



PROJECT AXSHYA

State Project Management Unit, Kehri Gaon, Prem Nagar, Dehradun
Head Office, Mamta Samajik Sanstha, 53-C, Rajpur Road, Dehradun-248001 (U.K.) INDIA
Ph.(0135) 2653671, Website: www.mamtasanstha.org, E-mail: mamtasanstha92@rediffmail.com



To
AVORDE GRAMYA VIKAS SHIKSHA SAMITI

Dear Partner,

Greetings from the MSS!!!

As you know we are implementing the Axshya project in the state of Uttarakhand & part of Uttar Pradesh with the support of the Union. Thank you for your support in implementing project Axshya activities from the beginning. The SSF phase I of Axshya ends on 31 March 2013 and we are sure you are all awaiting information about extension of the project period. In this regard we wish to inform you that we haven't got information about the project period extension from the Union, the Principal Recipient as yet. Hence, we also can't give you extension after 31st March 2013. However, In order to avoid disruption of the project activities the Union, in the interim, is approving the extension of the project for the quarter April -June 2013. Accordingly we are also extending your association with Project Axshya with MSS from 1st of April to 30th of June 2013.

Terms and Conditions for the interim period April-June 2013:

1. The project activities will continue during April-June 2013. The staff position as approved for SSF phase 1 will be continued for this period.
2. Only 12 GKS will be conducted per QR in most vulnerable, marginalized & hard to reach areas identified in the block.
3. 70% of the GKS should be with Village Health Nutrition and Sanitation Committee (VHNC) and rest 30% of the meeting should be with other stake holders. (For example if the meeting is with SHG, the representatives of different SHGs will participate in the meeting rather than from one group. The same will be followed for PRIS also)
4. GKS should be conducted properly with use of leaflets, handouts, and Flip book etc. The facilitator should be well verse and trained. Meeting should be a proper and well planned. Date & venue should be in the banner.
5. Meeting will be conducted as per time fixed by the community.
6. After completion of the meeting a door to door visit by the facilitator is must to identify the TB symptomatic as a referral to the DMC.
7. NGO should try to take a Certificate from the village Pradhan after completion of the GKS.
8. 50% of the GKS of each implementing partner should be monitored by DC.
9. The NGO should submit the action plan to the DC by the 1st week of April 2013 with the details of the GKS.
10. The reports will be submitted to the DC on 15 days basis. No reports will be accepted after 25th June 2013 (For the period of April to June 2013) as MSS has to prepare the QPR which will be submitted to the Union latest by 10th of July 2013.
11. Payment will be made on previous rate @800/- per meeting after proper verification of the report and recommendation by the DC for payment.
12. As an immediate outcome of the GKS we would expect to initiate sputum collection & transportation and initiation of defaulter retrieval in the assigned area for which you will be paid Rs.40/- per sputum collection & Rs.50/- for defaulter retrieval respectively after the validation of the data by the DC.
13. No administrative cost will be paid to the NGO partners during this period (April to June 2013).

Please signed the copy and send it to us for documentation.

Thanking you,

With regards,

J.M.Singh

Chief Functionary, MSS

[Signature]

NGO Head name and sign & seal

SECRETARY
Avarde Gramya Vikas Shiksha Samiti
Kichha, U. S. Nagar (Uttarakhand)

SPMU
GFR-STB Project
Mamta Samajik Sanstha

Dehradun (U.K)

"together let us free our state and country from TB"



USEA/Admin/2015/WO/01/U.S. Nagar	Dated : 20.11.2015
Mr. Ajit Srivastav AvordeGramya Vikas Shiksha Samiti Bandia, Teh. Post kichha U.S. Nagar, Uttarakhand, 263148 Mobile No :07417414174 E-Mail : avorde@gmail.com	International Union Against Tuberculosis and Lung Disease (The Union) The Union South East Asia Office 6, Qutub Institutional Area, New Delhi 110 016 Phone: +91 11 4605 4400 Fax: +91 11 4605 4430
Placed by: The Union South-East Asia Office	Date expected: As mentioned In Annexure A & B

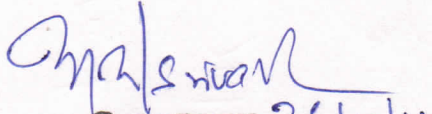
Dear Mr. Ajit Srivastav

As discussed with your organisation, we are pleased to inform you that **AvordeGramya Vikas Shiksha Samiti** is selected (as implementing NGO) to carry out activities on behalf of The Union South-East Asia Office as attached, subject to terms and conditions mentioned below.

The activities and budget assumptions are provided in attached Annexure A.

Terms and conditions:

1. This Work Order is valid from **01 December 2015 till 30 September 2016** only. No reimbursement of expenses will be done for activities conducted after 30 September 2016. The timeline for completion of these activities is last day of the activity month. All the activities need to be completed before/by said date.
2. All payments will be made to the bank account of the organisation and the details thereof mentioned in Annexure C.
3. The attached Annexure B will be used as guidance note on timelines for reimbursement process and the activities.
4. By signing this work order, the implementing agency agrees that the activity will be conducted as per time frame and expenditure will be incurred as per the budget assumptions as in Annexure A and keeping in line with guidance note as in Annexure B.
5. In case any expenditure incurred and submitted for reimbursement is a deviation and does not meet the prescribed requirement, the said expenditure is liable to be disallowed and termed as not eligible for reimbursement. The Union's decision in such cases will be final.
6. This work order may be terminated, by either party at any time upon thirty (30) days prior written notice of termination to the other party


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Avorde Gramya Vikas Shiksha Samiti
Kichha, U. S. Nagar (Utraanchal)

Annexure A

Activities and budget assumptions will be as follows:

1) Gaon Kalyan Samiti Meetings/Community Meetings: (GKS Meetings)

Particulars	Amount ₹
Refreshment	150
Travel including for preparation	300
Honorarium cost	200
Logistic cost	200
NGO Cost	200
Total	1,050

- 2) Mid Media activity Rs. 1,000 per activity
- 3) Axshya Samvad Rs. 10 per House Hold
- 4) Sputum Collection and Transportation: a) Rs. 100 per symptomatic for a distance up to 9 kms from nearest DMC
b) Rs. 150 per symptomatic for a distance more than or equal to 10 kms from nearest DMC
- 5) Follow up of Trained RHCPs by NGO/AM Rs. 150 per RHCPs (3 visits in a quarter with gap of 20 days)
- 6) Support for treatment adherence for patients taking treatment under RNTCP (focus on patients on retreatment and in high risk of LFU).

Particular	Unit cost	Unit of measurement	Qty	Amount ₹
Telephone counselling – 5 times	3	No. of calls	5	15
Counselling at Home setting - 3 sessions	300	No. of sessions	1	300
IEC Materials	10	No. of material	1	10
Total				325

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Kichha, U. S. Nagar (Uttaranchal)

This work order is prepared in two (2) original copies and one (1) copy need to be signed and returned us back as acknowledgement of acceptance.

Susheel Kumar
Head - Finance and Operations

Dr. Jamhoih Tensing
Regional Director

We accept the above work order and will comply with the terms and conditions above and contents of:

- i) Annexure A,
- ii) Annexure B ,
- iii) Annexure C.

For

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Avorde Gramya Vikas Shiksha Samiti

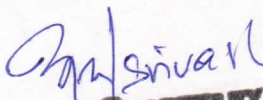
Mr. Ajit Shrivastav
Avorde Gramya Vikas Shiksha Samiti

Enclosed: Annexure A, B & C

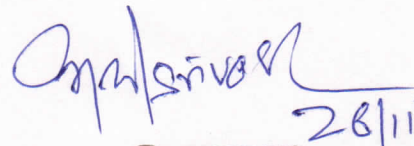
Annexure B**Guidance Notes**

The implementing NGO will cover **Gadarpur and Rudrapur** blocks of District **U.S. Nagar** in Uttarakhand.

1. Project Axshya activities will be implemented in close coordination with District Coordinator (DC) and RNTCP Staff to support the activities in the given district as per the target and budget for activities.
2. Implementing NGO will plan and submit the number of meetings/events in the areas / villages in consultation with DC and RNTCP staff. Documentation related to planning needs to be submitted to District TB officer (DTO) on monthly basis and it should be submitted during the first week of the current month. The District Coordinator will provide targets to NGOs in the last week of preceding month and the achievement will be reviewed on a monthly basis. Target for the next month will depend upon the achievements made in the current month.
3. Conduct community meetings as per Annexure-A every month including Gaon Kalyan Samiti meeting with stake holders of the village/community heads and follow up of the said meetings to enhance the case detection rate and reduce the treatment interrupters.
4. Conduct mid media activity in the areas mentioned in the planning sheet submitted to DTO.
5. Sensitize community in the designated areas through Axshya Samvad and ensure that symptomatic are identified and brought to the nearest health facilities for diagnosis and treatment. In case of any symptomatic is not able to visit health facilities, in such instances sputum of such person should be collected and transported to the nearest DMC.
6. Collect and transport sputum samples (two) of each symptomatic and collect report from the DMC. It is required to inform symptomatic about the result. i.e. in both the cases either positive or negative.
7. Support for treatment adherence for patients taking treatment under RNTCP (focus on retreatment patients and patients in high risk of LFU).
8. Train volunteer on the above mentioned activity with the support of District coordinator and ensure that meetings/events should be conducted through trained volunteers.
9. Trained Volunteers to attend review meetings with DTO on quarterly basis along with relevant data of meetings/events etc. to monitor the progress in RNTCP services.


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10. Ensure that financial and operational guidelines adhered and it should be fully complied with.
11. Submit the vouchers/support documents according to the timelines below.
12. Any other task assigned by District coordinator with special ToR.
13. NGO activity report/activity claims should reach DCs by 25th of every month.


28/11/15

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Kichha, U. S. Nagar (Uttaranchal)