

Government of West Bengal
Office of the District Magistrate
South 24 Parganas
Amar Shouchagar Project
DMMU Cell



2ND and 3RD Floor New Administrative Building,
12th Biplabi Kanai Bhattacharya Sarani Kolkata-700027
mnb.s24pgs@gmail.com 03365655606

Memo No. 903/DMMU/AS/MNB/EOI/16

Date: 29/12/2016

NOTICE INVITING QUOTATION

As no satisfactory bid was received against notice no 869/DMMU/AS/MNB/EOI/16 Dt. 19/12/2016 District Nodal Officer, Sanitation Cell South 24 Parganas District on behalf of District Magistrate South 24 invites quotation against the "Independent Verification of Open Defecation Free (ODF) Status of 29 nos. of blocks under South 24 Parganas District under Amar Shouchagar Project" in the district of South 24 Parganas". The intending experienced bonafide eligible Non-Government Organisation/ Research Institution /Universities / Consulting firms/others with adequate experience in the relevant nature of work in the field of survey are requested to quote their rate in their respective letter head and submit the same in sealed cover in the box placed in the DMMU Cell, 2nd Floor New Administrative Building within 05/01/2017 upto 2.00 P.M. The same will be opened on /after 2:30P.M. on 05/01/2017.

Encl: Copy of The Express of Interest

M 29/12/16
District Nodal Officer
Sanitation Cell
South 24 Pargans

Memo No. 903/1(10)/DMMU/AS/MNB/EOI/16

Date 29/12/2016

Copy forwarded for information and taking necessary action for display in office Notice Board for wide circulation to:

1. The District Magistrate, South 24 Parganas.
2. The DIO, NIC S24pgs , is requested to upload this notice in DM's website
3. The S.D.O. (All), South 24 Parganas.
4. DIA S24 Pgs is requested to upload this in ZP website.
5. The Dy.Secretary, South 24 Parganas Zilla Parishad.
6. The Executive Officer _____(all) Panchayat Samities.
7. The Karmadhakshya (JSOPSS), South 24 Parganas Zilla Parishad.
8. C.A. to Sabhadhipati, South 24-Parganas Zilla Parishad.
9. C.A. to A.D.M. & A.E.O., South 24-Parganas Zilla Parishad.
10. Zilla Parishad Notice Board for wide circulation

M 29/12/16
District Nodal Officer
Sanitation Cell
South 24 Pargans

EXPRESSION OF INTEREST (EOI)



SHORTLISTING OF INSTITUTIONS/ ORGANISATIONS/ FIRMS FOR
INDEPENDENT VERIFICATION OF BLOCKS FOR OPEN DEFECATION FREE
(ODF) STATUS UNDER AMAR SHOUCAGAR PROJECT OF MISSION NIRMAL
BANGLA

EOI open date: 29/12/2016

EOI end Date: 05/01/2017

NIQ-NO 903/DMMU/AS/MNB/EOI/16 Dt. 29/12/2016

District Mission Management Unit, Sanitation Cell
2nd Floor New Administrative Building
12, BiplabiKani Bhattacharya Sarani
Kolkata -700027

Part I: General Terms and Conditions

1.0. **Objective Of Expression Of Interest**

The objective of this “Expression of Interest” is to select agencies wishing to undertake the assignment of **Independent Verification of Open Defecation Free (ODF) Status of 29 nos. of blocks under South 24 Parganas District under Amar Shouchagar Project** which is being implemented through the District Mission Management Unit Sanitation Cell of South 24 Parganas district.

2.0. **EoI Issuing Authority**

This Expression of Interest (EOI) Notice is issued by the Additional District Magistrate Zilla Parishad of South 24 Parganas District who intends to short-list potential bidders in this selection process. The decisions of the issuing authority decision with regard to the short-listing of bidders through this EOI shall be final and the reserves the right to reject any or all the bids without assigning any reason thereof. The details of the contact persons for the overall selection process are given below:

| Sl No | Items | Description |
|-------|---|--|
| 01 | Name of the Assignment | Independent Verification of Open Defecation Free (ODF) Status of 29 nos. of blocks under South 24 Parganas District under Amar Shouchagar Project |
| 02 | Name of the Client | District Mission Management Unit Sanitation Cell,2nd Floor, New Administrative Building,12 Biplabi Kanai Bhattacharya Sarani, Kolkata - 700027 |
| 03 | Name of the Contact Person with Address | District Mission Management Unit Sanitation Cell,2nd Floor, New Administrative Building,12 Biplabi Kanai Bhattacharya Sarani, Kolkata - 700027 03365655606 mnb.s24pgs@gmail.com |
| 04 | Website Address for downloading of EOI and ToR for the assignment | www.amarshouchagar.in www.s24pgs.gov.in www.zps24pgs.gov.in |
| 05 | Address for Submission of Proposal thorough SPEED POST / REGISTERED POST | District Mission Management Unit Sanitation Cell,2nd Floor, New Administrative Building,12 Biplabi Kanai Bhattacharya Sarani, Kolkata - 700027 03365655606 |

3.0. Tentative Calendar Of Event Under EoI Process:

| SI No | Items | Description |
|-------|--|--|
| 01 | Issue of EOI | Additional District Magistrate South 24 Parganas Zilla Parishad |
| 02 | Advertisement of EOI | 29 th December 2016 |
| 03 | Last Date and Time for Submission of EOI in Complete | 05 th January 2017 upto 2:00 P.M. |
| 04 | Opening of EOI | On /after 05 th January 2017 at ADM ZP Chamber, South 24 Parganas Zilla Parishad, 2 nd Floor New Administrative Building ,12 Biplabi Kanai Bhattacharya Sarani Kolkata - 7000027 |

4.0. Availability Of EoI Document

EOI can be downloaded from the websites of www.amarshouchagar.in , www.s24pgs.gov.in , www.zps24pgs.gov.in as specified in this document. The bidders are requested to examine all instructions, forms, terms, project requirements and other details in the EOI documents. Failure to furnish complete information or submission of a proposal not substantially responsive to the EOI documents in every respect will be at the bidder's risk and may result in outright rejection of the proposal.

5.0. Terms and Conditions:

- 1. District Mission Management Unit Amar Shouchagar , South 24 Parganas** invites sealed Express of Interest from the intending experienced bonafide eligible International Non-Government Organisation/ Research Institution /Universities / Consulting firms in the relevant nature of the work in the field of survey.
2. The intending agencies should submit EOI within specified time along with copies of registration certificate/experience certificate of the previous work/annual report of the previous work of similar nature of job .
3. The intending agencies shall have to furnish original certificate of execution of similar works of sufficient magnitude as and when that will be demanded by the tendering authority.
4. The Bidder should quote his/their rates in figures and words. The purpose of the agency which contain overwriting or manipulation is /are liable to be rejected.
5. If the rate offered by the successful bidder is seriously unbalanced in relation to the nature of the work, the bidder may be required to produce detailed price analysis for any or all the items as given in Part-II of this proposal attached. The bidder has to deposit an extra security amount to the extent of 10 % of the total bid amount. The rate will be final, binding and conclusive on the bidder.

6. The agency undertake random sample of 10 % of total household of the district, which stands at 14,56,239, as per data available on the SBM(G) IMIS site (www.sbm.gov.in)
7. The agency will perform the survey of the entire district consisting of 29 nos. of blocks comprising of 310 nos. of Gram Panchayat. Survey is to be done from North East corner of each block to the South west corner covering a Zig Zag route as per conveyance. All geographical areas are to be covered.
8. The agency will perform the survey work in a random manner through visits to all areas, including visit to individual houses. They will collect data, evaluate the data and finally submit the report on the survey performed.
9. The agency has to undertake the followings works as per the schedule given by the district authority :-
 - Submit the social map of the survey route made by the agency
 - Submission of survey Schedule to be done by the agency.
 - Submission of survey report both in descriptive and statistical data form.
 - Submission of analytical data of the entire survey.
 - Submission of evaluation report of the survey.
 - Submission of impact assessment report for both periods i.e. before AMAR SHOUCHAGAR implementation and after implementation of AMAR SHOUCHAGAR.
 - Submission of photographs taken during the survey.
 - Submission of photographs of IEC activities made by the Gram Panchayat and Panchayat Samities like wall painting, Para Nazardari committee, hoardings, banners etc.
 - Survey work to be undertaken on and from **09/01/2017** to **30/01/2017**.
 - Above reports to be submitted by **02/02/2017**.

Part II: Objective, Scope of the Assignment & Terms of Reference

1.0 Background

South 24 Parganas is, indeed, a complex district, stretching from the metropolitan Kolkata to the remote remote villages upto the mouth of Bay of Bengal. Apart from its staggering size and population, the district administration has to contend with problems typical of metropolitan living in the urban area as such as high population density and overload civic infrastructure & as hand in complete contrast. The Sundarbans, the largest mangrove forests on earth, are spread over thirteen of the twenty-nine development blocks in the district. Due to its peculiar geographical location and the dictates of geography, the means of transport and communication in this region are not well developed, with all the attendant consequences

The South 24 Parganas is a district of West Bengal State, headquartered in Alipore. It is the largest district of West Bengal State by area and second largest by population. The district has a population of 8,153,176, has 78.57 per cent literacy rate and has sex ratio of 937. The district will be declared Open Defecation Free district on 31st March 2017. The sanitation campaign "Mission Nirmal Bangla", otherwise known as "Amar Shouchagar", and its unprecedented success has been based on SHACS (Sanitation & Hygiene Advocacy & Communication Strategy) which was jointly developed by the WB State Government and UNICEF.

District mission management Unit sanitation are responsible for delivering sanitation services to all the rural areas of South 24 Parganas District. AMAR SHOUCHAGAR focuses access to household sanitation through construction of sustainable sanitary structure and a sustained behaviour change in sanitation and hygiene among the community people, school and other educational institute.

District mission management Unit sanitation , south 24 Parganas has adopted "AMAR SHOUCHAGAR" approach to achieve Open Defecation Free (ODF) under Mission Nirmal Bangla in the state. To standardize the verification and certification process as per the spirit of Mission Nirmal Bangla guidelines a protocol of verification and certification of ODF Status is developed. To declare the district ODF by 31st March 2017 it is require to perform proper verification and clarification of each every household to access the sanitation in the district.

2.0. Background of Open Defecation Free Verification of Gram Panchayats

As per the mandate of Mission Nirmal Bangla guidelines, independent verification of Open Defecation Free (ODF) status of Gram Panchayats is to be conducted to assess the status of intervention of SBM (G) and outcome of the program thereof. Verification of ODF status is expected to provide data that can help informed decision-making across the programs and thereby make quality improvements in their specific areas of work. To meet these objectives External Agencies with substantial expertise in data collection, analysis and management needs to be engaged. The agencies must also be able to demonstrate that they have strong and transparent quality assurance mechanisms in place at each stage of the work and be willing to share raw data on request.

3.0.Objectives of ODF Verification

The ODF Verification would be conducted with certain specific objectives, which aim at highlighting the effectiveness of Mission Nirmal Bangla and quality of implementation process and its outcomes. The study also intends to provide a framework for regular check and mid course correction in each stage of implementation. The agencies will provide report on corrective measures to be taken just after monitoring is completed in particular Block. In this study, both primary and secondary data would be used to bring forth the impact of the schemes. The agencies would conduct study, find the gaps in implementation specifically on the process and suggest way forward. The study will help the government to reformulate their strategies and make necessary changes in the programme and plan accordingly.

3.1 Specific Outputs of ODF Verification

- ✓ To conduct a household survey in sample Blocks of south 24 Parganas to track progress on key health sanitation and hygiene indicators.
- ✓ To administer questionnaires to other key stakeholders including Frontline Health Workers (ANMs, ASHAs, AWWs, Motivators etc) to track changes in service supply and demand.
- ✓ To conduct an observation checklist at facilities and events.
- ✓ Generate high quality, objective primary data from across all districts of South 24 Parganas about sanitation service provision, utilisation and outcomes.
- ✓ Generate high quality data on specific behaviours at the household and village level on and sanitation, which can help understand the uptake of Mission Nirmal Bangla
- ✓ Triangulate the data generated through this process, with routine and survey data from other reliable sources to make a 'best assessment' of the sanitation status in South 24 Parganas .

4.0 SCOPE OF WORK

4.1 SBM (G) : ODF Verification

District Mission Management Unit will verify ODF status of the Gram Panchayats as per Mission Nirmal Bangla Open Defecation Free (ODF) Verification Guidelines and forward the eligible GP applicants. District Mission Management Unit will engage Organisations to verify the ODF Status of the Gram Panchayats.

The Organisation will verify **10%** of the households in a village selected through stratified random sampling and **10%** of schools and anganwadis. Verification reports are required to be submitted by the agencies in hard copies as per prescribed formats.

4.0 Composition of ODF Verification Teams & other requirements

Every verification agency shall have a senior functionary of their organization as co-ordinator who would be continuously in touch with the verification teams of the agency and district authorities. The co-ordinator shall be able to report on the current status of data collection / entry work at all times. The name and contact details of the co-ordinators shall also be given to District Mission Management Unit before start of the survey by the agency.

Each verification agency shall assign sufficient number of verification teams so as to cover all the allocated Blocks within the stipulated time frame. Each survey team should consist of 1 supervisor and at least 2 investigators.

The Agency needs to have sufficient capability to provide services for the work as specified above with adequate and competent manpower and infrastructure including computers and software required for the job. Since the task is time-bound, the Agency would be required to adhere to the prescribed timelines and work in close coordination with the District Mission Management Unit .

5.0 Quantum Of Work

The Number of blocks to be allocated will depend upon the requirement of District Mission Management Unit and the expected capacity of the agency in the area to deliver the output within a specified time.

6.0 Location Of Work

The agencies may be allocated Blocks for survey anywhere in South 24 Parganas District. The agency has to report to the local administration prior to the start of work for necessary coordination.

7.0.Deliverables

7.1.Submission of hard copy of verification report in the prescribed format.

7.2.Submission of hard copies of coloured photographs for each Block clearly showing the following:

- I. Gram Panchayat Office, PRI members and survey team during the visit
- II. Open defecation sites seen (if any).
- III. School and Anganwadi toilets found not functional/ not clean (if any)
- IV. Garbage / waste dumped near specified areas (if any).
- V. Proof of cleanliness in the village (if any) (Pictures of places such As Village streets , Pictures of IEC / social mobilization activities / Copies of IEC materials like photos, pamphlets.
- VII. Pictures of dustbins / vermin composting that are used.
- VIII. Pictures of transportation or disposal of waste at the GP level.

8.0 Breach/Violations of the TOR

- a) District Mission Management Unit reserves the right to get any or all verification reports cross checked by its own officers. In case of any discrepancies found in the data collected the agency shall be blacklisted, the payment will not be released and other punitive actions including refund/deduction of full or part of admissible verification fees may be initiated against the agency.
- b) The agency who is selected in the final round selection is hereby requested to deposit of 10 % of total work value as security deposit. The security deposit will be refunded at the end of the completion of the entire work assigned to the agency.

Part III: Bidding Terms and Pre-Qualification Criteria

1.0 Eligibility Criteria

The application is open to organizations (NGOs, Companies, Research Institutions Universities, Academic Institutions, Trusts, Civil Societies etc.) having sound technical and financial capabilities of conducting field surveys/ verifications in 29 nos. of Blocks of south 24 Parganas. The agencies will be selected through the process of technical evaluation and financial evaluation. District Mission Management Unit may select as many numbers of agencies as may be desirable to complete the process of ODF Verification within a specified timeframe.

2.0 Pre-Qualification Criteria

The eligible bidders are required to full-fill the following eligibility criteria as specified below to participate in the selection process:

- i. The bidder may be located in any part of the country but should have preferably local presence in the state of west Bengal in South 24 Parganas.
- ii. The bidder must have completed **10 years** in business from the date of incorporation on last date of the submission of proposal.
- iii. The Bidder must have **minimum 10 years** of past experience in successfully implementation of assignments in the field of evaluation/monitoring/ impact assessment or related of studies for Central / State Govt organizations/ International Organizations
- iv. Prior experience of successfully completion of any kind of assignment in sanitation & hygiene would be added advantage.
- v. The bidder must have an overall annual financial turnover equal to **Rs. 15 Lakh** in each of the last three consecutive financial years.
- vi. The bidder / members of the consortium should not have been blacklisted by Central / State Govt. Institutions for any means of non-obligation.
- vii. Premier academic institution (Govt./ Private) of repute in the field of WASH monitoring, evaluation, impact assessment and studies will be given preference.
- viii. The agency must have a permanent establishment of its own with at least 10 field supervisors/officials on its roll having experience in conducting such survey/verification work with minimum educational qualification of Graduation.

3.0 Terms And Conditions Under EOI

1. This EOI is not an offer and is issued with no commitment. District Mission Management Unit reserves the right to withdraw the EOI and change or vary any part thereof at any stage and also reserves the right to disqualify any bidder at any stage.
2. District Mission Management Unit reserves the right to withdraw this EOI if it determines that such action is in the best interest of the District Mission Management Unit,
3. Timing and sequence of events resulting from this EOI shall ultimately be determined by the District Mission Management Unit.
4. No oral conversations or agreements with any official, agent, or District Mission Management Unit shall affect or modify any terms of this EOI and any alleged oral agreement or arrangement made by a bidder with any department, agency, official or District Mission Management Unit .
5. Neither the bidder nor any of the bidder's representatives shall have any claims whatsoever against District Mission Management Unit or any of their respective officials, agents, or employees arising out of, or relating to this EOI or these procedures (other than those arising under a definitive service agreement with the bidder in accordance with the terms thereof).
6. Applicants, those are found to canvass, influence or attempt to influence in any manner the qualification or selection process, by offering bribes or other illegal gratification, shall be disqualified from the process at any stage.
7. Each applicant shall have to submit only one EOI as per the prescribed format.

4.0 Acknowledgment Of Understanding Of Terms

By submitting a proposal, each bidder shall be deemed to acknowledge that it has carefully read all sections of this EOI, including all forms, schedules and annexure hereto, and has fully informed and agreed itself as to all existing terms, conditions and limitations.

5.0 Evaluation Of Pre-Qualification Proposal

The bidders' Pre-Qualification Proposal' will be evaluated as per the eligibility criteria specified in the EOI. The bidders are required to submit all necessary documents in support of their eligibility to participate under this selection process.

6.0 Language Of Proposal

The proposal and all correspondence and documents should be written in **English**.

7.0 Response Requirements

- a. The response to the Pre-qualification requirements shall be prepared in accordance with the eligibility criteria as specified in the EOI.
- b. Application must be direct, concise and complete in all respect. All information not directly relevant to this EOI should be omitted.
- c. The response complete in all respect shall be sealed and super scribed “**EOI for Independent Verification of Open Defecation Free Status of Blocks of South 24 Parganas**” on the top and addressed To The District Nodal Officer District Mission Management Unit Sanitation Cell, 2nd Floor, New Administrative Building, 12 Biplabi Kanai Bhattacharya Sarani, Kolkata – 700027 at the address specified in this document.
- d. The response should contain the required forms filled in appropriately along with other supportive documents as specified in the EOI. It is mandatory that all pages of supportive documents must have to be signed by the authorized signatory.
- e. EOI delivered in through other mode shall be treated as defective, invalid and out rightly rejected

8.0 Submission Of Pre-Qualification

The EOI should be submitted in the sealed envelope with the following details.

Part - I: (Covering Letter)

- a. Covering Letter from the Bidder as per the prescribed format (**Annexure-I**)

Part - II: (Details of the Organisation)

- a. This part must include a general background of the bidder’s organisation (**limited to 400 Words**) along with other details as per the format provided at (**Annexure - II**). Enclose the self-attested documents in support of the information provided.
- b. The bidder must also provide the financial details of their organisation as per format provided at (**Annexure -III**). Enclose documentary evidence in support of the information provided.

9.0 Evaluation of Technical Bid

District Mission Management Unit Sanitation Cell shall evaluate the EOI for short listing taking into consideration of past experience, & experience and the financial strength of the bidder.

Part IV: Response Formats (Annexure)

ANNEXURE- I

**(COVERING LETTER)
(IN BIDDER'S LETTER HEAD)**

To
The District Nodal Officers
District Mission Management Unit Sanitation Cell,2nd Floor,
New Administrative Building,
12 Biplabi Kanai Bhattacharya Sarani,
Kolkata - 700027

Sub: Expression of Interest for Verification of ODF Blocks in south 24 Parganas

Ref: Eoi No

Sir,

I submit herewith the Expression of Interest for Verification of ODF Blocks in south 24 Parganas in accordance with your EOI No. _____ dated _____

We attach hereto the response as required by the EOI, which constitutes our proposal.

The details of the Contact Person on behalf of the bidder are given below:

| | |
|---------------------------|--|
| Name | |
| Designation | |
| Name of the Organisation | |
| Address for Communication | |
| Phone No. | |
| Mobile No. | |
| Email | |

This is to declare that all the information and statements made in the proposal are true and correct. It is understood that any misrepresentation of facts or figures contained in the proposal may lead to disqualification of the agency for consideration for the said proposal.

Signature _____

In the capacity of: _____

Authorized signature for and on behalf of
the agency

ANNEXURE - II

GENERAL DETAILS OF THE ORGANISATION

(To be furnished in a Separate Sheet)

| No | Information Required | To be filled in by the Agency |
|----|---|-------------------------------|
| 1 | Name of organization | |
| 2 | Nature of the legal status in India | |
| 3 | Legal status reference details | |
| 4 | Nature of business in India | |
| 5 | Date of Incorporation | |
| 6 | Date of Commencement of Business | |
| 7 | Address of the Registered Office in India | |
| 8 | Type of Organisation (Govt. / Private) | |
| 9 | Number of years for which the organization has done similar work | |
| 10 | Number of Employees on rolls of the organization as on 01.04.2016 Full Time Part Time | |
| 11 | PAN Number | |
| 12 | Service Tax Registration Number | |

Mandatory Supporting Documents:

- a) Certificate of Incorporation of the Bidder
- b) Copy of PAN Number
- c) Copy of Service Tax Registration Certification (if applicable)
- d) Copy of up to date IT Clearance Certificate for last **two** years
- e) Undertaking for not have been blacklisted by any Central / State Govt. Organizations during the recent past

Sign and Seal of the Authorised Representative

Date:

Place:

ANNEXURE - III

(To be furnished in a Separate Sheet)

FINANCIAL DETAILS OF THE ORGANISATION

| Financial Information | | | |
|---|------------|------------|------------|
| Financial Year | FY 2013-14 | FY 2014-15 | FY 2015-16 |
| Financial Turn Over (in INR Lakh) | | | |
| Mandatory Supporting Documents: a. Auditor Certified financial statements for the Last three financial years; 2013-14, 2014-15, and 2015-16 (Please include only the duly sections on P&L, Revenue and the Assets, not the entire balance sheet.) | | | |

Sign and Seal of the Authorised Representative

Date:

Place:

Generic Guidelines Detailing Survey Methodology for Verification of ODF Gram Panchayats

1. Background

District Mission Management Unit Sanitation Cell South 24 Parganas has to ensure better health and quality of life for peoples in rural people in South 24 Parganas. The scheme aims at Open Defecation Free (ODF) status of the communities. District Mission Management Unit Sanitation Cell South 24 Parganas intends to engage Organisations for verification of ODF status of the blocks.

2. Composition Of Survey Teams & Other Requirements

Every verification agency shall have a senior functionary of their organization as co-ordinator who would be continuously in touch with the verification teams of the agency and district authorities. The co-ordinator shall be able to report on the current status of data collection at all times. The name and contact details of the co-ordinators shall also be given to District Mission Management Unit Sanitation Cell before start of the survey by the agency. Each verification agency shall assign sufficient number of verification teams so as to cover all the allocated GPs within the stipulated time frame. Since the task is time-bound, the Agency would be required to adhere to the prescribed timelines and work in close coordination with the District Mission Management Unit Sanitation Cell. The number of blocks allocated may increase/decrease depending upon the need at any point in time and progress reported by the agency over the period of survey.

3. Eligibility for Qualifying for Open Defecation Free Status

"ODF is the termination of faecal-oral transmission, defined by a) no visible faeces found in the environment/village; and b) every household as well as public/community institutions using safe technology option for disposal of faeces.

| Household Survey Parameters | Village Survey Parameters |
|--|--|
| Access to Toilet Facility | No visible faeces found in the environment/village |
| 100% Usage | Proper usage of School toilet |
| Hand washing before meals. | Safe confinement of excreta in school toilet |
| Hand washing with soap after defecation |)Proper usage of Anganwadi toilet |
| Availability of soap and water in or near the toilet | Safe confinement of excreta in anganwadi toilet |

4.0.Survey Methodology to be adopted

- i. 10% households to be surveyed should be selected in each blocks following Stratified Random Sampling technique so as to invariably represent all the households in the village or in the same proportion as total BPL, APL and SC/ST households in the village. The respondents covered should be fair sampling of women.
- ii. The surveying team will visit the applicant PRIs and conduct the survey in all the Community Toilets/ School toilets/ Anganwadi Toilets in the blocks .
- iii. For solid and Liquid Waste Management ,The survey team will see the general cleanliness and proper system of transportation and disposal.
- iv. Information Education Communication.

Checklist to be adopted for ensuring compliance against criteria/ sub-criteria under scoring pattern.

I. For IHHL/ Community Toilets

- Observe if toilets in the households are used by all family members.
- Observe if the toilets are functional and is fit for daily use.
- Toilets are located at safe distance from drinking water sources.
- Observe that there is no chance for flies/ insects to come in contact with faecal matter.
- Observe that the (pan/platform) toilets are clean.
- Observe if soap/ ash is available for hand washing in/ near toilets.
- Observe if child feces are properly disposed in the toilet and not thrown in dustbins/ garbage heaps
etc.
- Observe if community toilets and urinals are present in the Gram Panchayat
- Find out that if anyone/ agency in the GP has been assigned the responsibility of maintenance of the community toilet.
- Observe that there is no open defecation happening in the GP.
- Make sure that no manual scavenger exists or is available in the GP.
- Make sure that scavenging by animals do not exist in the GP.
- Make sure that no night soil is released into open drains in the GP.

II. For School Sanitation

- Observe if there are separate toilets for boys and girls in schools
- Observe if the toilets are used by teachers and students alike.
- Observe if the toilets are cleaned and maintained in a hygiene manner
- Observe if there is provision and supply of adequate water in the toilets.
- Observe if there is a hand washing facility with soap/ ash in or near the toilets.
- Observe if there is separate and safe drinking water facility in the school.
- Observe if there is safe and separate drinking water facility in the school.

III. For Anganwadi Sanitation

- Observe if clean toilets in Anganwadis
- Observe if the toilets are child friendly being used by children
- Observe if the Anganwadi has stock of cleaning agent for keeping toilets clean
- Observe if there is proper supply of water to the toilets
- Observe if soap is available for hand washing in the toilets
- Observe if there is provision for clean drinking water in the Anganwadi

VI. Information Education Communication

- Observe if there are any posters, hoardings, wall writings et. Being displayed at public places in the Gram Panchayat to sensitize the general public on sanitation issue.
- Observe if child friendly drawings/ paintings inculcating sanitation friendly messages have been put up around school/ Anganwadi toilets.

Rate offered for ODF Verification

| Survey | Rate (in Rs) |
|---|--------------|
| Rate of Per Household Survey including School, ICDS and Community toilets (with logistic arrangements):- | |

The EOI to be submitted on schedule date as mentioned earlier at the following address. No application will be accepted or entertained after last schedule date i.e., 05th January 2017 (upto 2:00 p.m.)

Application submitted on the following address.

To
The District Nodal Officer
District Mission Management Unit Sanitation Cell,2nd Floor,
New Administrative Building,
12 Biplabi Kanai Bhattacharya Sarani,
Kolkata - 700027

BY HARD COPY