

Content for Website  
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I. Eligibility criteria of the NGO for partnership:

1. Registration:

- Three years under the Societies Registration Act / Indian Trust Act.
- Registration under section 12-A of Income Tax Act, 1961 for exemption.

2. District presence: The agency must have functional office set up and operational projects in the same district for at last three years

3. Experience: Minimum 3 to 5 years proven experience in child related programmes

4. Financial background: The organizations must have financial stability and ability to raise funds. Following are the financial criteria of different categories of organization under CHILDLINE service.

- A. Total revenue of minimum Rs 8 lakhs for Nodal organization
- B. Total revenue of minimum Rs 18 lakhs for Collab organization
- C. Total revenue of minimum Rs 8 lakhs for Sub Center organization
- D. Total revenue of minimum Rs 6 lakhs for Support organization

5. Objectives/ Bylaws of the organization should have a clause on child welfare/.....

6. Adequate resources & infrastructure for sustaining the project

7. Multiple skill set required for providing emergency assistance to children, conducting outreach, take on advocacy initiatives, documentation, search and training.

8. Experience of working with Govt./ donor agencies working on child rights and protection

9. Child Protection Policy/Human Resource/Accounting Policy should be in place

10. Presently implementing any schemes/ programmes in the planned project area

Note:

- The cover of the envelope should be superscribed with the nomenclature "Application for CHILDLINE Programme in (name of city/town and role)".
- Incomplete applications received in open envelope/ applications from NGOs who are otherwise blacklisted will be rejected.
- No CHILDLINE proposal/individual queries/meetings at the regional office mentioned above will be entertained. Non adherence to this clause will result in disqualification of the proposal
- CIF shall not be responsible for any misplacement, loss or postal delays. Such cases will be rejected without notice.

II. Annual grant sanction and role expectations :

1. Collaborative organization

- a. Total Annual grant sanction ( including non recurring budget) – Rs 17,46,000
- b. Functions

This shall be a voluntary agency expected to work on 24 hour basis and is provided with a 12 member team that carries out the roles and functions as given below.

- (i) Interventions in cases received on the CHILDLINE 1098 on a 24/7 basis
- (ii) City mapping to identify high risk areas where vulnerable children are found
- (iii) Intervention and case follow-up on a daily basis
- (iv) Awareness and outreach in the community on a daily basis
- (v) Monthly open house with children who are users of the INE service and to understand issues that concern them
- (vi) Internal meetings once a week to discuss cases and follow-up
- (vii) Maintaining documentation of cases intervened and other records as prescribed by
- (viii) Submission of monthly reports to the Nodal Organisation
- (ix) Set-up and coordinate activities and meetings of the CHILDLINE Advisory Board in locations where a nodal organisation is absent

2. Nodal organization

- a. Total Annual grant sanction ( including non recurring budget) Rs 4,80,000
- b. Functions

This shall be an academic institute/ non government organisation with networking, coordination and research skills. The nodal organisation is provided a budget for a Nodal Coordinator and the nodal organisation shall be responsible for creating a protective environment for children at the city/district level and is expected to carry out functions as given :

- (i) Compiling and updating the Directory of Services for children in the city
- (ii) Monthly reporting to CIF about the functioning of CHIL city
- (iii) Organizing meetings of the CHILDLINE Advisory Board (CAB), once every quarter
- (iv) Orientation and sensitization of various Government Departments on child protection in coordination with the District Child Protection Society and State Child Protection Society.
- (v) Assigning students to CHILDLINE as volunteers for creating awareness campaigns and assist with programme management
- (vi) Research on issues related to child protection

- (vii) Conduct monthly meetings with CHILDLINE partner organisations
- (viii) Maintaining documentation of cases intervened and other records as prescribed by CIF
- (ix) Academic Institutes playing the role of nodal organisations contribute their research skills, ability to network, training skills, students as resources and their infrastructure for CHILDLINE
- (x) Facilitate maintenance of CHILDLINE in a functional state until fresh appointments have been made in case the partnership with the collaborative organisation has been discontinued.

### 3. Sub-Centre

- a. Total Annual grant sanction (including non recurring budget) Rs 6,13,000
- b. Functions

Under every CHILDLINE Collaborative Organisation up to 6 District Sub-Centres can be set up as per the specific needs of child population and their geographical spread in the district. The Sub centre is provided a 5 member team which will carry out functions as given below:

- i. Conduct outreach and awareness regarding the service
- ii. Intervene in cases referred to by the CHILDLINE Emergency Call Centre and by the volunteers selected at the local level.
- iii. Maintain proper documentation of area covered during outreach and case interventions  
Maintaining documentation of cases intervened and other records as prescribed by CIF

### 4. Support organization

- a. Total Annual grant sanction ( including non recurring budget) Rs 3,88,500
- b. Functions

This shall be a voluntary agency with very strong community based programs. The role of support organisations is to supplement the functions of the CHILDLINE collaborative organisation by undertaking those activities, which the collaborative organisation is not able to perform on its own. This organisation shall be located in far out suburbs of urban CHILDLINE cities. It is provided a 3 member team and has to ensure that children receive timely assistance when in crisis situations and to help widen the reach of the CHILDLINE service. The role and functions expected to be carried out are as given below:

- (i) Field work and linkages with endemic areas where children in need are most likely to be found
- (ii) Awareness for CHILDLINE in these areas;
- (iii) Intervention in cases received during outreach activities
- (iv) Follow-up of cases that are referred by the Collaborative Organisation;
- (v) Monthly Open house to elicit feedback from children who are users of the CHILDLINE 1098 service and to understand and bring to the fore issues concerning children;
- (vi) Documentation of cases intervened.

### III. Selection process:

1. NGO meeting conducted by CHILDLINE India Foundation in the city/ district
2. Visit to organization project areas and office for due diligence process
3. Shortlisting of applications received through post
4. Presentation of proposal and diligence report before the Competent Authority ( Project Sanctioning Committee) for approval
5. Communication of decision of the competent authority by CIF to the organization

### IV. Obligations post approval of organization as CHILDLINE partner

1. Signing of a Partner Agreement with CHILDLINE India Foundation ( includes details of roles and responsibilities and grant sanction for the project)
2. Program reporting to CIF on monthly, six monthly and a nual basis
3. Provide access to documents/ records (programme and financial) pertaining to CHILDLINE, to CIF representatives during visit
4. Submission of bond and related documents for disbursement of fund