

Frequently Asked Questions (FAQs) of Pre-application workshop on Expression of Interest (EOI) for CSC 2.0 in Karnataka

- 1. In case of any declaration, is a notary required for all the declarations listed for EOI submission?**
Answer: No, self-declaration by the organization nominated is required for all the declarations listed for EOI submission to ensure the authenticity and legal validity of the documents.
- 2. If a non-governmental organisation (NGO) does not have much experience in HIV program implementation, can they still apply?**
Answer: Yes, NGOs without much experience in HIV program implementation can still apply. However, they must demonstrate their capacity and commitment to effectively manage and implement the project, and they should highlight any relevant experience in related health or community service programs.
- 3. If a community-based organisation (CBO) has been registered for more than three years but has not met the average 5 lakh financial transaction threshold for the last three years, can they apply?**
Answer: No, a CBO that has been registered for more than three years but has not met the average 5 lakh financial transaction threshold for the last three years cannot apply.
- 4. In the upcoming GC-7 grant, there is no Peer-counsellor position. How do we carry out People living with HIV (PLHIV) counseling?**
Answer: Care and support centers (CSCs) can utilize existing outreach workers or Community Liaison Officers for Health (CLH) for counselling PLHIV.
- 5. How many CLH positions will be available for each CSC?**
Answer: The number of CLH positions will be decided based on the client load about the particular CSC after the selection of SSR.
- 6. The link for the Google form for applying EOI doesn't work in the PDF. What should I do?**
Answer: The link works in the advertisement released on the SVYM website. You can also access the Google form by scanning the QR code in the advertisement. Link for the Google form is <https://forms.gle/nHUvxFGJyzRhTMh3A>
- 7. Who is the judiciary body for resolving any conflicts related to the implementation of CSC 2.0?**
Answer: Courts in Bengaluru have exclusive jurisdiction over all disputes arising under or in connection with the empanelment process.
- 8. How many applications can be sent from one organization?**
Answer: One organization can apply for a maximum of up to three CSCs in a single application, and only one application can be submitted by one organization.
- 9. Are both online application and hard copy submission mandatory?**
Answer: Yes, applying through both the online portal and submission of a hard copy before the deadline is mandatory.
- 10. Are all categories of CBOs considered eligible for CSC 2.0?**

Answer: Yes, all CBOs such as female sex workers (FSW), men who have sex with men (MSM), and PLHIV are considered eligible. Other NGOs are considered in the general category.

11. Can the location of CSC be interchangeable based on the working location of the selected CBO/NGO?

Answer: No, all the 36 CSCs identified and approved by The Global Fund to Fight AIDS, Tuberculosis and Malaria (GFATM) and Principal Recipient (PR) have fixed locations. The respective locations with PIN codes are listed in the EOI application form.

12. What are the general guidelines for uploading documents in the given link?

Answer:

- Ensure the Word documents are duly filled out without any errors.
- Upload all the documents in PDF format only.
- Ensure that all the documents are visible, legible, and scanned properly inclusive of the page borders for proper visibility.

13. What is the Conflict-of-Interest Policy?

Answer: It is a written policy approved by the organization's governing body, detailing the organizational protocols to ensure transparency and guidance for resolving commonly anticipated conflicts.

14. Can the staff structure or salary be revised during the implementation of the program?

Answer: No, the staff structure and salary are fixed by National Aids Control Organization (NACO) and GFATM and cannot be changed during the program implementation.

15. Is it mandatory to upload an audit report by Karnataka State AIDS Prevention Society (KSAPS) or a previous sub-recipient (SR) agency?

Answer: If the audit report is not available, please upload a copy of the observations given by KSAPS or the donor observation report and your response. Along with the observation report, please upload the report of the statutory audit by external auditors. All the audit reports should be uploaded for the last 3 years (for the financial years 2020-21, 2021-22, 2022-23).

16. Can newly formed CSCs/CBOs apply for the EOI?

Answer: No, any organization should have been established at least three years before 31st March 2024 to be eligible to apply for the EOI.

17. Is submitting any one form 10AC adequate?

Answer: Form 10AC/Form 10AD for 12A & Form 10AC/Form 10AD for 80G, and both should be uploaded. There should be a mention of the **order for approval** in Form 10AC/Form 10AD. If it is mentioned as provisional registration, then it must be renewed within 6 months for permanent registration. The same copy should be sealed and signed by an authorized signatory of the applicant agency.

18. Should we upload evidence related to master trainers in HIV training for all three years?

Answer: No, uploading any one year's training-related evidence is sufficient.

19. Is NGO Darpan registration mandatory?

Answer: No, NGO Darpan registration is not mandatory but it is desirable. Having this registration will add weight to your application.

20. Are audited financial statements and Income Tax Return (ITRs) of the last three financial years mandatory?

Answer: Yes, for the financial years 2020-21, 2021-22, and 2022-23.

21. Can joint applications be submitted by two or more organizations for implementing one CSC?

Answer: No, joint application is not allowed for implementing one CSC in any of the locations.

22. Can we opt for any district to implement CSC in Karnataka state?

Answer: Yes, however, organizations with working experience in the same district will be given more weight.

23. Can we send a handwritten application for EOI?

Answer: No, for clarity and to avoid confusion, applications must be written using MS Office.

24. Which annexures need to be printed and signed on a letterhead?

Answer: Annexure 1, Annexure 5, Annexure 6, Annexure 7, Annexure 8, and Annexure 9.

25. In Annexure 8, who should be considered for related party transactions? Do ex-employees of the CBO currently working in the SR organization entail a conflict for applying to the EOI?

Answer: This applies only to key decision-makers in the organization who can influence the decision of evaluating and selecting the CSCs.

26. We have not been implementing CSC for the last three years. Are we eligible to apply for the EOI?

Answer: Yes, if you are implementing other HIV related program or any other health related project from the last 3 years can apply. However, the HIV project implementation will be added weight.

27. Is the annual average expenditure of Rs 5 lakhs mandatory for applying to EOI?

Answer: Yes, the annual average expenditure of the organization for the financial years 2020-21 to 2022-23 should be more than Rs 5 lakhs. However, the transaction value is not limited to HIV program-related expenditure but reflects overall organizational expenditure as per audited financial statement.

28. In Annexure 10, there are details of three projects required. If an organization is implementing three CSCs, can they be considered different projects?

Answer: Yes, each CSC-related information can be filled under different projects. If you want to provide information for more than three projects, please feel free to insert additional columns and fill in the information.

29. We have more than ten years of experience in the HIV field but stopped operations in 2020-21. Are we still eligible to apply for EOI?

Answer: Since the organization was functional in 2020-21, you are eligible to apply. Any organization not implementing any projects in the financial years 2020-21, 2021-22, or 2022-23 is not eligible to apply for EOI.

30. Why is the financial year 2023-24 not considered for providing information related to EOI?

Answer: Since many NGOs or CBOs have not completed their program or financial audit for the financial year 2023-24, this year is not considered for EOI.

31. We have applied for the renewal of the board but have not received the renewal copy yet. How should we proceed with the EOI?

Answer: Please upload the acknowledgment copy of the application for renewal. However, it must be renewed and available by the time of the Capacity Assessment Team visit if the CBO/NGO is selected.

32. Where will we get all the information related to EOI?

Answer: All information related to filling out the application for EOI will be available on the SVYM website: www.svym.org. Information will be updated on a real-time basis.

33. If the registered office has moved to another location, what is the solution?

Answer: In this case, you need to produce a rental agreement, electricity bill, or telephone bill (BSNL) as proof of the new location.

34. Instead of an audit report, is the financial report in the annual report sufficient?

Answer: Audited financial statement along with independent auditor report is mandate for three financial year 2021, 2021-22, 2022-23.

35. In case of applying for 3 CSC in different districts, how can we write up the background and experience of three districts in 200 to 250 words?

Answer: When applying for three CSCs in different districts, you can structure your background and experience write-up as follows, ensuring clarity and conciseness within the 200 to 250-word limit.

36. Can support provided by other donors for nutritional and educational assistance be considered as experience for applying to CSC or HIV projects?

Answer: Yes, the support provided by other donors for nutritional and educational assistance can be considered as relevant experience. Ensure that you provide all related documents and evidence of this support in your application. During the reference check, the donor organizations should confirm this support and its impact on your beneficiaries.

Note: Assistance from any staff members of SVYM (SR) or SAATHII (PR) in submitting the EOI is not permitted. Applicants must independently complete and submit their applications. Any applications where staff from SVYM or SAATHII were involved in the preparation or submission process will be rejected to ensure fairness and maintain the integrity of the application process. This policy ensures that all submissions are the sole work of the applicants and are not influenced or assisted by external parties.