

# OPERATIONAL GUIDELINE

FOR

# NGO SCHEME IN V4 SUB CENTRES



**Mission Directorate  
National Health Mission  
Department of Health & Family Welfare  
Government of Odisha**



## **1. The Backdrop:**

Public Private Partnership (PPP) in the Health Sector of Orissa has been used as an appropriate strategy following its successful take off in both rural and urban areas. It has widened the scope for meaningful collaboration of the key players engaged in healthcare and service delivery sector including the Government Health System. This has also triggered innovative local initiatives through resource leverage and active involvement of primary stakeholders.

The lessons learnt over the past 07 years have indicated that modifications need to be made in the NGO schemes. These are in terms of facilitation of different need based activities, decentralization, rationalization of jurisdiction and more involvement of local government bodies. Additionally, it was found that involving the NGOs in service delivery and addressing gender issues cross cutting the RCH service areas would be required to make the programme more effective.

The importance of NGO Scheme in V4 Sub-centers is to supplement and complement in Government role in quality health care delivery system in order to reach the people residing in cut- off zones and Hard to Reach Areas (HRA). The aim is to facilitate RCH service delivery along with awareness generation & imparting education on health.

## **2. Objectives :**

- To address the unmet health needs in unserved and underserved areas.
- To promote partnership with NGOs in health services delivery.
- To build strong institutional capacity at the District & Block level
- To address the gaps in information on health services in the project area
- To advocate for the community to get health entitlements

## **3. Strategy :**

- All identified V4 Sub-centers will be covered
- One Field NGO per block. However, if there is 8 or more V4 SCs in a block, then maximum two NGOs will be selected as FNGO.
- One District Coordinating NGO will be engaged to look after up to 12 sub centres. However, for each additional sub centre the NGO shall be provided with special incentive.

## **4. Scope of work:**

The District Coordinating NGO & Field NGO will facilitate the following activities:

- To complement & supplement health services effectively at the V4 Sub centre level.

- Full participation in the entire national health programmes.
- Strengthen referral services for primary health care.
- Promote comprehensive client centered & integrated public health communication strategy to bring changes in knowledge, attitude and behavior practices in the population through Community Health Partnership Programme.
- Encouraging Institutional services for pregnant women, family planning sterilization etc. Training/Sensitization of service seekers & service providers at community level.
- Innovative initiatives to address the health need issues at the community level.
- Liaisoning/coordination with the Health Institutions, ICDS, PRIs, RWSS, S&ME, other line departments.

#### 5. Targeted SCs :

The programme will be implemented in 182 Sub Centers in seven districts identified as V4 institutions.

Sl No	Name of the Districts	Total number of V4 SCs
1	Kalahandi	17
2	Kandhamal	14
3	Keonjhar	13
4	Koraput	64
5	Malkangiri	37
6	Rayagada	26
7	Sonepur	11
Total		182

#### 6. Key service delivery areas :

- Maternal Health
- Child health
- Family Planning
- Adolescent & Reproductive health
- Prevention & management of RTI/STI
- Strengthening Community process

#### 7. Budget Provision :

There is a provision of Rs. 30,000 /annum per V4 Sub-centre for the District Coordinating NGO and Rs. 2.00 lakhs / annum per V4 Sub-centres for Field NGOs

#### 8. Role & responsibility of NGOs :

A. District Coordinating NGO:

- Development of baseline data through CNA.
- Impart project orientation to FNGOs
- Facilitate in the development of work plan for each accredited NGO
- Documentation of best practices
- Maintenance of records and registers as per the requirement.
- Continued capacity building and technical support
- In service technical training support
- Liaise, network and coordinate state and district health societies
- Development of work plan for FNGOs
- Monitoring performance of Field NGOs
- Submission of project progress & financial reports regularly.

B. Block level Field NGO:

- Base line survey as the intervention area is new
- Identify community based organizations ( SHGs, CBOs, YC, BMs) for implementing all activities in project areas
- Micro planning and Process Building
- Provision of RCH services as per work plan
- Community level coordination and convergence between link workers
- Sensitization / awareness to PRI members, SHGs, Balika Mandals, Youths etc
- Support during any health epidemics in the block.
- Support and facilitate to the ANMs in the project area in quality health delivery services.

9. **Criteria for selection of NGO:**

District Coordinating NGO:

- One NGO per District. The same NGO cannot be a Dist. Coordinating NGO in other districts or FNGO of same district. However, can apply for FNGO in other districts.
- Selection through open advertisement at State level.
- Desk appraisal & Field appraisal by a District level committee in close coordination with PPP Cell, NHM/RRC.
- Examine the shortlisted proposals by District NGO Committee
- Recommendation of one NGO proposal to State NGO Committee for approval.
- MoU will be signed between Dist Coordinating NGO & ZSS

### Block level Field NGO:

- One FNGO for one block where the V4 SC is less than eight. If the V4 SCs are more than eight, then there will be two FNGOs in a block. The same NGO cannot apply for Dist. Coordinating NGO in same district. However, can apply for other districts.
- Selection through open advertisement at State level
- Desk appraisal & Field appraisal by District level committee in close coordination with PPP Cell, NHM/RRC.
- Examine the shortlisted proposals by Dist. NGO Committee and finally select the Field NGOs for implementation at their level.
- Tripartite agreement will be signed among Field NGO, Dist. Coordinating NGO & ZSS

### **10. Eligibility criteria :**

#### District Coordinating NGO

NGOs applying for District Coordinating NGO must fulfill the following eligibility criteria. The criteria have been grouped into four sections. These are criteria for Registration, Jurisdiction, Experience and Assets.

- **Registration:** NGO should have been registered under the Society Registration Act / Indian Trust Act / Indian Religious and Charitable Act for more than 3 years. If the organization is a non-profit organization, it should be registered under section 12-A of Income Tax Act, 1961 for exemption.
- **District Presence:** NGO should have its office in the same District in last three years for which it is seeking funding.
- **Experience:** Minimum three years proven experience in Health & Family Welfare programmes or any Social Development Sectors. Preference will be given to NGOs having minimum one year long term programme experience in RCH or any health related programmes under NHM/H&FW Deptt. in same district like PPP NGO/MNGO/FNGO etc.
- **Assets:** Minimum fixed assets of Rs. two lakhs in the name of the NGO, in terms of land and/or building. Have sound financial outlay as per the last Balance sheet & willingness to provide Bank guarantee against the sanctioned amount (2 to 5%).
- The NGO should have not been blacklisted or placed under funding restriction by any Ministry or Department of the Gol, State Government or RMK/CAPART. The NGOs having previous adverse report from the District/State will not be eligible.

### Block level Field NGO

- Registration: NGO should have been registered under the Society Registration Act / Indian Trust Act / Indian Religious and Charitable Act for more than 3 years.
- Experience: Minimum two years proven experience in Health & Family Welfare programmes or any Social Development Sectors. Preference will be given to NGOs having minimum one year long term programme experience in RCH or any health related programmes under NHM/H&FW Deptt. in same block or other blocks of same district like PPP NGO/FNGO etc. (1<sup>st</sup> preference to NGO having experience in same block, then 2<sup>nd</sup> preference in other blocks of same district).
- Block / District Presence: NGO should have its office in the same Block in last two years for which it is seeking funding. If not available, the NGO having in the district presence will be given second preference.
- Assets: Minimum fixed assets of Rs. one lakhs in the name of the NGO, in terms of land and/or building. Have sound financial outlay as per the last Balance sheet & willingness to provide Bank guarantee against the sanctioned amount (2 to 5%).
- The NGO should have not been blacklisted or placed under funding restriction by any Ministry or Department of the GoI, State Government or RMK/CAPART. The NGOs having previous adverse report from the District/State will not be eligible.

#### **11. Period of partnership :**

The duration of the project is one year. However, the project may be extended subject to the fund provision by MoH&FW, GoI, satisfactory performance and mutual consent.

#### **12. District wise NGO requirement (Dist. Coordinating NGO & Field NGO) :**

Sl No	Name of the Districts	Total number of V4 SCs	Nos. of blocks where V4 SCs are identified	Nos. of Dist. Coordinating NGO required (1 per district)	One FNGO for one block where the V4 SC is less than eight. If the SCs are more than
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					eight, then there will be two FNGOs in a block
1	Kalahandi	17	4	1	5
2	Kandhamal	14	4	1	4
3	Keonjhar	13	4	1	4
4	Koraput	64	9	1	14
5	Malkangiri	37	7	1	9
6	Rayagada	26	6	1	7
7	Sonepur	11	1	1	2
<b>Total</b>		<b>182</b>	<b>35</b>	<b>7</b>	<b>45</b>

### 13. Fund flow mechanism :

The District is responsible for release of funds (grant for District Coordinating NGO & Field NGO) directly to the District Coordinating NGO. The District Coordinating NGO will release the funds to the respective Field NGOs within seven days of receipt of grant from district. The SoE & UC will be collected by District Coordinating NGO in every quarter & submitted to the district. The District Coordinating NGO & Field NGO will have to open separate joint bank account for this programme. The funds will be released on installment basis like;

- 1st installment : 50% of grant within seven days of MoU & bank guarantee.
- 2<sup>nd</sup> installment : 30% of grant in 4<sup>th</sup> months immediately after submission of 75% of SOE/UC of 1<sup>st</sup> installment.
- 3<sup>rd</sup> installment : balance 20% of grant in 7<sup>th</sup> months after satisfactory performance assessment report of State level team.

### 14. Deposit of Bank Guarantee:

The District Coordinating NGO and Filed NGO will have to deposit 2% of released amount as bank guarantee in case of difficult & most difficult blocks or 5% of released amount for other blocks before release of grant.

### 15. Monitoring :

- A system of ongoing monitoring will be done rigorously to assess the performance of NGO scheme through field visit & spot record verification etc.
- The district will organize monthly review meeting of all Field NGO & District Coordinating NGO in every month in a fixed day PPP review meeting i.e. 12<sup>th</sup> of every month.
- State will organise quarterly review meeting of District Coordinating NGOs.

#### 16. Reporting & Documentation :

The District Coordinating NGO will submit monthly progress report (quantitative & qualitative) to the District based on the reports of FNGOs. A copy of the same report shall be sent to NHM, Odisha.

The best practices, innovations & success stories will be documented & shared by District Coordinating NGO with district & State.

#### 17. Performance Indicator :

The output based performance indicator will be set to assess the performance of the Dist. Coordinating NGO & Field NGO.

#### 18. Withdrawal of partnership :

Failure to comply with terms and condition of the MoU and directions issued from time to time by NHM or Health & Family Welfare Department, NHM may suspend or cancel the MoU. Similarly, ZSS or NGO shall have the right to terminate the MoU at any time with thirty days notice in writing indicating reasons for the same to the other party. The Govt./NHM/ZSS reserves the right to cease the operation of the bank account in which grant under this scheme credited by giving direction directly to the Banker. Govt. /NHM have the right to stop the funding to the NGO at any time without assigning any reason.

#### 19. LIST OF SUBCENTERS UNDER V4 (BLOCK WISE)

SI No	District		Block		Sub Center
1	Kalahandi	1	Th.Rampur	1	Kerpai
2				2	Sindhipadar
3				3	Adri
4				4	Korang
5				5	Podapadar
6				6	Melkundel
7		2	Lanjigarh	7	Gundri
8		3	Jaipatna	8	Sastuguda
9		4	Golamunda	9	BADCHERGAON
10				10	DASPUR
11				11	FARANG



12				12	GUNDRI
13				13	NUAGAON
14				14	RENGSAPALI
15				15	UCHHALA
16				16	BORGUDA
17				17	KHAMARHALDI
		<b>4</b>		<b>17</b>	
18	Kandhamal	1	Daringbadi	1	Saramuli
19				2	Katingia-II
20				3	Sonepur
21				4	Katingia-I
22		2	Kotagarh	5	Pokari MCH
23				6	Dharakote
24				7	Rada
25				8	Gugurmaha
26		3	Raikia	9	Ranaba
27				10	Badabarba
28				11	Indragada
29				12	Bhandarangi
30		4	Tumudibandh	13	Bilamala
31				14	Jhiripani
		<b>4</b>		<b>14</b>	
32	Keonjhar	1	Telkoi	1	Kaliahata
33				2	Laxminarayanpur
34				3	Podang
35				4	Talapada
36		2	Joda	5	Chormalda
37		3	Harichandanpur	6	Bareigoda
38				7	Nolla
39				8	Rebanapalaspal
40		4	Bansapal	9	Gonasika
41				10	Jantari
42				11	Kalanda
43				12	Nayakote
44				13	Kadakala
		<b>4</b>		<b>13</b>	
45	Koraput	1	Bandhugaon	1	Alamanda
46				2	Bada Bankidi
47				3	Bikrapur
48				4	Chintaguda
49				5	Garidi
50				6	Kabribadi
51				7	Kaplada

52			8	Kumbhariput	
53			9	Mahaguda	
54			10	Pedavalda	
55			11	Sana Sarapalli	
56			12	Sodabadi	
57			13	Bandhugaon	
58			14	Jaguguda	
59			15	Baunsaput	
60		2	16	CHERKA	
61			17	DANDABADI	
62			18	MATHAPADA	
63			19	CHIPAKUR	
64			20	MAJHIGUDA	
65			21	PUJARIPUT	
66			22	SIRIBEDA	
67			23	TALLUR	
68			24	TENTULIGUMMA	
69			25	PULLARIPUT	
70		3	26	Bamuniaguda	
71			27	Chandabeda	
72			28	Tokiguda	
73		4	29	BARAGACHHA	
74			30	LULLA	
75			31	MALINGAJODI	
76			32	NANDIGOAN	
77			33	PAIKPUKI	
78			34	PINDAPADAR	
79			35	PARAJAPUKI	
80			36	MURKAR	
81			37	PAIKPHULABEDA	
82			38	BAGHCHEMMA	
83		5	39	Kudalimunda	
84			40	Jabapadar	
85		6	Lamtaput	41	Kadamguda
86		7	42	Bhitarguda	
87			43	Goudaguda	
88			44	Kellar	
89			45	Keskapadi	
90			46	Odiapentha	
91			47	Panchada	
92			48	Marbaiguda	
93			49	Pipalapadar	
94		8	Nandapur	50	Andarguda

95				51	Attanda
96				52	Chatwa
97				53	Hatibari
98				54	Khemenduguda
99				55	Kasandi
100				56	Kanta
101				57	Raisingh
102				58	Nandaka
103				59	Zeera
104				60	Darliput
105				61	Bari
106		9	Narayanapatna	62	Sekram
107				63	U.Decapadu
108				64	Bijaghat
		<b>9</b>		<b>64</b>	
109				1	Gorakhpally
110				2	Lachipeta
111		1	Podia	3	Ginipally
112				4	Pusuguda
113				5	M.V.95
114		2	Pandripani	6	Akur
115				7	Muriapally
116		3	Mathili	8	Kutunipally
117				9	Netalgandhi
118				10	Doraguda
119				11	Gunthawada
120		4	Korukonda	12	Kakarpada
121				13	Pitakonda
122				14	Spillway
123				15	ANDRAHAL
124				16	BADDURAL
125		5	Khairput	17	MADKAPADAR
126				18	MUDULIPADA
127				19	KUSUMPUT
128				20	Anantapalli
129				21	Manyamkonda
130				22	Populur
131				23	Jackelgunthi
132		6	Kalimela	24	Kosalkonda
133				25	Lugel
134				26	Polur
135				27	Alurkota**
136				28	Kotmetta

137				29	Jodamba
138				30	Panasput
139				31	Paparmatla
140				32	Dangarpadara
141		7	K.gumma	33	S.Bandha
142				34	Mutamba
143				35	Bakuli
144				36	Totapalli
145				37	Muduliguda
		<b>7</b>		<b>37</b>	
146		1	Bissamcuttack	1	Dumerneli
147				2	Judo
148		2	Chandrapur	3	Bellamguda
149				4	Bijapur
150				5	Sarikima
151				6	Marchiguda*
152		3	Jemadeipentho	7	Cheka
153				8	Durgapadu
154				9	Mirabali
155				10	Tadama
156				11	Dangalodi
157				12	S.Siguru
158				13	Matikana
159	Rayagada			14	Halua
160				15	Raikana
161				16	Singiput
162				17	Sandhubadi*
163				18	B.Halua
164		4	K.Singhpur	19	Papikona
165		5	Kolnora	20	Bankili
166				21	Jhorodi
167				22	Mukundapur
168				23	Panichatra
169				24	Bheja
170		6	Muniguda	25	Raghubari
171				26	Khaliaguda
		<b>6</b>		<b>26</b>	
172		1	Ullunda	1	Chadaipank
173				2	Goilgudi
174				3	Jaloi
175	Sonepur			4	Mahada
176				5	Pancmahala
177				6	Sindhol
178				7	Kotsamalai

179				8	Jaunvaunra
180				9	Kalapather
181				10	Mundoghat
182				11	Khemaloi
		<b>1</b>		<b>11</b>	
<b>TOTAL</b>		<b>35</b>		<b>182</b>	