



Chief District Veterinary Officer – cum - Member Secretary, District SPCA, Cuttack
Tel. Ph. No.- 0671-3559236//e-Mail ID: cdvocuttack@gmail.com

Letter No. 733 Date 13.02.24

Invitation for Expression of Interest (Eoi) for engagement of Facilitating Non-Govt. Organization (FNGO) for supporting Animal Welfare Activities in Cuttack District.

The Member Secretary, District Society for Prevention of Cruelty to animals (SPCA)-cum-Chief District Veterinary Officer, Cuttack (hereinafter called "CDVO", Cuttack) invites Expression of Interest (hereinafter called "Eoi") from Facilitating Non-Government Organizations (FNGOs) having prior experience of working as FNGO/NGO to support Animal Welfare Activities in Cuttack District.

The engagement will be valid for period of two years from the date of signing of MoU between District SPCA, Cuttack and selected FNGO, subject to satisfactory performance by the FNGO.

Interested FNGO/NGO can access and download Scope and Terms of References (ToRs) for engagement of FNGO and all relevant information available in the district and Directorate website i.e. <https://cuttack.nic.in/> <https://dahvs.odisha.gov.in> . **Last date of submission of Eoi is Dt. 28.02.2024 up to 1.00 PM.** Sealed envelope marked to the above captioned address, containing Eoi along with required documents and non-refundable processing fee of Rs. 1000/- by way of Demand draft in favour of "CDVO Cuttack" payable at Cuttack to be submitted mentioning "Eoi for supporting Animal Welfare Activities undertaken by District SPCA, Cuttack". The said Eoi document may be dropped in the drop box placed at o/o-CDVO, Cuttack or may be sent through Registered Post in above address so as to reach before due date and time. Any Eoi document received after due date and time will be summarily rejected.

CDVO, Cuttack reserves the right to cancel/alter the Eoi and reject all or any part of Eoi without assigning any reason what so ever. Delayed response and canvassing in any form will lead to rejection of Eoi.

Please quote Eoi reference no. & date in all correspondences.


CDVO – cum – Member Secretary
District SPCA, Cuttack






Office of the Chief District Veterinary Officer, Cuttack

FISHERIES&ANIMALRESOURCES DEVELOPMENT DEPARTMENT, GOVERNMENT OF ODISHA

Invitation for Expression of Interest (EOI) for engagement of Facilitating Non-Govt. Organization (FNGO) for supporting Animal Welfare Activities in Cuttack District.

Name of the Institution: Office of the Chief District Veterinary Officer, Cuttack

Tel: 0671-3559236 e-Mail: cdvocuttack@gmail.com

Eoi Reference No.-732 Dated. 13.02.2024

Date of publication of EOI document in website	Dt. 15.02.2024
Last date & time of receipt of EOI/ BID documents	Dt. 28.02.2024, 01.00 PM
Date & time of opening of EOI/BID documents	Dt. 28.02.2024, 03.00 PM
Date and Time for Technical presentation-20 minutes for each short-listed FNGO/NGO in MS-power point	Dt. 01.03.2024, 11.00 AM onwards
Place of opening of EOI/BID documents and Address for communication receipt of EOI/ BID documents	Chief District Veterinary Officer, Cuttack (CDVO) At/PO- Khapuria, Cuttack

NOTE: -Sealed envelope marked to the above captioned address, containing EOI along with required documents and non-refundable processing fee of Rs. 1000/- by way of Demand draft in favour of "CDVO Cuttack" payable at Cuttack to be submitted mentioning "EOI for supporting Animal Welfare Activities undertaken by District SPCA, Cuttack". The said EOI document may be dropped in the drop box placed at o/o-CDVO, Cuttack or may be sent through Registered Post in above address so as to reach before due date and time. Any EOI document received after due date and time will be summarily rejected.

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Please quote EOI reference no. & date in all correspondences.

The EOI document containing *detail Terms of References on scope of work, qualifying criteria, selection process and other parameters* can be accessed and downloaded from the website <https://cuttack.nic.in/> <https://dahvs.odisha.gov.in>

Sd/-

**CDVO – cum – Member Secretary
District SPCA, Cuttack**

TERMS OF REFERENCES (ToR) FOR ENGAGEMENT OF FACILITATING NON-GOVERNMENTAL ORGANISATION (FNGO)

Animal Help Line (AHL) facility with ambulance service is implemented in the Cuttack District Society for the Prevention of Cruelty to Animals (SPCA) through the Chief District Veterinary Officer (CDVO)-cum-Member Secretary, District SPCA, Cuttack 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 organisation having expertise in animal welfare activities is being engaged as per F & ARD, Govt. of Odisha Letter No.10638/FARD dt.25.08.2021. Accordingly, District Society for the Prevention of Cruelty to Animals (SPCA), Cuttack invites Expression of Interest (hereinafter called "EoI") from Non-Government Organisations (NGOs) having prior experience in the field of Animal Welfare Activities for engagement as Facilitating NGO (FNGO) for supporting the District Society for the Prevention of Cruelty to Animals (SPCA), Cuttack for implementing AHL activities.

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

1. SELECTION PROCESS OF FNGO:

The selection of the **Facilitating Non-Governmental 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 short-listed 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 Cuttack Municipal Corporation 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 program.
- iii. The Agency should not be blacklisted by the Govt. / Govt. Bodies.

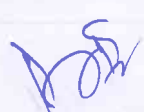
2. HUMAN RESOURCES

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

Personnel	Number
Veterinary Doctors	03
AHL Assistant	03
Project Coordinator	01
Field Assistants	02
Attendant	03

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 the Prevention of Cruelty to Animals (SPCA), Cuttack District against deliverables Animal Help Line Programme.
- ii) The personnel/manpower engaged by the FNGO cannot claim any right to a regular appointment at any time neither in the Society for the Prevention of Cruelty to Animals (SPCA), Cuttack District nor with the F&ARD Department Govt. of Odisha.
- iii) During the tenure of engagement, the manpower provided by FNGO shall abide by the rule, regulations, conditions prescribed by the Member Secretary, District SPCA, Cuttack and other superior officers of SPCA.
- 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 the Prevention of Cruelty to Animals (SPCA), Cuttack 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 recognised educational institution.

OR

The candidate must have passed Plus two Vocational Courses in field of Animal Husbandry/ Dairy/ Poultry/ Animal Production from a recognised educational institution.

- ii. Age not above 55 years

C. AHL Attendant

- i. Candidate should have passed 10th+ from a recognised educational institution.
- ii. Age above Age not above 55 years
- iii. Should be physically fit to work in the field.

D. Program Coordinator

- i. Post Graduate in Social work/ Sociology/ Rural Development from a recognized University/ Institute.
- ii. Age not above 55 years
- iii. Experience:
 - a. Must have at least one year of working experience in the field of Animal Welfare activities
 - b. Should have working knowledge in computer applications (MS Office/ MS Word).
 - c. Should have adequate knowledge to work in multi-tasking environment having skills in managing & coordinating activities in a project mode.
 - d. Should have skills & proficiency in developing suitable contents for posting in social media in English and Odia languages.

E. Field Assistant

- i. Graduate in any discipline from a recognized University/ Institute.
- ii. The age should be between 25 to 45 years.
- iii. Experience:
 - a. Must have at least one year of working experience in the field of Animal Welfare activities
 - b. Should have working knowledge in computer applications (MS Office/ MS Word).
 - c. Should have adequate skill to work with community and mobilise them for successful implementation of ABC Program;

4.1 Monthly Remuneration:

Personnel	Remuneration
Veterinary Doctor	Rs. 50,000/- per month exclusive of Statutory charges as applicable
AHL Assistant (with 2-year Diploma in Animal Sciences)	Rs. 22,000/-per month exclusive of Statutory charges as applicable

AHL Assistant (with Plus two Vocational Courses)	Rs. 20,000/-per month exclusive of Statutory charges as applicable
AHL Attendant	Rs. 10,000/-per month exclusive of Statutory charges as applicable
Program Coordinator	Rs. 30,000/-per month exclusive of Statutory charges as applicable
Field Assistant	Rs. 22,000/-per month exclusive of Statutory charges as applicable

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 (24X7) at Cuttack and offer animal health care services to stray and abandoned animals under Animal Help Line.
- ii. To provide follow up treatment of sick / injured animals being rescued or attended under AHL
- ii. To Plan and organise vaccination campaign for FMD vaccination in stray animals in Cuttack Municipal Corporation (CMC) area being covered under AHL
- iv. To Supervise receiving and recording of calls in Call register.
- v. To Train the AHL Assistant and other staff attached to Animal help Line in receiving and recording of calls etc.
- vi. To Facilitate proper disposal of carcasses in coordination with CMC
- 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 Cuttack Municipal Corporation 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 Helpline 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 Helpline
- viii. He/ she will maintain stock and store at AHL Unit
- ix. He / She will keep a track on daily calls made to Animal Help Line 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 Helpline 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 Bulls/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 the Veterinary Doctor / Nodal Officer AHL/ CDVO for smooth functioning of Animal Help Line.

D. Job description of Program Coordinator

i. Awareness and sensitization

- Create an IEC plan to sensitize the general public about the Animal Helpline and Animal birth Control Programme.



- Implement the IEC plan through channels such as - meetings, electronic media, print media, posters and social media

ii. Collaboration with other entities

- Establish a rapport with local communities for effective implementation of AHL services (reporting sick animals, taking care of animals etc.) and ABC programs (support in dog catching, releasing etc.).
- Maintain partnerships with active Animal Welfare Organisations and general public which can shelter sick/injured/old animals rescued through AHL and ABC programs.
- Ensure adoption of animals through Animal Welfare Organisation and interested general public.
- Maintain rapport with active Animal Welfare Organisations and general public who can take care of recovering animals in AHL and ABC programs.
- Actively play a facilitator role between the government and the public to maximise animal welfare programmes in the operational area.

iii. Program Implementation support:

- Assist the Nodal Officer in data collection, compilation and analysis with respect to animal population, mortality, potential cases for AHL, potential for ABC, status of operations etc.
- Update AHL and ABC related information to the department in required formats and through appropriate channels (on Department app/portal/Excel/email etc.)
- Ensure quality of calls management and treatment by ambulance service is up to the mark
- Ensure dog catching is done in a humane and proper manner
- Supervise catching and release of stray dogs from and to the specified locations
- Coordinate with the Municipal Corporation functionaries and ensure ABC operations are done as per the guidelines and animals are well taken care of before and after the operation in the government facilities.
- Manage field assistants and ensure their responsibilities are met under the AHL and ABC units
- Maintaining database of activities organized and prepare physical progress and impact reports, better practices/ success stories on AHL and ABC Program as key deliverables
- Undertake any other job assigned as and when required by Nodal Officer / CDVO for smooth functioning of Animal Help Line and ABC program.



E. Responsibilities of Field Assistants

i. On-field support

- Keep track of all calls to the AHL and ensure proper follow up is done on all calls
- Help in identifying dogs to be sterilized by preparing monthly planning advance plans
- Make visits with dog catching vans to oversee catching and releasing of dogs and resolve any public issues
- Ensure dog catching is done in a proper and humane manner
- Ensure dogs are released at the same location from where they are picked
- Ensure kennels and pounds where dogs are kept before and after the ABC operations are clean
- Ensure the sheds where animals are kept to treat AHL cases are clean
- Ensure quality of food, water, medicines provided to animals is good

ii. Program Implementation Support:

They will assist the Programme Coordinator in maintaining database of activities organized and prepare physical progress and impact reports, better practices/ success stories on AHL and ABC Program

7. REMUNERATION & ADMINISTRATIVE COST:

The FNGO will be paid on monthly basis by the District 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, Cuttack. 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.



Appendix-A

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. (Land Line/ Mobile)	
	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
2020-21	
2021-22	
2022-23	
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



DECLARATION BY THE FNGO

1. 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.
2. The information furnished in the proposal are true and factual and I 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 CDVO-cum- Member Secretary, District SPCA, Cuttack will have the right to initiate any action as deemed fit.

Place:

Signature:

Date:

Name:

Designation:

Seal of the Organization:

POS

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 bills, etc)



Appendix-D

Tentative Criteria for Selection of FNGOs

Sl. No	Parameter	Range	Marks	Maximum Marks
1	2	3	4	5
1	Annual average turn-over for last 3 years	<Rs. 2 lakhs per annum	2	10
		Rs. 2-5 lakhs per annum	4	
		Rs. 5-10 lakhs 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 - 10 Projects	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 programme & Animal Help Line		15	

CDVO-cum-Member Secretary
Dist. SPCA, Cuttack

Collector-cum-Chairperson
Dist. SPCA, Cuttack