

Request for Expression of Interest (EoI) for short listing of NGOs/CBOs for providing services for Targeted Interventions (TIs) in Kerala

Kerala State AIDS Control Society (KSACS) invites EoI for empanelment from interested civil society organizations (NGOs/CBOs) in all districts of State of Kerala for providing services to implement HIV/AIDS Targeted Interventions (TIs) with highly vulnerable population groups, ie: High Risk Groups (Female Sex Workers (FSW) Men who having Sex with Men (MSM) Transgender (TG) People With Injecting Drug (PWID) and Bridge population (Migrants and Transport workers). The TIs are expected to provide core services for all HRGs and Bridge population such as peer education, condom promotion referral and treatment for STIs, HIV testing, linkages to testing, treatment , care & support and in the case of PWIDs , needle syringe exchange program and Opioid Substitution Therapy (OST).

Additional information viz. specified format for EoI/application, terms of reference/scope of work qualifying and evaluation criteria and policy on conflict of interest may be seen in website mentioned below.

NGOs/CBOs that are registered societies/trusts and active in community work may submit (via post to the address below) EoI in the specified format with accompanying materials (available in the website given below) **on or before 5.00 pm on 29-12-2025.**

Please note that this is not a request for project proposals. The request for project proposal will be issued to the shortlisted NGOs/CBOs only.

Project Director

Kerala State AIDS Control Society (KSACS)
Red Cross Road
Thiruvananthapuram 695035
e-mail: keralasacs@gmail.com
www.ksacs.kerala.gov.in (web-site)

Format for information related to Expression of Interest

Section A: Basic Information

1. Name of the Organisation:

2. Postal Address:

3. Telephone : Telex FaxEmail PIN: Website (if any):

4. Legal status : () Society () Company () Others(specify)

5. Registration Details : Registered on(Date) By District:

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:

Sl no	Name	Designation	Contact details

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)

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

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

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

8. c.:Whether any staff or board member of your organisation 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 organisation

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: () Rural/Urban: () Socioeconomic group : () Occupational group : () Sex groups : () Students/Educational Institution : () Youth : () Women groups : () 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 the organisation currently runs (not more than three pages)

13. 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.

14. 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

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

- a) Copy of the valid 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 Activity Report / Annual For CBOs – At least 1 year) Reports furnished (For NGOs – 3 years least 1 year)
- d) Copy of the PAN Card For CBOs – At
- e) List of Executive Committee/ Governing Board members with Contact details and occupation
- f) Copy of valid registration/number of NITI Aayog -Drpan portal
- g) Copy of last or latest filled Income Tax Returns (ITR) Identification document of Authorized signatory submitting EoI (copy PAN and AADHAAR Card)
- h) Resolution by Executive Committee/ Governing Board members for submission of EoI to SACS Record of discussions / minutes of Executive Committee/ Governing Board for the last three years (in the case of CBO for minimum one year).
- i) Copies of the affidavit as required

- 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).
 - In case the agency has been blacklisted/debarred in the past, the details of such blacklisting/debarment should be provided in the Affidavit.
 - 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).
- a) Copy of last filled Income Tax Returns (ITR)
 - b) Copy of valid registration/certificate under section 12A or 80G of Income Tax Act/ Valid Tax exemption certificate
 - c) Organogram reflecting staff of similar nature/scope of work projects in last three financial year. 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.)

Experience in forming / establishing community based networks Document showing any member of the target community in the advisory committee of the NGO/For CBO any professional in the advisory committee.

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 NGO/CBO being a part of any consortium / network NGO/CBO involved in any committees formed by SACS / government departments

15. Name of the person who filled this form:

Qualification and experience:

Designation:

Address:
