

Terms of Reference (TOR)/Scope of work for Expression of Interest (EOI)

Targeted interventions (TI) are aimed at offering prevention, testing and care services to populations with high-risk behaviour. These populations include Female Sex Workers (FSW), Men-who-have-sex-with-men (MSM), Transgenders (TG), Injecting Drug Users (IDUs) and Bridge Population (Truckers and Migrants) and Prisoners with the active involvement of the community. These interventions seek to reduce risk and vulnerabilities associated with these populations and to increase health seeking behaviour.

Components of Targeted Interventions under NACP:

1. Social and Behaviour Change Communication

- This component involves understanding and assessment of individual and group practices/behaviour which can pose risk to HIV infection.
- Development of context specific strategies/activities to address the risk of infection through peer counselling, professional counselling, creating enabling environment to reinforce safe practices.
- The Peer educators/ peer leaders and Out Reach Workers/ Health educators lead activities under this component through one-to-one sessions and group sessions among the community.
- Information, Education and Communication (IEC) materials are developed to further augment behaviour change.

2. Access to HIV prevention, testing and treatment services

This component is aimed at improving access to STI services as STI (both symptomatic and asymptomatic) pose greater risk for HIV infection.

- Access to STI services is provided through three different approaches i.e. Project Based Clinics, Fixed day and time – Fixed time out reach clinics and Referral clinics either with private or public facility. Also, health camp-based approach is adopted for interventions working with migrants.
- All IDU projects are required to establish a static clinic within the DIC for abscess management, STI treatment and treatment of common physical co-morbidities. Whereas FSW MSM and TG TIs would have their DICs attached to project office or as decided in the contract. The migrant TIs would have 3 DICs in place preferably at the worksite, residences and project office or as decided in the contract.
- Under TI budget there is provision for part time doctor and ANM / Counsellor for TI.
- Provision of commodities such as condoms, STI Kits, needle and syringes and lubes to ensure safe sex/injecting practices
- Enabling Environment through structural intervention. The interventions focus on creating an environment which facilitates access to information, services and commodities by the high-risk groups. The interventions carry out advocacy with key stakeholders and elicit their involvement in the HIV prevention programme.
- Linkages to ICTC, ART, Community Support Centre, NTEP Programme, Government OST centre, Detoxification services (for IDU projects). Some of NGO projects working with IDUs may be required to

implement Opioid Substitution Therapy directly in addition to the other preventive services mentioned above.

Expected Deliverables

- The NGO/CBO contracted by SACS is expected to maintain separate full-time staff as per the provisions and ensure that they are performing as per their TOR.
- The TI project would work with specified groups in a locality as designated by SACS.
- The TI project is expected to provide regular services (as per the provisions in the contract and project proposal) to the target group, make available condoms, lubes, needles and syringes as per their requirements.
- The TI project is expected to perform based on the performance indicators as agreed in the contract. This includes service provisioning to the target group, linking with services such HIV testing at ICTCs or through Community Based Screening (CBS), linkages with DSRC/ STI clinics, linkage with TB programme, ART programme and other social development programmes.
- The TI project is expected to maintain financial records and other documents in the TI project office as agreed in the contract and would be required to report to SACS/ TSU/NACO.
- The TI project is expected to provide support in implementation of TI Revamped Strategy programmatic Mapping Population Size Estimation (MPSE) and HSS.
- The project is expected to provide HIV/AIDS prevention, testing and treatment services to spouse/partners of HRGs and Index testing of PLHIV also.
- The NGO/CBO is expected to provide support in terms of advocacy and networking with local stakeholders to ensure that there is an enabling environment is maintained in the project area.
- Project to extend and ensuring to reach out the target community by linking them with various social protection scheme.

Conflict of Interest

- Neither the NGOs/CBOs/Organisation, their personnel, agent, network partner or service provider nor their personnel shall engage in any personal business/professional activities, either during the course of or after the termination of contract, which conflict with or could potentially conflict with the object of the SERVICES.
- The NGOs/CBOs/Organisation shall notify the GRANTOR immediately of any such activities or circumstances, which give rise to or could potentially give rise to a conflict and shall advise the SACS/NACO how, they intend to avoid such a conflict.
- NGOs/CBOs/Organisation (including their personnel, agent, network partner or service provider) shall not have a close business or family relationship with a professional staff of the SACS/NACO who are directly or indirectly involved in any part of the selection process or the supervision of services provided under this Contract/Project/Intervention.
- In the event of a conflict as described above arising during the tenure of this Contract, the SACS/NACO reserves the right to terminate this Contract on giving written notice to the NGOs/CBOs/Organisation.

Criteria/s for Shortlisting the applications received from the NGOs/CBOs

All applications received will be screened by the Joint Appraisal Committee (JAC) as per criteria given below:

NGOs/CBOs is legally registered organization by verifying if they are registered under any of the following acts:

- The Societies Registration Act of 1860,
- Charitable and Religion Act, 1920,
- The Indian Trust Act, 1982
- Company registered under section 8 of the company Act 2013

Essential Criteria (Non- negotiable)

- I. Copy of the valid Society Registration certificate / Trust Deed/Certificate of Incorporation furnished
- II. Copy of Memorandum of Association and Article of Association furnished.
- III. Copy of Audited Statement attached (For NGOs – 3 years For CBOs – At least 1 year).
- IV. Activity Report / Annual Reports furnished (For NGOs – 3 years For CBOs – At least 1 year)
- V. Copy of the NGO/ Society PAN Card
- VI. List of present Executive Committee/ Governing Board members with Contact details and occupation
- VII. Copy of valid registration/number of NITI Aayog -Darpan portal
- VIII. Copy of last or latest filled Income Tax Returns (ITR)
- IX. Identification document of Authorized signatory submitting EOI (copy PAN and AADHAAR Card)
- X. Resolution by Executive Committee/ Governing Board members for submission of EOI to SACS
- XI. Record of discussions / minutes of Executive Committee/ Governing Board for the last three years (in the case of CBO for minimum one year).
- XII. Copies of the affidavit as required/requested.
 - Indicating that NGO/Society/Trust/agency is not involved in any corrupt practices and they have never been blacklisted/debarred by any agency (both government, private and World Bank/UN bodies).
 - In case the agency has been blacklisted/debarred in the past, the details of such blacklisting/debarment should be provided in the Affidavit.
- XIII. Affidavit should also indicate that no staff or board member is part of any SACS/TSU staffs currently (or in the last 3 years which may create conflict of interest)

Desirable Criteria (Negotiable)

Particulars	NGO	Less than 3 years old CBOs
1. Copy of valid registration/certificate under section 12A or 80G of Income Tax Act/ Valid Tax exemption certificate	✓	X
2. Organogram reflecting staff of similar nature/scope of work projects in last three financial year.	✓	X
3. Experience of: a) HIV/AIDS Project experience in carrying out Targeted Interventions/Link Worker Scheme with Core/ Vulnerable groups, Community Care Centres, Community Support Centre, Drop-In Centres (DIC) for PLHAs or any other activity as per guidance of NACO/SACS in last three financial year	✓	X
b) Managing other health projects such as RCH, Sexual health project, TB, Family planning in last three financial year.		
c) Managing community development projects in last three financial year. (Health, Education, Skill development, Rural Development, SHGs formation, etc.)		✓
4. Experience in forming / establishing community based networks	✓	X
5. Document showing any member of the target community in the advisory committee of the NGO/For CBO any professional in the advisory committee.	✓	X
6. NGO/CBO have any document explaining their experience of involving different Stakeholders in their work?, such as i. Civil Society Organizations ii. Government Departments iii. Private Sector iv. Faith Based Organizations Cooperatives	✓	✓
7. NGO/CBO being a part of any consortium / network	✓	✓
8. NGO/CBO involved in any committees formed by SACS / government departments	✓	✓

Other qualifying criteria's:

- The agencies with experience in Health and HIV sector would be preferred. The agencies should submit the details of the project/s implemented and presently implementing (name of the Client/ donor agency, nature of projects, project period, contract value, continuing/completed)" in prescribed online application format. However, hard copy of online form is annexed at annexure 1 for reference only.

- Applications of a maximum of three NGOs/CBOs for each TI/project required in the State will be shortlisted for institutional/field appraisal. However, PD-SACS has the prerogative to decide the number of NGOs/CBOs to be visited for Filed Appraisal based on the requirement.
- NGOs/CBOs implementing TIs/LWS/Projects discontinued during End Term External Evaluation by SACS or withdrawn TI/LWS projects on their own should not be considered for a period of three years from the date of discontinuation by SACS in the same State/UT. This is also applicable for the organizations having more than one TI project in the state if one of their TI discontinued after evaluation.
- NGOs/CBOs implementing TIs/LWS/Projects discontinued by SACS on financial fraud and gross irregularities will not be eligible to apply. If required SACS may check the details of applicants/EoIs submitted NGOs/CBOs during the desk review /appraisal.
- NGOs/CBOs running a TIs/LWS under the SACS if haven't completed at least one end term evaluation, are not eligible to apply.
- NGOs/CBOs those who have registered in different State / UT of India and have applied for a TI/Projects in other State and do not have any field experience in community development projects in the Applicant State may not be considered.
- However, NGOs/CBOs having field experience/presence in the applicant State (other than the state where originally registered or implementing NACP TIs/projects in another State/UTs) may be considered if qualify the essential criteria. In this case, SACS may obtain the references from the respective SACS about the programme performance, evaluation result and association/partnership with SACS. NGOs/CBOs Selection to Implement Interventions/Projects in States/UTs under NACP.
- The NGOs/CBOs which are already implementing interventions/Projects under NACP in states/UT and wishes to apply for a new TIs in other districts/ typology, the organization will undergo a fresh process of selection like any other NGOs/CBOs to ensure fair competition.
- One NGO/CBO may be awarded a maximum of three (03) projects (TI/LWS) under the each SACS or States/UT, however there is no bracket to implement TI/LWS interventions by one NGO/CBO at National level in different States/UTs.
- One NGO/CBO will submit only one application for the same project or for EoI or whatsoever stated in advertisement for selection.
- Agencies/organization is a legally registered under the above acts and having government affiliations, still the organization has to undergo the process of selection like any other NGOs/CBOs.
- During the field appraisal assessment process if the NGOs and CBOs has scored same marks, in this context preference may be given to the CBOs to implement the intervention/ program.
- However, if two or more CBOs has scored same marks, preference will be given to more experienced/old registered CBO.
- In case two or more NGOs has scored same marks, preference will be given to more experienced/old registered NGO.
- While awarding the grant, preference may be given to the NGO/CBO which have a district presence in terms of implementation of programme or infrastructure available.

Instructions for filling online Expression of Interest (EOI) form:

The instructions for filling the online Expression of Interest (EOI) form for empanelment of NGOs/CBOs are as follow:

- 1. One time password (OTP) verification**
 - Applicants must first use one time password (OTP) verification to access the online form using a valid email ID.
 - Ensure that the email ID remain active for all future communication.
- 2. Read Guidelines Carefully**
 - Before filling the form, carefully read the eligibility criteria, required documents, as per the **NACO Standard Operating Procedure (SOP) for selection of NGO/CBO under NACP**. SOP may be accessed: https://naco.mohfw.gov.in/sites/default/files/Revised_Guidelines.pdf
 - Only eligible organizations should apply.
- 3. Accurate Data Entry**
 - Fill all mandatory fields marked with (*) carefully and upload all mandatory documents marked with (*) to complete the all entries in online form.
 - Ensure that the information provided is correct, complete, and consistent with supporting documents.
 - Ensure that all attachment should be uploaded in PDF only. Compressed PDF file with self-attested signature should be uploaded as specified in the online form. Also ensure that annual reports should be briefed and clearly mentioned “Annual Report (FY----)”. Similarly, all other documents should be compressed and brief. Only provide attachment as requested in the online form. No other documents should be uploaded.
- 4. Organizational Details**
 - Provide correct details of name of the organization, as mentioned in the registration certificate, Postal Address, including District, Pin code, Mobile Number and Website (if any).
 - Provide correct details of registration (Society/Trust/Section 8 Company), including registration number, date, and issuing authority.
 - Registration Number of NITI Aayog.
 - If organization claimed as Community Based Organization (CBO), provide details of Community Members those are part of Governing board/Executive board.
 - Enter name of Contact person with contact number and designation.
 - Provide detail of Asset/Infrastructure of the Organization and annual budget of your organization at least of last three years as specified in the online form.
- 5. Programmatic Experience**
 - Clearly mention experience in implementing health/social sector projects, especially under HIV/AIDS or Targeted Interventions, if any.
 - Provide details of past and ongoing projects with supporting documents.
- 6. Financial Information**
 - Upload audited financial statements (last 3 years), including Balance Sheet, Income & Expenditure, and Audit Reports.
 - Ensure figures match across documents.
- 7. Document Upload**
 - Upload all required documents in the prescribed format and size (PDF) as specified in online application format.

- Ensure upload of files in PDF only as per size (MB) specified in the application format
- If size of the PDF file more than specified size of each file upload in the application format, than compressed the PDF file using appropriate software and upload compressed PDF file.
- Ensure all documents required upload should be brief and concise as possible to fit into the size of file (MB) as specified in the application format.
- Ensure documents are legible and self-attested where required.
- Any false or misleading information may lead to rejection or blacklisting.

8. Save and Review

- Use the “Review before submission” option to review entries before final submission. Use “Save” option to save draft and keep copy of link for starting data entry again any time from any device.
- Use “Submit” option is final and application will be finally submitted. Thereafter, information submitted cannot be edited at all. PL review application thoroughly and ensure that all information filled properly and all files uploaded as specified in the application format.
- **Use “Submit” option only** when you are sure that application format filled correctly with all required file upload.
- Verify all details thoroughly to avoid errors.

11. Final Submission

- Submit the form only after ensuring completeness.
- No changes will be allowed after final submission.

12. Acknowledgement

- After submission, download/print the acknowledgement receipt for future reference.

13. The time line for submitting duly filled online application is 23rd May 2026 by 5.30 PM. No physical application will be accepted.

Note: Only online application for submitting Expression of Interest (EOI) is accepted, no physical copy of application would be acknowledged. PL ensure that all mandatory documents should be uploaded along with online application as per instructions provided in the online form. Pl note that incomplete application will be rejected, without any further intimation.

Link for submitting online application may be seen on the website of DSACS (<https://dsacs.delhi.gov.in/>).

Format for information related to Expression of Interest**Section A: Basic Information**

1. Name of the Organization: _____
2. Postal Address: _____ PIN: _____ District: _____
3. Telephone: Telex Fax Email _____ Website: _____
4. Legal status: () Society () Trust () Company () Others (specify) _____
5. Registration Details:
 Registration No. _____
 Registered on (Date) _____
 Authority registered with _____
6. If Organisation/Society claimed as Community Based Organisation (CBOs) Provide the details of Community members those are part of the Governing Board/Executive Board:

S.No	Full Name	Designation	Contact Detail

7. Registration No. of NITI Aayog web portal (Copy to be enclosed): _____

8. Name of contact person and contact number:

Designation:

Section B: Organisational Background

9. Assets/Infrastructure of the organisation

Category Worth in rupees (eg. Land, building)

9 a. Please provide details, regarding the annual budget of your organization at least last 3 years (attach the detailed audited statement for 3 years)

Year	Source of funding	Amount (in Rs.)	List of activities	Activities similar to the TOR/Scope of Work	Geographical area of activities as mentioned in column no. 5
1	2	3	4	5	6

9.b.: Whether blacklisted/debarred by any agency (both governments, private or World Bank/ UN bodies) in the past? Pl. provide details in an Affidavit.

9 c.: Whether any staff or board member of your organization is part of any SACS/TSU staffs currently or in the past. Please provide the above information in the form of an Affidavit.

Section C: Current Programmes being run by the organization

10. Geographical location of Work List -Village, Panchayat, Block, Taluk/SubDivision, District (Each location should be separately specified)

11. Population with which they are presently working:

- () Rural/Urban :
- () Socioeconomic group
- () Occupational group:
- () Sex groups:
- () Students/Educational Institution:
- () Youth:
- () Women groups:
- () Others:

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

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

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

14. Agencies with experience in Health and HIV sector. Please specify and provide details of the client/donor agency, nature of projects, project period, contract value, continuing/completed.

15. Agencies with experience of working with projects supported by SACS/DACS. If yes, provide in details name of the SACS/DACS, nature of projects, project period, status of the project (continuing/completed/terminated). In case of termination please provide the reason for termination. Attach any relevant document issued by SACS/DACS clarifying termination or the relevant reports including evaluation reports.

Section D: Documents Required

16 . Copies of the following documents need to be provided with self-attestation by competent authority of the organisation

- I. Copy of the valid Society Registration certificate / Trust Deed/Certificate of Incorporation furnished
- II. Copy of Memorandum of Association and Article of Association furnished.
- III. Copy of Audited Statement attached (For NGOs – 3 years For CBOs – At least 1 year)
- IV. Activity Report / Annual Reports furnished (For NGOs – 3 years For CBOs – At least 1 year)
- V. Copy of the PAN Card of NGO
- VI. List of present Executive Committee/ Governing Board members with Contact details and occupation
- VII. Copy of valid registration/number of NITI Aayog -Darpan portal
- VIII. *Copy of last or latest filled Income Tax Returns (ITR)*
- IX. Identification document of Authorized signatory submitting EOI (copy PAN and AADHAAR Card)
- X. Resolution by Executive Committee/ Governing Board members for submission of EOI to SACS
- XI. Record of discussions / minutes of Executive Committee/ Governing Board for the last three years (in the case of CBO for minimum one year).
- XII. Copies of the affidavit as required
 - a) Indicating that is not involved in any corrupt practices and they have never been blacklisted/debarred by any agency (both government, private and World Bank/UN bodies).
 - b) In case the agency has been blacklisted/debarred in the past, the details of such blacklisting/debarment should be provided in the Affidavit.
 - c) Affidavit should also indicate that no staff or board member is part of any SACS/TSU staffs currently (or in the last 3 years which may create conflict of interest).
- XIII. Copy of valid registration/certificate under section 12A or 80G of Income Tax Act/ Valid Tax exemption certificate
- XIV. Organogram reflecting staff of similar nature/scope of work projects in last three financial year.
- XV. Experience of:
 - a) HIV/AIDS Project experience in carrying out Targeted Interventions/Link Worker Scheme with Core/ Vulnerable groups, Community Care Centres, Community Support Centre, Drop-In Centres (DIC) for PLHAs or any other activity as per guidance of NACO/SACS in last three financial year.
 - b) Managing other health projects such as RCH, Sexual health project, TB, Family planning in last three financial year.

- c) Managing community development projects in last three financial year. (Health, Education, Skill development, Rural Development, SHGs formation, etc.)

XVI. Experience in forming / establishing community-based networks

XVII. Document showing any member of the target community in the advisory committee of the NGO/For CBO any professional in the advisory committee.

XVIII. NGO/CBO have any document explaining their experience of involving different Stakeholders in their work? such as

- a) Civil Society Organizations
- b) Government Departments
- c) Private Sector
- d) Faith Based Organizations Cooperatives

XIX. NGO/CBO being a part of any consortium / network

XX. NGO/CBO involved in any committees formed by SACS / government departments

17. Name of the person who filled/submitted this form:

Qualification and experience:

Designation:

Address:

Signature:

Seal of the NGO/CBO

