

INDIAN INSTITUTE OF CORPORATE AFFAIRS
(Ministry of Corporate Affairs)

INVITATION FOR EXPRESSION OF INTEREST (Eoi) for
IICA Certified trainer in CSR (ICT in CSR)

Indian Institute of Corporate Affairs (IICA), established by the Ministry of Corporate Affairs (MCA), Government of India to act as a think-tank and center of excellence to support the growth of the corporate sector in India.

The IICA is a premier national institution primarily engaged in training, capacity building and action-research in the domain of corporate affairs. It offers capacity building and advisory solutions to the Government, Statutory Authorities, Private Sector, etc. through its Schools and Centers, creating customized programmes designed especially for institutions, ministries, and departments of companies that seek training as per their requirement.

As the CSR mandate in the country rolls out, the institution is expected to scale up these functions at a rapidly increasing rate. In order to meet this requirement and to ensure high quality knowledge dissemination on CSR in the country, the **Learning & Development (L&D)** Vertical at the National Foundation for CSR (NFCSR) at the IICA is planning to create a pool of IICA Certified trainers (**ICT in CSR**) who may be engaged, from time to time, in the implementation of IICA's various education and training initiatives, and would thereby help contribute to sustain and further develop the same.

In light of the above, the IICA invites '**Expression of Interest (Eoi)**' from individuals/parties interested in becoming: **IICA Certified Trainer in CSR (ICT in CSR) / Resource Person** for the Institute.

Scope of the Eoi

Typical functions of the trainers will include:

1. Delivering lectures or workshops on CSR at various centers pan India.
2. Acting as educational advisors in study sessions organized with various centers

3. Develop engaging training solutions that are learner-centered
4. Learn and apply effective training techniques for managing participants, engaging a variety of learning styles, and creating an effective positive learning environment, and managing classroom challenges.
5. Being part of the training teams in charge of the planning, implementation and evaluation of training courses – these may include e-learning activities, project development support and mentoring.
6. Evaluations, surveys, drafting reports, documentation of activities
7. Conducting needs assessment, developing learning objectives, and evaluating the impact of your training initiatives.
8. Other areas as may be needed

Identified trainers who successfully receive certification after training may be engaged for specific programme activities that are being delivered by the NFCSR.

All certified trainers would be expected to adhere to the values, mandate and quality standards of the IICA.

All certified trainers will be compensated as per the prevailing IICA norms as and when they are engaged for specific activities by the IICA.

Eligibility Criteria:

- 1) A Bachelor's Degree in any discipline from a recognized national/international institution
- 2) 5 years of work experience
- 3) Should have Excellent Communication skills
- 4) Ability to deliver trainings in English and Hindi
- 5) Ability to prepare content knowledge tests to check on the learning outcome
- 6) Should be open to travel since these activities will be performed in different locations across India; therefore willingness to travel to different sites as per need is a must.

Experience in conducting **educational activities, managing / implementing development sector projects / professors / education experts will be given preference.**

Selection Criteria

The eligible candidates that submit the Application Form within the stipulated date/time will be evaluated on the basis of their relevant experience and expertise of providing similar services in India and abroad. The candidate may provide the details of assignments undertaken by them in the form of website links, power point presentations, printed literature, etc. along with the Application Form.

The candidate may be required to appear before a Selection Committee appointed by the IICA.

Along with the Application Form, aspiring candidates must submit a written Statement of Purpose on the topic:

Please discuss your motivation for applying to the IICA-ICT in CSR Programme; what this experience will mean to you and what are your goals upon the completion of the training to become an ICT in CSR.

Referring to the function, please explain why you are suitable for this role, focusing on the skills, knowledge and experience in the field of CSR that you bring forth. Please also impress upon how CSR can contribute to Nation Building. (Minimum 500 words)

Programme Overview

Selected candidates will be intensively trained by IICA Subject Matter Experts to emerge as Individual Trainers, comprehensively equipped to facilitate IICA's programmes on CSR in the country. Certification would be provided only on clearing an exam at the end of this training.

As per need, ICTs may also be provided other opportunities of engagement by the IICA.

More information on IICA programmes in CSR can be found on www.iica.in.

General Information about the Programme

The first batch of 25 selected candidates will undergo an intensive 4 day training in Delhi tentatively on **April 28th 2015**. The Selected candidates who wish to undergo this training for certification would be required to pay a fee of **Rs. 35,000** (including service tax @14%) **to IICA prior to the training**, this fee includes all literature and supporting material, training, lunch and refreshments.

Candidates are expected to bear their travel and stay expenses.

Upon certification, candidates may be engaged as part of a resource pool by IICA to conduct trainings and participate in other NFCSR activities for nationwide dissemination of CSR education.

Mandatory Documents Required:

The following documents (self-attested copies) are required to be submitted by the applicant to the IICA at the time of submitting the Application Form:

- i. Certificate of Qualification
- ii. Certificate / documents of work experience
- iii. Pan Card Copy
- iv. Statement of Purpose

General Instructions for the EoI:

The **eligible** individuals meeting the **Mandatory Requirements** may submit their EOI through the attached **Application Form** along with **Mandatory Documents Required** as stated in this EoI, in a sealed envelope prominently marked "**EoI FOR ICT IN CSR**" (tick mark the relevant area) and delivered to the following address latest by **5 pm on 5th April 2015:**

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

Further information may be obtained from the web site www.iica.in or Chief Programme Executive, National Foundation for CSR (NFCSR), Indian Institute of Corporate Affairs (IICA) – email: stp.nfcsr@gmail.com

APPLICATION FORMS

APPLICATION FORM FOR APPLYING TO BECOME AN ICT IN CSR

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

Name	
Address	
Contact details: <ul style="list-style-type: none">• Email ID• Mobile number• Landline number	

Eligibility Criteria:

Qualifications etc.	Yes	No
A Bachelor's Degree in any discipline from a recognized national/international institution.		
Proficiency in spoken & written English and at least one other regional language/Hindi;		
5 years of work experience		
Minimum 25 years of age		

Mandatory Documents Required:

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

Name/Type of Documents	Yes	No
Certificate of Qualification		
Certificate / documents of work experience (please attach copies of relevant documents)		
PAN Card copy		
Statement of Purpose		

Please enclose along with this Application Form, the “Documents Required” as mentioned above.

The Mail should be prominently marked “EoI FOR ICT IN CSR” to IICA by Registered Post/Courier/Speed Post at the following address latest by 5 pm on 5th April 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)

On this _____ (DATE) of _____ (MONTH), _____ YEAR, I hereby agree and accept that all information given above is true to the best of my knowledge and if found false or misappropriate, shall be liable to disqualification from associating with the IICA.

Signature: _____

Date: _____

Name: _____

Contact Details: _____