

दिल्ली महिला आयोग
दिल्ली सरकार
सी ब्लॉक दूसरा मंजिल विकास भवन आई पी एस्टेट,
नई दिल्ली-110002

आवेदन के लिए नोटिस

दिल्ली महिला आयोग महिला पंचायत प्रोग्राम के संचालक के लिए इच्छुक गैर सरकारी संगठन/स्वैच्छिक संगठन से आवेदन आमंत्रित करती है।

इस विषय में पूरी जानकारी आयोग की वेबसाइट http://dcw.delhigovt.nic.in/wps/wcm/connect/lib_dcw/DCW/Home/Advertisement/ पर हासिल की जा सकती है। पूर्ण रूप से भरा हुआ आवेदन पत्र दिनांक 22/07/2019 सांय 4:00 बजे तक आयोग में हासिल हो जाने चाहिए।

आवेदन की अस्वीकृति या स्वीकृति के संबंध में आयोग का निर्णय अंतिम होगा।

सहायक सचिव
Ph-23379181

DELHI COMMISSION FOR WOMEN

(Govt. of NCT of Delhi)

'C' Block, 2nd Floor, Vikas Bhawan,
I.P. Estate, New Delhi - 110002.

Notice Inviting Proposals

The Delhi Commission for Women invites proposals from Voluntary Organisation/Non-Government Organisations for the 'Mahila Panchayat' Programme run by the Commission in selected areas. Further details, viz. Applications Form, details of the programme, the governing guidelines and other related details can be accessed at (http://dcw.delhigovt.nic.in/wps/wcm/connect/lib_dcw/DCW/Home/Advertisement/). The proposals complete in all aspects, should reach the undersigned by 4:00 p.m. of 22.07.2019.

The Commission reserves the right to accept or reject an application at its sole and absolute discretion, and its decision shall be final.

Assistant Secretary
Ph.: 23378181

DELHI COMMISSION FOR WOMEN **MAHILA PANCHAYAT PROGRAMME**

Women in our society face multitude of problems and crimes. It has been the endeavor of the Delhi Commission for Women to reach out and provide support, create awareness and empower women in various aspects of their lives. While no single programme can address the critical situations that women face almost on a daily basis in Delhi, the programmes that are innovative in nature and women-centric in their content have the potential of delivering rich outputs and lasting impacts. One such programme, the Mahila Panchayat (MP) was launched by the Delhi Commission for Women Govt of NCT of Delhi in 2001. It is an initiative taken by the Commission for creating awareness, empowering women and redressing grievances at the community level. This programme is implemented in collaboration with Non Government Organizations (NGOs) and Community Based Organizations (CBOs) that are actively engaged in the development activities at grassroots-levels.

The Mahila Panchayat Programme being run by the Delhi Commission for Women (DCW) assumes great relevance as a facilitator for most vulnerable women who are otherwise unable to approach relevant authorities for resolution of their grievances. In each Mahila Panchayat, a group of community women are identified who lead the activities of the Panchayat in their area. Mahila Panchayat programme is innovative and unique in many ways. It ensures greater community participation in generating awareness as well as ensuring speedy delivery of justice, almost at the doorstep of women in distress.

While the scheme is excellent, it has been facing certain issues due to limited resources and limited outreach. The present Commission has decided to expand the program to ensure greater outreach and complete fulfillment of its mandate.

Each Mahila Panchayat will now be linked to a further network of grass-roots volunteers who are foot-soldiers of the Commission to spread awareness and carryout sensitization exercises. Following salient points are kept in mind while constituting a Mahila Panchayat in a particular area:

- ✓ The area should be an urban village, resettlement colony, unauthorized slums or such other human settlements with sizeable population. The area of impact for the Mahila Panchayat should have population of at least about 5000 for it to be considered appropriate for the programme.
- ✓ The people of the area can be generally excluded from high income group population, as they are mostly engaged in unskilled, semi-skilled or skilled but not so remunerative professions like rag-picking, rickshaw pulling, driving, small shop owners, daily wage labour etc.

Note: NGO applying for a area must have a running office and record of community work in the area

Aims and Objectives –

- To stop violence against women through awareness and action by changing values and attitudes in our society.
- To build the capacity of grassroots women to become legally aware, gender sensitive and non-judgmental, to listen with empathy to victims of violence against women.
- To assist women for legal action and seek legal aid when necessary.
- Follow up and process documentation of all the cases.
- To ensure strict adherence to SOPs laid down by the Commission.

Nature of Volunteers – Neighbourhood groups of women and men who volunteer with their time and inputs.

In each Mahila Panchayat Project there is one Panchayat Coordinator and at-least two Community Workers. The Commission shall be sole authority for determining the number of community workers in each mahila panchayat. These women are selected from the community, are trained by the Commission in the various laws pertaining to women and guided in the process of handling a case and counselling women in distress. While the Panchayat Coordinator is overall responsible for the area each Mahila Panchayat covers, the community worker will be responsible for a sub-area within the Mahila Panchayat's area.

ROLE OF PANCHAYAT COORDINATOR:

- Identifying volunteers to strengthen Panchayat.
- Ensuring maximum outreach of Mahila Panchayat at grassroots level.
- Handle casework and counsel women to know their legal rights to take decisions.
- Organize atleast one Mahila Panchayat and one Community Meeting once in a week.
- Documentation of each case/complaint.
- Development of gender sensitive perspective and legal awareness amongst the community.
- Extend maximum possible support to victims of violence and injustice.
- Ensuring proper record keeping of the panchayat.
- To organize Legal Awareness Camps in community atleast once every month.
- To attend training programmes from time to time.
- Any other work assigned by the Commission from time to time.

ROLE OF COMMUNITY WORKER:

- To assist the Panchayat Coordinator in organizing panchayat meetings, community meetings and legal awareness camps.

- To assist Panchayat Coordinator for ensuring maximum outreach of Mahila Panchayat at grassroots level.
- Identify, document and report cases/complaints of aggrieved women within the mahila panchayat area.
- Mobilize and motivate their women to attend the Mahila panchayat's meetings.
- To help Panchayat Coordinator in maintaining all records and documentation related to Mahila Panchayat Programme.
- To attend training programmes from time to time.
- Any other work assigned by the Commission from time to time.

The target of the Commission is to form a wide a network of MPs all over Delhi. As decided the Mahila Panchayat programme would be further extended in the next financial year also. The list of areas and proposed budget may kindly be considered while extending the MP programme and allocating the project to various NGOs.

Eligibility Criteria for Non-Government Organizations/Voluntary Organizations

- The Voluntary Organizations/Non Government Organizations, after its registration, should be active in their chosen field for at least 3 years. However, this requirement may be relaxed in the case of VOs/NGOs/CBOs promoted by or associated with persons, who have distinguished themselves in public affairs/community welfare programmes/women welfare and empowerment programmes in the NCT of Delhi.
- The organization should have experience of working in the relevant or related area(s).
- It should be having an office premises, owned or rented, assets of at least Rs.1.00 lakh for applying for 01 Mahila Panchayat and assets of Rs.3.00 lakhs for applying for up to 04 Mahila Panchayats and personnel having experience of grass root level work.
- It should not be run for profit of any individual or body of individuals.
- Its services should be open to all without discrimination on the basis of caste, creed or religion.

The Commission reserves the right to relax one or more conditions at its sole and absolute discretion in exceptional circumstances on a case to case basis. Its decision shall be final.

Eligibility Criteria for Program Staff:

1. **Panchayat Coordinator** – 12th Pass with at-least 5 years of experience in the relevant field.

2. **Community Worker** – 12th Pass with at-least 2 years of experience in the relevant field.

The Commission reserves the right to relax one or more conditions at its sole and absolute discretion in exceptional circumstances on a case to case basis. Its decision shall be final.

Documents to be submitted:

Applications should be submitted in a prescribed Performa and should contain the following information/documents:

1. Details of Voluntary Organization/Non-Government Organization/Community Based Organization and the proposal for Mahila Panchayat programme in the Prescribed Application Format;
2. Copy of Registration Certificate;
3. Copy of Memorandum of Association/Articles of Association;
4. Annual Reports of the NGO of last three years;
5. Quarterly Report of Mahila Panchayat program for the last three years if the NGO is currently running the Mahila Panchayat Program.
6. Audited Statements of last three financial years;
7. Details of programmes that the NGO has/is executed/executing during the last three years along with documents to verify that the programmes have been/are being successfully implemented;
8. Performance certificates/other documents to support that the VO/NGO has successfully implemented/is implementing the project/programme for which grant has been received from other agencies;
9. Certificate to the effect that the VO/NGO has not obtained or applied for grants for the same purpose or activity from any other ministry or department of Govt of India/State Government/Delhi Government;
10. An undertaking to the effect that the VO/NGO/CBO has not been blacklisted by the any ministry/department/agency of the government (Central or State).

Performance Guaranty & Penalty for Non-Performance:

Performance Undertaking shall be submitted by the implementing VOs/NGOs. Action would be taken for non-performance in order to ensure that only performing NGOs receive assistance. The legal conditions to be imposed on the NGOs can be included in a draft agreement to be signed by the NGO before release of grant or can be determined in course of

operationalisation of the program. In the event of unsatisfactory performance, one or more of the following steps could be taken:

- i) Cancellation of allotment of the programme to the VO/NGO and recovery of the grant already released and/or non-release of further installments;
- ii) Discontinuance of funding in subsequent years;
- iii) Black listing for period as deemed appropriate by the Commission.

The Commission reserves the right to decide at its sole and absolute discretion and its decision shall be final.

Scrutiny and inspection of the NGOs:

The Commission shall make an inspection of the NGOs office premises and verify the records. The organization shall make available all the records and materials that may be called for this purpose by the visiting team. Any discrepancy in the documents submitted to the Commission which may not corroborate with the inspection report shall not entitle the organization to be part of the programme.

Sanction of the programme and Memorandum of Understanding:

Once the formal orders sanctioning a programme is allotted to an organization, a Memorandum of Understanding is to be entered into with the Commission. The NGOs shall all bear the cost involved in procuring the stamp paper etc.

Costs, guidelines, norms and yardsticks:

- The Commission has the sole authority for determining the quantum of assistance to be provided to an organization for a particular programme which involves the association of a voluntary/ non-government organization. Its decision shall be final and binding.
- Minimum Wages for Skilled Workers and Semi-Skilled Workers shall be applicable for Panchayat Coordinator and Community Worker respectively.
- Unit costs are standardized for similar programmes.
- No capital expenditures/creation of fixed assets are permitted out of the grants from Commission.
- The Commission does not provide for transport to the office bearers of the organization for attending meetings held in the Commission or elsewhere etc but transportation costs for those employees where adequate justifications are provided

and if it forms part of the standardized budget, are allowed at the sole discretion of the Commission or any officer designated by it on case to case basis.

- Rentals are permitted where they were part of the main core of the standardized cost, namely, to set up an office to hold training, networking and mahila panchayat meetings.
- The Commission has the sole authority for determining the schedule of payment and installments of financial assistance to be released by the Commission.

Maintenance of Accounts and financial monitoring:

Accounts will be maintained by the voluntary organization strictly in accordance with the laid down norms/guidelines as well as those issued by the Delhi Commission for Women from time to time. Any variation/violation of the guidelines or/and terms and conditions will surrender the sanctioned programme. NGOs have to get internal accounting completed and to submit financial statements for the period that the Commission may demand, to facilitate obtaining next installment.

The accounts of the NGO for the programme shall be open to audit by the Delhi Commission for Women through its officials or any agency authorized by the Commission to do so on its behalf. Any discrepancy/misappropriation of funds released by the Commission shall be recoverable/deductible.

Qualitative and quantitative reports:

Qualitative and quantitative reports in respect of the programme are to be submitted by the organization as per terms and conditions specified by the Commission from time to time.

Monitoring/Evaluation:

The programme shall be open for monitoring by the Commission or any agency authorized by it for the purpose. The observations/recommendations that may come up during the monitoring is binding on the NGO.

The programme shall also be open for evaluation by the Commission or any other government agency/department or any organization authorized for this purpose by the Commission. The NGO shall extend all cooperation for the evaluation during the tenure of the programme or after completion of the programme period.

Application Form for Submission for Proposal for Mahila Panchayat Programme

Part - I

Details of the Voluntary Organization/ Non-Government Organization/Community Based Organization

1. Name of the VO/NGO/CBO
2. Registered Address
3. Permanent Postal Address
4. Whether the office premises are owned/rented/leased
5. Registration Number of VO/NGO, date, State and Act under which registered
6. Name of Office bearers
7. Principal Executive Officer
8. Sources of Fund: (Own/Govt./Others)
9. Experience: (Details of past experience including other programmes/projects)
10. Assets (Land, building, equipment, machinery, vehicles etc)
11. Audited expenditure statements for last three years
12. Bank particulars
 - (a) Name and Address of Bank(s)
 - (b) VO/NGO/CBO Account No(s)

Part – II

Details of the proposal for Mahila Panchayat programme¹

1. No of proposed Mahila Panchayats:
2. Area(s) with revenue district(s); police district(s); assembly constituency(s);
municipal ward(s) and concerned police station(s):
3. Address(s) of proposed office(s), if any:
4. Details of proposed staff, if any:
5. Past experience of running Mahila Panchayats /voluntary work at community level:
6. Other relevant details for the proposal

¹ Give details separately for each proposed mahila panchayat

Part – III

Details of Documents Attached

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.

Signature of President/Secretary
Name
Name of the organization
Office seal & Date