

F.No. IICA-45-12/2016
INDIAN INSTITUTE OF CORPORATE AFFAIRS
(Ministry of Corporate Affairs, Govt. of India)

**OPEN-ENDED INVITATION FOR EXPRESSION OF INTEREST (EoI) for
empaneling Resource Persons for NFCSR, IICA**

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 (CoE) 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 Centers. It creates customized programmes designed especially for the Ministries, departments or companies as per their requirement, through its various schools and Centers. 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

“**NFCSR**” means National Foundation for CSR

“**Recipient**”, “**Respondent**” means respondent to the EoI document.

“**EoI**” means this Open ended Expression of Interest document

Words “**Selected Resource Persons**” means the applicant who is declared successful after completion of the entire process of technical evaluation, as defined under this EoI.

This document is meant for the specific use of such entities, expert individuals who are interested to participate in the EoI process. IICA expects the applicant or any person acting on behalf of the applicants to strictly adhere to the instructions given in the

document and maintain confidentiality of information. The applicants 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 the above, the IICA invites '**Expression of Interest (EoI)**' from interested to become Domain/Subject matter Expert for **National Foundation for Corporate Social Responsibility, IICA.**

RATIONALE:

IICA has reached a stage in the development curve where Schools/Centers have started functioning in a robust manner. This is also a stage where relationship with clientele in Corporate sector, PSUs, Govt. institutions, Private sector, Educational institutions etc. need to be strengthened.

In order to meet these rising expectations and requirements, IICA needs to build up its core strength and this can be best done by empaneling Individual experts in required areas who would be designated as Resource persons.

SCOPE OF WORK:

In order to be able to meet rising expectations and requirements of clients within Govt., PSUs as well as Private Sector and Civil Society organizations, IICA needs to build its strength in various sub-domains related to NFCSR,IICA.

Specific areas of work will relate to:

- Development as well provisioning of **Data analysis** for various studies done by NFCSR, IICA;
- **Writing of CSR Project Assessment Reports** of the studies as well as other types of reports prepared by NFCSR, IICA;
- **Proof Reading** of reports prepared by NFCSR,IICA

- Documenting and sharing good practices, case studies, gap analysis etc; and managing other supporting activities;
- Legal vetting as well as preparation of MoUs/Contracts/Agreements etc.
- Any other work as decided by NFCSR,IICA from time to time

ELIGIBILITY CRITERIA:

In order to be eligible to apply, the applicant must be having the following qualifications and experience:

1. An Individual expert with at least 2 years of experience in the respective area of expertise;

MANDATORY REQUIREMENTS:

1. Established track record of **at least two years** in Research, Data analysis, Proof reading, Publication of papers, 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, proposals etc.
2. The applicant could be based anywhere in India but should be willing to travel anywhere in India depending upon the requirements of the assignment.
3. Should have a strong network and professional relationship with **professionals/resource persons / employees** capable of providing high quality Learning and Development support as per the requirements of NFCSR, IICA.

Mandatory Documents to be submitted along with Application form:

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

A. For Individual Resource Persons:

- i. They should either give service tax registration certificate or should be willing to give an Undertaking to register themselves with Service Tax authorities within 3 months of empanelment
- ii. Copy of the Pan Card
- iii. List of assignments handled in the last three 2 financial years or relevant experience

Selection Criteria:

The eligible Individual experts/Organizations/Agencies/Institutions who have submitted the EoI by 20th of every month will be by an expert committee constituted by IICA. The EOI/bids will be evaluated on the basis of their relevant experience and expertise of providing similar services in India and Abroad Individual experts 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 applicable Application form.

The Individual experts may also be required to make a presentation before a Selection Committee constituted for NFCSR, IICA. The Individual experts will be shortlisted on the basis of details given in the application and presentation made, if any, before the Selection Committee.

Remuneration: Please note that this empanelment of Domain experts/Agencies will be done on pro-bono basis and should not be considered as any offer of employment with IICA whatsoever.

The experts will however be paid on per assignment basis only as and when required as per the organizations policy and approved rate chart of IICA.

Selected Individual experts will be required to execute an agreement, with IICA for the provision of services as per need of the rollout of above assignment. The agreement will be valid for three years with a six monthly performance review clause.

APPLICATION FORM FOR APPLYING TO BECOME RESOURCE PERSON WITH IICA

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

Name of the Individual Expert:	
Established (year)/ Date of Birth (in case of individual expert):	
Contact Address:	
Phone Nos:	
Fax	
E-mail	
Website	
Office Address:	
Phone Nos:	
Fax	

Mandatory documents required to be submitted with Application:

The following documents are required to be submitted to the IICA at the time of submitting the application form:

(i) For Individual Resource persons:

Name/Type of Documents	Yes	No
Goods and Service tax registration certificate (if applicable) or an undertaking to get registered with Goods & Service Tax authorities within three months of empanelment (if applicable)		
Copy of the PAN card		
List of assignments handled in the last three financial years		

Mandatory Undertaking (to be filled in by the applicant Individual experts)

I, _____, designation _____ do hereby solemnly affirm and declare that the information given above is true to the best of my knowledge and belief and I hereby agree and accept that if any part of the information is found to be false or misappropriate, I shall be liable to disqualification from associating with the IICA as an empaneled expert.

Name: _____

Designation: _____

Contact Details: _____

Signature: _____ Date: _____ Place: _____

Submission of EOI:

The Mail should be prominently marked "**Open ended EoI for empaneling Resource Persons in NFCSR, IICA**" by Registered Post/Courier/Speed Post at the following address **latest by 20th of every month.**

To,

The Chief Administrative Officer

Indian Institute of Corporate Affairs

P-6,7,8, Sector-5

IMT Manesar-122050

Gurgaon, Haryana, India

Note: This is an open EOI process. All applications submitted by 20th of every month will be evaluated by IICA's Committee within one month period and shortlisted candidates will be entered into agreement with NFCSR, IICA.