

**Project Application Form
Stand: 30.06.2008**

1.	NAME:	THE CHURCH OF NORTH INDIA-SYNODICAL BOARD OF SOCIAL SERVICES
1.2	ADDRESS:	CNI BHAWAN, 16 PANDIT PANT MARG, NEW DELHI- INDIA-110001
1.3	TELEPHONE:	091-11-23718168/23351727
1.4	FAX:	091-11-23712126
1.5	E-mail:	cnisbss@cnisbss.org , cnisbss@nda.vsnl.net.in

2.	ORGANIZATIONAL DETAILS	
2.1	Legal status and identity / type of organization (Church or department of a church, non-governmental, cooperative):	Church Organization Autonomous registered charitable society Registered under the Societies Registration Act XXI of 1860, Registration No. S/20084 of 1989-Delhi
2.2	Year of establishment/registration:	1978/Registered on 12 th July 1989
2.3	Number of members of the organisation (in case your organisation is a membership organisation):	-----NA-----
2.4	Number of Board members / Trustees:	(M) : 14 (F) : 06 Total: 20
2.5	Date and duration of appointment/election of Board members/trustees	Board is elected once in 3 years (Kindly refer to the Board members list.)
2.6	Names of senior management Team members Date and duration of appointment	Dr. Shailendra Awale (M) Mr. Santosh George (M) The Rev.Mrs M.M.Nanda (F) Ms. Monijinjir Byapari (F) Mr. Bibhudutta Sahu (M) (Kindly refer the staff details)
2.7	Name(s) of authorised representative(s) who may sign requests for transfer of funds	Dr. Shailendra Awale, Chief Coordinator. Mrs. Kiran Jeremiah, Hon. Treasurer Dr. Samuel Kishan

3.	MANAGEMENT STRUCTURE AND DECISION MAKING	
3.1.1	Briefly describe procedures (in case there is a procedures handbook, please send us a copy) for managing the organisation and decision making:	(Please refer to the attached Constitution Rules and Regulations part).
3.1.2	What is the role of the Board? What is the role of the General Assembly?	1. The Synodical Board makes the policy decision. It advises the Synod in matters of social services in its various fields as and when required by the Synod. It acts as a liaison body between

	<p>What is the role of the General Secretary/Senior Management Team? How often does the Board meet?</p>	<p>institutions and projects and supporting agencies through the channels approved by the Synod.</p> <ol style="list-style-type: none"> 2. The Governing Body is responsible for management, policy and administration. 3. Senior Management Team facilitates, monitor, promote and directs the activities. 4. The Synodical Board meets twice a year; one of its meetings is called Annual General Meeting. 5. The Governing Body meets between two meetings of the Synodical Board.
3.2	Does the organisation have a written constitution?	Yes.
3.3	Is the organisation undergoing any organisational development process? (Please describe)	<p>Constitution is being reviewed and changes has been made accordingly:</p> <ul style="list-style-type: none"> ▪ Provision has been made to induct more women in the Board. Out of 20 there will be 6 women members in the board. ▪ The Chief Coordinator shall be the ex-officio secretary of the Synodical Board. ▪ General Secretary CNI Synod, the Chief Coordinator of SBHS and the Director of Programme, CNI, shall be the ex-officio member of the Board. <p>To integrate findings of and recommendations of external evaluation a process called as 'consolidating changes and enhancing learning is on. Learning is a continuous process. (Please refer to the organizational structure in Annexure)</p> <p>CNI SBSS is promoting and developing new Resource centers for Social Action involved in state policy advocacy issues. CNI RCSA for Orissa at Bhuvaneshwar and CNI RCSA for NEI in Tezpur are in pipeline.</p> <p>CNI RCSA for livelihood and food security is planning to shift from Agra to Lucknow. CNI SBSS at Delhi office is also getting involved in accompanying the DBSS. (Please refer to Annexure:)</p>
3.4	Please describe strengths as well as areas, which may need improvement for your organisation as perceived by the organisation itself.	<ul style="list-style-type: none"> ▪ Support of 20 Diocesan Board of Social Services ▪ We are working in most needy and neglected area of our country ▪ DBSS are directly involved with 2000 villages, addressing the core issue of land rights, rights to livelihood, rights to identity/ tribal rights and dalit rights along with cross cutting theme of gender, Church mission engagement (CME) and lobby-advocacy-networking (LAN) ▪ Demonstration of building people's movement as a model how critical mass influences policy making process in Maharashtra and in Women's federation in Assam. ▪ Women's participation at decision-making level is ensured by adopting gender inclusive structure and system. ▪ Need to involve church leaders to be co-creators in decision-making process. ▪ Emphasis and demonstration of transparency and accountability and development of PARAM ,e-tool for PME

		<ul style="list-style-type: none"> ▪ Very dependable PME process. Innovation of new models like CRM, cash flow, database, Accompaniment process, Appreciative Inquiry gives extra edge for its functions. ▪ We Have to develop self-regulatory mechanism to assess the organisational progress ▪ Developing new dependable reporting systems for documentation and institutional memories ▪ Using available database making it lively and dynamic and its use in decision making ▪ We are working only with Church partners and need find ways for working with communities directly ▪ Need for Improvement in financial governance ▪ For such size and scale of program we require due support. ▪ Committed and competent staff. We have taken research study on Transparency and accountability, Food Security in Jharkhand, tsunami Rahabilitation <p>For detail please visit : http://cnisbss.org/sbss_documents.php</p>
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4	MAIN AREAS OF INTERVENTION	
4.1	What is the organisation's mission?	(Kindly refer to the annexure)
4.2	Do you have a strategic network and/or alliances with other organisations? (Please describe)	Yes Strategic network-FCFC, ACT D,URM, CNI-CSI, Janadesh Strategic understanding- NCAS, NCCI, SPAR , ISI, XISS
4.3	What are the strategic objectives?	<ul style="list-style-type: none"> ▪ Strengthening People's Movement ▪ Enhancing people's control over Life and Livelihood ▪ Ensuring Congregations in solidarity with Poor ▪ Mainstreaming Gender Concerns in programs and policy ▪ Enhancing Integrity of creation ▪ Learning Movement for Building Movement
4.4	Does the organisation focus on gender issues? How?	<ul style="list-style-type: none"> • Gender sensitive policies have been developed. • A policy on Sexual Harassment at workplace is introduced with grievance redressed process • At every level woman is being promoted to participate in decision-making level. • In all opportunities, women candidates have been given preference. A desk supported by adequate representation from both genders is in place. • The present treasurer of the Board is a woman. The constitution amendment has made provision of wider of women in SBSS board. • The senior management team of Coordinators and group facilitators is very gender balanced. Out of the 5-member team 3 are men. • Specific efforts are to be undertaken for the promotion/inclusiveness of women leaders and the priests for wider representations in church structures and policies. Specific training programs is being organized to make the staff conscious about this issue. • All program interventions are planned for gender inclusiveness • Gender profile is to be prepare for strategic intervention

4.5	What are important achievements of the organisation?	<ul style="list-style-type: none"> ▪ Engaged in more than 2500 communities in 20 dioceses ▪ 11 people's organisations are developed. Couple of them showing early signs of alternative political force. ▪ People's organization took up struggle and demand their rights and entitlements ▪ Land rights movements in Marathwada, Agra, Nagpur and Kolhapur have achieved encouraging success ▪ Involvement of CNI SBSS in Janadesh and leading the march in Agra with active participation from strategy planning, participation and demonstration ▪ From project management, successful transition to process oriented approach to development intervention ▪ Larger participation of women in political process ▪ Thrust areas have been consolidated into three core issues and cross cutting theme. This has strategised the process of intervention with the larger development agenda of the SBSS and communities. ▪ Demonstration of Transparency and Accountability in organisational work ▪ Dependable financial systems ▪ Research project on Tsunami, Disaster management, Transparency and Accountability in Development Cooperation
4.6	Target group(s): Who are the organisation's main beneficiaries (e.g. grass-root organisations, non-governmental organisations, women's organisations, individuals, others?) How have they been identified? How is the composition of the target group(s) in terms of gender?	<ul style="list-style-type: none"> ▪ Grass-roots organisation, which have been identified by the Diocesan Board of Social Services (DBSS) in the respective dioceses. And various People's Organisations ▪ All reference communities are from dalits and tribal background ▪ Commitment for positive discrimination for women.
4.7	Which are the organisation's main sectors of intervention? Do you have gender specific strategies in each sector?	<p><u>Issues:</u></p> <ul style="list-style-type: none"> ▪ Issue of livelihood and food security ▪ Issue of social exclusion and identity (tribal identity and dalit Rights) ▪ Issue of land and ▪ Climate Change <p><u>Three Cross-cutting theme:</u></p> <ul style="list-style-type: none"> ▪ Gender mainstreaming as a cross cutting theme ▪ Church Mission Engagement (CME) as a centre and core of all our development initiatives ▪ Policy and Campaign as a key strategy for movement building <p>Development of Gender specific strategies are under process now it includes gender framework, allocation of staff and resources to address the gender issue. Initiatives have been taken to mainstream gender component in all programmes and interventions</p>
4.8	Which is/are the organisation's main geographical area(s)/regions of intervention?	CNISBSS covers all States in India except 4 southern states. The CNI does have a presence and work in Andaman and Nicobar island

5	FINANCES (Income and Assets)		
5.1	Total annual budget		
	Current year from (2007-2008)	Rs. 37,570580/-	
	Last year from (2006- 2007)	Rs. 36798251/-	
	Two years ago (2005- 2006)	Rs. 46238035/--	
5.2	What are the sources of finance for these budgets (for last year)?	Overseas Grant	
		<u>Amount/ Currency</u>	<u>Source</u>
	External (international sources)	Rs37570580/-	EED, CA,BFW
	Non-governmental (national resources)	-	-
	Government sources	-	-
	Income generated from own activities/assets (please specify)	Rs. 1518430/-	OMC from Organization
	Assets of organisation (e.g. buildings, land, endowments)	Vehicles/Equipments/ Furniture	Overseas grant
5.3	How often is an inventory done in the organisation?	Annually	

6	ACCOUNTING SYSTEM		
6.1	Number and qualification of staff working in the accounting section	Kindly refer the staff details	
6.2	Does the organisation produce annual accounts / institutional audits?	Yes	
6.3	Date of latest institutional audit	8 th August, 2007	
6.4	Which accounting system is in place?	Double Entry/Cash basis	
6.5	If applicable: What is the financial reporting system in place for your branch office / decentralised structures?	Funds are released to the DBSS through the Diocesan FC A/c as per their six monthly budget request. Half yearly audit statement sends from dioceses, which merge into the SBSS A/c along with financial narrative statement and the record for local contribution. We have introduced a cost reimbursement. Support to the DBSS are essentially reimbursed of the actual expenditure	
6.6	How are funds transferred to branch offices / decentralised structures?	Fund for administrative purpose/ zonal programme are transferred to the zonal offices as their monthly requirement, all accounts are received and accounted for in the central office with the zonal offices maintaining a record at their level. We are developing a web- based financial transaction system with the help of UTI Bank	

7	ORGANISATIONAL CAPACITY		
7.1	Administrative staff	M	F
	Number of full-time staff	13	04
	Number of part-time staff		
	Number of other staff		
	Total Number of administrative staff:	13	04
7.2	Programme/ Project Staff (Operational)	14	04
	Number of full- time staff		
	Number of part-time staff		
	Number of other staff		
	Total number of programme/project staff	14	04
7.3	Total number of overall staff		
	Number of permanent staff	-----NA-----	
	Number of time-bound staff	All staff on the payroll of SBSS are Time Bound	
	Total number of staff:	27	8

7.4	Remuneration Average monthly salary per person:	
	Board	No allowances and remunerations are paid to board members.
	Management staff	Chief Coordinator,
	Programme staff	(please see annexure 1)
	Administrative staff	
7.5	Social benefits according to government legislation (% on the basis of nominal salary), other allowances? Are there obligatory regulations to be observed (e.g. tax, social security, others?)	<ul style="list-style-type: none"> ▪ Provident Fund @ 12% of Basic + DA ▪ Gratuity Benefits ▪ Medical Reimbursement ▪ House Rent Allowance ▪ Conveyance Allowance ▪ Medical Insurance
7.6	What is the organisation's policy for the promotion of women?	Ensure equal opportunity. Conducive working environment
7.7	Qualification of staff	
	Are positions filled according to needs? (Vacancies?) Are staffs adequately trained for their positions (please specify)? Are staffs adequately trained for their positions? (Please specify) Is there a human resources development strategy for the organisation in place? (Specify for management, administrative and programme/project staff separately)	<p>Yes.</p> <p>Yes, all the staff have social work, theology or and development training /diploma</p> <p>Appreciative inquiry is being undertaken to initiate a process to identify thrust area of individuals. Capacity building of the staff is an ongoing process to equip them on issue-specific concern. Development of HR policy is under process now.</p>

8	Planning - Monitoring - Evaluation (PME)	
8.1	Describe your PME system and how it is implemented: Does your PME system include gender specific aspects?	<p>PME system is participatory and ensure Programme governance. It ensures accountability and transparency at organizational level. SBBS is in the process of developing PME indicators.</p> <p>Gender inclusive PME is being taken place through DATA BASE The data processing systems developed in all DBSS and upgraded every 6 month Web- based PME process PARAM has been developed Cost Reimbursement model is practiced in all DBSS</p>
8.2	Date of last internal/external evaluation:	December 2007 to March 2008
8.3	Does the organisation make use of external expertise to accompany its work? (Please specify)	System Appraisal was undertaken by Ms Uma Ramaswamy 2007.
8.4	How do target groups participate in the PME process?	<p>SBSS' planning, monitoring, and evaluation system has facilitated the empowerment process by helping people's organizations accept ownership of the development process. It also forms a major system that aims at promoting participative interventions along the lines of rights-based approach</p> <p>SBSS has modified the old formats and develop new ones for PME. Various formats and procedures were tested, some of which include: : Database, three years' programme plan, six monthly reports, activities and expenditure report, parameters for cash flow and cash flow formats, reporting status, programme design - analysis and</p>

		<p>systems appraisal. Thus PME supported by various acceptable formats at different levels plays a key role in the resource-based partnership that SBSS has with DBSSs and facilitates participative planning and monitoring processes among the stakeholders. The PME system is also closely interlocked with the redefined role of SBSS as companions. In Database process the community played a major role in collecting data as well as analyzing it. The whole plan for the six monthly planning process comes from the community. To look at the Community data base of each DBSS Visit us at http://cnisbss.org/Database-RC.php</p> <p>Towards good governance in programmes and financial systems, SBSS has promoted three interrelated systems - cost reimbursement model (CRM), cash flow system and PARAM. The cost-reimbursement model aims at optimal use of funds. The cost reimbursement model is supported by the cash flow system, which is prepared on a monthly basis for a period of six-months by DBSSs with the accompaniment of SBSS. Cash flow details the activities with justifications and is submitted to SBSS through RCSAs. Cash flows are shared with the community.</p> <p>Programme Activity Review and Accompaniment - PARAM is a web-based accompaniment with the DBSS ensuring accountability and transparency. It is a monitoring tool for reporting and planning as it offers a direct line of communication with DBSSs. The DBSS on monthly basis fills in the details of the activities conducted, expected output, actual output and outcome, follow-up along with expenditure. It thus helps in Understanding the process of development activity, monitoring the intermediate results keeping accordance with Strategic Action Plan measuring quality & quantity of programs developing good governance. This programme is accessible to all staff of CNI SBSS, DBSS and general public substantiating the principles of transparency and accountability at CNI SBSS. Visit us at www.param.cnisbss.org</p>
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STAFF STRENGTH AND PROFILE

Name of the Employee	Sex	Professional Qualification	Date of Joining	Present Designation
<u>Chief Functionary:</u>				
Dr. Shailendra Awale	M	MBBS, MHA	01-03-2004	Chief Coordinator and Secretary
<u>Programme Support:</u>				
Mr. Santosh George	M	M. Com	22-02-1993	Finance Manager
Ms Deepsikha Khan	F	B.A	08-08-1985	Office Manager
<u>Program Resource Team:</u>				
The Rev. M.M.Nanda	F	M.A	10-09-1992	Associate Coordinator, Church Mission
Mr. Deepak Singh	M	M.A	01-02-2002	Group Facilitator, Livelihood
Mr. Mervin C. Makhwan	M	M.S.W	15-07-2000	Group Facilitator People's Organizations
Ms Monijinjr Byapari	F	M.A	14-07-2000	Group Facilitator, Policy and Campagins
Mr. Bidyut R. Sagar	M	M.Com	07-01-2002	Group Facilitator, Finance
<u>Program Facilitation Team</u>				
<u>CNI RCSA Pune</u>				
Mr. Bibhudutta Sahu		M M.A	01-07-2000	Programme Associate
Mr. Rajeev Prasad	M	M.A, D.B.M	01-05-1996	Program Associate
Mr. Nilesh Gaikwad		M M.S.W	23-08-2004	Programme Associate
Mr. Sunil Mahajan	M	M.Com	01-04-1992	Finance Associate
<u>CNI RCSA Kolkata</u>				
Mr. Ashananda Tandy	M	B.S.W M.A	11-08-2000	Programme Associate
Mr Amen Xavier	M	M.S.W.	04-01-2006	Program Associate
Mr.Amos Deep	M	M.Com	01-03-2005	Finance Associate
<u>CNI RCSA Agra</u>				
Mr. Nikhil S. Kumar	M	M.S.W	01-07-2000	Programme Associate
<u>CNI RCSA Ranchi</u>				
Mr. Sudeep Sanchit Tigga		M B.Sc	01-07-2000	Programme Associate
Ms Suramya Kujur	F	MA	05-09-2007	Program Associate
Mr Subir Kisku	M	M.Com	01-04-2006	Finance Associate
<u>Team Leaders</u>				
Bibhudutta Sahu		CNI RCSA Pune		
Sudeep Sanchit Tigga		CNI RCSA Ranchi		
Biduyat R Sagar		CNI RCSA Agra		
Amos Deep		CNI RCSA Kolkata		
<u>Development Communication and Research</u>				
Mr. R. John S. Kumar	M	MSW, M. Phil	18-10-2004	Group Facilitator
Vikram Jadhav	M	MMR, MSW	01-03-2006	Program Associate
Ms. Elizabeth Martin	F	B.A	19-07-1993	Program Associate

Administrative/ Supportive Staff:

Headquarter: Delhi

Banmali Mohanty	M	10 th	01-09-1989	Account Assistant
Valsa Thomas	F	S.S.L.C+2	23-11-1992	Office Assistant
Shyam Lal	M	12 th	29-03-1994	Driver cum Off. Ass.
Ram Nath	M	8 th	01-05-2000	Driver cum Offi. Ass.
Anil Kumar	M	8 th	01-02-2001	Office Assistant

RCSA: Agra

Satish Yepure	M	10 th	01-10-1991	Office Attendant
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RCSA: Pune

Satish Yepure	M	10 th	01-10-1991	Office Attendant
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RCSA : Barrackpur

Christo Sebok Das	M	10 th	01-10-1993	Office Attendant
Sukumar Khumbakar	M	10 th	01-11-1993	Driver

RCSA: Ranchi

Anjali Tirkey	F	M.A	01-03-2001	Account Assistant
Mansidh Toppo	M		01-03-2001	Office Attendant

Annexure : 1

Synodical Board of Social Services, CNI
Salary scale of staff for the year 2007 - 08

GRADE	DESIGNATION	Basic Pay Rs	DA Rs	HRA	Conveyance Allowance	CCA	EPF	Total	Ratio to Highest
				H.Q					
A	Office Attendant/ Driver	3200	1600	1600	1500	250	576	8150	4.48
B	Office Assistant	3600	1800	1800	1500	350	648	9050	4.03
C	Office Secretary/Jr. Accountant	4200	2100	2100	1500	400	756	10300	3.54
D	Accountant	5200	2600	2600	1500	500	936	12400	2.94
E	Prog./Fin. Associate	6800	3400	3400	1500	600	1224	15700	2.32
	Group Facilitator/OM	7800	3900	3900	1500	700	1404	17800	2.05
F	Resource & Finance Manager	8900	4450	4450	1500	800	1602	20100	1.82
G	Asso.Coordinator/Coordinator	9200	4600	4600	1500	800	1656	20700	1.76
H	Chief Coordinator	17000	8500	8500	1500	1000	3060	36500	1.00

CNI-SBSS Governing Board
(as of March 2008)

- The Rt. Rev. Anil Stephen, -Chairman
- The Rt. Rev. Dr. P. C. Singh, Vice Chairman
- Mrs. Kiran E. Jeremiah, Honorary Treasurer
- Dr. Shailendra B. Awale, Secretary & Chief Coordinator
- Rev. Dr. Enos Das Pradhan, General Secretary, CNI Synod
- Dr. Samuel Kishan, Chief Functionary & Secretary, CNI-SBHS
- Mr. Kalyan Peterson, Treasurer, CNI-Synod
- Mr. Sudipto Singh, Director, CNI Programmes, CNI Synod
- Mr. Ajay Singh , Coordinator, DBSS, Diocese of Patna
- Mrs. Jyoti Topno, DBSS Prog. Facilitator, Diocese of North East India
- Rev. Mrs. Anju Eliezer, Diocese of Chandigarh
- Rev. Monodeep Daniel, Delhi Brotherhood Society
- Rev. S. David, Diocese of Chhotanagpur
- Mrs. J. R. Nanda, Diocese of Sambalpur
- Mrs. Primrose P. Masih, Diocese of Mumbai
- Dr. (Ms) Prerna Job, Diocese of Rajasthan
- Mr. Idrak B. C. Din, Director, Rural Service Centre, Ankaleshwar
- Mr. R. V. Ranbhise, Diocese of Kolhapur
- Mr. Stephen Gonsalves, Calcutta Urban Services