Standard Operating Procedure
for Refurbishment of Anganwadi Centres in Rajasthan
ABOUT TINI

The India Nutrition Initiative (TINI) was registered as a Trust on 28th May 2015. TINI has been created under the aegis of the Trusts and is envisioned to carry forward the work of Tata Trusts to address the problem of malnutrition in India by identifying, undertaking and supporting relevant initiatives in the said thematic area.

In the last 3 years, TINI has implemented a diverse portfolio of projects which include staple food fortification, nutritious foods for children, pregnant and lactating women and enabling activities such as advocacy, monitoring, learning and research.

TINI’s programs have strong linkages with the Government of India’s and respective State Government’s ongoing nutrition/health programs. The programs are designed such that they complement and add value to the government’s programs – piloting sustainable approaches within respective local/regional contexts.

The current portfolio is diverse and the projects, while meeting the needs of the communities, through focused learning and research, also inform and enable the Government to take appropriate policy decisions on future investments for scale up and sustainability.
A window of opportunity to combat undernutrition

Anganwadi Centers, established under Integrated Child Development Services, have been conceptualised as the hubs that deliver a bouquet of nutrition and health related services. They cater to young children under six years of age, pregnant women and lactating mothers. With a network of 1.3 million Anganwadi Centers having an extensive geographical coverage and nature of the services provided, they have the potential to make a difference in the lives of the mothers and children.

Using Anganwadi Centers as entry points, the project ‘Making It Happen’ has aligned its activities to achieve its core objectives – to promote ownership and convergence, and also improve service delivery.

Refurbishment of the Anganwadi Centres is a key intervention of ‘Making It Happen’ to upgrade the Anganwadi Centers with a two-fold objective. One, to equip the Centers with materials to help them carry out their regular services better. Two, to provide easy-to-understand educational information and for making the Centers attractive for the intended beneficiaries. A step-by-step procedure of making model Centers can be found here. It has been designed for easy replicability. Please read on to find more.

Educational Artwork

Four art works have been taken up as standards to provide key messages through the Centres. They are as follows:

1. Mother and Child

This Artwork is to show that the Aanganwadi Centers are the one stop solution to help the mother and the child with their nutrition needs. It also shows a child playing, to illustrate the importance of play activities for the children. Playing objects help in better cognitive and motor development. Play allows children to use their creativity while developing their imagination, dexterity, and physical, cognitive, and emotional strength. Play is important for healthy brain development. It is through it that children at a very early age engage and interact in the world around them.
2. Early Childhood Education and Development

The early childhood period encompasses several quite distinct phases: from ‘conception to birth’ and from ‘birth to 3 years’, with emphasis on the first 1,000 days (from conception to when the child turns 24 months old), followed by the preschool and pre-primary years (3 years to 6 years). Early childhood development is the continuous process of acquiring skills and abilities during these age groups for better cognition, language, motor, social and emotional development.

This Artwork illustrates the kind of activities children aged 1 to 5 can engage in. It illustrates that a one year old child usually starts crawling, a two year old can stand and walk, a three year old starts playing with objects including blocks, a four year old may start playing with a ball and participate in sports such as football and a five year old boy may start flying kites.

3. Diet of a Pregnant Women

Pregnant women have been considered vulnerable to malnutrition due to their increased nutrient requirement and therefore, a variety of foods in their diet is considered imperative in ensuring adequate nutrient intake.

This Artwork stresses on the need of dietary diversity for the pregnant women. It illustrates the need to include green leafy vegetables, a variety of fruits, iodized salt and protein rich foods in the diet of a pregnant women. It points at the importance of consuming Iron and Folic Acid (IFA) tablets for these women to meet their needs. It also provides information on women’s approximate weight gain after conceiving a child.
4. Growth chart of a boy and a girl

Growing children require necessary and adequate energy and nutrients to grow and thrive. This Artwork shows the approximate weight the girls and the boys should have from ages 1 to 5. Having a benchmark will help parents monitor their children’s weight and understand if they are underweight.

Specifications of these artworks are presented in the appendix.
Interior Design

The four interior walls in the Anganwadi Centers have been designed to make the Centers interactive for the beneficiaries. The following features have been added –

1. Practice Boards

Easy-to-clean practice boards have been painted on the internal walls of the Centers. They help in the development of fine motor skills and help children learn numbers, alphabets, etc.

Fine motor skills are those that involve a refined use of the small muscles which control the hand, fingers and thumb. With the development of these skills, a child is able to complete important tasks such as writing, feeding oneself, buttoning and zipper. These abilities develop gradually.

2. Knowledge Wall

A knowledge wall or the gyan wall has also been designed. It is meant to showcase relevant charts, including charts on early childhood education. Space is provided to put up charts designed by Integrated Child Development Services and also, the early childhood education charts designed by us.

For more details on the charts provided by us, refer to the next section.
3. Storytelling Wall

A wall to let the children wear their creative hats. It has everything – mountains, ocean, cars, cycle, hot air balloons, birds, rainbow, clouds, sun, fishes and boats. Provides opportunities for the Anganwadi workers also to mould stories using this painting to get numerous points across in an interesting manner.
4. Information Wall

This wall has been designed to provide information on the services provided by the Center, the Take Home Ration (THR) details, the Hot Cooked meal daily menu and also provides enough space for the workers to write any thing they feel they need to highlight. The black board in the wall also gives an option to use it to teach pre-school students.

More details on the specifications on the interior design can be found in the appendix.

**Additional Articles Supplied**

Apart from the painting and artwork, additional articles stated below have been supplied to the refurbished centres.

- **TATA Swachh Water Purifier** – The water purifiers have been directly procured from TATA Chemicals and set up at the Centres. It’s qualities such as no requirement of electricity or running water for working makes it an ideal water purifier for the Centres.

- **Navneet Shishu Tables** – 8 tables have been set up per Anganwadi Centre. It is being directly procured from Navneet.
• **Durries**: Black and Red striped large Durries are being sent to each Anganwadi centre. These have been bought according to the Anganwadi Centers’ sizes. They have been placed in the middle of the room for the children or the workers to sit on.

• **Early Childhood Education charts**: 9 charts have been prepared and designed. Some of the topics are as follows:
Please turn over to see the 3D images of our refurbished Anganwadi Centers. The steps taken for creating and setting up these model Centers have been described in the subsequent pages.
गर्भ से जन्म तक वजन में 12 किलो की वृद्धि
Pre-Refurbishment Checks and Procedures

Selection of Anganwadi Centres

Criteria for The Selection of Anganwadi Centers for Refurbishment

A. PREPARATORY WORK

a) The purpose of refurbishment is explained to the Collector / District Magistrate, in a
meeting, and his / her in-principle approval is obtained.
b) The presence of the Deputy Director (ICDS) is also ensured in the same meeting, so
there is consensus on our proposed action.
c) The list of Anganwadi Centers in the District is obtained from the Deputy Director; and
his / her recommendations are requested.

B. BLOCK SELECTION

a) Since our primary purpose is demonstration of what needs to be refurbished and how
it needs to be done, a Block is selected which is easily accessible from the District
Headquarters, and at the same time is not peri-urban.

C. ANGANWADI SELECTION:

a) List of Anganwadi Centers in obtained from the Child Development Project Officer of
the Block. Their recommendations for refurbishment are also requested for.
b) The Anganwadi Centers are visited in person.
c) For every Anganwadi to be selected for refurbishment, at least three visits are made
prior to the selection.

C.1. NON-NEGOTIABLE CRITERIA:

a) The Building should be owned by the Government, and it should not be rented.
b) The Building should be independent, and should not part of a school / Panchayat
Bhavan.
c) The Anganwadi Center should be staffed by a Worker and a Helper, who stay in the
village.

C.2. OTHER CRITERIA:

a) Road connectivity to the Anganwadi Center should be good, and mothers and children
should be able to access the Anganwadi Center easily. (Road connectivity)
b) Study the condition of the building. Please select a building which is not in a very
dilapidated condition, else the costs of the civil works will be extensive.
c) Study the roof at the Center. In case of seepage, Panchayats are to be requested to do the repairs immediately.
d) Ask the Child Development Project Officer (CDPO) and Sector Supervisor if the Anganwadi Worker is an active one. If yes, the Centre should be shortlisted.
e) Check registers for number of children enrolled, and for attendance.
f) Check for Boundary Wall, Drinking Water, Toilet and Electricity. These are areas for action, through the Panchayats.
g) Document availability of the following, for we can address some of these issues.

1. Equipment to measure weight and height, and whether they are operational;
2. Furniture for the children and for storage
3. Utensils for cooking and storage.
4. Items for Play
5. Posters / items for early childhood education.

h) Ask if the Village Health, Sanitation and Nutrition Days are held in the Anganwadi Centers. It is preferred they are held on the premises.
i) Take photographs of the infrastructure, equipment, etc.
j) Meet the Anganwadi Workers, and ask them about the services, the challenges, etc. It will be good to select Anganwadi Centers with active, interested workers.
k) Meet the Sarpanch, and enquire about how the Anganwadi Center’s services are being provided; and how they can be improved upon with their participation. An interested Panchayat is preferred.

D. **FINAL SELECTION:**

a) A detailed chart is prepared, listing the criteria and the present status.
b) A consensus is arrived at with a discussion with all.

The above-mentioned parameters are the basic requirements for the centre to be selected for refurbishment. But there can be centres which may not meet all the above requirements and still be selected for refurbishment. However, the selection of such centres takes place on a case-by-case basis, wherein if a need is felt to refurbish a centre based on the community participation or the potential of the refurbishment activities to have a large positive impact on the community members, the proposal is sent to the Program Team. The Program Team evaluates the proposal and the potential cost impact of the activity and has the final say on this matter.

In the first phase of refurbishment, a couple of centres which did not meet the above requirements such as not having enough open walls for all educational paintings to be painted
or having a larger centre size, painting which increases the agreed vendor costs, have been selected as they had the potential of creating a large impact in the community members’ lives.

**Vendor Selection**

Selection of the vendor to take forward the refurbishment process is the next step. Vendors are approached on the basis of referrals received from the ICDS officials. They are requested to attend a meeting with the Program Team based in the District/ Consultant appointed to look after the refurbishment process and the requirements of the work are explained to them.

Once they show interest to take on the work, they are interviewed to judge them on the following parameters – their technical expertise, their team’s strength and their capacity to handle the work. Their past work experiences where they have delivered on such a scale are also taken into account.

Vendors are shortlisted based on the interviews and are requested to share their bids. The vendors with the lowest bid are selected to take the work forward.

**Preparation and Procedure for Refurbishment**

**Wall Painting**

The procedure is divided into 5 parts – Cleaning, Sanding, Repairing, Paint Preparation and Paint Application on the walls of the centre. They are further described below.

- **Cleaning:** It is done on areas where dust is present as paint application cannot be on unclean areas. Areas such as the edges of the ceiling, walls having spider webs, frames of the windows are cleaned using a general household cleaning broom. Big lumps of dust, previous paints, cement, etc. are removed using Putty knife.

- **Sanding:** It is done manually using 150 grit sandpaper. Repeated strokes of sanding is done on interior and exterior walls to remove the highly rough areas on the surface of the wall. For areas where roughness is too high, 80 grit sandpaper is used.

- **Repairing:** Walls are checked for major and minor repair work. Slight cracks are filled using crack seal. Small breaks in plasters, holes etc. are repaired using putty paste. Small amount of water is added in putty powder to make the paste usable to apply on wall. This paste is applied using spatula and this paste makes a thin surface (around 1-2mm) over the base surface, giving us a smoother upper layer. This is then left to dry for roughly 4 hours.

- **Paint Preparation:** Water based Distemper or Exterior Emulsion is used for painting. The paint is diluted by adding water to paint in the following proportion - 300ml water
per 1 litre of paint. It is mixed in a bucket to create a homogeneous mixture such that
the concentration of paint and water remains constant throughout the mixture.

Paint Application: The wall surface is rechecked before paint application for any needed
repair work that is left or smoothness of repaired surface. 220 grit sandpaper is used
for fine sanding on doubtful areas which may include the recently repaired portions.
After all these checks, paint is applied first on the ceiling and then on the wall.
During the application of the paint on walls, the rollers are first applied in vertical
direction and then horizontal strokes are used. Atleast 2 coats of paint are applied over
a wall for better finish and durability. Minimum gap between coats is kept at around 6-
8 hours.

Enamel Paint
In the Anganwadi centres, the doors and windows are made of Iron. Enamel paint is used to
paint these. The procedure divided in 4 parts – Dusting, Sanding, Paint Preparation and Paint
Application.

Dusting: Windows, Doors and Grills are dusted to remove excess dust. Then with the
use of putty knife, small lumps which have accumulated on their surface are removed.

Sanding: Loose paint or peel of surface is also removed at this stage.

Paint Preparation: Enamel paint is diluted by mixing 100ml of turpentine oil per 1 litre
of enamel paint and the mixture is stirred with a small rod to get consistent
concentration of oil and paint mixture. An oil-based primer is applied on their surface
and left to dry for roughly 6 hours. After which, the mixture of Enamel paint and oil is
applied using a 3inch brush and a roller is rolled over the painted area to produce
smoother finish, no visible brush strokes and consistent spread of paint. While painting
the grills and net, a 1-inch brush is used for application. In case the net is fixed in a
window, the enamel and oil mixture is made thinner by putting 250 ml of oil per 1 litre
of enamel paint instead of 100ml of oil and then applied.

Placement of Artwork
Vendors share the photos of each exterior wall to the Consultant and the Consultant decides
and instructs the vendor about where to place which educational painting. While doing this,
the following points are considered to finalize the placement of the Artwork:

1. **Visibility of the educational painting** – Since we want our educational art work to have
maximum visibility, walls towards front and facing roads are given priority.
2. **Size of the portion of the wall available for educational painting** – The wall chosen for painting is evaluated to ensure that there is enough space for the Artwork to be performed and is not impacted by the presence of a door, window or a pillar.

**Post – Refurbishment Checks and Procedures**

**Verification of the Painting work**

The following points are checked to establish if the Anganwadi Centre refurbishment is completed as per agreement.

- The Pre and Post photos of the refurbished centres are shared with the Program Team members based out of the respective district by the vendor. To ensure the quality of photos is high, the photos must be taken by a high-quality camera.
- It should be ensured that the paint products used are of Asian Paints only.
- Base color on the walls and doors should be proper. Color should be consistent throughout and the previous paint color should not visible.
- It should be ensured that all visible cracks in walls are repaired.
- The painting of all windows, net and doors must be completed as well.
- It should be ensured that the logos and the exterior artworks looks similar to the brand manual.
- It should be ensured that the paint stains have been cleaned after completion of painting work.
- It should be ensured that all painting material is taken away by vendor after work completion.

Only after a physical verification by either a DPO or Consultant, we approve the work of an Anganwadi Centre.

**Estimated Budget**

**Infrastructure Related**

The below costs are per Anganwadi center.

<table>
<thead>
<tr>
<th>Description</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Procurement of paint materials and its transportation</td>
<td>Rs. 20,000</td>
</tr>
<tr>
<td>Repair work</td>
<td>Rs. 10,000</td>
</tr>
<tr>
<td>Art work and labour charges</td>
<td>Rs. 40,000</td>
</tr>
<tr>
<td>Miscellaneous charges</td>
<td>Rs. 10,000</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>Rs. 80,000</strong></td>
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# Additional Materials Supplied

<table>
<thead>
<tr>
<th>Material</th>
<th>Cost per unit</th>
<th>Cost for one Anganwadi</th>
</tr>
</thead>
<tbody>
<tr>
<td>Water Purifier</td>
<td>Rs. 2,075</td>
<td>Rs. 2,075</td>
</tr>
<tr>
<td>Shishu Desk (per desk)</td>
<td>Rs. 938</td>
<td>Rs. 7,504</td>
</tr>
<tr>
<td>Dari mat</td>
<td>Rs. 23 per sq ft</td>
<td>Rs. 4,140 (180 sq ft)</td>
</tr>
<tr>
<td>ECCE Chart</td>
<td>Rs. 115 per chart</td>
<td>Rs. 1,150</td>
</tr>
</tbody>
</table>

Total cost of refurbishment Rs. 95,000/- per Anganwadi center.
Appendix

Exterior Wall : Art Work Standard
SHADES

- 7833 EXTERIOR BASE WALL
- 7330 INTERIOR BASE WALL
- 0317 LEMON YELLOW
- 0518 P.O RED
- 0253 MINT GREEN
- 0209 BUS GREEN
- 0403 BROWN
- 0506 DEEP ORANGE
- 0121 PHIROZI
- BLACK
- 0718 WILD PURPLE
- 0112 FRENCH BLUE
- 6126 NICKEL GREY
- 0562 DAWN GLOW
- WHITE
- 0520 SIGNAL RED
- 7983 CANYON YELLOW (SATIN ENAMAL)
आंगनवाड़ी पाठशाला माचड़ी
पं. समिति-अलवर

2 ft
1 ft
0.41 ft
9 ft
2.8 ft
2.8 ft
1.25 ft
1.25 ft
1.5 ft
2.8 ft
आयु के अनुसार वजन में वृद्धि

वजन (किलो)

12 FT

6 FT

12.2

11.4

13.9

16.1

16.3

18.2

18.3

9.6

8.9

11.3

14.3

16.3

18.3
**Interior Wall-Shades**

**Wall 1**
- BLACK
- WHITE
- FRENCH BLUE
- BUS GREEN

**Wall 2**
**Story portrayal**
- Interior Base Wall

- 7330

- 0317
  - Big Hot Air Balloon
  - Fish 2
  - Boat 2
  - Sun
  - All kids

- 0518
  - Fish 1
  - Car

- 0506
  - Boat 1
  - Boat 3
  - Snake
  - Kid in Big Balloon
  - Bird

- 0121
  - Water Body
  - Dots on Big balloon
  - Kid in cycle (Pant)
  - Bird

- 0253
  - Mountain
  - Kid in cycle (Shirt)

- 0209
  - Mountain

- 0403
  - Tree Trunk
  - Basket

- **Black**
  - Cycle
  - Hair
  - Tyre (car)

**RAINFROW**
- 0718
- 0121
- 0112
- 0209
- 0317
- 0506
- 0518

**Wall 3**
- ECE Charts

**Wall 4**
- Blank Wall
आंगनबाड़ी केंद्र सेवाएं

1. पूरक शोपाहर
   (SUPPLEMENTARY NUTRITION)

2. शाळा पूर्व शिक्षा
   (EARLY CHILDHOOD CARE & EDUCATION)

3. वृद्धि निगरानी तथा शोपाहर
   (NUTRITION & HEALTH)

4. टीकाकरण
   (IMMUNIZATION)

5. स्वास्थ्य जांच
   (HEALTH CHECK-UP)

6. सन्दर्भ सेवाएं
   (REFERRAL SERVICES)
Interior Design 2: Specifications
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