

OFFICE OF THE
PROJECT DIRECTOR
ARUNACHAL PRADESH STATE AIDS CONTROL SOCIETY
DIRECTORATE OF HEALTH SERVICE, NAHARLAGUN

MAIDS NO-CSC/CHRI-01/2024

Date: 30-09-2026

EXPRESSION OF INTEREST (EOI)

For Selection of an Eligible NGO/CBO for Establishment and Implementation of One Dedicated Care & Support Centre (CSC) under Domestic Budget Support (DBS) of the National AIDS and STD Control Programme (NACP)

Arunachal Pradesh State AIDS Control Society (APSACS), Directorate of Health Services, Government of Arunachal Pradesh, invites **Expression of Interest (EOI)** from eligible and experienced **Non-Governmental Organisations (NGOs)/Community-Based Organisations (CBOs)** for establishment and implementation of **one dedicated Care & Support Centre (CSC)** under the **Domestic Budget Support (DBS)** component of the National AIDS and STD Control Programme (NACP).

The proposed CSC shall provide community-based outreach, treatment adherence and linkage-to-care services for **People Living with HIV (PLHIV)** across the assigned geographical areas of Arunachal Pradesh.

1. Background

Care & Support Centres are community-based interventions under NACP aimed at strengthening outreach services and treatment adherence support for PLHIV.

As per the communication of the National AIDS Control Organization (NACO) dated **22 June 2026**, considering the increasing number of PLHIV, treatment interruption cases, new HIV detections, difficult terrain and dispersed population in Arunachal Pradesh, establishment of **one dedicated DBS-CSC** has been approved for the State, with provision for engagement of **up to 10 Outreach Workers (ORWs)** based on geographic and outreach needs.

The CSC shall function in close coordination with APSACS, ART Centres/FIART Centres, LACs/LAC Plus Centres, ICTCs and other relevant health and community-based service delivery points.

2. Objective of the EOI

The objective of this EOI is to identify and select a competent, experienced and credible NGO/CBO for establishment and implementation of **one DBS-supported Care & Support Centre in Arunachal Pradesh** for effective community outreach and comprehensive support to PLHIV.

3. Core Activities of the CSC /Scope of Work

The selected NGO/CBO shall undertake, inter alia, the following activities:

1. Tracking of PLHIV with **treatment interruption/Lost to Follow-up (LFU)/opt-out**.
2. Outreach and follow-up of newly diagnosed PLHIV until completion of their **first Viral Load (VL) test**.
3. Identification and tracking of eligible PLHIV who are **overdue for Viral Load testing**.
4. Follow-up of PLHIV with **unsuppressed Viral Load** and support for Enhanced Adherence Counselling.
5. Follow-up of **HIV-positive pregnant women and HIV-exposed infants**.
6. Facilitation of linkage of eligible PLHIV with **Social Protection Schemes**.
7. Support to ART adherence, retention in care and timely service utilization.
8. Community-level counselling, mobilization and treatment literacy.
9. Coordination with ART/FIART/LAC/LAC Plus Centres and other relevant service delivery points.
10. Regular field visits and beneficiary tracking in assigned geographic areas.
11. Maintenance and updating of beneficiary records and programme-related data.
12. Mandatory use of the **CSC mobile application for data management and reporting**.

13. Preparation and submission of periodic reports as prescribed by APSACS/NACO.
14. Participation in review meetings, capacity-building programmes and other activities directed by APSACS/NACO.

The above activities shall be implemented in accordance with the **CSC Operational Guidelines and instructions issued by NACO/APSACS from time to time.**

4. Geographical Coverage

The selected CSC shall operate across the **geographical areas/districts assigned by APSACS**, based on the residence of PLHIV, outreach needs, beneficiary load, new HIV detections, treatment interruption cases, priority populations and the difficult terrain of the State.

The ORWs shall be mapped to specific **districts/geographical areas rather than to individual ART Centres**, and outreach shall be undertaken based on the residence of PLHIV.

5. Proposed Staffing Pattern

The selected NGO/CBO shall engage the following personnel, subject to approval of APSACS:

Sl. No.	Position	Number
1	CSC Project Director	01
2	Project Coordinator	01
3	M&E-cum-Accountant	01
4	Outreach Worker (ORW)	10

The number and geographic placement of ORWs shall be decided by APSACS based on outreach requirements, geographic terrain, beneficiary coverage, number of new HIV detections, treatment interruption cases and priority population load.

6. Eligibility Criteria

The applicant NGO/CBO shall fulfil the following **essential eligibility criteria** for consideration under the CSC Project:

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The applicant NGO/CBO shall fulfil the following **essential eligibility criteria** for consideration under the CSC Project:

1. **Updated Registration:** The applicant must be a government registered NGO/CBO under the applicable laws of India and possess a valid and current registration certificate.
1. **Minimum Relevant Experience:** The applicant (NGO/CBO) must have a minimum of **three (3) years of demonstrated experience** working with PLHIV and/or key populations.
2. **Organisational Capacity:** The NGO/CBO must have adequate organisational infrastructure, qualified and experienced human resources, and the institutional capacity required for effective implementation and management of the CSC Project.
3. **Functional Office in Arunachal Pradesh:** Any legally registered NGO/CBO in India may apply; however, the organization must have an **established and functional office in the State of Arunachal Pradesh**, supported by valid documentary evidence demonstrating the office premises, operational presence and local administrative arrangements.
4. **Financial and Administrative Capacity:** The NGO/CBO must have sound and transparent **financial, accounting, administrative and internal control systems** appropriate for managing the proposed project and associated funds. They must have the ability to independently sustain and implement the CSC Project without operational or financial difficulty, using its own organisational resources and capacity, for a minimum period of **three (3) months during any Fund Gap period.**
5. **Valid Bank Account:** The applicant must maintain a **valid and operational bank account in the name of the organisation**, duly supported by relevant bank documentation.

6. **Non-Blacklisting/Non-Debarment:** The applicant must not have been **blacklisted, debarred, suspended or otherwise declared ineligible** by any Central/State Government Department, Government agency, NACO, SACS or any other competent authority as on the date of application.
7. **Documentary Evidence:** All claims relating to registration, experience, organisational capacity, office establishment, financial standing and other eligibility requirements must be supported by **valid documentary evidence**. APSACS reserves the right to verify the authenticity of the documents and information submitted. **Any misrepresentation, concealment of material facts or submission of false/forged documents may result in rejection of the application and/or disqualification at any stage.**
8. **Acceptance of Terms and Conditions:** The applicant must agree to abide by the **terms and conditions of the EOI/selection process**, including screening, technical evaluation, field verification, monitoring, audit and other requirements prescribed by APSACS/NACO.
9. **Conflict of Interest:** The applicant must disclose any actual, potential or perceived **conflict of interest** that may affect the impartial implementation of the CSC Project and shall comply with the conflict-of-interest provisions prescribed by APSACS/NACO.

7. Documents to be Submitted:

The applicant shall submit self-attested copies of the following:

1. Registration Certificate of the NGO/CBO.
2. Memorandum of Association/Trust Deed/Bye-laws, as applicable.
3. PAN of the organisation.
4. Audited financial statements for the last **three financial years**.
5. Annual reports for the last three years, wherever available.
6. NGO Darpan registration/details, wherever applicable.
7. Details of previous and ongoing projects, particularly HIV/AIDS/community-based interventions.
8. Experience certificates/work orders/MoUs demonstrating relevant experience.
9. Details of Board/Managing Committee/Office Bearers.
10. Organisation profile and staffing structure.
11. Bank account details and cancelled cheque.
12. GST registration, wherever applicable.
13. Self-declaration regarding non-blacklisting/debarment.
14. Details of proposed office/location and field-level operational arrangements.
15. Any other document considered relevant by APSACS.

8. Technical Proposal:

The NGO/CBO shall submit a brief technical proposal covering:

- Understanding of the CSC intervention.
- Proposed implementation strategy.
- Proposed geographical coverage.
- Strategy for LFU/treatment interruption tracking.
- Strategy for first VL testing and overdue VL tracking.
- Strategy for follow-up of unsuppressed VL cases.
- Strategy for supporting HIV-positive pregnant women and HIV-exposed infants.
- Strategy for social protection linkage.
- Proposed ORW deployment and geographic mapping.
- Human resource management plan.
- Data management and reporting mechanism.
- Coordination mechanism with ART/FIART/LAC/LAC Plus Centres and APSACS.
- Monitoring, supervision and quality-assurance mechanism.

- Risk mitigation strategy considering the difficult terrain and dispersed population of Arunachal Pradesh.

9. Selection Process

The selection of the NGO/CBO shall be undertaken through a transparent evaluation process as prescribed by APSACS and applicable Government/NACO norms.

The proposals may be evaluated on the basis of:

Evaluation Area	Indicative Weightage
Organisational experience and credibility	20
Relevant HIV/AIDS/community outreach experience	20
Technical proposal and implementation strategy	30

APSACS reserves the right to modify the evaluation criteria, seek clarification, conduct presentation/interaction, field verification or any other due diligence before final selection.

10. Performance and Monitoring

The selected NGO/CBO shall be accountable for achieving the programme objectives and agreed performance indicators.

The performance of the CSC shall be reviewed periodically by APSACS and other competent authorities. The selected organisation shall provide all required reports, records and supporting documents and shall facilitate programme monitoring, field visits, audits and evaluations.

The organisation shall also comply with the prescribed **CSC mobile application-based data management and reporting system**.

11. Duration of Engagement

The initial engagement for the current financial year 2026 -27, further the contract may be extended based on their performance or as per the fund allocation.

Continuation/renewal shall not be automatic and shall be subject to review and approval by the competent authority.

12. Submission of EOI:

Interested and eligible NGOs/CBOs are invited to submit their EOI along with the required documents and technical proposal in a sealed envelope clearly superscribed:

“EOI FOR SELECTION OF NGO/CBO FOR ESTABLISHMENT AND IMPLEMENTATION OF ONE CARE & SUPPORT CENTRE (CSC) UNDER DOMESTIC BUDGET SUPPORT – ARUNACHAL PRADESH”

The proposal should be submitted to:

The Project Director

Arunachal Pradesh State AIDS Control Society (APSACS)

Directorate of Health Services

Naharlagun, Arunachal Pradesh

Date of issue of EOI: 24-08-2026

Last date for submission:13-09-2026

Time: 04:00 PM

13. General Conditions

1. APSACS reserves the right to accept or reject any or all proposals without assigning any reason.
2. Submission of an EOI does not confer any right to selection or award.
3. APSACS may seek additional information/documents from the applicant during the evaluation process.

4. Any false information or concealment of material facts shall lead to disqualification.
5. The selected NGO/CBO shall execute an appropriate agreement/MoU with APSACS before commencement of the intervention.
6. The organisation shall comply with all applicable financial, administrative, statutory and programme guidelines.
7. The NGO/CBO shall not sub-contract the core CSC activities without prior written approval of APSACS.
8. All programme records and beneficiary information shall be maintained with strict confidentiality and used only for programme purposes.
9. The selected NGO/CBO shall work under the overall technical and administrative supervision of APSACS.
10. The decision of the competent authority of APSACS regarding selection shall be final and binding.

Project Director
Arunachal Pradesh State AIDS Control Society
Directorate of Health Services
Government of Arunachal Pradesh
Naharlagun

Policy on Conflict of Interest

- Neither the NGO/CBO, their personnel, agent, network partner nor their service providers shall engage in any kind of activities, either during or after the termination of the contract, which conflicts with or could potentially conflict with the objective of the services provided by CSC. The NGOs/CBOs shall notify the SACS immediately of any such activities or circumstances, which give rise to or could potentially give rise to a conflict of interest and shall inform the SACS/NACO how they intend to avoid such a conflict.
- NGOs/CBOs (including their personnel, agent, network partner or service providers) shall not have a close business or family relationship with a professional staff of the SACS/NACO who are directly or indirectly involved in any part of the selection process or the supervision of services provided under this Contract/Project/ Intervention.
- In the event of a conflict of interest, as described above arising during the tenure of this Contract, the SACS/NACO reserves the right to terminate this Contract by giving written notice to the NGO/CBO
- If any conflict of interest is found to exist and is not appropriately disclosed or managed, APSACS/NACO shall have the right to take appropriate action, including cancellation of candidature, disqualification from the selection process, withholding of payment, termination of the agreement and/or any other action permissible under applicable rules and guidelines.
- The NGO/CBO shall submit a **Conflict-of-Interest Declaration/Undertaking** along with its proposal, confirming that no actual or potential conflict of interest exists, except those specifically disclosed in the declaration.
- The decision of APSACS/competent authority regarding the existence and management of any conflict of interest shall be final and binding, subject to applicable rules and provisions of the agreement.