

ZILLA SWASTHYA SAMITI; KEONJHAR

District Programme Management Unit (NRHM)

EXPRESSION OF INTEREST

ZSS Keonjhar invites application from credible Registered CBOs / NGOs / Training Institutions with following criteria for undertaking ASHA Module 6 & 7 Training Programme at Keonjhar district.

- The Organization must have district presence minimum of three years and working experience especially in training management.
- Must have infrastructure for training and accommodation for minimum of 35 participants in any of the strategic locations (Anandpur, Saharapada, Joda, Ghatagaon & Telkoi) of Keonjhar district.
- Must have Training Hall & separate accommodation with Toilet facilities for Ladies.
- Preference will be given to the agency having Govt. approved Training Centre / Own infrastructure (Training Centre + accommodation).

Interested agencies may apply within 7 days of publication of this advertisement with filled up checklist & all relevant documents to the DPMU-NRHM, Office of the CDMO, Keonjhar through registered / Speed Post superscribing "Application for Organizing ASHA module 6&7 Training" on the top of the envelop. The interested Organization/Agency can download the checklist from the district website i.e www.kendujhar.nic.in.

The authority reserves the right to reject any or all applications without assigning any reason thereof.

Sd/-

Chief District Medical Officer, Keonjhar

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CHECKLIST FOR SELECTING DISTRICT TRAINING SITE
FOR ASHA MODULE 6 & 7

Name of Training Site: _____

Name of the institution: _____

Contact Person: _____ Position: _____

Address: _____

Phone: _____ Fax: _____ Email: _____

Basic facilities		
Cost	Is there a fee for using this facility? If yes, How much per day?	Yes / No _____
Ease of Access	How easy is the location to find and get to? Distance from the district head quarter.	Yes / No
Public Transportation	Is the training site easily accessible to public transportation? If yes, mode of transportation (Bus/Train/Others)	Yes / No
	If No, what is the alternative arrangement?	
Food	Availability of space for breakfast, working lunch and dinner.	Yes / No
Additional Space	Is extra space available for Sub-Group activities?	Yes / No
	Is there any additional space available for using audio visual & role play of the entire training module?	Yes / No
	Proper ventilation and proper toilet & water facility is available or not?(Essentially Drinking Water)	Yes / No
Opening and Closing	Will facility staff be responsible for opening and closing the facility? If not, does someone need to pick up a key before the training? Will trainer be able to get into room early to set up?	Yes / No

Training Room Checklist

Room Size and Layout	What is the size of the room? _____ Which statement best describes the room? The room is square. _____ The room is rectangular. _____ The room is long and narrow. _____ The room is divided by columns/walls/inserts _____ No of participants to be accommodated as per the following sitting arrangement. Classroom style _____ Banquet style _____ Conference style _____ U-shape _____	
	Will audio-visual equipment decrease this space significantly? Who is responsible for room setup (facility or Trainer)?	Yes / No _____
Equipments & Furniture	Projector	Yes / No
	TV/LCD (what size _____)	Yes / No
	Flip Chart Stand	Yes / No
	White Board / Black Board	Yes / No
	Microphone and sound system	Yes / No
	Will someone be on-site to help with equipment difficulty?	Yes / No
	In case of non-availability, the hiring charges per day?	_____
Registration Area	Is there an area outside the training room that can be used for registration?	Yes / No
Toilet	Are toilets available near the training hall?	Yes / No

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Noise	Will there be activity nearby that is noisy and distracting the training session (e.g., another meeting hall attached to the training hall or next door)	Yes / No
Interruptions	Is there any possibility of interruptions? (e.g., facility staff goes in and out of the training hall to obtain supplies etc)	Yes / No
Visibility	Can materials be hung on walls in areas that are visible to participants? Are there any room features that may obstruct participant's visibility (e.g., columns)? If yes, please describe.	Yes / No Yes / No
Lighting	Is the room is having good lighting facility? Can it be darkened easily (e.g., lights dimmed, drapes/blinds on windows)?	Yes / No Yes / No
Telephone	Is there access of a telephone/mobile in case of an emergency?	Yes / No
Water	Availability of drinking water at the training venue?	Yes / No
Cleaning of room	Are staffs available at the training site for daily cleaning of the room?	Yes / No

Accommodation Room Checklist

Accommodation	No of participants to be accommodated (Min 30 Participants)	Yes / No
Accommodation	Single/twin sharing/dormitory	Yes / No
Toilet	Toilet and bath rooms	Yes / No
Food	Availability of space for breakfast and dinner	Yes / No
Cleaning of room	Are staffs available at the accommodation site for daily cleaning of the room?	Yes / No
Water	Availability of drinking water at accommodation	Yes / No
Stay arrangement	Will facility staff be responsible for arrangement	Yes / No
security	Is the accommodation is safe for staying of women participants?	Any security staff