

Government of West Bengal  
Directorate of Child Rights and Trafficking  
Saishali, 3<sup>rd</sup> Floor  
Salt Lake City, Sector-1, Kolkata-700064  
(State Child Protection Society)

Memo no- 1068 /CRT

Date: 07.08.2017

NOTICE

Expression of Interest is invited from reputed and experienced institutes, organizations and agencies for conducting the following programmes:

- Training on primary Counselling skills and developing training modules for the selected stakeholders of Integrated Child protection Scheme
- Life skill education for the children of Child Care Institutions registered under Juvenile Justice (Care and Protection of Children) Act, 2015.
- Terms and condition enclosed

Enclosed as stated above.



Director  
Child Rights and Trafficking  
West Bengal

Memo no- 1068/1(1)/CRT

Date: 07.08.2017

Copy forwarded for kind information to:

1. Secretary, Deptt of Woman Development, Child Development and Social Welfare, Govt of West Bengal.



Director  
Child Rights and Trafficking  
West Bengal



**Notice Inviting Expression of Interest for conducting "Training on Primary Counselling Skills and Module Development" for the selected stakeholders of Integrated Child Protection Scheme**

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Directorate of Child Rights and Trafficking, Government of West Bengal intends to conduct training on Primary Counselling Skills and develop a training module for the stakeholders of Integrated Child Protection Scheme.

Expression of interest, is therefore, invited from reputed and experienced Institutes, Organizations, Agencies, for conducting **"Training on Primary Counselling Skills and developing training modules"** for the selected stakeholders of Integrated Child Protection Scheme. The interested Institutes, Organizations, Agencies should have-

- (1) Proven experience of at least 6-10 years in the field of primary counselling and dealing with the psychology of children
- (2) Technical capacity – Trained manpower, supportive supervision, quality control
- (3) Experience in developing modules, manuals, and facilitator's guide on skills of counselling and trauma management
- (4) Credentials of having completed similar project assigned by Government/Govt. body/Govt. Agency
- (5) Partnership with the international organizations in the sector will be preferred
- (6) Experience to impart similar training on counselling skills to different stakeholders across West Bengal in last three years on behalf of any Department / organization of the Government of West Bengal (Copy of work order to be attached) will be preferred.

Broad features and the terms and conditions governing the proposed engagement would be:

- a) The selected Government or Non-Government Institution/ Organization/ Company (hereinafter referred to as the "Agency") will conduct residential and non residential training programme and develop module on behalf of the Directorate of Child Rights and Trafficking, subject to the guiding principles set forth by the Directorate of Child Rights and Trafficking.
- b) Government may provide training infrastructure of appropriate standard. However, the agency will provide resource persons having requisite educational and professional qualifications like specialisation or doctorate degree in psychology, psychiatry etc, study materials and logistics for organizing the training programme.
- c) The training will be conducted for the stakeholders phase wise preferably located in the districts of the state including Kolkata in active consultation with Directorate of Child Rights and Trafficking. The number of trainees tentatively earmarked for each of the locations would be around 30.
- d) The total duration of the assignment will be for 24 (twenty four) months comprising of implementation and handholding support for the second year.
- e) The participants are counsellors of District Child Protection Units (DCPU's) and Child Care Institutions and members of Child Welfare Committees and Juvenile Justice Boards, Child Welfare Police Officers of Special Juvenile Police Units.
- f) Objective of the training programme is to equip the participants with essential knowledge and skills to provide basic level support to the adolescents and prepare appropriate care plans for the children in difficult circumstances who have experienced abuse and trauma and who may or may not have conflicted with law. The Agency/ Institution shall have to prepare suitable course curriculum to meet the objective of the programme.
- g) The curriculum to be followed for the programme and the detailed session plan shall have to be submitted along with the detailed proposal and the same will be subsequently finalized



through mutual consultation between the Directorate of Child Rights and Trafficking and the Agency / Institution selected.

- h) Periodic evaluation of the participants to assess the progress being made shall be the responsibility of the selected Agency. However, The Directorate of Child Rights and Trafficking may evaluate and modify the programme at any stage of the training.
- i) The agency shall design the programme comprising of need assessment, training plan and module development, conduction of the training plan, monitoring and supportive supervision, impact assessment and documentation.
- j) The Directorate of Child Rights and Trafficking will release payment in phases on the basis of actual no. of participants undergoing the training and on the strength of attendance records. A portion being last 25% of the total training cost shall be retained with the Directorate of Child Rights and Trafficking and will be released on the basis of rate of success.

Interested parties will have to express interest on their official letter head addressed to the Director of Child Rights and Trafficking along with information in the formats in Annexure A (Technical Bid) and Annexure B (Financial Bid), and documents in support of the information and submit the same in sealed cover at the above-mentioned address.

Total rate in the financial proposal must be quoted inclusive of all taxes and other expenses.

Parties found prima-facie suitable will be invited for an interaction with the selection committee for clarification/ elaboration of the terms and conditions of Bid document through technical presentation. Financial bids of technically qualified parties will only be opened to decide the final award.

Expression of Interest must be delivered to the below mentioned address by no later than 5 pm on or before 25.08.2017

Office name	: Directorate of Child Rights and Trafficking, Government of West Bengal
Officer's designation	: Director
Office Address	: 3 <sup>rd</sup> Floor, Saishali Building, Salt Lake, Sector-1, Kolkata-700064
Contact persons	: Director-Ms. Richa Misra : Deputy Director-Mr. Supriya Sarkar
Telephone Number	:033-23375782/033-23212270
Email id	:scpswb2013@gmail.com
Official Website	:www.wbscps.in

Directorate of Child Rights and Trafficking reserves the right to withdraw from the project or any component thereof at any point of time without assigning any reason whatsoever. It also reserves the right to reject any or all of the proposals without assigning any reason whatsoever. It may also be noted that Expression of Interest for the project shall not in any way confer any right for selection or consideration upon any interested party.



Director  
Child Rights and Trafficking  
Government of West Bengal



## Technical Bid

## 1.1 Identity

(a) Name	
(b) Registered address	
(c) Phone number(s)	
(d) Fax	
(e) Email	
(f) Website	

## 1.2 Contact Person

(a) Name	
(b) Designation	
(c) Location	
(d) Mailing address	
(e) Phone number(s)	
(f) Fax	
(g) Email	

## 1.3 Profile

(a) Type of the organization	
(b) Copy of valid PAN card details	
(c) Copy of 15-digit Goods and Services Taxpayer Identification Number (GSTIN) under GST Act, 2017	
(d) Registration/ Incorporation detail	
(e) Certification Details- please enclose a copy of the Certificate	
(f) Partnership details – please enclose copy of the certificate (s)	
(g) Age of the organization	
(h) Core competence of the organization	
(i) Revenue (Rs. In Lakh) over the last three financial years	FY 2014-15:
	FY 2015-16:
	FY 2016-17:
(j) Net profit (Rs. In Lakh) over the last three financial years	FY 2014-15:
	FY 2015-16:
	FY 2016-17:
(k) Number of regular employees in the organization	

1.3 Training Infrastructure Availability (Own centre/ Proposed Tie-up Arrangements):  
(District wise location details to be submitted in separate sheet)

1.4 Availability of Resource Persons:  
(Attach separate sheet detailing Name, qualification and experience)

1.5 Details of such training conducted during last three years and success rate

Date:

Place:

Signature with seal



# ANNEXURE B

## Financial Bid

Name of the project : Training on Primary Counselling Skills and Module Development for the selected stakeholders of Integrated Child Protection Scheme

Duration of the assignment : 24 (Twenty Four) months

Name of the :  
Agency/Institution/Organization

Sl.no.	Details	Amount			
		Unit Cost	Units	Time	Total
1	Need Assessment with the stakeholders				
2	Module Development including handouts				
3	Training implementation (Phase wise details)				
4	Resource person fees				
5	IEC Development				
6	Monitoring and Handholding support				
7	Impact assessment/End term evaluation				
8	Documentation and report writing				
	Total				

Date:

Place:

Signature with seal



**Notice Inviting Expression of Interest for conducting "Life Skill Education" for the Boys and Girls of the Child Care Institutions registered under Juvenile Justice (Care & Protection of Children) Act, 2015**

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Directorate of Child Rights and Trafficking, Government of West Bengal intends to conduct life skill education for the adolescence of the Child Care Institutions to empower them so that they can be integrated with the mainstream society.

Expression of interest, is therefore, invited from reputed and experienced Institutes, Organizations, Agencies, for conducting "**Life skill education for the children of Child Care Institutions**" across the state. The interested Institutes, Organizations, Agencies should have-

- (1) Proven experience of at least 5 years in the field of life skill education
- (2) Technical capacity – Trained manpower, supportive supervision, quality control
- (3) Experience in developing modules, manuals, and facilitator's guide on life skill education
- (4) Credentials of having completed similar project assigned by Government/Govt. body/Govt. Agency
- (5) Partnership with the international organizations in the sector will be preferred
- (6) Experience to impart similar training programme to children across West Bengal in last three years in particular sector relevant to the required Sectors on behalf of any Department / organization of the Government of West Bengal (Copy of work order to be attached) will be preferred.

Broad features and the terms and conditions governing the proposed engagement would be:

- a) The selected Government or Non-Government Institution/ Organization/ Company (hereinafter referred to as the "Agency") will conduct residential and non residential training programme on behalf of the Directorate of Child Rights and Trafficking, subject to the guiding principles set forth by the Directorate of Child Rights and Trafficking.
- b) Government may provide training infrastructure of appropriate standard. However, the agency will provide resource persons having requisite educational and professional qualifications, study materials and logistics for organizing the training programme.
- c) The training will be conducted for children phase wise through centres preferably located at the Government homes and located in the districts of the state including Kolkata in active consultation with Directorate of Child Rights and Trafficking. The number of Trainees tentatively earmarked for each of the locations would be around 30.
- d) The total duration of the assignment is for 18(Eighteen) months including refresher training.
- e) Minimum age of the children intending to enrol for the training would not be less than 12 years.
- f) Objective of the training programme is to inculcate essential skills so that the children will be able to develop their decision making skills and deal effectively with the demands and challenges of everyday life. The Agency/ Institution shall have to prepare suitable course curriculum to meet the objective of the programme.
- g) The curriculum shall comprise of the life skill components namely; self awareness, values and decision, interpersonal relationship, risk behaviour, decision making, problem solving, critical thinking, feelings and emotions, handling peer pressure, coping with stress, reproductive and sexual health.
- h) The curriculum to be followed for the programme and the detailed session plan shall have to be submitted along with the detailed proposal and the same will be subsequently finalized



through mutual consultation between the Directorate of Child Rights and Trafficking and the Agency / Institution selected.

- i) Periodic evaluation of the students to assess the progress being made shall be the responsibility of the selected Agency. However, The Directorate of Child Rights and Trafficking may evaluate and modify the training programme at any stage of the training.
- j) The children should be counselled by the selected agency so as to enable them to be confident in accordance with their core competence, ability and inclination.
- k) The agency shall design the programme comprising of need assessment, module development, IEC material development, implementation of modules in the identified homes, monitoring and supportive supervision, mid-term evaluation, impact assessment, hand holding support and documentation.
- l) The Directorate of Child Rights and Trafficking will release payment in phases on the basis of actual no. of students undergoing the training and on the strength of attendance records. A portion being last 25% of the total training cost shall be retained with the Directorate of Child Rights and Trafficking and will be released on the basis of rate of success. The Agency shall have to mention the percentage of contribution in implementation of the programme.

Interested parties will have to express interest on their official letter head addressed to the Director of Child Rights and Trafficking along with information in the formats in Annexure A (Technical Bid) and Annexure B (Financial Bid), and documents in support of the information and submit the same in sealed cover at the above-mentioned address. Total rate in the financial proposal must be quoted inclusive of all taxes and other expenses.

Parties found prima-facie suitable will be invited for an interaction with the selection committee for clarification/ elaboration of the terms and conditions of Bid document through technical presentation. Financial bids of technically qualified parties will only be opened to decide the final award.

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Director

Child Rights and Trafficking  
Government of West Bengal



## Technical Bid

## 1.1 Identity

(a) Name	
(b) Registered address	
(c) Phone number(s)	
(d) Fax	
(e) Email	
(f) Website	

## 1.2 Contact Person

(a) Name	
(b) Designation	
(c) Location	
(d) Mailing address	
(e) Phone number(s)	
(f) Fax	
(g) Email	

## 1.3 Profile

(a) Type of the organization	
(b) Copy of valid PAN card details	
(c) Copy of 15-digit Goods and Services Taxpayer Identification Number (GSTIN) under GST Act, 2017	
(d) Certification Details- please enclose a copy of the Certificate	
(e) Partnership details – please enclose copy of the certificate (s)	
(f) Age of the organization	
(g) Core competence of the organization	
(h) Revenue (Rs. In Lakh) over the last three financial years	FY 2014-15:
	FY 2015-16:
	FY 2016-17:
(i) Net profit (Rs. In Lakh) over the last three financial years	FY 2014-15:
	FY 2015-16:
	FY 2016-17:
(j) Number of regular employees in the organization	



1.4 Training Infrastructure Availability (Own centre/ Proposed Tie-up Arrangements):

(District wise location details to be submitted in separate sheet)

1.5 Availability of Resource Persons:

(Attach separate sheet detailing Name, qualification and experience)

1.6 Details of such training conducted during last three years and success rate

Date:

Place:

Signature with seal



## ANNEXURE B

## Financial Bid

Name of the project : Training on Life skill education for the children of Child Care institution

Duration of the assignment : 18 (Eighteen) months

Name of the :  
Agency/Institution/Organization

Sl.no.	Details	Amount			
		Unit Cost	Units	Time	Total
1	Need Assessment				
2	Module Development including handouts				
3	Training implementation (Phase wise details)				
4	Resource person fees				
5	IEC Development				
6	Monitoring and Handholding support				
7	Impact assessment/End term evaluation				
8	Documentation and report writing				
	Total				

Date:

Place:

Signature with seal