OFFICE OF THE CHIEF DISTRICT VETERINARY OFFICER-CUM-SECRETARY DIST. SPCA, PURI

No. **1705**   Date. **14/2/2025**

EXPRESSION OF INTEREST

The Chief District Veterinary Officer-cum-Secretary, District SPCA, Puri invites Expression of Interest (EOI) from eligible Animal Welfare NGOs for **"Establishment of Animal Help Line(AHL) & Veterinary Ambulance Services in Puri Municipality area,2024-25''** (to be implemented during the year 2025 - 26).

The Expression of Interest documents **(Appendix – C)** are to be submitted along with the copies of ESI, EPF & GST Registration Certificate and application **(Appendix - A)** by the interested Animal Welfare NGOs in a sealed cover to the following address clearly super scribing **"EOI for Establishment of Animal Help Line (AHL) & Veterinary Ambulance Services in Puri Municipality areas,2024-25''** (to be implemented during the year 2025 - 26).

Address :

Chief District Veterinary Officer-cum-Secretary, District SPCA, Puri
At - Station Bazar, P.O - Puri, Pin - 752002(Odisha)

Application complete in all respect should reach the office address as mentioned above by Speed Post / Registered Post / Courier only on or before **Dt. 24.02.2025 till 5.30 p.m.** and the same shall be **opened on Dt. 25.02.2025 at 11.30 a.m.** in the presence of authorized signatory and representatives of the FNGOs. The short listed FNGOs will be called for to make a detailed presentation on their past experiences in implementation of programme and also on their proposed action plan for supporting the Animal Help Line activities in Puri Municipality area in the same day i.e. **25.02.2025 at 3.30 p.m.** Proposal through email will not be entertained in this regard. The Authority shall not be responsible for any sort of Postal / Courier delay. The EOI proposals received after due date & time shall not be entertained. The Authority reserves the right to accept or reject any or all proposals without assigning any reason thereof.

No personal query shall be entertained. The decision of the committee will be treated as final.

The guidelines of the scheme, eligibility criteria, format for submission of proposal & detailed requirement for the EOI which can be downloaded from the Puri District Website i.e. **https://puri.odisha.gov.in/**
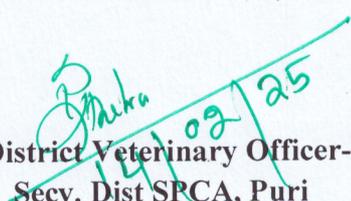
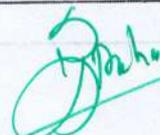Chief District Veterinary Officer-cum-
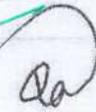Secy. Dist SPCA, Puri

GUIDELINES FOR "ESTABLISHMENT OF ANIMAL HELPLINE WITH AMBULANCE SERVICE IN URBAN AREAS"

| Sl	Component	ESTABLISHMENT OF ANIMAL HELPLINE WITH AMBULANCE SERVICE IN UR AREAS"
1	Objective	To treat the injured / distress / abandoned animals/pets at the spot with First Aid & lifesaving drugs. - To make available emergency services to stray animals in distress. - To cater better and timely veterinary service during natural calamities, when large number of animals become prone to injuries.
2	Salient Feat of the scheme	- Animal Help Line with Ambulance Service will be in the Urban Local Bodies in the state of Odisha. - Presently 14 AHL units are operational in 11 districts of the state 9 more AHL units will be added to make it 23 units in 19 districts of the state. - In Sahid Nagar (Bhubaneswar) and Buxi Bazar (Cuttack) the AHL unit will run for three shifts i.e. 24x7. & in all other locations it will continue for two shifts i.e. from (6 am – 2 pm, 2 pm – 10 pm). - The AHL team will consist of - a Veterinary officer, AHL Assistant, driver and Attendant in Sahid Nagar &Buxi bazar additional personnel namely Programme Coordinator and Field Assistants shall be deployed. - A State Level Animal Helpline Call Centre will be set up by the Directorate of AH&VS. - On receiving a call through Toll-Free telephone number 1962 /any communication about a sick/injured animal, the ambulance/ AHL reaches the spot as early as possible. - The services of AHL are free, No user charges collected towards providing ambulance service to injured stray animals. - A monitoring committee under the chairmanship of Municipal Commissioner/Collector cum District Magistrate guide, monitor and review the programme implementation. - The manpower provided by the FNGO for supporting the implementation of the Animal Help Line activities. - Contingency charges @40000/per district for 30 districts towards POL and medicine cost for attending stray animal cases by MVU or Field units.
3	Implementing Agency	This scheme will be implemented by the Directorate, A.H. & V.S., Odisha, Cuttack through the Chief District Veterinary Officers in all the thirty districts of Odisha

4	Area of operation	The 23 nos of AHL units will be implemented in 20 urban locations covering 18 distri[...] the state. The following table is on the area where AHL programme will be implemented.

Existing AHL Units

Sl. No.	Name of the district	Location
1	Khordha	Saheed Nagar
		Patrapada
		Kalarahanga
		Nayapalli
2	Cuttack	Cuttack
3	Angul	Angul
4	Balasore	Balasore
5	Mayurbhanj	Baripada
6	Sundergarh	Rourkela
7	Sambalpur	Sambalpur
8	Kalahandi	Bhawanipatana
9	Jagatsinghpur	Jagatsinghpur
10	Ganjam	Barhampur
11	Puri	Puri

9 new proposed AHL units

Sl. No.	Name of the district	Location
1.	Angul	Talcher
2.	Bhadrak	Bhadrak
3.	Dhenkanal	Dhenkanal
4.	Bolangir	Bolangir
5.	Jajpur	Jajpur
6.	Jharsuguda	Jharsuguda
7.	Koraput	Jaypore
8.	Kendrapara	Kendrapara
9.	Keonjhar	Keonjhar

5	Programme Implementation	• The AHL programme will be implemented by the respective CDVOs. • The ADVO (AW) will be the nodal officer for the programme at district level. • The day to management of the programme will be under the direct supervision of the concerned SDVO/Deputy Director/any other officer as assigned by the CDVO.

		- The necessary technical persons under the scheme which includes a dedicated team of veterinary doctors, Project Coordinators, AHL assistants, attendants and drivers may be engaged by each district CDVO through a Service Provider/FNGO. - In state level a Project Coordinator will be engaged to coordinate and smooth implementation of the AHL activities throughout the state which may be engaged by the Director, A.H. & V.S. through a service provider.
6	**Modalities for engaging the Facilitating NGO**	- The Facilitating NGOs shall be engaged by the respective District SPCA. - b) The organization selected to function as Facilitating NGO should be a Voluntary Non-Government Organization working in the field of animal welfare. The indicative Terms of - Reference of the FNGO is placed at **Annexure-I**.
7	**Standard Operating Procedure managing AH Unit**	- Each AHL unit should provide veterinary health care services to stray and abandoned animals on receipt of the call through 1962. - Emergency calls for treatment of injured and distress animals will be entertained. - In Cuttack and Bhubaneswar, AHL services will be available on 24 X 7 basis in 3shifts. - In other 21 locations AHL services will be available in two shifts from 6.00 A.M. to 2.00 P.M. & 2.00 PM to 10.00 PM by the Animal Helpline team. On receiving a call/any communication about a sick/injured animal, the AHL unit will reach the spot as early as possible. - In all other places where AHL Units are not operational the stray animals shall be attended by Field units the POL & medicine will be met out of contingency charges (@40000/per district) available with CDVOs after submitting bills by the field units. - The ambulance team will provide necessary First-Aid/treatment to the animal. In critical cases, the affected animals wherever required may be shifted to the nearest Veterinary Hospital /Veterinary Dispensary / nearest goshalas / animal shelter homes for necessary treatment/care. - If dead animals are recovered from the accident site, the same are to be disposedpreferably by deep burial method in the nearby Govt. land away from human habitation.This may be done in coordination with the local Deputy Commissioner/Health Officer of concerned municipality/corporation. - In case of natural calamities, the Animal helpline will continue to deliver the requisite services as usual subject to its utilization in affected areas as per the instruction of the concerned CDVO/DD (DVH) in exigencies. - Whenever sick/injured stray animals are shifted to VD/VH for treatment their feed & fodder cost will be made @Rs 45/- per day, maximum for a period of 10 days and it may be arranged out of the funds provisioned under recurring cost. - Required infrastructure (construction of shed with facility of feeder, waterer etc.) foraccommodating the sick/injured stray animals, if not available will be created Municipality/District administration. - Infrastructure If more numbers of stray animals particularly cattle are shifted andtreated, those can be rehabilitated temporarily in any nearby Goshalas. - Similarly, infrastructure support towards Veterinary health care, small animal kennel tobe made by the Municipality/NACs but priority will be givento 20
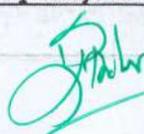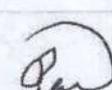
nos. of locations where the AHL is Implemented, then other locations as per need.

- The Animal Helpline team when not in service will assist the DD (DVH) in theirday-to-day work in VH/VD.
- No user charges will be collected towards providing ambulance service to injured strayanimals.

Record keeping

- The Veterinary officer along with animal health assistant engaged in Ambulance shouldmaintain all the requisite registers such as Call receive register, Treatment Register,Stock book of Medicine and Equipment, Contingency Register, Log Book, AttendanceRegister in prescribed format, Indoor Register, User charge register, Cash Book, moneyreceipt book, under active supervision / guidance of Nodal Officer, AHL.The equipment stock is also to be maintained regularly subject to non- functioning of equipment, which is to be brought immediately to the knowledge of the Nodal OfficerAHL. * In addition, any other registers, if required, may also be maintained along with thecorresponding files.

Review and monitoring

- * Monthly report will be submitted by the Nodal Officer AHL to the COVO. The CDVOshall submit the monthly report to the Directorate of A.H &V. S by 5th of succeedingmonth.
- The regular supervision & monitoring to be carried out by the CDVO for smoothimplementation of AHL and Animal Ambulance facility.

A monitoring committee consisting of the following members will guide, monitor andreview the programme implementation.

a. Monitoring Committee for Bhubaneswar and Cuttack

1. Municipal Commissioner: Chairperson
2. Chief District Veterinary Officer: Member Convener
3. Representative of Director AH&VS: Member
4. Representative of Animal Welfare: Members Organisations (Two)
5. Nodal Officer of the AHL program : Member
6. Nodal Officer of the ABC program : Member

of the Municipal Corporation

b. Monitoring Committee other Districts

1. District Collector: Chairperson
2. Chief District Veterinary Officer: Member Convener
3. Representative of Director AR&VS: Member
4. Representative of Animal Welfare: Members Organizations (Two)
5. Nodal Officer of the AHL program : Member
6. Nodal Officer of the ABC program : Member

Infrastructure/equipment and medicines

- The ambulance will be well equipped with instruments/equipment like basic surgicalkit, embryotomy set, portable sterilizer, ice box, saline stands, haemoglobinometer,gloves, syringes, thermometer, chairs, torch light, etc.
- CDVO will take steps for procurement of need based medicines & equipment following necessary procurement procedures or make it available out of the existingstock in the district.
- The medicines and other consumables shall be used for treatment of stray/abandoned animals. No free medicines/consumables shall be used for treatment of domesticated animals. State
- Toll Free Animal Helpline Call Centre 1962 is Operational for Reporting sick animals / accidental cases at SMILE VOTI Campus.

- JD VOTI will be the nodal officer for Animal Helpline Call Centre 1962
- The Toll-Free telephone number will be given wide publicity through Print, electronic and social media.
- The Toll-Free number will also be displayed in the Ambulance vehicle.
- The call center should maintain the essential telephone numbers of all AHL personnel in various districts along with contact details of all CDVOS, SDVOs, BVOs, VAS and MVU/FNGOs. Upon receipt of any calls in the State Animal Helpline call center the information shall be immediately passed on the respective AHL unit or Field Units.

Manpower Support

Location	Veterinary Doctors	District Project Coordinator	AHL Assistant	Field Assistant	Attendant	Driver
Bhubaneswar(Sahidnagar)	3	1	3	2	3	3
Cuttack(Buxibazar)	3	1	3	2	3	3
Bhubaneswar (Patrapada, Kalarahanga, Nayapalli),Angul, Talcher, Balasore, Baripada, Rourkela, Sambalpur, Bhawanipatana, Jagatsinghpur, Berahmpur,Dhenkanal,Puri,Bhadrak, Balangir, Jajpur, Jharsuguda, Jeypore, Kendrapara, Keonjhar,	2 each		2 each		2 each	2 each

Abstract of the manpower for 23AHL State Programme Coordinator – 01, District Programme Coordinator – 2nos (Bhubaneswar and Cuttack), Veterinary Doctor – 48, AHL assistant – 48, Field Assistant – 4 (Bhubaneswar and Cuttack), Attendant – 48, Driver - 48

DETAILS OF FINANCIAL OUTLAY FOR THE YEAR 2024-25

A. Manpower component

Manpower	Cost/person/month (in Rs)	No. of personnel		Outlay for 2024-25		Total
		For 14 Exiting AHL (12 months)	9 new AHL (06months)	For 14 Exiting AHL (12 months)	9 new AHL (06months)	
Remuneration with GST towards outsourcing Veterinary Doctors @ Rs. 50000/- per month with 18% GST and @ 3.85% of Gross remuneration (Rs. 59000/-) i.e. Rs. 1925/- per doctor (Total Rs. 60925/-)	60925	30	18	21933000	6579900	28512900
Remuneration with GST towards outsourcing District Programme Coordinator @ 30000/- per month with 18% GST and @ 3.85% of Gross remuneration (35400/-) i.e. Rs. 1155/- per District Programme Coordinator (Total Rs. 36555/-) and one State Programme Coordinator.	36555	2	1	877320	219330	1096650
Remuneration with GST towards outsourcing AHL Assistant @ 22000/- per month with 18% GST and @ 3.85% of Gross remuneration (25960/-) i.e. Rs. 847/- per AHL Assistant (Total Rs. 26807/-)	26807	30	18	9650520	2895156	12545676
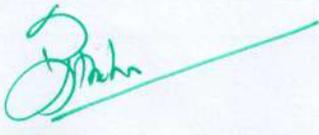
Description						
Remuneration with GST towards outsourcing Field Assistant @ 22000/- per month with 18% GST and @ 3.85% of Gross remuneration (25960/-) i.e. Rs. 807/- per Field Assistant (Total Rs.26807/-)	26807	4	0	1286736	0	1286736
Remuneration with GST towards outsourcing Attendant @ 12500/- per month + (EPF 13%, ESI 3.25%) + GST 18% i.e. Rs. 17209.19/- = Rs. 17209.00 & Service Charges for Manpower provider @ 3.85% of Gross remuneration i.e. Rs. 17209/- i.e. Rs. 663/- per Attendant (Total Rs. Rs. 17872/-)	17872	30	18	6433920	1930176	8364096
Remuneration with GST towards outsourcing Driver @ 15600/- per month + (EPF 13%, ESI 3.25%) + GST 18% i.e. Rs. 21399.30 = Rs. 21399.00 & Service Charges for Manpower provider @ 3.85% of Gross remuneration i.e. Rs. 21399/- i.e. Rs. 824/- per Driver (Total Rs.22223/-)	22223	30	18	8000280	2400084	10400364
Management, Administrative Charges (lumsun)	1000	126	73	126000	73000	199000
	Total			49693776	14462646	64156422

A. Budget outlay for infrastructure support for the year 2024-25

Component	Unit Cost/per month/per year	Units	Cost (In Rs.)
Hiring vehicle for Six months for three places	31000	4	744000
Purchase of Animal Ambulance vehicle including Registration)	1850000	12	22200000
POL for animal ambulances for Bhubaneswar & Cuttack (24x 7) Rs.40,000 per month per AHL center	40,000	2	960000
POL for all other AHL units @ 2 shifts Rs. 25,000/- per month for 6 months	30,000	9	1620000
POL for all other AHL units @ 2 shifts Rs. 25,000/- per month for 12 months	30000	12	4320000
Maintenance cost of Department animal Ambulance (for Old Vehicle)	70000	11	770000
Medicine and consumable for AHL at Bhubaneswar and Cuttack (for units running 24 x 7)	40,000	2	960000
Medicine and consumable for AHL for units running 2 shits	30,000	12	4320000
Medicine and consumable for AHL for units running 2 shifts for six months for new AHL	30,000	9	1620000
Office Contingencies @ Rs. 2000/- for 14units for 12 months	2,000	14	336000
Office Contingencies @ Rs. 2000/- for 9 units for six months	2,000	9	108000
IEC Cost District	200000	18	3600000
IEC Cost State	LS		500000
Veterinary Healthcare infrastructure for AHL units/ Toll Free Number 1962 & Tele veterinary Services/video calling features	LS		8000000
Operational cost of Toll Free Number 1962 & Tele veterinary Services	LS		8000000
State Level Recurring Cost (to incurred towards toll free call charges, office contingency, electricity bill etc)	LS		2028000
Contingency charges @40000/per district for 30 districts towards POL and medicine cost for attending stray animal cases by MVU.	40000	30	1200000
Total cost: -			61286000
Grand Total (A+B)			125442422

<u>INDICATIVE TERMS OF REFERENCES (TOR) FOR ENGAGEMENT OF</u>
<u>FACILITATING NON-GOVERNMENTAL ORGANISATION (FNGO)</u>

Animal Help Line facility with ambulance service is implemented in the Puri District Society for the Prevention of Cruelty to Animals (SPCA) through the Chief District Veterinary Officer (CDVO) cum Member Secretary, in order to provide emergency veterinary care to stray and destitute animals.

In order to support the implementation of the Animal Help Line Programme, involvement of a civil society organisation having expertise in animal welfare activities is being engaged. Accordingly, District Society for the Prevention of Cruelty to Animals (SPCA), Puri District invites Expression of interest (hereinafter called "EoI") from Non-Government Organisations (NGOs) with prior experience for engagement as facilitating NGO (FNGO) for supporting the District Society for the Prevention of Cruelty to Animals (SPCA), Puri District for implementing Animal Help Line activities.

The engagement will be valid for a period of one year from the date of signing of MoU by Society for the Prevention of Cruelty to Animals (SPCA), Puri and FNGO, subject to satisfactory performance by the FNGO.

1. SELECTION PROCESS OF FNGO:-

    The selection of the **Facilitating Non-Governmental Organization (FNGO)** will follow a two stage process. Firstly, the applicant NGOs will be shortlisted based on their capacity and experience on undertaking animal welfare activities. The short-listed NGOs will be called for to make a detailed presentation on their past experiences in implementation of programmes and also on their proposed action plan for supporting the Animal Help Line activities in Puri Municipality area. The qualifying criteria and prioritization criteria for evaluation are as follows:

1. QUALIFYING CRITERIA

    1. Registered body under the Societies Registration Act of 1860 (20 of 1860) or any other corresponding law for the time being in force and which is recognized by the Animal Welfare Board of India.

II. Having minimum one years of experience in implementing Animal Welfare activities along with social mobilization, awareness program

III. The Agency should not be blacklisted by the Govt. / Govt. Bodies.

2. HUMAN RESOURCES

The FNGO will provide the following personnel for supporting the implementation of the Animal Help Line activities.

Personnel *	Number of personal*
Veterinary Doctors	
AHL Assistant	
Project Coordinator	
Field Assistants	
Attendant	

*Based on the manpower indicated in Sl. 4 of the guidelines

3. TERMS & CONDITIONS FOR PROVIDING MANPOWER BY FNGO

i) The engagement of FNGO and its continuance of engagement is based on the appraisal of its performance by the Society for the Prevention of Cruelty to Animals (SPCA), Programme. District against deliverables Animal Help Line

i) The personnel engaged by the FNGO cannot claim any right to a regular appointment at any time in the Society for the Prevention of Cruelty to Animals (SPCA), District/F&ARD Department.

iii) During the tenure of engagement, the manpower provided by FNGO shall abide by the rule, regulations, conditions prescribed by the Member Secretary of the Society for the Prevention of Cruelty to Animals (SPCA), District.

iv) During the period of engagement in the project, the personnel provided by the FNGO shall be required to work and attend the duties as may be assigned by the Nodal Officer for AHL programme.

v) The Personnel shall be entitled to a maximum of 10 days of leave in a year with prior approval of the Nodal Officer. Any unauthorized absence shall attract proportionate deduction from the consolidated monthly remuneration.

vi) In the event of unauthorized absence or any other misconduct by the Personnel deployed by the FNGO, such Personnel shall immediately be replaced.
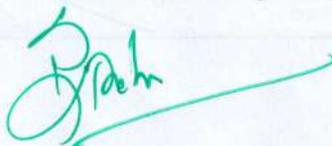
vii) The FNGO shall be held responsible for any loss sustained by the Society for the Prevention of Cruelty to Animals (SPCA), District/ F&ARD Department through fraud or negligence on the part of the Personnel deployed by the FNGO.

a) Upon termination of the FNGO engagement, Personnel shall be liable to handover all the assets and records in their possession to the Nodal officer.

b) The Personnel deployed by the FNGO shall not take up any assignment during the period of engagement.

4. Minimum qualifying criteria for deployment of manpower for AHL Programme by the FNGO

A. Veterinary Doctor

i. Graduate in Veterinary Science and Animal Husbandry from a recognized College/University.

ii. Registered and valid Practitioners of Orissa Veterinary Council/Veterinary council of India

iii. Age not above 65 years

B. AHL Assistant

i. Candidates having Plus two (science) / 2-year Diploma in animal Sciences from a recognised educational institution.

ii. Age not above 55 years

OR

i. The candidate must have passed Plus two Vocational Courses in field of Animal Husbandry/ Dairy/ Poultry/Animal Production from a recognized educational institution.

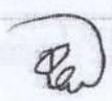ii. Age not above 55 years

C. AHL Attendant

Candidate should have passed 10th+ from a recognized educational institution.

Age above Age not above 55 years

Should be physically fit to work in the field.

ADDITIONAL PERSONNEL FOR BHUBANESWAR AND CUTTACK

D. Program Coordinator

Post Graduate in Science/Social work/ Sociology/ Rural Development from a recognized University/Institute.

Age not above 55 years
Experience
a.Must have at least one year of working experience in the field of Animal Welfare activities
b. Should have working knowledge in computer applications (MS Office/ MS Word).
c. Should have adequate knowledge to work in multi-tasking environment having skills in managing & coordinating activities in a project mode.
d. Should have skills & proficiency in developing suitable contents for posting in social media in English and Odia languages.

E. Field Assistant

Graduate in any discipline from a recognized University/ Institute.

The age should be between 25 to 45 years.

Experience:

a. Must have at least one year of working experience in the field of Animal Welfare activities

b. Should have working knowledge in computer applications (MS Office/ MS Word).

c. Should have adequate skill to work with community and mobilize them for successful implementation of ABC Program;

5. Job Description & Responsibilities
A. Job Description of Veterinary Doctor

He/she will attend duty at Veterinary Dispensary/ Veterinary Hospital on a 8 hourly shift basis (24X7) at Bhubaneswar & Cuttack, 8 hourly shift basis in other places for and offer animal health care services to stray and abandoned animals under Animal Help Line.

provide follow up treatment of sick / injured animals being rescued or attended under AHL

i. Plan and organise vaccination campaign for FMD vaccination in stray animals in Municipal Corporation/Municipalities/ NAC area being covered under AHL

ii. Supervise receiving and recording of calls in Call register.

iii. Train the AHL Assistant and other staff attached to Animal help Line in receiving and recording of calls. etc

iv. Facilitate proper disposal of carcasses in coordination with BMC/ Municipality/ NAC/Etc

v. He/she will sign the log book of vehicle

vi. He/ she will report to AHL Nodal Officer for any issue relating to Animal Help Line or ambulance service

vii. Redressal of complaints if any of the citizen

viii. Maintenance of Stock and utilization of medicine

ix. Rescue of sick animals in Municipal Corporation /Municipality/ NAC area being covered under AHL for treatment.

x. Submit Monthly Report to Nodal Office as identified by CDVO regarding progress of Animal Help Line.

xi. Any other job assigned as and when required by Nodal Officer AHL / CDVO for smooth functioning of Animal Help Line.

B. Job description of AHL Assistant

a. He/she will work in close coordination with the Veterinary Doctor in the Animal Help Line

b. He/she will assist in treatment of Animal Helpline cases in field.
c. He/ She will take up vaccination of stray animals against F.M.D.
d. Prepare Report return of AHL
e. He/she will follow up of treatment of AHL cases in field under the direct supervision of veterinary Doctor.
f. He/she will assist in rescue of sick animals, such as stray Bulls/Cows/Dogs etc. for treatment/ operation at Veterinary Hospital etc.
g. Receive and maintain data base of all calls entertained under Animal Helpline
h. He/ she will maintain stock and store at AHL Unit
i. He/She will keep a track on daily calls made to Animal Help Line services and follow up.
j. He/She will report to Veterinary Doctor directly and Nodal Officer, Animal Help Line for day to day routine jobs
k. Any other job assigned as and when required by Veterinary Doctor / Nodal Officer /CDVO for smooth functioning of Animal Help Line

C. Job description of Attendant engaged under AHL

I. Work in close coordination with the Veterinary Doctor and AHL Assistant in the Animal Help Line as a team.
II. Undertake restraining of animals for treatment of Animal Helpline cases
III. Take up vaccination of stray animals against F.M.D. in the area of operation of AHL
IV. Undertake follow up of dressing of wounds of sick and wounded animals, etc as per the advice of Veterinary doctor.

V. Assist in rescue of sick animals, such as stray Bulls/Cows/Dogs etc. for treatment/operation at Veterinary Hospital etc.

VI. Will report to Veterinary Doctor directly and Nodal Officer, Animal Help Line for day to day routine jobs

VII. Any other job assigned as and when required by Veterinary Doctor / Nodal Officer AHL/CDVO for smooth functioning of Animal Help Line

D. Job description of Program Coordinator

i. Awareness and sensitization

- Create an IEC plan to sensitize the general public about the Animal Helpline and Animal Birth Control Programme.
- Implement the IEC plan through channels such as meetings, electronic media, print media, posters and social media

ii. Collaboration with other entities

- Establish a rapport with local communities for effective implementation of AHL services (reporting sick animals, taking care of animals etc.) and ABC programs (support in dog catching, releasing etc.).
- Maintain partnerships with active Animal Welfare Organisations and general public which can shelter sick/injured/old animals rescued through AHL and ABC programs
- Ensure adoption of animals through Animal Welfare Organisation and interested general public
- Maintain rapport with active Animal Welfare Organisations and general public who can take care of recovering animals in AHL and ABC programs
- Actively play a facilitator role between the government and the public to maximise animal welfare programmes in the operational area.

iii. Program Implementation support:

- Assist the Nodal Officer in data collection, compilation and analysis with respect to animal population, mortality, potential cases for AHL, potential for ABC, status of operations etc.
- Update AHL and ABC related information to the department in required formats and through appropriate channels (on Department app/portal/Excel/email etc.) Ensure quality of calls management and treatment by ambulance service is up to the mark.
- Ensure dog catching is done in a humane and proper manner
- Supervise catching and release of stray dogs from and to the specified locations
- Coordinate with the Municipal Corporation functionaries and ensure ABC operations are done as per the guidelines and animals are well taken care of before and after the operation in the government facilities.
- Manage field assistants and ensure their responsibilities are met under the AHL and ABC units
- Maintaining database of activities organized and prepare physical progress and impact reports, better practices/ success stories on AHL and ABC Program as key deliverables.

- Undertake any other job assigned as and when required by Nodal Officer / CDVO for smooth functioning of Animal Help Line & ABC program.

E. Responsibilities of Field Assistants

I. On-field support

-
- Keep track of all calls to the AHL and ensure proper follow up is done on all calls
- * Help in identifying dogs to be sterilized by preparing monthly planning advance plans
- Make visits with dog catching vans to oversee catching and releasing of dogs and resolve any public issues
- Ensure dog catching is done in a proper and humane manner
- Ensure dogs are released at the same location from where they are picked
- * Ensure kennels and pounds where dogs are kept before and after the ABC
- operations are clean Ensure the sheds where animals are kept to treat AHL cases are clean
- Ensure quality of food, water, medicines provided to animals is good

ii. Program Implementation Support:

- They will assist the Programme Coordinator in maintaining database of activities organized and prepare physical progress and impact reports, better practices/success stories on AHL and ABC Program
-

7. REMUNERATION & ADMINISTRATIVE COST:

The FNGO will be paid on monthly basis by the Society for the Prevention of Cruelty to Animals (SPCA) towards remuneration of personnel deployed along with management and administrative charges by the Member Secretary District SPCA. The payment will be released on submission of Performance Appraisal Report along with Absentee Statement every month by Nodal officer, AHL Program. The total payment will be released directly to the Bank Account of the FNGO.

Appendix-A

APPLICATION FORMAT

a. Name of the Organisation	
b. Abbreviation name of Organisation, if any	
c. Address of Organisation	
Mailing and Correspondence Address	
d. Contact person	
Name	
Designation/Title	
Telephone No. (Land Line/ Mobile)	
Email	
(1) Is the organisation registered: Yes/No	
(ii) If yes, under which Act: Society Act/ Trust Act Company (Section-25)Act or Any Other (attach a copy)	
(iii) Year of Registration	

(iv) Since how long it is operational (No. of Years)	
(v) Whether organization is registered under FCRA: Yes/ No	
(vi) Whether it is registered under Income Tax (Yes/No	

1. Give Details of Board Members (Current Status)

Name	Address	Position/ Designation

2. Annual Turn Over for last 3 Years

Year	Turn over Rs. In Lakh
2021-22	
2022-23	
2023-24	
Copies of Audited Annual Reports, Income-Expenditure statement & Balance Sheet to be enclosed.	

3. Details of professional Experienced Staff

Area of Expertise	Name of staff	Qualification	Yrs. of Experience

4. Details of Experience in implementing Animal Welfare Activities in Odisha

Sl. No.	Name of Scheme/ Program	Area of Implementation	Activities undertaken	Total Fund utilized in Rs.

Signature of the Authorized Signatory

Appendix-B

DECLARATION BY THE FNGO

1. I have read and understood the terms and conditions relevant to Expression of Interest (EoI) vide advertisement No. ....Date......................... and submitted the proposal in accordance with the terms and condition of the above-mentioned notification.

2. The information furnished in the proposal are true and factual and clearly understand that our proposal is liable for rejection, if any information furnished is found to be incorrect and not factual at any point of time without assigning any reason thereof and Secretary District SPCA / CDVO, Puri will have the right to initiate any action as deemed fit.

Place: Signature:

Date: Name:

                                          Designation:

Seal of the Organisation:

Appendix-C

List of Documents to be submitted along with Application Form

Sl. No.	Documents
1	Copy of Registration Certificate of the Agency
2	Copy of the FCRA Registration No. (If Yes)
3	Copies of Audited statement of Accounts, Balance Sheet and Income-Expenditure returns for last three years
4	Bio-data of the Staff members of the existing professional staff and copies of certificates of their qualification
5	Copy of Agreement/ Work order for implementation/ facilitation of schemes on Animal Welfare activities (Relevant Past Achievements- It may include the types of Animal Welfare activities implemented by the FNGO, Coverage area and their Achievements (Physical & Financial), publications, Success Story etc.)
6	Proof of Address of Office (Copies of telephone bills, electricity bills, etc)