



Government of West Bengal
Women & Child Development & Social Welfare Department
Bikash Bhavan, 10th Floor, North Block, Salt Lake City, Kolkata – 700 091

Memo No:4301-WCD-14011/2/2019

Dated: 25/11/2020

To: **The Director of ICDS, West Bengal**

The District Magistrate,

Coochbehar/ Jalpaiguri/ Darjeeling/ Kalimpong/ Uttar Dinajpur/ Murshidabad/ Nadia/Malda/
Jalpaiguri/Coochbehar/ Purulia/ Alipurduar/ Bankura/ Paschim Medinipur/ Purba Medinipur/Howrah/
Hooghly/ South 24-Parganas/ North 24- Parganas/ Jhargram/ Purba Bardhaman & Paschim Bardhaman.

Sub: Continuation of SAG-KP Convergence Programme for the period of October 2020 to March 2021 for the current FY 2020-2021.

Ref No: Letter issued vide no. 88- WCDSW/ JS/ 14011/2/2019, dated – 07/04/2020

Madam / Sir

With reference to above, I am directed to say that the Governor is pleased to extend the term of the NGOs/CBOs for a further period of six (06) months w.e.f. 01.10.2020 to 31.03.2021 to continue the activities under SAG-KP Convergence Programme across all 23 districts of this state.

I am also directed to convey the approval of this department for engagement of the NGOs/CBOs as indicated in the letter vide no. 88- WCDSW/ JS/ 14011/2/2019, dated – 07/04/2020 with the terms and conditions communicated by this Department vide this office Memo no: 5325(16) – SW/O/3S-320/14, dated – 16/07/2019 (copy enclosed). The respective NGOs/CBOs shall be instructed to depute the personnel (preferably trained personnel during FY 2019-2020 and 1st half of this current FY 2020-2021) adhering to the guidelines issued by this Department.

You are requested to instruct the competent official of the respective DLCC to review the performance of the activities rendered by the NGOs/CBOs during last quarter (July to September 2020) and send the performance report along with the Action Plan for next Six (06) months i.e. October'20 to March 2021 to this Office. Competent official of the respective DLCC shall also be instructed to send the Action Plan and budget to this end in e-mail ID – avijitkumar.mitra@gmail.com.

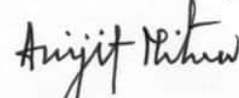
It is requested to implement the following activities under SAG-KP Convergence Programme for 2nd half of the current FY 2020-2021.

1. The Districts may engage NGOs/CBOs to reach out to the Adolescent Girls as many as possible through creating WhatsApp groups (following success of Home-based ECCE programme for ICDS Children running from May'20 across all ICDS projects).
2. During closure of AWCs and Schools, the Districts may engage NGOs/CBOs in conducting small group meeting/ LGG training sessions at the convenient location nearby the AWC maintaining the personal health safety measures for COVID-19 and proper use of masks, sanitizer and handwashing. It is advised to conduct such activities in open areas / big room to maintain sufficient physical distancing.

Contd.....p/2.....

3. Districts may engage NGOs/CBOs in facilitating Adolescent Girls in attending Land-based Livelihood Training programme in coordination with the Utkarsha Bangla / ARD / Horticulture Department. This training may be conducted as per state guidelines under this programme and also following the COVID-19 protocol and safety measures. Trained Girls may raise Kitchen/ Nutrition Garden at AWC/ own homestead/ common areas close to their residence along with other members of their Kishori Samooch Groups.
4. Districts may plan for Exposure visit of the Girls (small groups 10-15 heads) with NGOs/CBOs' active facilitation in nearby public Institutions following COVID-19 guidelines.
5. Districts may consider to drop the Girls' Events activities for this year to avoid large gathering in this pandemic situation.
6. Districts may plan for training of the CDPOs on SAG-KP Convergence Programme in Virtual mode with the help of District level Master Trainers and members of the DLCC in coordination with Directorate of ICDS.
7. Districts to support Child In Need Institute (CINI) being state technical partner for preparing quarterly qualitative progress report in coordination with DPOs and NGOs/CBOs of all 23 districts. CINI will submit the report to the Director of ICDS with a copy to this Department on quarterly basis.
8. Districts need to ensure submission of monthly report of the SAG-KP Convergence programme by every 10th of the next month to the Director of ICDS with a copy mark to jsicds.awc@gmail.com.
9. District may contact for all administrative purpose with the Directorate of ICDS and for any technical issue of the programme component with Sri Sanjib De, State Consultant (SAG-KP Convergence Programme), WCD&SW at sanjibkde@gmail.com.

Yours faithfully



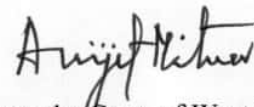
Joint Secretary to the Govt. of West Bengal

Memo No:4301/1(7)-SW

Dated:25/11/2020

Copy forwarded for information and necessary action to:

1. The Joint Secretary(kanyashree), WCD & SW Department
2. The Additional Director of ICDS, Shaishali, Salt Lake, Kolkata – 700 064
3. State Programme Manager, Kanyashree Prakalpa, WCDSW Deptt.
4. DPO(ICDS) Kolkata/ Coochbehar/ Jalpaiguri/ Darjeeling/ Kalimpong/ Uttar Dinajpur/ Murshidabad/ Nadia/ Malda/ Jalpaiguri/Coochbehar/ Purulia/ Alipurduar/ Bankura/ Paschim Medinipur/ Purba Medinipur/Howrah/ Hooghly/ South 24-Parganas/ North 24- Parganas/ Jhargram/ Purba Bardhaman & Paschim Bardhaman
5. P.S. to the HMOS(IC) of this Department
6. Dr. Indrani Bhattacharya, Chief Executive Officer, CINI, Kolkata
7. P.A. to the Secretary of this Department.



Joint Secretary to the Govt. of West Bengal



Government of West Bengal
Women & Child Development & Social Welfare Department
BikashBhavan, 10th Floor, North Block,
Salt Lake City, Kolkata – 700 091

Memo No: 5325(16) - SW/O/3S-320/2014

Dated: 16/07/2019

From: Avijit Kumar Mitra,
Joint Secretary to the Government of West Bengal

To: (1-16) The District Magistrate,
Bankura/ Birbhum/ Purba Medinipore/ Paschim Medinipore/ Jhargram/ Purba Bardhaman/ Paschim Bardhaman/ Howrah/ Hooghly/ South 24 Parganas/ North 24 Parganas/ Murshidabad/ Uttar Dinajpur/ Dakshin Dinajpur/ Darjeeling/ Kalimpong

Reference: 1121-3S-320/2014, dated – 25/02/2019

Sub: Modalities of NGO/CBO Engagement under SAG-Kanyashree Prakalpa Convergence Programme in West Bengal during FY 2018-2021.

Madam / Sir

Apropos the previous Communication of this Department vide memo under (copy enclosed) I am directed to inform you that implementation of Kanyashree Prakalpa & SAG convergence programme will be initiated in your District w.e.f 01.04.2019 till 31.03.2020. The implementation of this Convergence Programme will be facilitated at the ICDS project level by deployment/engagement of NGOs/CBOs. All activities and related planning to be delivered by the personnel appointed and placed at ICDS Project offices by such NGOs/CBOs are required to be discussed and agreed upon at the **District level core committee (DLCC) which to be constituted comprising ADM (SW), OC-Kanyashree, DPO (ICDS), DSWO, Dy. CMOH-III, District Project Manager for Utkarsh Bangla, representatives from State level Partner NGOs/INGOs.** State Partner NGOs/INGOs will share the list of their nominated staff name with designation, contact no. & e-mail ID at State and District level with the approval of WCD&SW Department and District Magistrate.

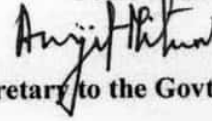
I am therefore directed to request you to ensure the modalities of engagement of NGOs/CBOs at the ICDS Project level. Such modalities are as follows:

1. The District Administration may identify and recommend new NGOs/CBOs (if required) with credentials of working in the field of maternal, child and adolescent health, nutrition, education, empowerment and social development issues for at least 3-5 years with good track record. The District based NGOs/CBOs may be given preferences if they have a set of trained field staffs in the working areas. In absence of any potential NGO in the District, the DLCC may engage SHG Cluster/Federation as CBO with due recommendation of the DRDC regarding their ability to deliver results.
2. The selected NGOs/CBOs will have to engage 1(one) person at the ICDS Project (Main) as Project Coordinator and 1-5 person(s) at the GP/sector level as Field Facilitator as per point no.4. Each field facilitator will work for 4-5 GPs. Female candidates will be given preference at the field level for better interaction with the Adolescent girls. Capable and trained ex- AG Group leaders (Sakhi or Saheli) / K-2 beneficiaries (above 18 years of age) may also be given preference during such selection by the NGOs/CBOs.

3. In a Project (including additional project) with less than 100 AWCs, there will be no Field Facilitator (FF). Only Project Coordinator will work for the entire project. In the Project with no. of AWCs between 100-150, there will be 1 FF, in the Project no. of AWCs between 150-300, there will be 2 FFs, project with 300 - 450 AWCs, there will be 3 FFs, project with 450 - 600 AWCs, there will be 4 FFs and above 600 AWCs (up to any number), there will be 5 FFs. For any number AWCs in an Urban / Municipality Project with more than 100 AWCs, there will be maximum 1 FF.
4. The NGOs/CBOs will be entitled to claim a consolidated amount @Rs.10, 000 per person/month for project level support and @Rs.6000 per person/month for GP/sector level support.
5. The NGOs/CBOs will be entitled for claiming a fixed amount of Rs.2000/quarter as contingency towards project support cost. This amount will be sub-allotted to the CDPOs. CDPOs will release this fund to the NGO/CBO as allowance.
6. The selected NGO/CBOs will support the ICDS project to monitor and implement Nutrition services like SNP to 11-14 years out-of-school AGs, weekly IFA supplementation along with bi-annual de-worming for all 10-19 years AGs (OOS).
7. The NGOs/CBOs will facilitate organisation of quarterly Health Check-up (**Kishori Diwas / Adolescent Health Day**) at the AWC/Sub-Centre/village level on the day of VHND or on separate day with presence of ANM and ASHA in consultation with the Block Medical Officer (Health) / BPHN and the Adolescent Health Supervisor. The NGO/CBO will facilitate preparation of a micro plan jointly by ICDS and Health Dept (BMOH). Before organising Kishori Diwas / AHD. The documentation of these Kishori Diwas organised has to be made and shared.
8. The NGOs/CBOs will ensure distribution and updating of the **Kishori Cards** to all the Adolescent Girls (11-18 years) at all AWC areas.
9. The NGOs/CBOs will support the AWWs in proper maintenance and updating of the SAG-KP convergence programme records and registers to ensure actual reporting of the work.
10. The CDPOs will organise different training programme and exposure visit for the girls/AWWs as per scheme financial norms as and when the fund will be available. These training programmes will be facilitated by the NGO/CBO staff members placed at the CDPOs office. No resource person's fees will be paid to them for facilitation.
11. The NGO/CBO will submit a project proposal in consultation with District core committee well in advance to the CDPO along with training calendar and budget for the activities to be delivered.
12. The training budget will be available for all AWCs under all the ICDS projects. Training of the Adolescent Girls (all school going and out of school) will be conducted in every month at the monthly meeting with them at the AWC/village/GP level.
13. The NGOs/CBOs will have to ensure several rounds of training to all Adolescent Girls including group/peer leaders from all AWCs after the TOT is organised on **Integrated Training Module - Learning Games for Girls (LGG)** by the District core committee.
14. The CDPO will issue work order to the selected NGOs/CBOs with an instruction to complete the monthly assignment latest by 25th of every month and submit bill/claim to the CDPO by 30th of the same month for reimbursement.
15. The NGOs/CBOs will plan and facilitate Nutrition & Health Education (NHE) sessions for all girls, Adolescent Reproductive Sexual Health (ARSH) sessions for 15-18 years adolescent girls at all the AWCs under the leadership of the AWWs and facilitated by trained Peer leaders/Master Trainers (AWWs). The NGOs will plan the schedule in such a manner that all AWCs are covered within every 4 months. The plan is to be shared with the CDPOs for approval and the approved plan to be shared with the DPO, ICDS beforehand.
16. The NGOs/CBOs will submit the monthly report to the CDPO of the particular ICDS project and a copy to the District level core committee for their analysis and compilation to generate District report.
17. The NGO/CBO will attend all kind of Convergence meeting at Block and GP level to review the issues of Adolescent Girls' empowerment process and to influence the decisions/plans on Adolescent Girls of other line departments.
18. The NGOs/CBOs will facilitate senior Adolescent Girls (15-18 years) linking with different kinds of Vocational Training as available from different line departments and courses offered by the Paschim Banga Society of Skill Development (PBSSD), Govt. of West Bengal.
19. The selected NGOs/CBOs will participate in the District level monthly review meeting to be convened by the DPO (ICDS) on behalf of the District level Core Committee and facilitated by DLCC members including state partners.

20. The staff of NGO/CBO will be dedicated for SAG-KP Convergence programme only. It is also to mention that CDPOs will release the NGOs/CBOs immediately on the closure/ suspension of the programme due to its expiry or any force majeure.
21. In course of implementation, as per state policies of programmatic priorities, the modalities may be modified from time to time and intimated accordingly to all concerned.

Yours faithfully



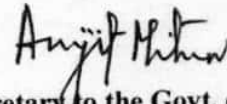
Joint Secretary to the Govt. of West Bengal

Memo No: 5325/1(22) - SW

Dated: 16/07/2019

Copy forwarded for information to:

1. The Director of ICDS, Shaishali Bhaban, Salt Lake City- 700064.
2. Joint Secretary (Women Welfare), WCD&SW, Govt. of WB, Bikash Bhavan, Kolkata – 700091.
3. P.S. to the HMOS(IC), WCD&SW, Govt. of WB, Bikash Bhavan, Kolkata – 700091
4. State Programme Manager, Kanyashree, Govt. of WB, Bikash Bhavan, Kolkata – 700091
- 5 -21 District Programme Officer (ICDS) Bankura/ Birbhum/ Purba Medinipore/ Paschim Medinipore/ Jhargram/ Purba Bardhaman/ Paschim Bardhaman/ Howrah/ Hooghly/ South 24 Parganas/ North 24 Parganas/ Murshidabad/ Uttar Dinajpur/ Dakshin Dinajpur/ Darjeeling/ Kalimpong District.
22. Sr. P.A to the Secretary, WCD&SW, Govt. of WB, Bikash Bhavan, Kolkata – 700091



Joint Secretary to the Govt. of West Bengal

SAMPLE WORK ORDER

Memo No:

Date:

To
The Secretary,
(Name of the NGO/ CBO.....)
Adress

Sub: Work order for engagement of NGO/CBO under the SAG –Kanyashree Prakalpa convergence programme

Ref: Your project proposal vide No: xxxxxxxxxx dt .xxxxxxx

Dear Sir/Madam,

With reference to your project proposal for facilitating and conducting activities under the SABLA (now SAG)-Kanyashree Prakalpa convergence programme in the financial year 20xx-20xx, you are hereby requested to take up the said activities (provided below) as per the approved monthly budget proposal for this ICDS project.

1. Capacity building of the adolescent girls following integrated training module (Learning Games for Girls) at the Girls' Group (Kishori Samooh) level.
2. Support CDPO in conducting AWWs training programme following specified training module.
3. Facilitate organizing Adolescent Health Check-up (Kishori Diwas) quarterly basis at the AWC/Sub-Centre/Village level on VHN Day.
4. Ensure distribution and follow up for filled up Kishori Cards from all the adolescent girls at AWC level with support from AWW.
5. Ensure and support AWWs to maintain proper and update record of Convergence work.
6. Support CDPO at the project level in generating monthly progress report.
7. Attend all kind of Convergence meeting at Block and GP level to review the issues relating Adolescent Girls.
8. Ensure special attention to Out-of-School Adolescent Girls (11-18 years) and link them with available support and services in the programme area.
9. Facilitate the ICDS project to monitor and implement Nutrition services like SNP to 11-14 years out-of-school AGs, weekly IFA supplementation along with bi-annual de-worming for all 10-19 years AGs (OOS).
10. Support all kind of innovations with Adolescent Girls being implemented in the project area, document those and share with CDPO, facilitate in scaling up those innovations across the programme area.
11. Submit monthly programmatic and financial report to the CDPO against the monthly work plan.
12. Support in all kind of documentation work.
13. Participate at the Block and District level monthly review meeting.

In view of the above, the said activities to be started immediately as per the approved monthly work plan and budget. You are also hereby requested to submit bills as per the approved budget latest by 30th of every month. This is for your information and immediate necessary action.

Yours faithfully,

CDPO/ In-Charge

Encl: Approved monthly work plan and budget

Annexure with Memo. No. 5325(16)-SW, Dated – 16.07.2019

Memo No: _____

Date _____

Detailed Information of the NGOs/CBOs recommended from the District of for engaging under SAG-Kanyashree
Prakalpa Convergence Programme for the FY 2019-20

(1) Sl. No	(2) Name of the NGO/CBO	(3) Name of the ICDS Project(s) to be engaged with under SAG-KP Convergence Programme	(4) Address of the Registered Office of the NGO/CBO	(5) Name of the Secretary/ President of the Organisation	(6) Registration details of the Organisation with period of validity	(7) Credentials whether worked in SAG-KP Convergence Programme in any District/ work experience in the field of adolescent girls programme

Signature of District Programme Officer (ICDS) _____ District

Seal _____