

Annexure-II of Letter regarding Continuation of SAG-KP Convergence Programme, dated-28.12.2021

Modalities of NGO/CBO Engagement under SAG-Kanyashree Prakalpa Convergence Programme commencing from 1st January, 2022 to F.Y.2022-23.

The implementation of this Convergence Programme will be facilitated at the ICDS project level by deployment/engagement of NGOs/CBOs. All activities and related planning to be delivered by the personnel appointed and placed at ICDS Project offices by such NGOs/CBOs are required to be discussed and agreed upon at the District level core committee (DLCC) which to be constituted comprising ADM (SW), OC- Kanyashree, DPO (ICDS), DSWO, Dy. CMOH-III, District Project Manager for Utkarsh Bangla, representatives from State level Partner NGOs/INGOs. State Partner NGOs/INGOs will share the list of their nominated staff name with designation, contact no. & e-mail ID at State and District level with the approval of WCD&SW Department and District Magistrate.

The modalities of engagement of NGOs/CBOs at the ICDS Project level are as following:

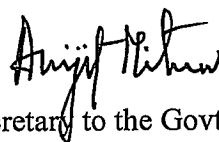
1. The District Administration may identify and recommend new NGOs/CBOs (if required) with credentials of working in the field of maternal, child and adolescent health, nutrition, education, empowerment and social development issues for at least 3-5 years with good track record. The District based NGOs/CBOs may be given preferences if they have a set of trained field staffs in the working areas. In absence of any potential NGO in the District, the DLCC may engage SHG Cluster/Federation as CBO with due recommendation of the DRDC regarding their ability to deliver results.
2. The selected NGOs/CBOs will have to engage 1(one) person at the ICDS Project (Main) as Project Coordinator and 1-5 person(s) at the GP/sector level as Field Facilitator as per point no.4. Each field facilitator will work for 4-5 GPs. Female candidates will be given preference at the field level for better interaction with the Adolescent girls. Capable and trained ex- AG Group leaders (Sakhi or Saheli) / K-2 beneficiaries (above 18 years of age) may also be given preference during such selection by the NGOs/CBOs.
3. In a Project (including additional project) with less than 100 AWCs, there will be no Field Facilitator (FF). Only Project Coordinator will work for the entire project. In the Project with no. of AWCs between 100-150, there will be 1 FF, in the Project no. of AWCs between 150-300, there will be 2 FFs, project with 300 - 450 AWCs, there will be 3 FFs, project with 450 – 600 AWCs, there will be 4 FFs and above 600 AWCs (up to any number), there will be 5 FFs. For any number AWCs in an Urban / Municipality Project with more than 100 AWCs, there will be maximum 1 FF.
4. The NGOs/CBOs will be entitled to claim a consolidated amount @Rs.10,000 per person/month for project level support (Project Coordinator) and @Rs.6000 per person/month for GP/sector level support (Field Facilitator).
5. The NGOs/CBOs will be entitled for claiming a fixed amount of Rs.2500/quarter as contingency towards project support cost. This amount will be sub-allotted to the CDPOs. CDPOs will release this fund to the NGO/CBO as allowance.



6. The selected NGO/CBOs will support the ICDS project to monitor and implement Nutrition services like SNP to 11-14 years out-of-school AGs, weekly IFA supplementation along with bi-annual de-worming for all 10-19 years AGs (OOS).
7. The NGOs/CBOs will facilitate organisation of quarterly Health Check-up (Kishori Diwas / Adolescent Health Day) at the AWC/Sub-Centre/village level on the day of VHND or on separate day with presence of ANM and ASHA in consultation with the Block Medical Officer (Health) / BPHN and the Adolescent Health Supervisor. The NGO/CBO will facilitate preparation of a micro plan jointly by ICDS and Health Dept (BMOH). Before organising Kishori Diwas / AHD. The documentation of these Kishori Diwas organised has to be made and shared.
8. The NGOs/CBOs will ensure distribution and updating of the Kishori Cards to all the Adolescent Girls (11-18 years) at all AWC areas.
9. The NGOs/CBOs will support the AWWs in proper maintenance and updating of the SAG-KP convergence programme records and registers to ensure actual reporting of the work.
10. The CDPOs will organise different training programme and exposure visit for the girls/AWWs as per scheme financial norms as and when the fund will be available. These training programmes will be facilitated by the NGO/CBO staff members placed at the CDPO's office. No resource person's fees will be paid to them for facilitation.
11. The NGO/CBO will submit a project proposal in consultation with District core committee well in advance to the CDPO along with training calendar and budget for the activities to be delivered.
12. The training budget will be available for all AWCs under all the ICDS projects. Training of the Adolescent Girls (all school going and out of school) will be conducted in every month at the monthly meeting with them at the AWC/village/GP level.
13. The NGOs/CBOs will have to ensure several rounds of training to all Adolescent Girls including group/peer leaders from all AWCs after the TOT is organised on Integrated Training Module – Learning Games for Girls (LGG) by the District core committee.
14. The CDPO will issue work order to the selected NGOs/CBOs with an instruction to complete the monthly assignment latest by 25th of every month and submit bill/claim to the CDPO by 30th of the same month for reimbursement.
15. The NGOs/CBOs will plan and facilitate Nutrition & Health Education (NHE) sessions for all girls, Adolescent Reproductive Sexual Health (ARSH) sessions for 15-18 years adolescent girls at all the AWCs under the leadership of the AWWs and facilitated by trained Peer leaders/Master Trainers (AWWs). The NGOs will plan the schedule in such a manner that all AWCs are covered within every 4 months. The plan is to be shared with the CDPOs for approval and the approved plan to be shared with the DPO, ICDS beforehand.
16. The NGOs/CBOs will submit the monthly report to the CDPO of the particular ICDS project and a copy to the District level core committee for their analysis and compilation to generate District report.

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17. The NGO/CBO will attend all kind of Convergence meeting at Block and GP level to review the issues of Adolescent Girls' empowerment process and to influence the decisions/plans on Adolescent Girls of other line departments.
18. The NGOs/CBOs will facilitate senior Adolescent Girls (15-18 years) linking with different kinds of Vocational Training as available from different line departments and courses offered by the Paschim Banga Society of Skill Development (PBSSD), Govt. of West Bengal.
19. The selected NGOs/CBOs will participate in the District level monthly review meeting to be convened by the DPO (ICDS) on behalf of the District level Core Committee and facilitated by DLCC members including state partners.
20. The staff of NGO/CBO will be dedicated for SAG-KP Convergence programme only. It is also to mention that CDPOs will release the NGOs/CBOs immediately on the closure/ suspension of the programme due to its expiry or any force majeure.
21. In course of implementation, as per state policies of programmatic priorities, the modalities may be modified from time to time and intimated accordingly to all concerned.



Special Secretary to the Govt. of West Bengal

Annexure-III of Letter regarding Continuation of SAG-KP Convergence Programme, dated-28.12.2021

Template for SAG-KP Convergence Programme District level Action Plan for Jan'22 to March'23

[illegible]

	<i>(Kishori Kit will be supplied by the State)</i>									
7	Printing and distribution of Kishori Cards for all K-1 and 11-18 years (OOS) beneficiaries. <i>(Ready to Print CD of Kishori Card will be supplied by the State)</i>	Annual target and activity								
8	Printing and distribution of SAG Registers for all AWCs (operational) <i>(Ready to print CD of the Register will be supplied by the state)</i>	<i>Applicable for those who have not printed Registers during FY2020-2021</i>								
9	Organising Girls' (for all 11-18 years) events like Sports, Girls' Child Day, etc – Project Level									
10	Organising Girls' annual events like Sports with special emphasis to out of school Adolescent Girls and Girls' Child Day, etc (at Project and District level)									
11	Vocational Training on Land literacy and Land based Livelihood for (14+ - 18 yrs both in school and OOS).									
12	District level Review Meeting of DLCC with extended participants									
		Total								
		Total Fund requested from SAG								
		Total Fund requested from SAG-KP Convergence								

Signature of Additional District Magistrate ----- District

Annexure-IV of Letter regarding Continuation of SAG-KP Convergence Programme, dated-28.12.2021

Budget Provisions and financial approval for implementation of SAG – Kanyashree Prakalpa Convergence Programme for the 4th quarter of FY 2021-2022 & FY 2022-2023.

Sl. No	Component	Scale of Expenditure
1	Payment of remuneration of the personnel to be deputed by the approved NGO/CBO for SAG-KP convergence Programme	Rs. 10,000 / Project Coordinator / month and Rs. 6000/ Field Facilitator/ month to be engaged by the selected NGO/CBO at ICDS Project
2	Contingencies for the NGOs/CBOs	Rs.2500 / Quarter / ICDS Project (Main)
3	1-day Training of the CDPOs/ACDPOs	Rs. 180 / head/ Year
4	1-day Training of ICDS Supervisors	Rs.180 / Supervisor/ Year
5	2-day residential Training of NGO staffs	Rs.1750/ participant/ Year
6	1-day Orientation of AWWs	Rs.60 / AWW / Year
7	2-day Girls' Group Training (11-14 yrs OOS)	Training will be imparted whenever fund under Scheme for Adolescent Girls (SAG) will be available to the CDPOs. Scale of expenditure is at par with point No.8
8	2-day Girls' Group leaders Training for 14+ to 18 yrs AGs (both in school and OOS)	Cost of refreshment @Rs.50 / AG for 2 Days[@Rs.25 /AG/ day], Travel Allowance @Rs.30 /AG for 2 Days and cost of Training Materials @Rs.20 / AG for 2 Days.
9	1-day Life Skill Education Training for the AGs (11-14 yrs OOS) including exposure visit.	Training will be imparted whenever fund under Scheme for Adolescent Girls (SAG) will be available to the CDPOs. Scale of expenditure is at par with point No.10
10	1-day Life Skill Education Training and exposure visit. for the AGs (14+ -18 yrs both in school and OOS)	Cost of refreshment @Rs.50 / AG during visit and cost of transportation and stationary cost Rs.50 / AG
11	Printing of Kishori Register for all AWCs	Rs.70 / Register/year
12	Printing of Kishori Cards for all K-I beneficiaries and 11-18 years (Out-of-School) Adolescent Girls	Rs.2/ Card/year
13	Organising Girls' annual events like Sports with special emphasis to out of school Adolescent Girls and Girls' Child Day, etc	@Rs.15000 / ICDS Projects/year and @Rs.50000 / District/year
14	Vocational Training on Land literacy and Land based Livelihood for (14+ -18 yrs both in school and OOS).	Rs. 15000 / ICDS Project/year. (Minimum 50 girls /ICDS Project/year to be trained).
15	District level Review Meeting of DLCC with extended participants:	Rs. 5000 / Quarter / District



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