

**Standard Operating Procedure (SOP) for
Partnering with
Housing & Urban Development Department (H&UDD),
Government of Odisha under the
ANKUR (Atal Network for Knowledge, Urbanization and Reforms) Initiative**

1. Objective:

To establish a transparent, consistent, and strategic framework for evaluating and onboarding partner organizations under the ANKUR initiative, ensuring value addition, long-term commitment, and alignment with the vision of urban transformation in Odisha.

2. Scope:

This SOP applies to all national and international organizations, institutions, think tanks, corporate entities, and philanthropic foundations seeking collaboration under the ANKUR Initiative with H&UDD, Government of Odisha. The organizations which already have a Memorandum of Understanding (MoU) with H&UDD need not apply under this.

3. Types of Collaborations:

- **Knowledge and Technical Support Partner:** Organizations providing expertise in research, data analysis, policy formulation, capacity building, and technical assistance.
- **Implementation Partner:** Organizations responsible for on-ground project execution, community mobilization, and service delivery.
- **Innovation Partner:** Organizations focused on developing and piloting innovative solutions, technologies, and approaches for urban challenges.
- **Advocacy and Outreach Partner:** Organizations involved in awareness campaigns, public engagement, and advocacy for urban reforms.
- **Resource Mobilization Partner:** Organizations assisting in leveraging additional funding for initiatives of the Department.
- **Capacity Building Partner:** Organizations specialized in training and skill development for urban local bodies, community members, and other stakeholders.

The above list is only indicative in nature. The Department may also consider other areas of partnership(s). Partner organization may also fit into more than one area of partnership as indicated above.

4. Application and Onboarding Process:

Step	Activity
1	The SOP will be uploaded in H& UD Department Web site and proposal to be evaluated on rolling basis
2	Application form & relevant document to be submitted to the H&UD Department online as prescribed by the Department
3	Initial Screening based on eligibility & completeness would be done by the concerned section headed by Nodal Officer, ANKUR
4	Technical evaluation by ANKUR Cell and presentation before ANKUR steering committee
5	Decision by Department's Steering Committee
6	Issuance of Letter of Collaboration /MoU signing

5. Minimum-Eligibility Criteria/Requirements:

Organizations must meet the minimum thresholds across the following parameters, which would be then verified by the ANKUR Cell through a due diligence process:

Parameter	Eligibility Criteria*
Registration & Compliance <i>(Details to be provided in the Proposal)</i>	<p>Registration: The organization must be legally registered under relevant Indian laws for a minimum of three years as on the date of application.</p> <p>Organization Type: Organization of non-profit or formed under UN/Other International non-profit Organization</p> <p>FCRA Compliance (if applicable): If the organization receives foreign contributions, it must be registered under the Foreign Contribution (Regulation) Act, 2010 and comply with all its provisions.</p> <p>Tax Compliance: Valid PAN, TAN, and GSTIN (if applicable), and compliance with all relevant tax regulations.</p> <p>No Blacklisting: Undertaking of non-blacklisting by any Central or State Government Ministry/Department/Agency, or any National/International Funding Organization.</p> <p>No Criminal Record: Office bearers/board members should not have any history of criminal offense against them. An undertaking to this effect needs to be submitted by the organization.</p>
Relevant Experience	Proven track record of at least three years of experience with Government of India, Government of Odisha or any other state Government within the Country in carrying out assignment in any area relating to urban development, housing, infrastructure, capacity building, knowledge management, innovation, or other areas relevant to urban sector, <i>(Details to be provided in the Proposal)</i>
Human Resource Strength	Availability of qualified and experienced personnel relevant to the proposed activities. With details of professionals with Urban relevant Expertise
Working with Government of India/other state Governments	Experience in working with Central Government or State Governments, public institutions and demonstrated understanding of Urban Odisha. <i>(Details to be provided in the Proposal)</i>
Commitment Duration	Minimum of 24 months of committed engagement or as required for the project proposed (if any).
Type of Collaboration	Agreement to provide collaboration on pro-bono basis.
Support Needed	Specify the support needed from Housing & Urban Development Department, Government of Odisha. <i>(Details to be provided in the Proposal)</i>

*In exceptional cases, the ANKUR Steering Committee can take decisions with justification for selection of the partner(s) considering the specialized need relaxing/ adding any clauses based on the need of the Department.

6. Evaluation Parameters: The Steering Committee will evaluate based on the eligibility criteria mentioned at Point 5 and decide. Onboarding of the partners in ANKUR platform is

the prerogative of the department and rejection of any application by the Steering Committee is final and cannot be contested.

7. Progress Review & Reporting

a. Performance Indicators:

- Clearly defined, measurable, achievable, relevant, and time-bound (SMART) Key Performance Indicators (KPIs) will be established for each partnership, aligned with the program objectives of the ANKUR Initiative. There will be assessments through field visit and spot checks.
- These KPIs will be an integral part of the MoU.

b. Reporting Frequency and Format:

- Partner organizations will be required to submit periodic progress reports on half yearly basis against the milestones as agreed in the MoU.
- Reports will include details on activities undertaken, measured progress against the KPIs, challenges faced, and lessons learnt.

8. Exit Clause: Either party may opt out of the partnership by providing a 30-days' notice after submitting a closure report and handing over any ongoing work, tools, and/or data developed.

9. Non Disclosure Declaration:

The Partner should sign "Non-Disclosure Declaration" clause included as a part of the MoU with Government of Odisha. Information related to Odisha projects done under the ANKUR platform cannot be shared in public domain without written permission from the department (at the level of Additional Secretary or above).

10. Contact and Submission:

All proposals and communications should be addressed to:

The Nodal Officer – ANKUR
3rd Floor, Kharavel Bhavan
Housing & Urban Development Department
Government of Odisha
Official Email: srhud73@gmail.com
Phone: 0674 – 239042

ANNEXURE 1: **ANKUR Steering Committee**

The ANKUR Steering Committee will comprise of the following officials from the H&UDD:

S No.	Designation
1	Additional Chief Secretary/ Principal Secretary/ Commissioner-cum-Secretary – Chairperson
2	Finance Advisor – Member
3	Chief Engineer (Technical Expert) – Member
4	Sr. Procurement Specialist – Expert Member
5	Additional Secretary, Coordination – Member Convener

Annexure-2

Application Form Partnership under ANKUR Initiative of Housing & Urban Development Department, Government of Odisha

Section A: Basic Information

1. Name of the Organisation:
2. Type of Organisation (Please tick): Society Trust Section 8 Company
Other (Please specify):
3. Date of Registration:
4. Registration Number and Act under which registered:
5. Registered Address:
6. Website (if any):
7. Head of the Organisation (Name & Designation):
8. Contact Details:
 - Phone:
 - Email:

Section B: Area of Proposed Collaboration (Tick applicable option(s))

- Knowledge & Technical Support
- Implementation
- Innovation
- Advocacy & Outreach
- Resource Mobilization
- Capacity Building
- Other (please specify):

Section C: Eligibility Criteria Checklist

Requirement	Document Attached (✓)
Certificate of Registration (minimum 3 years old)	<input type="checkbox"/>
Type of Organization	Profit : <input type="checkbox"/> , Non-Profit : <input type="checkbox"/>
Registration of PAN, TAN, GSTIN (as applicable)	<input type="checkbox"/>
FCRA Registration Certificate (if applicable)	<input type="checkbox"/>
Undertaking of Non-Blacklisting	<input type="checkbox"/>
Undertaking – No Criminal Record (for board/office bearers)	<input type="checkbox"/>
Details of at least 3 years of relevant experience (attach brief description and examples) minimum – 1 Assignment.	<input type="checkbox"/>
Key Personnel Professionals with Urban relevant Expertise	<input type="checkbox"/>
Working with Government of India/other State Governments & demonstrated understanding of Urban Odisha	<input type="checkbox"/>
Proposed Commitment Duration (minimum 24 months or as per project)	<input type="checkbox"/>
Collaboration on pro-bono basis.	<input type="checkbox"/>
Specify-Support Needed from Housing & Urban Development Department, Government of Odisha. (Details to be provided)	<input type="checkbox"/>

Section D: Declaration

We hereby declare that all the information and documents provided in this application are true and correct to the best of our knowledge and belief. We understand that any false or misleading information may result in disqualification or termination of the partnership.

Name & Signature of Authorized Signatory:

Designation:

Date:

Official Stamp/Seal of the Organisation:

Submission

To be submitted to:

The Nodal Officer – ANKUR

3rd Floor, Kharavel Bhavan

Housing & Urban Development Department

Government of Odisha

email- srhud73@gmail.com | 0674 – 2390424