

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

INVITATION FOR EXPRESSION OF INTEREST (EoI)

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, Haryana in the National Capital Region.

In order that Corporates can connect with good quality and well established Implementing agencies, IICA has set up a **CSR Implementation Agency Hub**. This would seek to meet the urgent requirement by corporates who would look out for trustworthy and reliable implementing agencies. The CSR Implementing Agency Hub would create a database of credible IAs and would undertake their capacity building through long term and short term training programs.

The IICA invites '**Expression of Interest**' from interested organizations for undertaking the following:-

- 1. Development of Training Material (content development) in the form of various modules to be used**

and/or

- 2. Conduct various CSR trainings for Implementation Agencies to be launched by the IA Hub at the IICA**

This is basically required to meet the burgeoning requirement for such Implementing Agencies in light of the new and enlarged implications emerging out of Section 135 of the Companies Act 2013.

Eligibility Criteria for application:

1. Agencies / organizations/ with proven track record having minimum three years experience in developing Training Material (classroom & online) for the effective implementation of CSR projects. (if applying for Content Development)

2. Conducting classroom and online trainings in the fields of CSR and Sustainability for various stakeholders across India (if applying for Conduction of Trainings)
3. Should have minimum five permanent content developers (for content development)
4. Should have experience in content development of such modules and conduction of such trainings
5. Should have sufficient logistics arrangement for conduct of such trainings

Mandatory Documents Required:

The following documents are required to be submitted mandatorily by the organization to the IICA along with the EoI:

- i. Registration Certificate
- ii. Audited Accounts of last three year
- iii. Acknowledgement of Income Tax Return along with IT Return filed (Last three years)
- iv. Pan Card Copy
- v. Annual Reports / Work Profile of last 3 years, indicating client base etc.
- vi. Proposal for the following:-
 - **The development of Content for Training of NGOs (an outline of each module specifying the deliverables)**
 - **Effective execution of such trainings with a business plan**

Selection Process

The eligible organizations will be evaluated on the basis of their capacity to effectively develop Training Material as per IICA requirement within 45 working days of being selected/ placing the order. Details of the modules are as follows:-

- ✓ The changing IA funding landscape in India;
- ✓ The evolving CSR ecosystem in India: Market Analysis;
- ✓ The scope for NGOs in CSR partnerships: Partnership models, innovations and value addition;
- ✓ How to do business development for CSR partnerships: PSUs, MNCs and MSMEs;
- ✓ The convergence point what businesses look for and what NGOs want;
- ✓ SWOT Analysis and capacity building;
- ✓ Financial Management

- ✓ How to prepare yourself : Concept Note/Project Writing Log frame matrix, Reporting process- Documentation- Monitoring & Evaluation, Budgeting – Internal (budgeting V/s Actual & External and Social Audits)
- ✓ Impact Assessment
- ✓ Report Preparation

The shortlisted organizations would be called for a presentation to IICA at Manesar.

Selected Organization/s will be executing an Agreement with the IICA.

The **eligible** organizations **may** submit their EOI in the attached **Application Form** along with the **Mandatory Documents** , in a sealed envelope prominently marked "Eoi for IA Hub" and delivered to the following address latest by **15th June, 2015 latest by 5.p.m.**

**Administrative Officer,
Indian Institute of Corporate Affairs,
2nd Floor, ParyavaranBhawan,
CGO Complex, Lodhi Road,
New Delhi – 110003**

Further information may be obtained from the web site www.iica.in or Programme Executive, IA Hub, National Foundation for CSR (NFCSR), Indian Institute of Corporate Affairs (IICA) – geetanjali.gaur.iica@gmail.com

APPLICATION FORM

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

Name of the Organisation:	
Year of establishment	
Act under which registered with registration number.	
Date of Registration:	
Type of Organisation	

Exemption-I.T etc	
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Contact Information:

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

Eligibility Criteria:

Type of Organisation (Please tick appropriate column)	Yes	No
University		
Deemed University		
College or Educational body affiliated to either a University recognised by UGC or an Institution recognised by the AICTE		
Registered under any of the following:		
<ul style="list-style-type: none"> • Societies Registration Act, 1860 		
<ul style="list-style-type: none"> • Any Public Trust Act at the National/State level 		
<ul style="list-style-type: none"> • Section 25/Clause 8 of the Companies Act 		

• Any other (Please specify)		
Experience/turnover requirements		
At least a 2 year track record during any period of its existence/operations of working with any government organization or Department/Public Sector		
Should have a minimum annual turnover of Rs. 1 Crore per year for the last 3 years (2011-12, 2012-13, 2013-14)		

Documents :

Please tick the documents enclosed with the application

Name/Type of Documents	Yes	No
Registration Certificate		
Audited Accounts of last three years		
Acknowledgement of Income Tax Returns along with IT Return filed (last three years)		
Pan Card Copy		
Annual Reports of last 3 years		
Proposal for the following:- <ul style="list-style-type: none"> • The development of Content for Training of NGOs (an outline of each module specifying the deliverables) • Effective execution of such trainings with a business plan 		

Please enclose along with this Application Form, the “Documents Required” as referred to in Page Nos. 2 of the EoI.

The envelope should be prominently marked "EoI FOR IA Hub" and sent to IICA by Registered Post/Courier/Speed Post at the following address by 15th June, 2015 latest by 5.p.m.

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

Mandatory Undertaking (to be given by the applicant Organisation)

On this _____ (DATE) of _____ (MONTH), _____ YEAR, , I,
_____ employed in the organization as _____ here by
confirm and undertake that:-

1. I am duly authorize by the organization to give this undertaking
2. the information given above is true to the best of my knowledge and belief and nothing has been concealed therefrom
3. the information has been drawn from the records of the organization.

I hereby further agree and accept that my organization will be disqualified and the association of my organization with IICA shall cease to exist if the aforesaid information is proved to be wrong at any point of time in future.

Signature: _____

Date: _____

Name: _____

Designation: _____

Contact Details: _____

Organisation: _____

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

Date/Place: _____