

**INDIAN INSTITUTE OF CORPORATE AFFAIRS
(Ministry of Corporate Affairs)**

INVITATION FOR EXPRESSION OF INTEREST (Eoi) for Short Term Programmes(STP) in CSR

Empanelment of Training Agency for Learning & Development (L&D), NFCSR

Date: 30th April 2015

Subject: EOI for Empanelment of Training Institutes/Organizations/Agency for Imparting CSR Training

Indian Institute of Corporate Affairs (IICA) has been established by the Ministry of Corporate Affairs (MCA), Government of India to act as a think-tank and centre of excellence to support the growth of the corporate sector in India through an integrated and multi-disciplinary approach. The state-of-the-art campus of IICA is located at Manesar in Haryana.

The IICA offers capacity building and advisory solutions to the Government, Statutory Authorities, Public/Private Sector, etc through its Schools and Centres. It creates customized programmes designed especially for the ministries, departments or companies as per their requirement. The Institute is playing an important role in implementing the new CSR mandate in the country in accordance with the Companies Act 2013.

Important definitions / clarifications:

“IICA” means Indian Institute of Corporate Affairs

“Recipient”, “Respondent” and “Bidder” means respondent to the Eoi document.

“Eoi” means this Eoi document

Words “Selected Bidder” means the bidder/applicant who is declared successful after completion of the entire process of technical evaluation, as defined under this Eoi.

“Bid” means response to this Eoi document.

This document is meant for the specific use by the Company / other entities interested to participate in the Eoi process. IICA expects the Bidders or any person acting on behalf of the Bidders to strictly adhere to the instructions given in the document and maintain confidentiality of information. The Bidders will be held responsible for any misuse of the information contained in the document and liable to be prosecuted by the IICA, in the event of such circumstances being brought to the notice of the IICA. After downloading the document, the concerned party is subject to confidentiality clauses.

Subject to above, the IICA invites ‘**Expression of Interest (Eoi)**’ from interested parties to Empanel for;

- A. Become a Partner of IICA for developing IICA Certified Trainers (ICT) in CSR;**
- B. Write, align and create L&D content around Behavioral skills.**
- C. Impart end to end Leadership Development Programmes with all measurements of pre and post program engagements process to its Partner Organizations & Top Executives of companies and Implementation Agencies with an objective to create a strong pipeline of leaders in the current competitive CSR environment.**
- D. Develop and deliver Behavioral Effectiveness Programs from the frontline teams to middle management with end to end measurements of pre and post program engagements process**

E. Impart Capacity Building and Skill Building programmes in the areas of Soft and Behaviour Skills to its Partner Organization & Middle Management.

SCOPE OF WORK

Honing Soft and Behavioral skills should address the development of attitudes and attributes as well as improvement in communication skills. This will, in turn, result in the ability to communicate thoughts and ideas effectively and interact with the right attitude. For this, the following aspects should be focused on:

Scope of Work - A (SOW1)

- **Becoming a Partner of IICA for developing IICA Certified Trainers (ICT) in CSR;**
 - Preparation of trainer and participant relevant guidebooks and training material that assists companies in implementing their CSR by providing information on the types of activities that could be undertaken, along with national and international best practices;
 - Development of pedagogic tools for Training of Trainers (ToTs) in order to create a cadre of professional trainers;
 - In addition to developing the facilitator and learner ToT material, the Partner would also be required to conduct the said training program for 25 trainers of IICA in Q1 (April – June 2015) itself and would be required to submit the cost for the training.
 - Assisting in delivering CSR Services to the country that include LTP (Long Term Programmes) and STP (Short Term Programmes) training, Advisory Consulting, Support services for Implementing Agencies, Workshops/Roundtables, Action Research etc.;
 - Documenting and sharing good practices, case studies, gap analysis etc; and managing other supporting activities;

Scope of Work - B (SOW2)

- **Impart end to end Leadership Development Programmes with all measurements of pre and post program engagements process to its Partner Organizations & Top Executives of companies and Implementation Agencies with an objective to create a strong pipeline of leaders in the current competitive CSR environment.**
 - Preparation of participant relevant guidebooks and training material that assists companies in implementing their CSR by providing information on the types of activities that could be undertaken, along with national and international best practices;
 - Development of pedagogic tools;

Scope of Work – C (SOW3)

- **Imparting Capacity Building Programmes in the areas of Soft and Behavioural Skills to its Partner Organizations, Corporates and Implementing Agencies. The indicative Soft and Behavioural skills Programme are;**
 - Building Effectiveness
 - Bridging the Execution Gap
 - Increasing Productivity through Effective Management
 - Problem solving skills
 - Behavioral Traits - attitude, motivation, time and stress management, business ethics, leadership and inter personal skills and team building.
 - Problem-solving Skills - creative, critical and analytical thinking, conflict handling, and decision-making
- Preparation of trainer and participant relevant guidebooks and training material that assists companies in implementing their CSR by providing information on the types of activities that could be undertaken, along with national and international best practices;
- Development of pedagogic tools for Training of Trainers (ToTs) in order to create a cadre of professional trainers;
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Who would be attending these trainings?

Corporates Heads, Directors, Senior Management of NGOs/ Social Enterprises- CEO/COO/CFO, Resource Mobilization Officers, Fund raising Teams, Project Managers, Finance Managers, Program Coordinators.

Eligibility criteria

In order to be eligible to apply, an organization/agency must be any one of the following:

1. A Company registered under the Companies Act 1956/2013
2. A firm registered under the Partnership Act
3. An entity registered under any of the following acts:
 - a. Societies Registration Act, 1860
 - b. Any Public Trust registered under the Indian Trust Act/Income tax Act,1962
 - c. Section 25/Section 8 of the Companies Act,1956/ 2013.

Mandatory requirements:

1. Established track record of **at least ten years** in providing corporate trainings/skill development in Public Sector organizations , Government bodies and large multi-national in India and Abroad;
2. Established track record of **at least five years** in developing Content, Study Material, training Videos, Audios, Trainers Guide Books, training Pedagogy, Assessments, Evaluation in the areas of Training of Trainers (ToT), Trainer Certification, Leadership Development, Capacity Building areas.
3. An **all India presence***, especially in major metros/Tier 1 cities. Should have relevant experience in conducting programs in multi cities.
4. Should have a strong team of **at least 50 full-time professionals/resource persons / employees** capable of providing high quality Learning and Development support as per the requirements of the IICA.
5. Should have presence in India **for the last 10 years** and with a **turnover of at least Rs. 10 Crores** on average over FYs 2012-13, 13-14, 14-15 out of services rendered in the field in India through Training /Advisory / Consulting Services and Soft and Behavior skill trainings.
6. Have **at least 10 years of global experience** in Training /Advisory / Consulting Services and Soft/ Behavioral skill trainings.

Mandatory Documents Required to be submitted:

The following documents are required to be submitted by the organization to the IICA at the time of submitting the Application Form:

A) A Company registered under the Companies Act 1956/2013

- i. Registration Certificate
- ii. Audited Accounts of last three financial year
- iii. Acknowledgement of Income Tax Return along with IT Return filed (last three financial years)
- iv. Pan Card Copy
- v. Annual Reports of last 3 financial years

B) A firm registered under the Partnership Act

- i. Registration Certificate
- ii. Audited Accounts of last three financial year
- iii. Acknowledgement of Income Tax Return along with IT Return filed (last three financial years)
- iv. Pan Card Copy
- v. Annual Reports of last 3 financial years

C) A Registered entity under any of the following:

- a. Societies Registration Act, 1860/Any Public Trust registered under the Indian Trust Act/Income Tax Act,1961/Section 25/Section 8 of the Companies Act, 1956/ 2013
- b. A govt. training institution formed by either Act of Parliament/Assemblies, or orders of the govt. department/s or RBI etc.

Selection Criteria

The eligible organizations/agencies/institutions who have submitted the EoI within the stipulated date/time (5pm, 15th May 2015) will be evaluated on the basis of their relevant experience and expertise of providing similar services in India and Abroad. The organizations/agencies/institutions may provide the details of assignments undertaken by them through the website links, power point presentations, printed literature viz. profile, brochures etc. along with the Application Form. The organizations/agencies/institutions may also be required to make a presentation before a Selection Committee. The organizations will be shortlisted on the basis of details given in the application and presentation made, if any, before the Selection Committee.

Selected organizations/agencies/institutions will be required to execute an Agreement, with IICA for the provision of services as per need of the rollout of above said training programs in the country. Proposed agreement can be seen during the office hours with Nikhil Pant, Chief Programme Executive (CPE), NFCSR, **Indian Institute of Corporate Affairs - 2nd Floor, Paryavaran Bhawan, CGO Complex, Lodhi Road New Delhi-110003** before the last date of receipt of EoI, 5pm of 15th May 2015.

Empanelment of the training institutes will be based on evaluation of the inputs provided and presentation by the shortlisted institutes. Interested training institutes may furnish the following information for short listing:

S. No	Head	Main Criteria (Marks)	Sub-Criteria (Marks)
1	Name of the institute /Organization/ Agency a) Credentials of the institute/Organization b) Registration details and affiliation, if any	5	3
			2
2	Average financial turnover for the last 3 years a) 10 Cr & Above b) 5cr & above but less than 10 Cr c) 2Cr & above but less than 5Cr	15	15
			8
			6
3	Training resources a) No of resource persons available for mobilization of Soft & Behavioural skill training programs	10	10
4	Global & India Experience in domain of imparting training in Soft & Behavioural skills a) 10 years and above b) 5 years to less than 10 years c) 1 year to less than 5 years	10	10
			8
			6
5	Training Delivery (In Soft skills) – In India and Global a) No of persons trained during last three	15	5
			5

	years b) No & list of corporate clients c) No & list of PSU/Education clients d) No & list of Government clients. e) List of long term (> 4 years) tie up with industry/ corporate for imparting training		2
			2
			1
6	Training fields: <ul style="list-style-type: none"> • Preparation of trainer and participant relevant guidebooks and training material; Development of pedagogic tools for Training of Trainers (ToTs) in order to create a cadre of professional trainers; Documenting and sharing good practices, case studies, gap analysis etc; and managing other supporting activities; • Imparting Capacity Building programmes in the areas of Soft and Behavioural Skills to its Partner Organizations, Corporates and Implementing Agencies. The indicative Soft and Behavioural r skills programme are; <ul style="list-style-type: none"> ▪ Building Effectiveness ▪ Bridging the Execution Gap ▪ Increasing Productivity through Effective Management ▪ Problem solving skills ▪ Behavioral Traits - attitude, motivation, time and stress management, business ethics, leadership and inter personal skills and team building. ▪ Problem-solving Skills - creative, critical and analytical thinking, conflict handling, and decision-making 	10	4
			6
7	Approach and methodology used by the organization/agency/ institute for training and pre/post training evaluation.	20	
8	Presentation by the institute/ organization/ agency	10	
9	a) Approx. cost of training per day (7-8 hrs session) b) Venue and Equipment hiring to be arranged by IICA	5	
TOTAL MARKS		100	

APPLICATION FORM FOR APPLYING TO BECOME A SERVICES PARTNER

A Company registered under Companies Act 1956/2013;A firm registered under the Partnership Act or

Any other registered entity under Societies Act,Indian Trust Act/Income Tax Act etc.

(To be filled and submitted along with the required documents)

Name of the organization/firm/agency:	
Established (year):	
Registration Details: (Act & Registration Number)	
Date of Registration:	
Type of Organization/firm/agency	

Contact Information:

Registered Address:	
Phone Nos:	
Fax	
E-mail	
Website	
Office Address:	
Phone Nos:	
Fax	

Eligibility Criteria:

Type of Organization	Yes	No
Established track record of at least three years in providing corporate trainings/skill development and/or advisories/consultancies in India& Abroad		
An all India presence, especially in major metros/Tier 1 cities.		
A strong team of at least 50 full-time professionals/resource persons capable of providing high quality training programmes as per requirements of the IICA.		

A client base spread across bi-lateral and multi-lateral agencies, major international governments and Foundations, Government of India, State Governments, Private Sector Indian Companies, Public Sector Enterprises, NGOs etc.		
A turnover of at least Rs. 10 Crores on average over FYs 2012-13, 13-14, 14-15 with regard to services rendered in India through Training /Advisory / Consulting Services and Soft & Behavioural skill trainings.		

Mandatory Documents Required to be submitted:

The following documents are required to be submitted by the organization to the IICA at the time of submitting the Application Form:

Name/Type of Documents	Yes	No
Registration Certificate		
Audited Accounts of last three financial years		
Acknowledgement of Income Tax Return along with IT Return filed (last three financial years)		
Pan Card Copy		
Annual Reports of last 3 financial years		

Please enclose along with this Application Form, the "Documents Required" as referred to in Page Nos. 3 of the EoI.

The Mail should be prominently marked "EoI FOR STP IN CSR PARTNER" to IICA by Registered Post/Courier/Speed Post at the following address latest by 5pm on 15th May 2015.

**Administrative Officer,
Indian Institute of Corporate Affairs,
2nd Floor, Paryavaran Bhawan
CGO Complex, Lodhi Road
New Delhi - 110003**

Mandatory Undertaking (to be filled in by the applicant Organisation)

I, _____, designation _____ on behalf of _____ do hereby solemnly affirm and declare that the information given above is true to the best of my knowledge and belief and is based on the information provided to me by my organization and I hereby agree and accept that if any part of the information is found to be false or misappropriate, shall be liable to disqualification from associating with the IICA as an Empaneled Partner.

Signature: _____ Date: _____

Name: _____

Designation: _____

Contact Details: _____

Organisation: _____

Name & Signature of the Head of the Organisation (with Organisation Seal)

Date/Place: _____

Submission of the EOI:

The EOI alongwith all mandatory supporting documents should be sent to the **Indian Institute of Corporate Affairs - Delhi CGO Office at 2nd Floor, Paryavaran Bhawan, CGO Complex, Lodhi Road New Delhi-110003, last by 5 pm on 15th May 2015.**