

Minutes of the meeting of Technical Appraisal Committee, held on 18th October, 2010

Venue: Conference hall, APSACS

Time: 03:00 PM to 8.30 PM

Members participated

1. Mr. R.V. Chandravadan I.A.S – Project Director, APSACS
2. Dr. Shobhavathi, APD APSACS
3. Mr. Deepak Dobhal, NTSU/ NACO
4. Mr. T. Kailash Ditya- Joint Director-TI, APSACS
5. Ms. Karuna Administrative officer, APSACS
6. Mr. Jaykumar Kandimalla, Team Leader - TSU
7. Fr. Sebastian, Director CHAI
8. Dr. Tarak Shah, CDC
9. Mr. Narender, CFAR
10. Mr. Amit Nagraj

Purpose of the meeting

1. Review the process followed for empanelment of NGOs/ CBOs
2. Finalisation of the total list of organisations eligible for JAT visit
3. Shortlisting of the organisations where JAT visits will be conducted for scale up as per 2010-11 plan

Key discussion points and the decisions

1. The committee members were briefed about the process of JAT and the progress made till date on the NGO empanelment. Process document - **Annexure I**
2. Advertisement for empanelment of NGOs placed in two local newspapers Enadu and Andhra Jyothi on 10-04-2010. **Annexure II** (Copy of advertisement for NGO empanelment with content of advertisement)
3. As mentioned in the advertisement, all applications were to be received within 15 days from the date of advertisement. Therefore a total of 671 entries were made in the APSACS inward register upto 24th April 2010. Some organisations have submitted more than one application in the same envelope (hence shown as one entry in inward register) while some other organisations have sent multiple applications (more than one envelope) which were shown as multiple entries in the inward register. As result of **this 693 applications** within the stipulated time.



Project Director.

(Handwritten signatures and initials)
R.V. Chandravadan
T. Kailash Ditya
Dr. Shobhavathi
Fr. Sebastian
Jaykumar Kandimalla
Amit Nagraj
Narender
Tarak Shah
Deepak Dobhal
Karuna

In addition to the above 693 applications, APSACS also received 24 applications recommended through Peoples Representatives of Andhra Pradesh after the last date of submission (24th April, 2010). TAC reviewed these applications for JAT visits in consultation with APSACS. Refer **Annexure III** (List of 693+24 applications received for empanelment of organisations) reviewed by TAC.

4. Process of screening of applications-

4 key criteria as per the NACO guidelines (Operational Guidelines for NGOs/CBOs-Part-I, selection of NGOs/CBOs) section III, page 5 preliminary screening of applications has to be done on the following essential criteria. Refer **Annexure IV**

- a. Copy of the Society Registration certificate / Trust Deed furnished
- b. Copy of Memorandum of Association and Article of Association furnished.
- c. Copy of Audited Statement attached For NGOs – 3 years For CBOs - at least 1 year
- d. Activity Report / Annual Reports furnished. For NGOs – 3 years For CBOs – At least 1 year

5th criteria

Additionally, the applicant should not be blacklisted by CAPART (as per Operational Guidelines for NGOs/CBOs- Part-I, selection of NGOs/CBOs annexure VIII*, section 11.7, page 103, which quotes termination clause being "blacklisted by CAPART or Ministry of Home Affairs").

*annexure VIII is of the NGO/CBO selection guidelines of NACO

Refer **Annexure V** (list of CAPART blacklisted NGOs-http://capart.nic.in/bla/bla_vos_new.htm) as on 06-10-2010 which list 209 blacklisted organisations.

6th criteria

Finally, all the statutory requirements that govern NGOs (including trusts, societies, companies etc) such as registration with income tax and annual filling of returns were taken into consideration.

When all the above mentioned 6 criteria were applied, the TAC observed that 161 applications (from 156 organisations) out of 693 applications are eligible for JAT visits in various districts. Additionally 2 applications out of 24 applications received from People Representatives of Andhra Pradesh were found eligible for JAT visit. Refer Annexure VI list of 163 applications (156+2 organisations) eligible for JAT visits.



Project Director
Key
A-1
Verma

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Annexure I - Process Documentation

This includes –

- a. Validating and ensuring transparency in short listing NGOs for JAT
- b. Advertisement For Inviting Applications From NGOs / CBOs
- c. Template for data entry of the applications
- d. Selection criteria

a. Validating and ensuring transparency in short listing NGO for JAT; Ten Steps

Approach

Background: The Government of Andhra Pradesh received funds from National AIDS Control Organization (NACO) according to AAP for the control & reversal of the HIV epidemic. APSACS will use the appropriated funds to reach the NACPIII goals and Scale up its interventions within the High risk groups (HRGs) /Bridge Population i.e. female sex workers/MSM/IDUs, and other vulnerable population like migrants and Truckers.

It was proposed that applications would be invited from interested civil society organizations in the State of Andhra Pradesh for empanelling themselves to implement HIV/AIDS targeted interventions with highly vulnerable population groups. In line with the above, the advertisement was placed in the local (state and district editions) newspapers and applications were invited in the structured format. The advertisement was placed on 8th April 2010 and the last date for receiving the application was 24th April 2010 (closing of business hours).

Objective of the process is to-

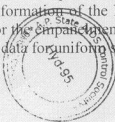
- Ensure systematic procedures are laid out and documented
- Transparency and accountability at every level

Step by step approach in organizing the NGO list for JAT

Step 1: The advertisement for sending expression of interest was placed in the local newspaper and the same was placed on the APSACS web site www.apsacs.org. The clear formats and sequence of documents needed for the empanelment were mentioned (*advertisement enclosed annexure II*). The advertisement was placed in Andhra Jyothi and Enadu Telugu newspaper (daily edition).

Step 2: All the applications received from the NGOs were entered in APSACS inward register and a separate file was created for listing the applications received. This was the first level of accounting that defined the number of applications received for NGO empanelment.

Step 3: The template for data entry of NGO details was developed. The template consisted of basic information of the NGO, registration details, area of work, basic documents provided by NGO for the empanelment process etc. The purpose of the data entry in standard template was to sort the data for uniform short listing of the NGOs (*template enclosed annexure IIA*).



Step 4: Transfer of the applications from the inward department of SACS to TI division was done in systematic manner. The entry of applications was jointly reviewed by the inward and TI division staff and each and every entry was tallied with physical verification of the application. For documentation purpose, every page of the entry was signed by the both the parties. This has ensured receipt of accurate number of applications received through inward (by registered post as mentioned in the advertisement).

Step 5: District wise segregation and assigning of unique code to applications - All the application received by the TI division was segregated as per the districts and re-counting was done. This was the second level accounting done to avoid inconsistency in number of applications received. *All the applications were given the unique code describing division (TI), year of activity (2010), district and serial number (example - EMP/TI/2010/ADB/ 001).*

Step 6: Data entry of applications (with key information) was done. A small team was constituted consisting of staff from APSACS and TSU to ensure quality data entry. The team was oriented on the process of data entry and means of verifying the documents desired for the process of empanelment. A list of non-negotiable documents as per advertisement was prepared for reference of team that worked on the data entry.

Step 7: Daily tracking of data entered was ensured through daily debriefing with team to understand the number of entries done and also list the challenges of data availability and alternative data source to fill the gap through other documents submitted by the applicants. For example- non availability of NGO turnover was complemented with audit statements, area of work details through annual reports etc. To control the data flow and information, team member wise separate day files were maintained and consolidated in the later stage. At the end of every day the entered data was consolidated and validated through random checking of 5 percent records.

Step 8: To ensure confidentiality and security of data, the entry done by the team members on the computer was erased and saved in the external hard disk. Every day the team members started the data entry in the new file by renaming the file with current date.

Step 9: Random verification of data was done to check the quality of data. After entering the key information of the applicants (NGOs) 10 percent of the entries were selected randomly (using data analysis tool for random number generation). The same were documented and any variation of more than 20 % of random sample was directed for second check of the data entered by verifying at least 40 percent of the data on random basis.

Step 10: Short listing of the NGOs for visits by Joint Appraisal Team (JAT) was done in the presence of Technical Advisory Committee (TAC). TAC was constituted by APSACS with PD APSACS as the chair person for the committee, APD APSACS as the convener and co-convener was JD TI APSACS. The other members of the committee were JD Basic services APSACS (who is also in-charge for procurement), TL-TSU, one person from programmatic background and members of the civil society. In presence of all the committee members the selection criteria was set (in priority) to shortlist the NGOs for JAT visits.



Annexure IIA. Template for data entry of the applications received

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
Sl.No	APSA CS Reg No	Code	Date of Receipt	District	Name of NGO	Address	District postal address	Phone No.1	Phone No.2	Email ID	Legal status of organization	Year of registration	Registration details	Contact Person	Designation
17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32
District registered	Total assets value	Annual budget of 2006-07	Annual budget of 2007-08	Annual budget of NGO	Whether Black listed by CAP ART or any other Govt	If yes provide details	Area of operation	Area of operation	Area of operation	Area of operation	Population with which they are presently working	Population with which they are presently working	Population with which they are presently working	Working in area of health activity (HIV/AIDS)	Working in area of health activity (TB & RNTCP)
33	34	35	36	37	38	39	40	41	42	43	44	45			



Working in area of health activity -3 (RCH)	Working in area of health activity -4 (Public health)	Society Registration Certificate and Memo of Association & Articles	Activity Report/Annual report of the organization for the last three years	Annual Audit Report for 3 years	Income Tax Registration Certificate or PAN CARD	Income Tax Return Certificate	FCR Registration Certificate	List of Board members / governing body of contents details	Working with other SLPs	Existing or Not	Ever terminated by APS/ACS in past on bases of performance	Accepted / Rejected	Any other Remarks
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CONTENT OF ADVERTISEMENT FOR INVITING APPLICATIONS FROM NGOs / CBOs FROM NON-PROFIT ORGANIZATIONS/ FAITH BASED ORGANIZATIONS/TRUCKER ASSOCIATIONS FOR EMPANELMENT

The Government of Andhra Pradesh received fund from National AIDS Control Organization (NACO) according to AAP for the control & reversal of the HIV epidemic. APSACS to reach the NACPIII goal in the process of scaling up its interventions within the High risk groups (HRGs) /Bridge Population i.e. female sex workers/MSM/IDUs, and other vulnerable population like migrants and Truckers.

It is proposed that applications would be invited from interested civil society organizations in the State of Andhra Pradesh for empanelling themselves to (a) implement HIV/AIDS targeted interventions with highly vulnerable population groups (b) work in providing accessing to HIV/AIDS interventions like care & support, people living with HIV/AIDS and other vulnerable groups.

CBOs / NGOs that are registered societies / trusts and active in community work at the following districts of Vizayanagaram, W.G.Dist, Nizamabad, Hyderabad, Mehaboobnagar, Adilabad, Kadapa, Kurnool, Visakhapatnam, Rangareddy, Guntur, Prakasham, Ananthapur, E.G.Dist and Nellore are eligible to apply. Applications in the specified format need to be submitted **on or before 7 days** from the date of publication of advertisement in the newspaper; by 5 pm.

Letters of Interest with accompanying materials (formats are available at the website www.apsacs.org seeking empanelment should be submitted through registered/speed post to the address given below:

The application with the Letter of interest addressed to Project Director along with the accompanying materials need to be submitted:

To,
**The Project Director,
Andhra Pradesh State AIDS Control Society,
DM & HS Compound, Sulthan Bazar, Koti, Hyderabad, - 500 095**

Note:-

- Please note that this is not a request for (RFP) Preference will be given to local district organizations. The undersigned reserves the right to cancel the one or all applications without assigning any reason.
- The existing NGOs working with APSACS & AVAHAN (HLFPPT & ALLIANCE PARTERS) and the NGOs terminated earlier from APSACS need not to apply.
- All the advertisement published earlier in this connection has been cancelled.
- **UNFILLED APPLICATIONS OR SEND THROUGH EMAIL WILL NOT BE CONSIDERED**
- Preference will be given to NGO's working with Health Sector of the respective districts.

Sd/
Project Director



**ANDHRA PRADESH STATE AIDS CONTROL SOCIETY,
HYDERABAD, 500095**

Letter of Empanelment for the District of: _____

To

Project Director,

Andhra Pradesh State AIDS Control Society,
DM & HS Compound, Sulthan Bazar Koti,
Hyderabad - 500 095

Sir,

Sub: - Submission of Empanelment application for TI Project in _____ Dist- Reg

With reference to the advertisement in _____ (the Newspaper/Website) dated
on _____ for empanelling of NGO's/CBO's to TI Project (Targeted Interventions) issued
by the office of the AP.STATE AIDS CONTROL SOCIETY.

I, on behalf of _____ wish to express our interest in applying for the
_____ Project (TI) in _____ District for and behalf of the
NGO/CBO _____

Signature with Seal of Organization and Designation and complete address of NGO/CBO

List of Enclosure:

**EMPANELMENT DATA FORM FOR NGOs/CBOs/FAITH
BASED ORGANISATION/TRUKERS ASSOCIATIONS**

Section A: Basic Information

1. Name of the Organization: _____

2. Postal Address: _____ PIN: _____
District: _____

3. Telephone: Telex Fax E-mail

4. Legal status: (1) Society (2) Company (3) Others (specify)

5. Registration Details: Registered on (Date)

By _____

6. Contact person: _____

Designation: _____

Section B: Organizational Background



7. Assets/Infrastructure of the organization Category Worth in rupees (e.g. Land, building)

8. a. Please provide details, regarding the annual budget of your organization Year Source Amount

2008-09

2007-08

2006-07

8.b.: Whether blacklisted by CAPART or any other government organization in the past? If yes, Provide details:

Section C: Current Programmes being run by the organization:-

9. Geographical location of Work - List Village, Panchayat, Block, Taluk /Sub-Division, district: (Each location should be separately specified)

10. Population with which they are presently working:

(1) Rural/Urban:

(2) Socio-economic group:

(3) Occupational group:

(4) Sex groups:

(5) Students/Educational Institution:

(6) Youth:

(7) Women groups:

(8) Others:

11. Please provide basic information on the key projects carried out by your organisation since the last three years (5 lines for each subject – attach separately).

- Community served
- Objective
- Strategies
- Main outcomes
- Evaluation methods employed
- Evaluation results

12. A brief write up on the programmes of the organization currently runs (no more than three pages)

Section D: Documentation Required

13. Copies of the following documents need to be provided:

- Society Registration Certificate and Memorandum of Association & Articles along with the latest filled return./Trust Deed
- Activity Report/Annual report of the organization for the last three years
- Annual Audit Report of the organization for the last three years



- Income Tax Registration and Exemption Certificate if any
- FCRA Registration Certificate if any
- List of Board/Governing Body members with Contact details and occupation

14. Name of the person who filled this form:
Qualification and experience:

Designation:

Address:

Signature & seal of the Organization



Annexure III - List of 693+24 applications received for empanelment of organisations

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Sl.No	District	Name of NGO
1	Adilabad	Adila Adharsha HIV Positive people welfare society
2	Adilabad	Sangamithra Youth Club
3	Adilabad	Sharada Educational Society
4	Adilabad	Aranya Agricultural Alternatives
5	Adilabad	Social Action for Integrated Development Services
6	Adilabad	Sahaya Voluntary organization
7	Adilabad	Mahadev Society
8	Adilabad	Jai Hanuman Youth Association
9	Adilabad	Disabled Education Training & Rehabilitation Organisation Society (DETROS)
10	Adilabad	Centre for Rural Education and Agriculture Development Society (CREAD)
11	Adilabad	Nayini Educational Society
12	Adilabad	Ameture Members Earnest Nurture Society
13	Adilabad	Decentralized Rural Education Awareness Movement (DREAM)
14	Adilabad	Society for Uplift Marginalized and Needy towards Growing Abundant Life with Integrity (SUMANGALI)
15	Adilabad	K G N Voluntary organisation
16	Adilabad	Public & Tribal welfare Society
17	Adilabad	Helpline Voluntary Health Organization
18	Adilabad	Teams Society for you
19	Adilabad	Sarvajana Seva Youth Association
20	Anantapur	HARITA
21	Anantapur	Sai Likhitha Educationnal Development Society
22	Anantapur	Sri Ravindra Bharathi Edicational Society
23	Anantapur	VENTURES Society for Rural Development
24	Anantapur	Krusha Rural Development Society(KRDS)
25	Anantapur	Adarsha Students Welfare Association
26	Anantapur	Sri chowdeswari Mahila Mandali
27	Anantapur	Sri Akkamamba Mahila Mandali
28	Anantapur	Association for Global Rural Alert
29	Anantapur	Protection of Environment And Rehabilitation Services (PEARS)
30	Anantapur	Praja Seva Samaj
31	Anantapur	Mysore Resettlement And Development Agency (MYRADA)
32	Anantapur	Samatha Society for Rural Education & Development
33	Anantapur	Sri Swarupa Nistha Ashrama Philosophical Welfare Society (SNAPS)
34	Anantapur	Akshara Mitra Youth Association (AMYA)
35	Anantapur	Integrated Rural Development Society
36	Anantapur	Abhyudaya Integrated Rural Development Society
37	Anantapur	Grameena Rural Development Society (GRDS)
38	Anantapur	VANITHA



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Sl.No	District	Name of NGO
39	Anantapur	Grace Rural Development Society
40	Anantapur	Society for Educational Agricultural Cultural Health organization
41	Anantapur	Chaitanya Educational Society
42	Anantapur	TREE
43	Anantapur	Health Education Agficultural Development Society(HEADS)
44	Anantapur	Society for Integrated Rural Improvement
45	Anantapur	Crescent Rural Development society(CRDS)
46	Anantapur	Arunodaya Rural Intigrated & Social Educational Society(ARISES)
47	Anantapur	Voluntary Organizarion for Integrated Community Emancipation(VOICE)
48	Anantapur	Society for Rayalaseema Integrated Rural Education and Development(SRIRED)
49	Anantapur	Development for Rural Integrated Voluntary Education Society(DRIVES)
50	Anantapur	Arunodaya Rural Intigrated & Social Educational Society(ARISES)
51	Anantapur	Mytry Social Service Society
52	Anantapur	Grama Abhyudaya(Society for Integrated Rural Development
53	Anantapur	Jansi Mahila Mandali
54	Anantapur	Social Education and Environment Development Society(SEEDS)
55	Anantapur	Velangini Creative Activities Rural Development Society
56	Anantapur	Gramabhyudaya Sevak Sangham
57	Anantapur	Rural Development Society
58	Anantapur	Health Agricultural Rural Development Society
59	Anantapur	Rural and Environment Development Society (REDS)
60	Anantapur	Rural Education Action Care Health Society
61	Anantapur	Anantha Network of Positives
62	East Godavari	Pushkara Matha Convent Committee
63	East Godavari	Coastal Network of Positive People
64	East Godavari	Girijanaputra Swachanda Seva Samithi
65	East Godavari	Star Welfare Society
66	East Godavari	Samatha Vidya Vyavasaya Abhivrudhi Sankshema Sangham
67	East Godavari	Charity Action for Rural transformations social welfare society (CHARTS)
68	East Godavari	Social for Uppertment Jnana Action Natural Awareness Welfare Association (SUJANA)
69	East Godavari	Swarajya Abhyudaya Seva Samithi
70	East Godavari	Welfare Organisation for Rural Development (WORD)
71	East Godavari	Mounica Women Welfare Voluntary organization
72	East Godavari	Margham Educational Society
73	East Godavari	Creator's charitable Organisation
74	East Godavari	Prashanthi Educational Cultural and Welfare Association (PECWA)
75	East Godavari	Humane Voluntary Welfare Association (HVWA)
76	East Godavari	Pallesiri



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Sl.No	District	Name of NGO
77	East Godavari	Loving Hands Ministries
78	East Godavari	Sri Maharshi Educational Society
79	East Godavari	Care Educational Society
80	East Godavari	Snehitha Voluntary Service Organization
81	East Godavari	Society for Rural Agriculturists and Mass Awareness (SRAMA)
82	East Godavari	Gowthami United Action for Rural Development Society
83	East Godavari	Sree Deepthi Educational & Welfare Society
84	East Godavari	Aditya Educational Academy
85	East Godavari	Universal Gospel Welfare Ministries
86	East Godavari	Holy Family voluntary organization of Routhulapudi
87	East Godavari	New Life Network of Positive People (CBO)
88	East Godavari	Jana Jagruthi
89	East Godavari	Dr.B.R.Ambedkar Vikalangula Seva Sangham
90	East Godavari	Agape Communities Interior Development and Care Association
91	East Godavari	Florence Nightingale Rural Development Organization (FNRDO)
92	East Godavari	Humane Voluntary Welfare Association (HVWA)
93	East Godavari	The Sun
94	East Godavari	Mother Therissa Seva Samithi for PLHA
95	East Godavari	The People's welfare Mission
96	East Godavari	Sri Harsha Educational Society
97	East Godavari	Lavanya Educational Society
98	East Godavari	Association for Rural and Tribal Development (ACTION)
99	East Godavari	Mitras Association for Rural Poor's Upliftment (MARPU)
100	East Godavari	The Libra society
101	East Godavari	Society for rural self development and rehabilitation
102	East Godavari	CARE Ministry
103	Guntur	LAMP
104	Guntur	MTRTDS
105	Guntur	ICC social service Association
106	Guntur	Rose of Sharon Heart Life Ministries
107	Guntur	Rural Organisation for social emancipation
108	Guntur	The Bharath Abhyudaya Seva Samathi (BSS)
109	Guntur	Sarvajana Welfare and service society
110	Guntur	AIRTDS
111	Guntur	Sheron Welfare society
112	Guntur	International Gospel & social work Mission
113	Guntur	SPREAD
114	Guntur	HAPPEN
115	Guntur	Social welfare society
116	Guntur	Swarna education development society
117	Guntur	Rural development society
118	Guntur	Nandini welfare society
119	Guntur	Rural development service society

