

## INDICATIVE TERMS OF REFERENCE (ToR) FOR ENGAGEMENT OF FACILITATING NON-GOVERNMENTAL ORGANIZATION (FNGO)

Animal Help Line facility with ambulance service is implemented in the Sambalpur District Society for Prevention of Cruelty to Animals (SPCA) through the Chief District Veterinary Officer (CDVO) cum Member Secretary, in order to provide emergency veterinary care to stray and destitute animals.

In order to support the implementation of the Animal Help Line Programme, involvement of a civil society organization having expertise in animal welfare activities is being engaged. Accordingly, District Society for the Prevention of Cruelty to Animals (SPCA) Sambalpur District invites Expression of Interest (hereinafter called "Eoi") from Non-Government Organisations (NGOs) with prior experience for engagement as Facilitating NGO (FNGO) for supporting the District Society for the Prevention of Cruelty to Animals (SPCA) Sambalpur, District for implementing Animal Help Line activities.

The FNGO will submit the Eoi in the office of the Chief District Veterinary Officer, Sambalpur on or before 27.12.2021.

The engagement will be valid for a period of two years from the date of signing of MoU by Society for the Prevention of Cruelty to Animals (SPCA), Sambalpur District and FNGO, subject to satisfactory performance by the FNGO.

### 1. SELECTION PROCESS OF FNGO:

The selection of the Facilitating Non-Government Organization (FNGO) will follow a two stage process. Firstly, the applicant NGOs will be shortlisted based on their capacity and experience on undertaking animal welfare activities. The shortlisted NGOs will be called for to make a detailed presentation on their past experiences in implementation of programmes and also on their proposed action plan for supporting the Animal Help Line activities in Sambalpur Municipal Corporation/ Municipality area.

The qualifying criteria and prioritization criteria for evaluation are as follows:-

#### 1. QUALIFYING CRITERIA

- i. Registered body under the Societies Registration Act of 1860 (20 of 1860) or any other corresponding law for the time being in force and which is recognized by the Animal Welfare board of India.
- ii. Having minimum 3 years of experience in implementing Animal Welfare Activities along with social mobilization, awareness programme.
- iii. The agency should not be blacklisted by the Govt./Govt. bodies.

#### 2. HUMAN RESOURCES

The FNGO will provide the following personnel for supporting the implementation of the Animal Help Line activities.

Personnel	Number of Personal
Veterinary Doctors	02
AHL Assistant	02
Attendant	02

### 3. TERMS & CONDITIONS FOR PROVIDING MANPOWER BY FNGO

- i. The engagement of FNGO and its continuance of engagement is based on the appraisal of its performance by the Society for Prevention of Cruelty to Animals (SPCA), Sambalpur District against deliverables Animal Help Line Programme.
  - ii. The personnel engaged by the FNGO cannot claim any right to a regular appointment at any time in the Society for Prevention of Cruelty to Animals (SPCA), Sambalpur District./F&ARD Department.
  - iii. During the tenure of engagement, the manpower provided by FNGO shall abide by the rule, regulations, conditions prescribed by the Member Secretary of the Society for Prevention of Cruelty to Animals (SPCA), Sambalpur District.
  - iv. During the period of engagement in the project, the personnel provided by the FNGO shall be required to work and attend the duties as may be assigned by the nodal officer for AHL programme.
  - v. The personnel shall be entitled to a maximum of 10 days of leave in a year with prior approval of the Nodal Officer. Any unauthorized absence shall attract proportionate deduction from the consolidated monthly remuneration.
  - vi. In the event of unauthorized absence or any other misconduct by the personnel deployed by the FNGO, such Personnel shall immediately be replaced.
  - vii. The FNGO shall be held responsible for any loss sustained by the Society for Prevention of Cruelty to Animals (SPCA), Sambalpur District./F&ARD Department through fraud or negligence on the part of the personnel deployed by the FNGO.
    - a) Upon termination of the FNGO engagement, personnel shall be liable to handover all the assets and records in their possession to the Nodal Officer.
    - b) The personnel deployed by the FNGO shall not take up any assignment during the period of engagement.
4. Minimum qualifying criteria for deployment of manpower for AHL programme by the FNGO
- A. Veterinary Doctor
    - i. Graduate in Veterinary Science and Animal Husbandry from a recognized College/University.
    - ii. Registered and valid practitioners of Orissa Veterinary Council.
    - iii. Age not above 65 years.
  - B. AHL Assistant
    - i. Candidates having plus two with 2-year Diploma in Animal Sciences from a recognized educational institution.
    - ii. Age not above 55 years.

OR

- i. The candidate must have passed plus two vocational courses in field of Animal Husbandry /Dairy/Poultry/Animal Production from a recognized educational institution.
- ii. Age not above 55 years
- C. AHL Attendant
  - i. candidate should have passed 10<sup>th</sup> + from a recognized educational institution.
  - ii. Age not above 55 years.
  - iii. Should be physically fit to work in the field.

#### 4.1 Monthly Remuneration

Personnel	Remuneration
Veterinary Doctor	Rs.50,000/-per month inclusive of statutory charges
AHL Assistant(with 2-year Diploma in Animal Sciences)	Rs.22,000/-/-per month inclusive of statutory charges
AHL Assistant (with plus two Vocational Courses)	Rs.20,000/-/-per month inclusive of statutory charges
AHL Attendant	Rs.10,000/-/-per month inclusive of statutory charges

#### 5. Job Description & Responsibilities

##### A. Job description of veterinary Doctor

- i. He/She will attend duty at veterinary dispensary/veterinary hospital on a 8 hourly shift basis and offer animal health care services to stray and abandoned animals under Animal help line.
- ii. provide follow up treatment of sick/injured animals being rescued or attended under AHL.
- iii. plan and organize vaccination campaign for FMD vaccination in stray animals in Municipal Corporation/Municipalities/NAC area being covered under AHL
- .iv. Supervise receiving and recording of calls in call register.
- v. Train the AHL Assistant and other staff attached to Animal help Line in receiving and recording of calls etc.
- vi. Facilitate proper disposal of carcasses in coordination with SMC/Municipality/NAC etc.
- vii. He/She will sign the log book of vehicle.
- viii. He/She will report to AHL Nodal Officer for any issue relating to Animal Help line or ambulance service.
- ix. Redressal of complaints if any of the citizen.
- x. Maintenance of stock and utilization of medicine

- xi. Rescue of sick animals in Municipal Corporation/Municipality/NAC area being covered under AHL for treatment.
- xii. Submit monthly report to Nodal Office as identified by CDVO regarding progress of Animal Help Line.
- xiii. Any other job assigned as and when required by Nodal Officer AHL/CDVO for smooth functioning of Animal Help Line.

**B. Job description of AHL Assistant.**

- i. He/She will work in close coordination with the veterinary Doctor in the Animal Help Line.
- ii. He/she will assist in treatment of Animal help line cases in field.
- iii. He/she will take up vaccination of stray animals against F.M.D.
- iv. Prepare report return of AHL.
- v. He/she will follow up of treatment of AHL cases in field under the direct supervision of veterinary doctor.
- vi. He/she will assist in rescue of sick animals, such as stray Bulls/Cows/Dogs etc. for treatment/operation at veterinary hospital etc.
- vii. receive and maintain data base of all calls entertained under Animal help line.
- viii. He/she will maintain stock and store at AHL unit.
- ix. He/she will keep a track on daily calls made to Animal Helpline services and follow up.
- x. He/she will report to Veterinary Doctor directly and Nodal Officer, Animal Help line for day to day routine jobs.
- xi. Any other job assigned as and when required by veterinary doctor/nodal Officer/CDVO for smooth functioning of Animal Help Line.

**C. Job description of Attendant engaged under AHL**

- i. Work in close coordination with the Veterinary Doctor and AHL Assistant in the Animal Help Line as a team.
- ii. Undertake restraining of animals for treatment of Animal Help Line cases.
- iii. Take up vaccination of stray animals against F.M.D. in the area of operation of AHL.
- iv. Undertake follow up of dressing of wounds of sick and wounded animals etc.as per the advice of veterinary doctor.
- v. Assist in rescue of sick animals,such as stray Bulle/Cows/dogs etc.for treatment/operation at veterinary hospital.etc.
- vi. will report to Veterinary Doctor directly and nodal Officer,Animal Help Line for day to day routine jobs.

vii. any other job assigned as and when required by Veterinary Doctor /Nodal Officer AHL/CDVO for smooth functioning of Animal Help Line.

**6.REMUNERATION & ADMINISTRATIVE COST:**

The FNGO will be paid on monthly basis by the Society for the Prevention of Cruelty to Animals (SPCA) towards remuneration of personnel deployed along with management and administrative charges by the Member Secretary district SPCA. The payment will be released on submission of performance Appraisal report along with Absentee statement every month by Nodal Officer,ABC/AHL Program.The total payment will be released directly to the bank account of the FNGO.

## APPLICATION FORMAT

1.	a. Name of the Organization	
	b. Abbreviation name of Organization, if any	
	c. address of Organization	
	Mailing and correspondence Address	
	d. contact person	
	Name	
	Designation/title	
	Telephone No.	
	Email	
	(i) Is the organization registered: Yes/No	
	(ii) If yes, under which act: Society Act/Trust Act Company(Section-25) Act or Any Other(attach a copy)	
	iii) Year of Registration	
	(iv) Since how long it is operational(No of years)	
	(v) Whether organization is registered under FCRA: yes/No	
	(vi) Whether it is registered under Income Tax (Yes/No)	

## 1. Give Details of Board Members (Current Status)

Name	Address	Position/Designation

## 2. Annual Turn Over for last 3 years

Year	Turn over Rs. In lakh
2017-18	
2018-19	
2019-20	

Copies of Audited Annual Reports, Income-Expenditure statement & Balance Sheet to be enclosed

## 3. Details of professional experienced Staff

Area of Expertise	Name of staff	Qualification	Yrs. Of Experience

## 4. Details of Experience in implementing Animal Welfare Activities in Odisha

Sl No.	Name of Scheme/Program	Area of implementation	Activities undertaken	Total Fund utilized in Rs.

Signature of the Authorised signatory

**Appendix-B**

**DECLARATION BY THE FNGO**

3. I have read and understood the terms and conditions relevant to Expression of Interest (Eoi) vide advertisement No        Date        and submitted the proposal in accordance with the terms and condition of the above mentioned notification.
4. 2. The information furnished in the proposal are true and factual and clearly understand that our proposal is liable for rejection, if any information furnished is found to be incorrect and not factual at any point of time without assigning any reason thereof and Member Secretary, District SPCA/CDVO,Sambalpur will have right to initiate any action as deemed fit.

Place:

Signature:

Date:

Name:

Designation:

Seal of the Organization:

## Appendix-C

List of Documents to be submitted along with Application Form

Sl No.	Documents
1	Copy of Registration Certificate of the Agency
2	Copy of the FCRA Registration No.(If Yes)
3	Copies of Audited statement of Accounts, Balance Sheet and Income- Expenditure returns for last three years
4	Bio-data of the staff members of the existing professional staff and copies of certificates of their qualification.
5	Copy of agreement/Work order for implementation/facilitation of schemes on Animal welfare activities ( Relevant past achievements-It may include the types of Animal welfare activities implemented by the FNGO, Coverage area and their Achievements(physical & financial),publications, Success story etc.)
6	Proof of Address of Office ( Copies of telephone bills, electricity,etc)

Tentative Criteria for selection of FNGOs

Sl.no	Parameter	Range	Marks	Maximum Marks
1	Annual average turn over for last 3 years	<Rs.2lakhs per annum	2	10
		Rs 2-5lakhs per annum	4	
		Rs.5-10lakhs per annum	7	
		>Rs.10 lakhs per annum	10	
2	Infrastructure(Office Premises	No Office	0	10
	Office establishment	Office with minimum Furniture	5	
		Office with computer,Internet,Telephone etc	10	
3	Number of existing experienced professional staff	No experienced staff available	0	20
		Social development professional,graduate	5	
		Support staff for Computer Operation	5	
		Animal Welfare Expert,Graduate	5	
	Other professional expert >2	5		
4	Experience of implementing Animal Welfare Activities	0-2 years	2	20
		2-4 years	6	
		4-6 years	10	
		6-10 years	14	
		10 years	20	
5	Experience of implementing other Government sponsored projects	Nil	0	10
		1-2 projects	2	
		3-5 projects	5	
		6-11 rojects	10	
		>10 projects	15	
6	Presentation by the Agency regarding experience in taking up Animal Welfare activities		15	30
	Regarding plan of action for facilitating Animal Welfare Activity – ABC Program & Animal Help Line		15	