

(For HIPA Website)

**H.P. INSTITUTE OF PUBLIC ADMINISTRATION (HIPA)
FAIRLAWNS, SHIMLA-171012**

**SCHEME FOR EMPANELMENT OF NON GOVERNMENTAL
ORGANIZATIONS (NGOs) & INSTITUTIONS**

The H.P. Institute of Public Administration (HIPA) which is also a State Institute of Rural Development (SIRD) organizes training programmes on various Rural Development and Panchayati Raj Programmes / Schemes, Act, Rules & Procedure for Rural Development and Panchayati Raj functionaries of the State of Himachal Pradesh. With the passage of time and change in scenario due to implementation of NREGA, RTI and other programmes / schemes, the work of SIRD has increased manifold. and more and more training programmes are required to be organized in a decentralized mode at the District / Block & Panchayat levels in the State. Keeping this in view, the SIRD intends to prepare a panel of Supporting Organizations from amongst the reputed, credible and capable Non Governmental Organizations (NGOs) / Institutions who can share the work of trainings / capacity building of RD & PR functionaries on NREGA, SGSY, Watershed, Panchayati Raj Act & Rules and other Governmental Schemes & Programmes with the SIRD, DRDAs & Block Offices in the State. The sharing of work on training related issues will include out sourcing of capacity building projects, preparation of IEC material, reading material, modules / manuals, conduct of research / evaluation/ impact studies and organization of training programmes etc. for Rural development & Panchayati Raj functionaries on various Schemes & Programmes of the Govt. The terms of reference of empanelment are given below:

- The Non Govt. Organization / Institution should be a registered body and its books of accounts for last 3 years should be got audited from a Chartered Accountant who is a registered member of Institute of Chartered Accountants of India.
- The Non Govt. Organization / Institution should have experience of at least 3 years in undertaking of the training related activities for developmental functionaries on various Schemes & Programmes of the Govt. in the State of Himachal Pradesh.
- The Non Govt. Organization / Institution should have all such capabilities which are required for a Training Organization / Institute in terms of Faculty/ Resource Persons & Trainers, Training Hall, Training equipments, Food & Stay Arrangements for at least 40 participants.
- The applications so received will be scrutinized by a committee of officers & faculty on the basis of information / documents & proof provided by the applicant organizations / institutions. And after scrutiny, the eligible / suitable organizations/ institutions will be invited to make their presentations on the prescribed date which will be communicated by the Institute later. The presentation should be focused on the capabilities of the organization, expectations from the SIRD & services proposed to be offered by the NGO/ institution.

- The empanelment of any of Non Govt. Organization / Institution as supporting organizations does not give any guarantee of allotment of work to that organization / institution. It will depend on availability of work & funds with the SIRD/ HIPA, capability of that organization and suitability to the SIRD, DRDAs & Block Offices.
- The payment and other norms including work allotment, monitoring etc. will be decided based on terms of reference on which the project / assignment has been sanctioned by the Govt. of India / State Govt. and other agency to the SIRD, expectation of the SIRD/ HIPA and the type of services offered / committed by the empanelled organization/ institution to the SIRD/ HIPA.
- The Non Govt. Organization / Institution which has been black listed any where in India need not to apply for the above empanelment.
- The SIRD also reserves all rights to impose new conditions or relax any of the condition keeping in view the capability of the applicant organization / institution who will be found suitable for empanelment.
- The SIRD reserves all right to accept or reject any of the application with out assigning any reason.

The NGOs / Institutions having expertise & capability on training related issues in the field of Rural Development and Panchayati Raj and who are interested to empanel themselves subject to the terms of reference given above may apply along with all requisite documents/ proof to the **Director, H.P. Institute of Public Administration (HIPA), Fairlawns, Shimla-171012** on the enclosed format preferably with in 21 days. .

Date:25.7.2009

Sd/-
DIRECTOR,
H.P. INSTITUTE OF PUBLIC ADMINISTRATION
FAIRLAWNS, SHIMLA-171012

Format

(For Applying for Empanelment of Supporting Organization)

1.	Name of the Organization/ Agency/ Institution	
2.	Address. Telephone/ Fax No.: Email Address:	
3.	Status of the Non Govt. Organization/ / Institution (Registered / Non Registered)	
4.	If registered, details of registration including Act./No. / date etc. (Attested copy of registration certificate may be attached)	
5.	Whether the Accounts of the Organization is Audited by the Chartered Accountant? (Yes /No)	
6.	If yes, Please attach the Certified Copies of the Annual Accounts for the last 3 years along with a Copy of Annual Report	
7.	Area of Specialization on which the organization is working.	
8.	Name the District/ Blocks where the Organization is presently working in the State of H.P. (Pl attach proof)	
9.	Capacity of the Organizations in terms of Faculty / Staff, Training Infrastructure etc.(Proof may be attached)	
a.	Whether the organization has its own Faculty /Resource Persons/ Staff (Yes/ No)	
b.	If yes detail of faculty / resource persons& Staff (Name, Designation, Qualification, Specialization & experience)	
c..	Whether the Organization has its own Training Infrastructure. (Yes/ No)	
d.	If yes give the detail of training infrastructure (Training equipments, Capacity of Training Hall, Staying & Food Arrangements)	
10.	Experience of Organization in terms of undertaking of Training related activities & other Capacity Building exercises for the Govt. Officials/ Public Representatives (Attach Proof)	
11.	Types of Training Activities (including Training Programmes) which the NGO/ Institution proposed to undertake if empanelled.	
12.	Districts / Blocks where the NGO/ Institution may work	

Note : This Format may be got typed on a separate paper and should be filled in by the Head of the Organization or some responsible representative of the Organization, if need be extra sheet of papers may be attached to give the brief on the working, capability, experience, expectations and service offered by the Organization specially on Trainings of RD & PR functionaries on NREGA, Watershed. SGSY and other programmes & schemes of Rural Development & Panchayati Raj Dept.

Signature :
Name:
Designation of
Head of Organization/Institution.