



**Government of West Bengal**  
**Office of the Chief Medical Officer of Health**  
**(Tuberculosis Control Unit)**  
**District Tuberculosis Centre**  
**Jalpaiguri-735101**

Email : dtowbjpg@rntcp.org Phone: 03561228805



Memo No: CMOH / RNTCP/JAL / 970

Date: 30.11.17

**Notice for Expression of Interest for "Contact Tracing Scheme" from NGO**

Expression of Interest is invited from eligible Non Government Organisations for partnership with District Health & Family Welfare Samity (RNTCP). Eligible Non Government Organisations (NGOs) are invited to submit proposals for partnership to support Revised National Tuberculosis Control Programme for "Contact tracing" scheme.

Organisations that wish to participate in this Call for Expression of Interest are requested to send their submission in a sealed envelope clearly marked "NGO Call for Expression of Interest for 'Contact Tracing'" at the following address:

To  
The Chief medical Officer of Health, Jalpaiguri  
Administrative Building,  
1<sup>st</sup> Floor,  
Hospital Para  
Jalpaiguri 735101

**Section 1: Background**

1.1 RNTCP mandate	There is an unmet need for improvement of RNTCP recommended screening of all Household contacts of Smear Positive Pulmonary TB Cases for early detection of cases.
1.2 Cooperation from NGO	<ol style="list-style-type: none"><li>1. The NGO volunteer will visit the DMCs &amp; collect information about Sputum Smear Positive TB Patients who are:<ol style="list-style-type: none"><li>a. Registered in the Current month, when the NGO will be engaged &amp; the patient will be registered month-wise, till the end of 12 months from the month of engagement.</li><li>b. Registered for the period of previous 1 year from the month of engagement of NGO.</li></ol></li><li>2. The NGO volunteer will visit the patient's house as per List of Registered Sputum Positive Pulmonary TB patients. Identify the contacts, assess them for symptoms, counsel the family members &amp; hand over a sputum cup to those with symptoms &amp; request them to collect morning sample of the sputum on a specified day..</li><li>3. On that specified day visit again &amp; collect the morning sputum &amp; at the same time will collect one spot sputum also.</li><li>4. The NGO volunteer will carry both the samples to the DMC following the RNTCP Norms maintaining a sputum collection Transportation Register.</li><li>5. The NGO volunteer will have to check all the family members positively, twice in a year at every 6 months interval, for every sputum positive Pulmonary TB case.</li><li>6. The NGO volunteer must have to maintain one Contact Tracing Register as attached.</li></ol>



	7. The NGO volunteer will be allowed to screen the surrounding families of the TB Patients & to detect the Presumptive TB Cases & Sputum examination
1.3 Grant in Aid & Specific results	<ol style="list-style-type: none"> <li>1. Must submit report in specific format provided by DTO</li> <li>2. Rs. 30 for home visit per Sp +/- Microbiologically Confirmed Pulmonary TB Patient per year.</li> <li>3. Rs. 35 (10+25) per sample for sputum collection &amp; Transportation, with a condition that 3% of the suspect must have to detect as Sputum Positive TB Patient. If less, then the payment will be on prorata basis.</li> <li>4. Rs. 100 for each New TB patient identified by Contact Tracing.</li> <li>5. 15% of the above total will be paid to the NGO as Administrative cost.</li> <li>6. The payment will be made on Quarterly basis after verification of Bills submitted by NGO, by DTO</li> </ol>

## Section 2: Application requirements and timelines

2.1 Documentation required for the submission	The expression of interest shall include the following documentation: <ul style="list-style-type: none"> <li>• Application in NGO letter head</li> <li>• Photocopy of NGO registration with valid registration number</li> <li>• Annexure I</li> <li>• Annexure II</li> </ul>	
2.1 Indicative timelines	Pre EOI Submission Meeting	04.12.2017 (3PM) (Venue District Conference hall , DRS Building, Sadar Hospital Campus Jalpaiguri)
	Deadline for submission of EOI	12.12.2017

## Section 3: Process

3.1 Selection criteria	Proposal relevance, quality and coherence	Includes review of the proposed programme: <ul style="list-style-type: none"> <li>• Experience of activity in related field</li> <li>• Relevance of proposal to achieving expected results;</li> <li>• Clarity of activities and expected results;</li> <li>• Sustainability of intervention;</li> </ul>
	Institutional capacity and sustainability	Includes a review of the NGO: <ul style="list-style-type: none"> <li>• Expertise and experience in the sector/area;</li> <li>• Local experience, presence and community relations;</li> <li>• Management ability;</li> </ul>
It should be noted that the District Health & Family Welfare Samity (RNTCP) has the final authority to approve or reject any proposed partnership.		

*[Signature]*  
30/11/17

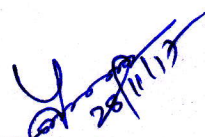
Chief Medical Officer of Health  
Jalpaiguri



Memo No: CMOH /RNTCP/JAL /970  
Copy forwarded to:

Date: 30.11.2017

1. Addl. DHS (TB) and STO, Department of Health & Family welfare, Govt. of West Bengal
2. Jt. DHS (TB) and Director STDC, Department of Health & Family welfare ,Govt. of West Bengal
3. Deputy CMOH-I/II/III/ZLO/DMCHO, Jalpaiguri
4. ACMOH-Sadar / Mal, Jalpaiguri
5. Superintendent-Jalpaiguri DH/ Mal SD Hospital
6. Dr. Quazi Toufique Ahmed, WHO, consultant
7. Dr. J. Roy MO-DTC, Jalpaiguri
8. BMOH-All
9. Office file



District TB Officer  
Jalpaiguri & Alipurduar



## ***Annexure II – NGO Identification Profile (to be completed by NGO Applicant)***

The purpose of this profile is to provide key contact references to DH & FWS (RNTCP) field of work, technical and managerial capacities and comparative advantage in relation to the proposed programme(s). Information provided in this form will be used to inform the review and evaluation of NGO .

Section 1. NGO information			
1.1 Organization information	Organization Name		
	Acronym		
	Category of NGO		
	Address		
	Registration number	(copy of registration to be attached)	
	Telephone		
	Website		
1.2 Head of Organisation	Name, Surname		
	Function		
	Email		
	Telephone		
1.3 Contact person (if different from 1.2)	Name, Surname		
	Function		
	Email		
	Telephone		



1.4 Programme Proposal title(s) submitted with Application		
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## Section 2. NGO expertise and experience in the sector area

2.1 NGO mandate, sector area and geographic coverage	
2.2 Available expertise and specialists	
2.3 Key results achieved over the past 3 years	

## Section 3. Local experience, presence and community relations

3.1 Ongoing programmes in sector area	
3.2 Knowledge of the local context	
3.3 Existing networks	