



## Call for Proposals – Urban Poverty Programme

Indo-Global Social Service Society is issuing a call for proposals for its Urban Poverty Programme for 2015-17. We are seeking proposals from interested Indian NGOs as implementing partners in the following cities namely Ranchi, Dhanbad and Jamshedpur cluster in Jharkhand, Kolkata and Asansol cluster in West Bengal, Guwahati in Assam, Patna and Muzaffarpur cluster in Bihar, Jaipur in Rajasthan, Bhopal and Indore cluster in Madhya Pradesh, Bhubaneswar in Orissa, Raipur in Chhattisgarh, Agra, Lucknow, Allahabad, Jhansi and Ghaziabad in Uttar Pradesh, Ahmedabad, Surat and Vadodara cluster in Gujarat, Faridabad and Gurgaon cluster in Haryana and Mumbai and Pune in Maharashtra.

Submissions will be accepted only until **06th July, 2014**.

### **The Context**

Cities in India have grown by nearly 2.6% in the decade between 2001 – 2011 with 31.16% of India's total population living in urban areas according to the 2011 Census. With nearly 377.10 million people living in the urban areas, urban planning and development are emerging areas for engagement of civil society organisations that work for equitable and just development.

While cities are the engines of India's economic growth, cities have also become sites of struggle, material deprivation, informal, insecure livelihood and exclusion for a large segment of the population. 93 percent of total workforce in India is engaged in the informal sector of which the urban informal sector workers constitute a significant mass. The contribution of urban informal sector workers is pegged at over 50 percent in the GDP of India. However, the urban poor informal workers' group face residential, social and occupational vulnerabilities and are not reflected within the city's formal governance and planning process.

IGSSS has worked intensively on the issue of shelter rights of homeless residents during the years 2008 until now. It now envisages a strong engagement on the overall rights of urban poor informal workers in cities. **The key constituencies for IGSSS' urban programme are Construction workers, Street Vendors, Rickshaw pullers, Rag pickers, Domestic help, Child labor, Sex workers, Homeless, Migrant labourers and Slum/Pavement dwellers.**

### **Focus Areas for Proposal**

IGSSS is interested in partnering with NGOs and institutions for developing and implementing projects for the above categories of urban poor at priority locations, in the areas of assertion of their **Legal Identity, Migration, Housing/Tenural security, Enhancing participation of informal sector workers and other excluded groups in Urban Planning, City governance and social accountability, Labour rights and legal aid, Livelihood and Social Security, Access to Entitlements and Organisation of workers.**

### **1. Eligibility**

IGSSS is seeking small to medium sized NGOs as implementing partners with experience of working in urban areas/strong conviction and vision in the above identified areas, understanding of advocacy and ability to work with several key stakeholders and Government systems.

IGSSS is also interested to work with knowledge/resource partners (institutions) with expertise on the above focus areas. The knowledge/resource partners IGSSS is seeking will contribute to strengthening the dialogue and advocacy with duty bearers and critical stakeholders on issues of workers' rights, municipal governance and urban planning.

Eligible organizations must fulfil the following criteria:

- Organization must be registered under Society's Registration Act or Trust.
- It must be registered with the FCRA division of Ministry of Home Affairs
- Must possess 12A certificate of Income Tax exemption under the Income Tax Act, 1961
- Implementing organizations must be capable in resource mobilization as there is a component of raising local contribution in the project (minimum 10 percent of the total project cost). Local contribution implies funds raised through other grant making bodies, Government institutions, CSR and individual donors. It does not consider beneficiary contribution.

## **2. Duration of support**

The overall project is for a period up to 23 months (starting from April 2015)

## **3. Submission Procedure**

Interested NGOs can submit the proposal along with budget(in soft copy only) for 23 months in the format attached in Annex I to V. Organizations must submit the above documents through email in appropriate formats as shared, at the following email address: [urbanintervention@igsss.net](mailto:urbanintervention@igsss.net)

## **4. Legal Documents**

NGOs whose proposals are short-listed will be contacted for submission of the following mandatory documents (which has to be self attested).

- Society Registration Certificate
- FCRA Registration Certificate
- 12A Registration Certificate
- Audited Financial statement for last three years
- Income tax return for last three years
- FCRA return for last three years along with FC audited statement of accounts

## **5. Minimum and Maximum Limit**

- For implementing NGOs and institutions, the total project budget per city will be in the range Rs. 10,00,000-Rs. 20,00,000 for 23 months (this will cover support from IGSSS as well as minimum 10 percent local contribution in cash raised by the applying NGO)
- For knowledge/resource partners, IGSSS' support will be up to 4,00,000/-for mutually agreed time-frame.

## **6. Last date for receiving proposal:06<sup>th</sup> July, 2014**

## **7. Language of the proposal**

The proposals have to be submitted in English (using Times Roman Font, Size 12). In exceptional case where the interested NGO is not able to make the submission in English, Hindi language will be considered.

## **8. Cost of Proposal**

The applying organisation shall bear all costs associated with the preparation and submission of the proposal. IGSSS will in no case be responsible or liable for those costs, regardless of the conduct or outcome of call for proposal.

#### **9. Screening of the Proposals**

- Proposals will be screened by a Committee formed by IGSSS.
- Submission of proposal does not guarantee that the proposal will be accepted.
- **Only organizations whose proposals are short-listed will be communicated with, and asked to submit the statutory documents.**
- Decision of the Screening Committee of IGSSS will be final. IGSSS is no way obliged to respond to the rejection of the proposals. IGSSS also reserves the right to accept or reject any proposal, and to annul the call for proposal process and reject all proposals at any time prior to screening and selection procedure, thereby incurring no liability towards the affected Organization or any obligation to inform the affected Organization or organizations of the grounds for the organization's action.
- IGSSS will inform the shortlisted NGOs in writing after the decision of the screening committee.
- **Personal canvassing is strictly prohibited**

#### **10. Visit to NGOs/Due diligence**

IGSSS will visit shortlisted Organizations to verify the credentials of the Organization and its work in the field. An Organizations' proposal can be rejected if any discrepancy is found during the visit.

#### **11. Signing of Agreement**

After the verification visit to NGOs, IGSSS and the selected NGO will enter into agreement as per the existing norms, rules and regulation of IGSSS.

**Annex I: Project Proposal Format**

**Annex II: Resource Plan**

**Annex III: Governance Screening**

**Annex IV: General Guidelines for Budget Preparation**

**Annex V: Budget sheet**

**Annex No. I**

#### **Project Proposal Format**

##### **PART 1: About the Applicant**

- 1.1 Project Applicant:
- 1.2 Address:
- 1.3 Contact Person and Designation
- 1.4 Brief Description of Programmes of the organization

##### **PART 2: About the Project**

- 2.1. Project Title:
- 2.2. Project Duration:
- 2.3. Project Objectives:
- 2.4. Expected Results:
- 2.5. Project Location: Give brief description of the project area, - cities, state.
- 2.6. Project Target Beneficiaries: (Give a brief description of the target constituency and rationale for selecting this group)
- 2.7. Problem Statements: *must include Situational Assessment of the city with regard to*
  - i) informal poor sector workers and*
  - ii) urban governance in context of urban poor is required*

2.8. Project Strategies: (For example: i) addressing the lacuna in existing policy framework and structures ii) implementation of existing laws/acts/policies iii) strengthening workers capacities to claim their rights and participation in city governance iv) advocacy, networking and joint research)

2.9. Proposed activities:

2.10. Project Personnel:

2.11. Monitoring Strategy:

2.12. Project Sustainability :

2.13. Log frame: Use the specified format and attach as separate sheet

**Logical Framework Matrix:**

Intervention Logic	Indicators	Means of Verification	Assumptions
Goal			
Objectives			
Expected Results			
Activities	Means		

**Annex No. II**

**Resource Plan**

1. How equipped is the Organization in terms of the qualification, knowledge, skill and experience of the personnel on urban poverty and informal sector workers' issues.
2. Brief bio-data of the key programme (CEO/Director/Coordinator) and finance persons.
3. Institutional facilities available for implementing the project (especially presence of an existing office in the proposed city of intervention)
4. Describe the Organization's current key focus areas (thematic and geographic) and any plans for their expansion.

**Annex No. III**

**Governance Screening**

Please share information on the following:

1. Composition of the Board of governors and general body
2. Tenure of the members
3. Selection procedure of the general body members and governing body members
4. Who takes decisions related to policy of the organization?
5. Frequency of the meeting of governing board
6. Is there any relative in the governing body?
7. Is any GB and general body member are staff and how many?
8. Women representation in the board
9. For how long has the present Director/Secretary been associated with the organization?

**Annex No. IV**

**General Guidelines for Budget Preparation**

1. Budget should be prepared in the specified format only (format enclosed) for 24 months.
2. Budget heads (Recurrent Project Expenditure, Staff Cost and Project Support Cost) should be further broken down in alignment to the proposal).
3. Detailed micro sheet (as opposed to lump sum figure) is appreciated for broad budget heads and line items. Additional worksheet could be inserted in the budget for this.
4. Local contribution (in cash) by the partners should not be less than 10% of total project cost.
5. Local contribution in 'Kind' should not be included in the budget. Only Local contribution in 'Cash' will form part of the budget.

6. Salaries of programme persons will be budgeted in programme cost and part time accountant under Programme support cost.
7. Provident Fund has to be considered.
8. Units, number of units and unit costs must be specified clearly.
9. Increments in salaries should not be more than 5% each year.
10. Capital cost/fixed assets cannot be budgeted.
11. Programme support cost should not exceed 10% of the total budget.
12. Budget can be made for contingency not more than 1% of total budget. Contingency amount will be used only for unforeseen expenditure with prior written approval from IGSSS.
13. Keep the budget template without change except adding rows and budget code as per requirement.