



Letter No.. 2268

Date... 4/10/19

EXPRESSION OF INTEREST

Expression of Interest is invited from register Government Organization/ NGO/ Societies having full fledged training venue at Nuapada and Khariar with accommodation facilities for 35 participants to conduct different residential trainings by ZSS Nuapada (The term of reference for the DTS along with format are uploaded in district website www.nuapada.nic.in for information.) Interested Government Organization / NGO/ Society may submit their expression of interest in the prescribed format on or before 15/10/2019 through Registered Post, Speed Post or Courier. The training site will be assessed by district level team using prescribed checklist and the venue fulfill all eligible criteria will be finalized and empanelled for conducting different training. The authority reserves the right to cancel the Notice without assigning any reason thereof.

Yours Sincerely

Signature
 CDM & PHO-cum- DMD, Nuapada

Memo No 2269

Date 4/10/19

Copy to the notice board of Collectorate, Nuapada/ PD, DRDA/ District Information Centre/ O/o CDM&PHO/ All BDOs/ All MOs for information and informed the applicants.

Signature
 CDM & PHO-cum- DMD, Nuapada

Memo No 2270

Date 4/10/19

Copy to DIO, NIC for information and he is requested to upload the Expression of Interest in the district website.

Signature
 CDM & PHO-cum- DMD, Nuapada

Terms of Reference

Venue for Conducting Residential Training of ASHA

1. Must have a good training hall (size 25ft x 20ft) with adequate facility of light, electricity, fan and ventilation.
2. Must have provision of well functioned toilet and drinking water facility, Chair, Dari for sitting arrangement and food arrangement for participants.
3. Availability of safe and secure residential facility for 35 ASHAs and at least 2 trainers.
4. Availability of teaching materials at training hall (i.e. white/black board, Chalk, White Board marker etc) & space to transact participatory training activities.
5. Convenient location with accesses to public transportation facility.
6. It should have good track record of financial management.
7. The category of venue may include Govt. and Non Governmental facilities.

CHECKLIST FOR SELECTING DISTRICT TRAINING SITE**FOR ASHA MODULE 6 & 7**

Name of Training Site: _____

Name of the institution: _____

Contact Person: _____ Position: _____

Address: _____

Phone: _____ Fax: _____ Email: _____

| Basic facilities | | |
|-------------------------|---|-------------------|
| Cost | Is there a fee for using this facility? If yes, How much per day? | Yes / No _____ |
| Ease of Access | How easy is the location to find and get to? Distance from the district head quarter. | Yes / No |
| Public Transportation | Is the training site easily accessible to public transportation? If yes, mode of transportation (Bus/Train/Others) | Yes / No |
| | If.No, what is the alternative arrangement? | |
| Food | Availability of space for-breakfast, working lunch and dinner. | Yes / No |
| Additional Space | Is extra space available for Sub-Group activities? | Yes / No |
| | Is there any additional space available for using audio visual & role play of the entire training module? | Yes / No |
| | Proper ventilation and proper toilet & water facility is available or not?(Essentially Drinking Water) | Yes / No |
| Opening and Closing | Will facility staff be responsible for opening and closing the facility? If not, does someone need to pick up a key before the training? Will trainer be able to get into room early to set up? | Yes / No |

Training Room Checklist

| | | |
|-----------------------------------|--|---|
| Room Size and Layout | What is the size of the room? _____ Which statement best describes the room? The room is square. _____ The room is rectangular. _____ The room is long and narrow. _____ The room is divided by columns/walls/inserts _____ No of participants to be accommodated as per the following sitting arrangement. Classroom style _____ Banquet style _____ Conference style _____ U-shape _____ | |
| | Will audio-visual equipment decrease this space significantly? Who is responsible for room setup (facility or Trainer)? | Yes / No _____ |
| Equipments & Furniture | Projector TV/LCD (what size _____) Flip Chart Stand White Board / Black Board Microphone and sound system Will someone be on-site to help with equipment difficulty? In case of non-availability, the hiring charges per day? | Yes / No Yes / No Yes / No Yes / No Yes / No Yes / No _____ |
| Registration Area | Is there an area outside the training room that can be used for registration? | Yes / No |
| Toilet | Are toilets available near the training hall? | Yes / No |

| | | |
|------------------|--|----------|
| Noise | Will there be activity nearby that is noisy and distracting the training session (e.g., another meeting hall attached to the training hall or next door) | Yes / No |
| Interruptions | Is there any possibility of interruptions? (e.g., facility staff goes in and out of the training hall to obtain supplies etc) | Yes / No |
| Visibility | Can materials be hung on walls in areas that are visible to participants? | Yes / No |
| | Are there any room features that may obstruct participant's visibility (e.g., columns)? If yes, please describe. | Yes / No |
| Lighting | Is the room is having good lighting facility? | Yes / No |
| | Can it be darkened easily (e.g., lights dimmed, drapes/blinds on windows)? | Yes / No |
| Telephone | Is there access of a telephone/mobile in case of an emergency? | Yes / No |
| Water | Availability of drinking water at the training venue? | Yes / No |
| Cleaning of room | Are staffs available at the training site for daily cleaning of the room? | Yes / No |

Accommodation Room Checklist

| | | |
|------------------|--|--------------------|
| Accommodation | No of participants to be accommodated (Min 30 Participants) | Yes / No |
| Accommodation | Single/twin sharing/dormitory | Yes / No |
| Toilet | Toilet and bath rooms | Yes / No |
| Food | Availability of space for breakfast and dinner | Yes / No |
| Cleaning of room | Are staffs available at the accommodation site for daily cleaning of the room? | Yes / No |
| Water | Availability of drinking water at accommodation | Yes / No |
| Stay arrangement | Will facility staff be responsible for arrangement | Yes / No |
| security | Is the accommodation is safe for staying of women participants? | Any security staff |

Any other additional information regarding district training site:-