project plan and timelines for implementation 2. Development of service modules 3. List of resources for setting up the Child Well Being Centres
4 weeks from Signing of Contract	Setup of partially functional Child Well Being Centres
6 weeks from Signing of Contract	Setup of fully-functional Child Well Being Centres
7 weeks from Signing of Contract	Launch and operationalisation of Child Well Being Centres
8th week onwards, from Signing of Contract	Monthly/Fortnightly progress report

	submission, as decided by the Commission
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In any case, the timelines are not adhered to, strict action will be taken by the Commission and penalty will be incurred as per clause K.C.3 (b).

I. Roles & Responsibilities of DCPCR:

1. DCPCR shall facilitate in providing the necessary approvals and setting up partnerships with different government stakeholders, that may be required for the dissemination of the services modules.
2. Participate in key stakeholder partnerships and discussions along with the selected agency.
3. Work with the selected agency for design and development of the service modules for the Child Well Being Centres.
4. Monitor and evaluate the progress and functioning of the centres.
5. Conduct review meetings at regular intervals to discuss the work done by the engaged agency.

J. Eligibility Criteria of the Agency

This opportunity would be made available to reputed recognised NGOs/NPOs/CSOs which are associated in any manner with any aspect of protection and promotion of human rights, primarily child rights, and which is not run for profit. The selected agency should have:

Eligibility Requirement	Documentation Required
<ol style="list-style-type: none"> 1. The agency should have been registered/incorporated at least three years before the deadline date. 2. The agency should have an office in Delhi or NCR. 3. The agency shall not run on profit 	<ul style="list-style-type: none"> • Copy of registration / incorporation should be submitted along with the PAN number of the agency. • Last three years of audited statements.
<ol style="list-style-type: none"> 4. At Least 3 years of experience in running daycare centre/shelter home/child care institution/ learning centre/ schools/ early childhood care centre/ centres for supporting government schemes/entitlements/policy related documentation. 	<ul style="list-style-type: none"> • Documentary proof that establishes the requirement. • Self declaration of the eligibility requirement stated, on organisation's letterhead
<ol style="list-style-type: none"> 5. The Bidders must not have been blacklisted for non completion of awarded 	<ul style="list-style-type: none"> • Self- declaration on organisation's letterhead

work/foreclosure/debar/disqualification/deregistration/suspension/forfeiture of Bid Security by Central/State Government/any Government's agency in the last three years which is in operation till the date of award of work	
6. The Project Manager (or any other title used for person in-charge of the study / project) should reside/work or be willing to relocate in Delhi or NCR	<ul style="list-style-type: none"> Undertaking that all staff deputed for the Centres shall reside in Delhi/NCR
7. Earnest Money Deposit (EMD)/ Performance Bank Guarantee (PGM) at the rate of 10 percent of the total cost of the project will have to be submitted to the commission at the time of awarding the contract.	<ul style="list-style-type: none"> Payee Demand Draft/Fixed Deposit Receipt/Bankers Cheque/Bank Guarantee The bid security is normally to remain for a period of forty five days beyond the final bid validity period.
8. The agencies must be willing to sign a fidelity bond in respect of the project at the contract stage as per standard norms.	-
9. The agency/organisation should have sufficient funds to run the centre for 3 months. While every effort shall be made for timely payments, financial health is critical to ensure the services do not come to halt for minor delays.	

K. Selection Criteria and Scoring Rubric

The selection process will be done in a two bid system, which is to be submitted as given in section P of the document.

The bid will be on the basis of a technical and financial bid in the standard QCBS methodology.

Following is the overall summary of the scoring weightage:

S.No.	Parameters of Scoring	Maximum Score
A.	Technical Bid	
A.1	Evaluation of prior work experience	10

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A.2	Qualitative Evaluation of existing projects undertaken	15
A.3	Evaluation of proposal presentation and agency by Expert Committee	45
	Sub-Total (1+2+3)	70
B.	Financial Bid	30
	Total (A. + B.)	100

K.A. Technical bid (70 percent weightage):

K.A.1 Evaluation of prior work

S.No.	Parameters of Scoring	Maximum Score	Documents Required
1	<p>Prior experience in running a day care centre/ shelter home/Child care institute// learning centre/ schools/ early childhood care centre/ centres for supporting government schemes/entitlements/policy related documentation.</p> <p>:</p> <ul style="list-style-type: none"> • 3-4 years • 4-5 years • 5-6 years • 6 and more years 	<p>1</p> <p>2</p> <p>3</p> <p>4</p>	Documentary evidence of the work undertaken for the declared number of years.
2	<p>Having worked on projects related to children in street situations/substance abuse</p> <p>Note: The organisations shall be evaluated by an expert committee and marks will be awarded accordingly based on the project model running, the beneficiaries impacted by the work directly or indirectly, depth of understanding the issue, and approach taken to tackle the issue. This is subject to a maximum of 2 marks. In case the submission does not entail and outline the same, the committee may award zero marks for the same. The decision of the expert committee shall be final in all aspects.</p>	<p>2</p>	Documentary evidence of the work undertaken.

3	Having prior experience in running a similar programme in collaboration with the government (paid/unpaid) <ul style="list-style-type: none"> • 1 engagement • 2 engagements • 3 engagements • More than 3 engagements 	1 2 3 4	Documentary evidence of the work undertaken (MoU/Letter of engagement/Work Order)
	Total	10	

K.A.2 Qualitative Evaluation of existing projects undertaken

S.No.	Parameters of Scoring	Maximum Score	Documents Required
1	The scoring will be done based on the following parameters: <ol style="list-style-type: none"> 1. Project Model 2. Outcomes/impact generated 3. Beneficiaries Impacted 4. Duration and sustainability of the project 	15	<ul style="list-style-type: none"> • Brief summary of all the relevant projects, including details on the project model, issue addressed, approach, target outcomes, impact generated, number of beneficiaries impacted, duration and sustainability of the project, etc. • Documentary evidence of the work undertaken
	Total	15	

Note: The organisations shall be evaluated by an expert committee and marks will be awarded accordingly based on the project model running, the beneficiaries impacted by the work directly or indirectly, depth of understanding the issue, and approach taken to tackle the issue. This is subject to a maximum of 15 marks. In case the submission does not entail and outline the same, the committee may award zero marks for the same. The decision of the expert committee shall be final in all aspects.



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K.A.3 Evaluation of proposal presentation and agency by Expert Committee

S.No.	Parameters of Scoring	Maximum Score	Documents Required
1	Profile Evaluation of the Project Manager <ul style="list-style-type: none"> • Prior experience of working with children, especially with those in vulnerable situations such as Substance Abuse and Street Children. • The project manager should have background (work experience and/or academic) in psychology/social work/sociology and preferably have some legal understanding 	10	Detailed CV of the Project Manager
2	Proposal Presentation	35	Outline/structure for the proposal has been placed as Annexure B
	Total	45	

Note:

1. The Commission reserves the right to modify the proposal of the selected agency to align closely with the objective.

K.B. Financial bid (30 percent weightage):

1. The agency, in their financial proposal (exclusive of taxes), must include a breakdown of all costs that are to be charged to DCPCR (based on monthly reports and other deliverables). This includes estimated number of working days, all administrative costs, local travel costs, human resource cost, as well as any additional requirements needed to run the project or that might have an impact on cost or delivery of the project.
2. Taxes would be applied as per the prevailing policy of the Central Government.
3. If the contract is extended for the 2nd year, the costs would be increased in proportion to meet additional expenses such as increase in minimum wages, inflation, etc. No further funds shall be granted for the second year. *The agency must provide the overall cost of one year in the financial proposal.* Submitted proposals will be assessed using the Quality and Cost Based Selection (QCBS) method.

**Formula to calculate score a financial bid= Lowest financial bid/
Financial bid*100**

K.C. Overall financial and technical bidding process details:

1. All requests for proposals will be considered according to the technical (70 marks) and financial (30 marks).
2. The contract shall be awarded to a bidder obtaining the highest combined technical and financial scores. Proposals not complying with the terms and conditions contained in this EOI, including the provision of all required information, may result in the proposal being deemed non-responsive and therefore not considered further.
3. Any bid that does not follow the guideline is liable to be rejected.

L. Right to Reject

The Commission reserves the right to reject all the bids at any stage of the bidding process without assigning any reason.

M. Penalty and Termination:

The Commission reserves the right to penalise the agency and can invoke the security deposit if the performance of the selected vendor is not found upto the mark. Further, for failing to adhere to the timelines of the different stages, penalty at the rate of 2% of the due cost of that stage can be levied upon the vendor by DCPCR. In case the quality of work by the selected agency is found repeatedly unsatisfactory, the contract can be terminated by DCPCR. DCPCR reserves the right to withhold payment and consolidated output until the agency provides satisfactory quality output as reviewed by DCPCR.

N. Resolution of dispute(s):


The agreement shall be governed by and construed in accordance with the law of India. Any dispute or difference in relation to or arising out of this Agreement or the interpretation thereof shall be resolved initially by mutual discussion. In case it remains unresolved, arbitration under the provisions of Arbitration and Conciliation Act, 1996 along with its amendment from time to time will prevail upon.

Arbitrator(s) would be appointed by both the parties with mutual understanding and consent. In case both the parties fail to agree on the selection of arbitrator(s), DCPCR will appoint the arbitrator(s).

The language of the arbitration shall be in English. The place of the Arbitration shall be New Delhi.

The award given by the arbitrators upon such references shall be final and binding upon the parties, and each party shall bear its own expenses in relation to such arbitration proceedings.

O. Jurisdiction of courts


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The Jurisdiction for all purposes including litigation shall be the courts in the National Capital Territory of Delhi exclusively.

P. Procedure For Submission Of Project Proposal

- The eligible institutions may submit a soft copy of their **project proposal** in the prescribed format through email at dcpcr@hotmail.com latest by **30 September up to 5 pm** with a subject line of "Proposal for Child Well Being Centres".
- Technical and financial proposals must be submitted as different attachments in the same email, clearly named Technical Proposal and Financial Proposal (in pdf version).
 - The agency will need to submit a summary of the past relevant projects and other relevant documents (list of requirements stated in Section J and Section K). A checklist of additional documents required to be submitted has been given in Annexure A which should be the first page of the technical bid proposal. The outline/structure for the presentation proposal has been attached as Annexure B. A forwarding letter to be sent with the proposal has been attached in Annexure C.
 - **The pdf file of the financial proposal must be password protected.** Passwords of the financial proposal will be asked only from the shortlisted agencies (shortlisted from technical proposals) via a separate email by DCPCR.
 Note: In case the pdf is not password protected, the bid is liable to be rejected.
 - No financial information should be contained in the technical proposal. Mention of any financial information in a technical proposal makes it liable for rejection.
- Proposals received after the deadline SHALL NOT be considered in the procurement process of this assignment.
- The bidders may submit their queries, if any, through email on the email id: dcpcr@hotmail.com. The last date for **submission of queries** is **07 September 2022**. The query title should be "DCPCR RFP query". Queries received after the deadline will not be entertained.
- The Corrigendum(s) & clarifications to the queries from all agencies will be published on the DCPCR's website, if any.
- DCPCR will hold a **pre-bid meeting on 08 September 2022** at 12pm at **DCPCR Office: 5th Floor, ISBT Building, Kashmiri Gate, Delhi-110006**
- To provide prospective bidders reasonable time for taking the corrigendum(s) into account, the commission may, at its discretion, extend the last date for the receipt of the proposals.

Q. Key timelines:

1. Last date for emailing queries to DCPCR: 07/09/2022
2. Pre-bid meeting: 08/09/2022 at **12 pm**
3. Response to Pre Bid queries /objections/suggestions: 09/09/2022
4. Last date for submitting proposals: 30/09/2022 at **5 PM**
5. Opening of technical proposals and presentation: 07/10/2022
6. Opening of financial proposal: 09/10/2022
7. Awarding of contract: 12/10/2022

The timelines are tentative and can be changed.

R. Contract Period

The agency will initially be offered a contract for 12 months; however, it may be renewed for an additional period of 12 months depending upon the performance evaluation of their work in the first 12 months. The renewal will also depend upon the need of the Commission, which reserves its rights not to renew the contract and the selected agency, thus, shall not claim any renewal of the contract.

S. Payment Schedule

Payment to the agency shall be made as per the payment schedule and terms and conditions mentioned in the contract/letter of award. Each month based on the submission of the report, 1/12th of the amount shall be released. Please note:

1. Applicable service tax/ GST/ any other tax would be paid as per the prevalent rates on the date of invoicing.
2. The original bill/invoice for the services rendered must be furnished by the agency as per the terms and conditions contained in this document.
3. DCPCR shall consider and approve the invoices and the related deliverables based on its approval process prior to release of payment
4. In case of delays or defaults on the part of the agency, final right to withhold any disputed payment due to the agency shall lie with DCPCR.
5. To facilitate the project starting, if projected by the agency, DCPCR may give 10% of the total budget as advance subject to production of bank guarantee of the equivalent amount by the agency. This shall be adjusted for the monthly payment accordingly.

T. Interim Progress Reports

The Project Manager would be required to submit the interim progress reports to the Commission at regular intervals, as decided by the Commission. If need be, the project manager may be required to make a presentation before the Commission on the progress of work every month from the sanction of the project.

U. Changes In The Terms Of Reference (ToR)

1. No change should be made in the Terms of Reference of the contract without prior approval of the Commission. The agency will report in writing to the Commission about the changes, if any, it intends to make in the TOR for the project. Further, it may be noted that the terms of reference of the project may be changed after awarding of the contract, based on the mutual agreement of both DCPCR and the selected agency as a supplementary agreement validating the ToR.
2. The Project Manager and core team members working on the project should not be changed without the prior approval of the Commission. However, if the Project Manager or core team members associated with the project leave the Institution/ agency at any stage after the commencement of the project, the project may be continued by appointing a new team member by the institute, with prior written approval of the Commission. Such a request should, however, be timely sent to the Commission.
3. The agency may be suggested to make the desired changes/modifications which do not have any kind of financial and/or legal implications on the Terms of Reference. A

Sanction Letter or Contract together with the Terms of Reference (ToR) would be issued after approval of the project which would indicate:

- Title and objectives of the project
- Duration and schedule of setting up of the Centres
- Outline of the tasks to be accomplished and the deliverables expected
- Budget, payment schedule, deliverables and other conditions of assistance, etc.

V. Privacy and Security

1. The data of the children in the Centres belongs to DCPCR and shall not be shared with any other agency or be used by the organisation for any other purpose.
2. All personnel must strictly adhere to child protection policy, breach of which would be liable to strict action.

W. Settlement Of The Project Account

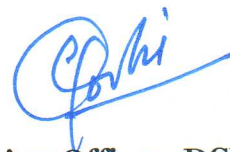
1. The Project Manager of the selected agency is required to settle the project account immediately on completion of the project. In case the balance grant, if any, is not claimed within six months from the date of completion of the project, the selected agency needs to cite reasons clarifying the reasons for default which if found unsatisfactory the Commission has the right to reject and the same will stand lapse.
2. In case a separate bank account has been opened solely for the purpose of the project, the same shall be closed after completion and settlement of the project and the unutilized balance, if any, shall be refunded forthwith to the Commission.

X. Other Conditions

1. The progress report and final report should be in English.
2. The Project Account will be open for scrutiny by DCPCR or its representatives at any time.
3. The agency will not accept any financial assistance from any other source(s) for the same project assigned under the scheme by DCPCR, if so happens the payment will be reduced from the Commission.
4. The persons engaged in the project shall not be treated as the employee of the Commission in any manner.
5. The Project Manager will consult DCPCR on the final model for the functioning of the Child Well Being Centres.
6. In case of non-compliance of terms and conditions as laid down in the sanction letter, or in case of the unsatisfactory progress of the work or any irregularities, it will result in the forfeiture of the payment of the running month and will also be subject to cancellation.



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Section Officer, DCPCR

Annexure A: Checklist of documents For the Child Well Being Centre Project

S.No.	Contents	Details
1.	Name of NGO/NPO/CSO	
2.	Complete Address with Pincode	
3.	Phone No. and Email id	
4.	Fax No.	
5.	Type of NGO/NPO/CSO	
6.	Name of Act under which registered	
7.	(a) State where registered (b) State where working	(a) (b)
8.	Whether has an office in Delhi	
9.	Date of registration	
10.	Registration valid upto	
11.	Registration No. (Attach copy of Registration)	
12.	Organization PAN (Attach copy)	
13.	Name of Chief Functionary with contact details	
14.	Name of Chairperson with contact details	
15.	Name of Secretary with contact details	
16.	Name of Treasurer	
17.	Umbrella/Parent/Organization	
18.	Website/URL of applicant NGO	
19.	FCRA Registration Certificate, If available (attach copy)	
20.	Status of registration under 12A of the Income Tax Act (attach copy)	
21.	Status of registration under 80G Of the Income Tax Act (attach copy)	


22.	Annual Report of the Organization 2019-2020, 2020-2021 and 2021-22	
23.	Annual Audit Reports of the organisation 2019-2020 , 2020-2021 and 2021-2022	
24.	If ever received a grant or receiving grant from any Govt./PSU/Agency. If yes, specify the Government agency from which the grant was received, amount received, timeline of project and details of the project (Brief Description)	
25.	List of key activities/advocacy/Programmes/workshops/ Research studies/Awareness Campaigns/Seminars/Conferences/Projects etc. In each of the listed theme areas that have been applied for (Maximum- 3 page description for each theme area, in brief. The description must involve the goals, Principle Processes, previous experiences and outcomes expected)	
27.	All Documents specified in the eligibility Requirement (Section J) and Technical Bid scoring section (Section K)	

Signature with Stamp

Name

Designation

Date


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Annexure B: Outline/Structure For Submission Of Technical Proposal Presentation For the Child Well Being Centre Project

1. Information about the agency/organisation: 1 -2 pages including name, address, contact information, category of institution, etc.

i. Organisation structure

ii. Details of any similar project being run by the agency/organisation.

2. Description of proposed module for the Child Well Being Centres: This is the main component of the technical part of the proposal. Please describe in the following sections:

i. Introduction/background: title of the project, origin of the problem, current situation, challenges, gaps and good practices, if any in relation to the scope of the study.

ii. Strategy and implementation plan:

- Explain your understanding of the objectives/goals of the project;
- Describe the proposed strategy and implementation plan for the project; give reason/s for proposing a particular strategy and its implementation.

iii. Risk assessment and mitigation measures: Identify the potential risks, difficulties in carrying out the project and the measures to be adopted to manage the potential risks; also identify potential limitations.

iv. Proposed agency and staffing for the project: Indicate the lead person and other team members responsible for the project along with their CVs and years of experience in similar projects, proposed qualifications and background of human resources who will be deployed for the project along with their roles, will the proposed staff be an employee of agency or temporary staff, give details in a table.

v. Setup of centre and its resources: Indicate how the child well being centres will be established at the allotted Bal Vikas Kendras, DUSIB, including the physical assets and facilities that will be required for setting up a fully-functioning centre and the systems and processes that will be followed for the functioning and monitoring of the centres.

vi. Deliverables and proposed timeline: Define the end products and give a timeline for the entire scope of work, including review and reporting.

vii. Any other information in support of the proposal which may be helpful in evaluation.

(Please note that this is only the outline/structure of the technical proposal. Do not cut and paste from this format. DCPCR seeks to know your understanding of the issue, objectives and scope of work together with the strategy and implementation plan being adopted.)



DELHI COMMISSION FOR PROTECTION OF CHILD RIGHTS
GOVT. OF NCT OF DELHI
5TH FLOOR, ISBT BUILDING, KASHMERE GATE, DELHI-110006

Annexure C: Forwarding Letter

To,
The Secretary, Delhi Commission for Protection of Child Rights,
Government of NCT of Delhi, 5th Floor, ISBT Building, Kashmiri Gate, Delhi-110006

Dated:

Subject: Proposal for undertaking the project on _____.

Sir,

I am glad to forward herewith a proposal for undertaking the project on _____.

The project is proposed to be completed over a period of _____ months/ years. Mr./ Ms./ Dr. who is working as _____ in this institution w.e.f. _____ will be the Project Manager for this project.

I certify that this institution will provide all the facilities and infrastructure for the completion of the project and undertake as follows:

(a) The Institution/Organisation is approved under (Please mention applicable Section/ Act) and is fit to receive grants from the Central/ State Government and other funding agencies.

(b) The agency agrees to abide by all the terms & conditions, guidelines of the scheme, and any subsequent revision/ changes therein.

(c) The project shall be completed within the stipulated period. If the Commission is not satisfied with the progress of the project, it may terminate the project immediately and ask for the refund.

(d) The basic facilities such as Computer/ required software/ library/ telephone/ fax/ photocopier, etc., will be provided by the institution. However, the operational cost for these facilities/ activities will be met from the institutional charges sanctioned under the Project.

(e) The Project Manager will continue to work in the institution till the completion of the study/ project. In case the Project Manager leaves without completing the project, the institution will take full responsibility to complete the project as per the existing terms and conditions.

(f) The institution will take full responsibility for monitoring the progress of the project, sending progress reports and utilisation certificates, etc. in the prescribed formats and ensuring proper and timely implementation.

(g) The institution will take full responsibility to ensure that the projects will be original and without any plagiarism.

(h) It is also certified that our institution has not been blacklisted by any authority/Central/State Government /NGO, etc.

Details of documents enclosed are given in the attached Check-list.

Signature, Name and Stamp of the Head of the Institution



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