

IICA-GIZ Business Responsibility Initiative

REQUEST FOR PROPOSAL

Indian Institute of Corporate Affairs
Ministry of Corporate Affairs
Plot No- P 6, 7, 8, Sector-5, IMT Manesar
Gurgaon, Haryana

Request For Proposal: IICA-GIZ Business Responsibility Initiative

TITLE OF THE ASSIGNMENT	Developing ToT Toolkit on the NVGs
TENDER NUMBER	
CONTRACT PERIOD	August 2013 - October, 2013
DATE OF ISSUE	August 8, 2013 (tendering date)
CLOSING DATE	August 22 , 2013 (last date for proposal)
Nature of Bidding	Limited tendering

Table of Contents

Section 1: Instructions to Agencies..... 4

Address and Formal Requirements..... 4

The Technical Proposal..... 5

The Financial Proposal..... 5

Cost of preparing the Bid 5

Material and Equipment 5

Formation of Consortium 6

Modification/withdrawal of the bid 6

Other Requirements 6

Bid Data Sheet 7

Section 3: Terms of Reference 10

Background..... 12

Context 14

Objective 14

Scope of Services and Deliverables..... 15

Outline of Tasks..... 18

Deliverables and Time Schedule 20

Payment Schedule..... 20

Eligibility Criteria and Expertise/Skill sets required 21

Other Terms and Conditions 21

Section 4: Technical Proposal: Standard Formats 23

Section 5: Financial Proposal: Standard Formats 27

Annex 1: Technical Proposal Evaluation Grid..... 29

Section 1 — Instructions to Agencies

The Agencies are invited to submit a Technical Proposal and a Financial Proposal, as specified in the Data Sheet, for consulting services required for this assignment. The Proposal will be the basis for contract negotiations and ultimately for a signed Contract with the selected Consultant. Agencies are expected to familiarize themselves with the terms and conditions of Request For Proposal (RFP) and take these into account in preparing their Proposals.

1. Address, and formal requirements

Indian Institute of Corporate Affairs
Ministry of Corporate Affairs
Plot No- P 6,7,8, Sector-5, IMT Manesar
Gurgaon, Haryana

Deadline for submission of bids: 4:00 pm, 22 August 2013

The bids are to be sent in double envelopes. The inner envelope must be sealed and bear the following inscription:

Envelope 1

Financial Proposal for Consulting Services for “Developing Training of Trainers Toolkit on the NVGs”

Envelope 2

Technical Proposal for Consulting Services for “Developing Training of Trainers Toolkit on the NVGs”

The Outer envelope containing these two envelopes should be marked:

“Developing Training of Trainers Toolkit on the NVGs”

Not to be opened before (August 23, 2013)

All copies of the bid must be submitted by courier/post/hand in letter form. The above formal requirements regarding envelopes and marking also apply to further copies of the bid.

2. The Technical Proposal

Request For Proposal: IICA-GIZ Business Responsibility Initiative

It should include detailed working concept which allows **Indian Institute of Corporate Affairs (IICA)** to examine the technical aspects in the light of the project objective (only in case, a detailed concept is not already given by GIZ). Also, if applicable, special tasks requested within the scope of the terms of reference (TOR). Technical proposals should be submitted in the following format using standard forms as outlined in **Section 4**.

- 1) Executive Summary
- 2) Profile
- 3) Relevant Experience
- 4) Technical Response
- 5) Description of the Team
- 6) Matters not appropriate in any other section

There should be no price information anywhere in the technical proposal document. Failure to comply will result in a disqualification of the bid.

3. The Financial Proposal

Price quotation is to be submitted in a separate envelope together with your technical proposal and should be prepared using the Standard Formats as outlined in **Section 5**. It shall list all costs associated with the assignment, including (a) remuneration for staff, and (b) reimbursable expenses indicated in the Data Sheet. If appropriate, these costs should be broken down by activity.

4. Cost of preparing the bid

No remuneration will be paid for preparation of the bid and the documents to be attached thereto. The bids, together with the attached documents, shall become the property of the Indian Institute of Corporate Affairs, without entitlement to remuneration. A request that the first-ranked bidder present candidate staff members previous to the awarding of the contract does not constitute grounds for a claim for reimbursement of related costs from the IICA.

5. Material and Equipments

Details on the materials and equipment needed, generally to be procured by the IICA-GIZ Business Responsibility Initiative; the TORs for planned subcontracts, other measures as well as training planned for partner experts or staffs in the framework of preparation for the assignment are also to be provided, if needed.

6. Modification/withdrawal of the bid

Request For Proposal: IICA-GIZ Business Responsibility Initiative

Adjustments to or withdrawal of bids are to be communicated in writing by post by the deadline for submission of bids. Subsequent adjustments or modifications to the bid, which can be submitted up to the deadline for submission of bids, shall also be subject to the requirements for sending in the bid. The front of the envelope is to be clearly marked as...

**Adjustment to Financial Proposal or Technical Proposal for consulting services for
“Developing Developing Training of Trainers Toolkit on the NVGs”
(as the case maybe)**

7. Other requirements

Agreements with third parties in restraint of competition, which are to the disadvantage of the GIZ, are not permissible and will lead to the bid not being considered.

The documents submitted in response to the request to bid shall be treated confidentially by yourself and may only be made available to third parties in connection with potential subcontractors in relation to your bid. Non-compliance may result in the bid not being considered.

8. Data Sheet

1.1	Name of the Client: Indian Institute of Corporate Affairs Method of selection: Single stage- two envelop; Quality-cum-Cost Based Selection Method (QCBS)
1.2	Financial Proposal to be submitted together with Technical Proposal: Yes Name of the assignment is: “Developing Training of Trainers Toolkit on the NVGs”
1.3	Proposals must remain valid 60 days after the submission date
2.1	All Clarifications required by bidders with reference to this RFP may be sent latest by August 6, 2013 on the email: nandini.sharma@giz.de All such queries will be compiled and a consolidated reply will be sent to all the bidders by August 9, 2013 (3 DAYS)
3.1	Proposals shall be submitted in the following language: English
3.2	Agencies may associate with other Consultants: Yes
3.2	The estimated number of calendar-months required for the assignment is two months

Request For Proposal: IICA-GIZ Business Responsibility Initiative

	from the date of contract signing			
3.3	Training is a specific component of this assignment: No			
3.4	<p>Applicable Reimbursable Expenses</p> <p>(1) a per diem allowance in respect of Personnel of the Consultant for every day in which the Personnel shall be absent from the home office for purposes of the Services</p> <p>(2) cost of necessary travel, including transportation of the Personnel by the most appropriate means of transport and the most direct practicable route</p> <p>(3) cost of local communications such as the use of telephone and facsimile required for the purpose of the Services</p>			
3.5	<p>Amounts payable by the Client to the Consultant under the contract to be subject to local taxation: Yes</p> <p>Service tax will be applicable as per prevailing tax law in India. As per Indian Tax Law, income tax at source has to be deducted on payments to agencies, if such payments exceed Indian Rupees 30,000 p.a.</p>			
4.1	Consultant must submit the original and two copies of the Technical Proposal, and the original of the Financial Proposal			
4.2	<p>The Proposal submission address is:</p> <p>Head, Centre for Institutional Partnerships & Corporate Communications Indian Institute of Corporate Affairs Ministry of Corporate Affairs Plot No- P 6, 7, 8, Sector-5, IMT Manesar Gurgaon, Haryana</p> <p>Proposals must be submitted no later than the following date and time: 4:00 pm on August 22, 2013</p>			
5.1 (a)	<p>The number of points to be assigned to each of the staff positions or disciplines shall be determined considering the following sub-criteria and relevant percentage weights:</p> <table border="0"> <tr> <td>1)</td> <td>Experience of the consultant</td> <td>12%</td> </tr> </table>	1)	Experience of the consultant	12%
1)	Experience of the consultant	12%		

Request For Proposal: IICA-GIZ Business Responsibility Initiative

	<p>2) Appropriateness of suggested concept and work plan 30% (<i>Points on this will be awarded taking into account the technical proposal and technical presentation (on the concept and the methodology of the trainings) –which will be made to a selection committee appointed by the Project</i>)</p> <p>3) Technical backstopping 8%</p> <p>4) Qualification of local staff 50%</p> <p>Total weight: 100%</p> <p>Please refer annex I for detailed technical assessment grid of the offer</p>
5.1(b)	The minimum technical score required is 50%
5.1 (c)	Financial bids of only those bidders will be opened who score 50% or more in technical proposal.
5.2	Financial quotes to be provided in INR
5.3	<p>The weights given to the Technical and Financial Proposals are: Technical = <u>0.7</u> and Financial = <u>0.3</u> Total score for technical proposal will be sum of technical proposal and presentation both.</p>
6.1	Expected date for commencement of consulting services: August 2013

Section 3: Terms of Reference

Training of Trainer Toolkit on the NVGs

1) Background

The IICA-GIZ Business Responsibility Initiative, is the bilateral cooperation Project between the Indian Institute of Corporate Affairs (IICA), a think tank and training institute established by the Ministry of Corporate Affairs and the Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH, a federally-owned international cooperation enterprise for sustainable development which operates worldwide.

The IICA-GIZ Business Responsibility Initiative, (earlier called the IICA-GIZ CSR Initiative, “Project” hereafter) began in 2008 with the objective of developing and fostering a India specific common understanding of CSR based on the triple bottom line approach (i.e. the social, environmental and economic responsibilities of businesses referred to as **Business Responsibility**). Towards this goal, the Project has supported the IICA in developing a multi-stakeholder platform for dialogue and consensus building to achieve a uniform and comprehensive understanding of Business Responsibility (BR). The success of this platform is reflected in the release of the **National Voluntary Guidelines on Social, Environmental and Economic Responsibilities of Businesses (NVGs, which represent a lucid understanding of BR)** on July 8, 2011 by the Ministry of Corporate Affairs under the aegis of this Project.

The Project has been extended for a period of two years beginning June, 2012 to design and roll out activities that aid effective **implementation of the NVGs and to strengthen IICA’s role as a leading national platform for promoting BR**. Accordingly the Project approach for the extended period of two years is premised on two main pillars: **Advocacy and Capacity Development** of select multiplier constituencies on BR. This will be achieved by actively engaging with multiplier institutions such as Chambers and Industry associations, Business-schools, financial institutions, government, consumer groups and media (*for the cascading effect*) to design and implement pilots initiatives which promote adoption of responsible business practices (as enunciated in the NVGs).

2) Context:

The Indian Institute of Corporate Affairs (IICA) has been established by the Ministry of Corporate Affairs (MCA), Government of India to serve as a policy think tank and a leading national capacity development institution **supporting the sustainable growth** of Indian businesses, including enhancing their **global competitiveness** and **mitigating operational risks** by helping them adopt responsible business behaviour. Towards this endeavour of mainstreaming the NVGs, which inheres the concept of Business Responsibility, the IICA is presently developing trainings on the NVGs, which are based on the triple bottomline (people, planet and profit)

Request For Proposal: IICA-GIZ Business Responsibility Initiative

The approach of the initiative is to work with intermediary organizations to allow for the multiplier effect and to establish IICA as the national institution for building capacities of other training institutions.

3) Objective

In keeping with the Project objective of helping **strengthen IICA's role as a leading national platform for promoting Business Responsibility** as described in the NVGs, the assignment entails developing a Training of trainer toolkit (both the learner's modules and the teacher's module) on the NVGs. The NVGs are premised on the belief that being socially, environmentally economically responsible not only makes business sense but is critical to the viability of a businesses and hence is core to business. Consequently the overarching objective of the trainings is help businesses understand, adopt and implement the NVGs so as to enable India Inc to grow more competent and resilient by maximizing benefits, and minimizing risks, and contributing to the national development goals.

The toolkit will comprise two modules, the first being a generic module on the NVGs and its application and the second one on the Business Responsibility Reporting (the reporting framework based on the NVGs, which has now been mandated by SEBI for the top 100 listed companies based on market capitalization)

The assignment is expected to develop nationally recognized standardized trainings on the NVGs, which are consistent with and aligned to corporate needs. The training will offer certification to businesses on the successful completion of the trainings.

4) Scope of Services and Deliverables

The ToT will comprise will consist of two modules, one which will be a generic module on the NVGs and the second module on the Business Responsibility Report (BRR)

4.1 Develop a well defined methodology to undertake the assigned tasks

While developing the methodology, the agency is expected to

- Undertake a ~~short~~ market research to understand the tools/modules/courses/training method/ techniques etc available in the NVGs/triple bottomline/ ESG/sustainability/ CSR/reporting domain (both nationally and internationally).
(It must study the training portfolio of at least 10 institutions)
- Conduct a needs assessment to develop training modules that best meet the overall Project mandate and address the issues/ challenges faced by businesses in implementing the NVGs/triple bottomline/ESG/sustainability/reporting/CSR
(needs assessment must cover at least 25 businesses, including MSMEs)
- Engage with experts *(at least 10 members)* in the Project to collate, understand, analyse and use the bank of knowledge available on the NVGs with the Project network

Request For Proposal: IICA-GIZ Business Responsibility Initiative

- Systematically analyze baseline data on understanding the attitude and willingness of enterprises to adopt the NVGs and reasons for current performance with regard, barriers to access/greater outreach, their causes and ways to remove them

Deliverable 1: Well defined methodology including detailed analytical framework and a systematic approach to carry out the assignment is developed.

4.2 Develop the training toolkit as per the specified design framework

Design Framework for the generic module on the NVGs is as follows:

Overview: the training module will build a comprehensive understanding of the NVGs and focus on its application by business.

Duration: The training is envisaged to be conducted over a period of two days entailing 16 hours of intensive training. The training pedagogy/methodology will be designed in collaboration

Prerequisite: Prior Knowledge - none

Target Audience: Sr. Mgt & Sustainability officers

Proposed Table of Contents

Day 1 (at least hours of training)

A. **Introduction of the concept:** the philosophy and ethos of the NVGs

Method: presentation, case examples, experts,

Duration: 40 minutes

- **What is BR/NVGs?** Defining the terms and concepts, the interfaces involved
- **The scope** of NVGs with good practice examples
- **The global & national scenario:** challenges or opportunities? Businesses today are confronted with a multitude of challenges such globalization, resource scarcity etc. These challenges also offer opportunities for growth, expansion, diversification and innovation. An understanding of the challenges in the businesses ecosystem is imperative to harness the opportunities that lie therein and ensure business sustainability. An understanding of these global and national challenges
 - Globalisation, environmental footprint, scarce resources
 - Change in the role of businesses play today in the sustainable & inclusive growth
 - Social challenges: shortage of skilled labour, entrepreneurship development , socio-economic disparities,
 - Trust building with consumers, community, civil society and other stakeholders owing to greater awareness and social media
 - Developments & trends

Request For Proposal: IICA-GIZ Business Responsibility Initiative

- B. **The BR landscape history & evolution process:** moving from philanthropy to integrating socially, environmentally and economically responsible behaviour into the core of business and going beyond compliance

Method: presentation

Duration: 20 minutes

- C. Broad understanding of all the principles & core elements

Method: Caselets, case examples, discussion

Duration: 4 hours

Unbundling the different elements/aspects covered under each principle and understanding their relevance to the business **(three and half hours)**

Understanding the linkages with global frameworks and tools (only to show it is aligned to international frameworks) **(half an hour)**

Day 2 (at least 8 hours of training)

A. Implementation guidance & Tools

Method: Tools, exercise, case examples

Duration: 4 hours

- Strategically embedding BR in enterprises
 - Management Model: Chapter 4 of the NVGs including;
 - Understanding the four pillars of implementation
 - Leadership,
 - Engagement,
 - Integration and
 - Reporting
 - Creating an implementation strategy as part of core business model
 - Demystifying the Indicators table to self grade and self monitor the progress on the implementation of the principles enshrined in the NVGs
 - Reporting: the concept and importance of reporting, the process of internalization of ABRR (involvement of Board), institutionalization of internal processes to report, preparing ABRR report
 - Develop good practice cases of implementation structures/processes/mechanisms followed by enterprises (atleast three cases) to report to stakeholders

B. Value Proposition

Method: Tools, exercise, case examples

Duration: 4 hours

- **Business case for the NVGs:** studying the business matrix outlined in the NVGs (Annexure A of the NVGs)
- Looking at NVGs from the lens of enterprise risk mitigation and opportunity optimization eg: innovation, entrepreneurship building, access to markets etc

Request For Proposal: IICA-GIZ Business Responsibility Initiative

- C. Evaluation:** preparing a final presentation
Company specific, individual project work

When developing the module the agency must undertake the following tasks:

- Extensive on the specified topics
- Scan the existing knowledge repository available within the Project
- Collect, co-ordinate and analyse inputs received from Project experts
- The training module developed must include the learners module and the teachers module

Design Framework for the module on the BRR is as follows:

Overview: the training module will provide a detailed understanding of the concept of sustainability reporting with focus on BRR and the process of institutionalization of reporting within the organization.

Duration: The training is proposed to be one day spanning over eight hours.

Prerequisites/Prior Knowledge: representatives from organisations enrolling for the training must have a basic knowledge of the NVGs (preferably they should have undertaken training on the generic module of the NVGs)

Certificate: a certificate will be awarded on the successful completion of the training by the training institution.

The training will cover the following topics and dimensions of the Reporting:

A) Building an Understanding: Introduction

Method: discussion, presentations, case studies

Duration: 1 hour

- What is reporting? How has it evolved?
- Why Report?
- What are the benefits and challenges of reporting?
- Who should report and to whom?
- Global trends on reporting? {integrated reporting, EU legislation on reporting and other developments}
- Introduction to BRR (brief background on the formulation process)
- NVGs the basis of BRR (stress on the point that BRR is not a standalone document, it must be read in conjunction with the NVGs)

B) Getting Started: The Reporting Process (as described by different international reporting frameworks such as GRI)

Method: presentations, discussions, tools, case examples

Duration: 2 hours

Request For Proposal: IICA-GIZ Business Responsibility Initiative

The reporting cycle: process of institutionalization: plan & prepare, engage, define scope/boundaries, reporting, assessing/monitoring

- **Plan & Prepare:** board's involvement: formulating policies, strategies, goals, and processes, collecting information on the business's impacts (case examples most effective)
- **Engage:** connecting with all stakeholders (tool most effective)
- **Define scope/boundaries:** defining the content of the report (case examples)
- **Verifying:** validating the data
- **Communicating:** developing the report
- **Assessing/monitoring:** assessing the performance and setting goals for the next cycle

C) Session Business Responsibility Report

Method: case examples, classroom exercise

Duration: 4 hours

- The BRR ethos
- Understanding the BRR format: section and principle wise explanation (classroom exercise: an expert from the committee maybe called to take the session, case examples)
- Linkages with other internationally recognized reporting frameworks

Method: Tool

Duration: One hour

Introduction to the GRI-NVGs-BRR Linkage document

Deliverable 2: Training module is developed (learners module and the teachers module)

4.3 Peer Review and Field Test of the Toolkit

While developing the methodology, the agency is expected to

- Co-ordinate with a group of atleast three experts assigned by the Project to regularly review the work done by the contracted agency
- Draw out an action plan for the pilot testing of the modules with atleast 3 intermediary institutions
- Engage with the selected intermediary organizations and guide them through the modules
- Identify the gaps areas during the pilot phase and make the necessary changes recommended by the Project experts and the intermediary organisations
- Handhold the intermediary institutions in adapting the modules to incorporate the local context, business case examples i.e. to develop the critical mass around the modules

Deliverable 3: Training modules are piloted with three intermediary organizations and the necessary changes made in the modules

5) Outline Of Tasks

The consultant will be expected use a range of training methodologies to develop the training pedagogy and training content. Additionally, the consultant will be required to undertake desk research, conduct interviews with Project experts, study the material available within the Project, and interact with intermediary training institutions. The consultant is free to use any additional methodologies and processes that might be considered relevant.

6) Deliverables and Time schedule (26 August 2013- 20 October 2013)

The maximum time period for this assignment is expected to be two calendar months; however, agencies are free to propose shorter timeline. An electronic copy of each deliverable shall also be provided on a CD. The table below shows expected timelines for each deliverable.

No	Deliverables	Time*
D1	Analytical Framework & Approach	September 10 , 2013
D2	Training Modules	October 2, 2013
D3	Field Test & Review	October 20 , 2013

7) Payment Schedule

The table below shows the sequence of payments against project milestones.

No	Project Milestone	Payment*	Months
P1	Contract signing	30%	M1
P2	On Submission of Deliverable 1 and Deliverable 2	40%	M3
P3	On completion of Deliverable 3	30%	M3

* % of total contract value

8) Eligibility criteria and Expertise /skill sets required

- Bids are invited from established entities who can demonstrate a track record of developing engaging businesses in India in sustainability/reporting/ESG/CSR issues
- The expert/agency must have a track record of at least five years of module development for business enterprises

Request For Proposal: IICA-GIZ Business Responsibility Initiative

- The expert/agency must have established competencies in the field of sustainability/NVGs/ESG/reporting/CSR etc.
- The expert/agency must have demonstrable experience in developing modules for senior & middle management of businesses
- The expert/agency must have the bandwidth to work on short timelines

Apart from background and experience, bids will also be evaluated based on the soundness of the methodologies proposed for each of the three components of this project.

9) Main Deliverables with estimated timeframes

The following table shows the main activities, deliverables and the estimated time frame

Deliverables	Time Frame*	Team Leader (National Expert) (Mandays)		Senior Experts & support staff (National Experts) (Mandays)	
		Home	Field	Home	Field
D 1	10 days	5		10	5
D 2	3 weeks	10		20	
D 3	3 weeks	15		10	10
Total Mandays	85	30		40	15

10) Other terms & condition

The deliverables will be approved by IICA based on a peer review as condition for release of payments on. The report produced under this assignment is the property of the **IICA-GIZ BR Initiative** and cannot be published, copied or otherwise disseminated without prior written approval.

Section 4: Technical Proposal – Standard Formats

With reference to brief guideline provided in section 2 of this RFP, agencies are expected to use the following recommended formats and number of pages for their technical proposals.

1. Executive Summary :

Executive summary should capture important parts of your technical proposal including approach, timeline, milestones and staffing. Executive summary must be confined to maximum 5 pages.

2. Profile

2 page description of background, organisation and competencies of the consulting firms and each associate for this assignment

3. Relevant Experience

This section should contain project credentials of the bidder. This section should mention 5 most relevant experiences and must not exceed 10 pages.

FORMAT FOR RELEVANT EXPERIENCE

Name of Assignment	Client (Including Contact Detail of person in charge)	Start/ End dates	Value (INR/Euro)	Role of the firm/short description
Selected Relevant projects-National				
Selected Relevant projects-Global				

4. Qualification to Terms of reference :

This section is intended to record understanding of the assignment and interpretation of the TOR and any observations/suggestions the bidder may have on the terms of reference. Facilities and support required/expected from counterpart should also be mentioned. Maximum number of pages to be used is 3.

Request For Proposal: IICA-GIZ Business Responsibility Initiative

5. Technical response :

This section should define the approach, methodology, work plan including sub activities and deliverables and how the bidder intends to organise the project team to execute the engagement. Technical response must confine to 30 pages and in following 3 sub sections.

1) Approach and methodology

Detailing out planned approach and methodology for carrying out the assignment to achieve the expected output

2) Work Plan including sub activities and Deliverables

Detailing out Main activities, sub activities, duration, their interrelations, Milestones and linked deliverables. Work plan should be consistence with approach and methodology and should break out the TOR in feasible working plan.

3) Project Organisation

This should contain the project team organogram and brief profiles of project team personnel. Details of which tasks your home office will be undertaking within the scope of the project (backstopping) and the designation of a contact person at the Head Office who is responsible for the project, with his or her CV included. Earliest possible date for commencing the work, with alternatives where appropriate

6. Description of the proposed team

1) Staffing

This section should contain the staffing table which indicates the name, firm, area of expertise, designation and task assigned to the professional staff as per the following format.

FORMAT FOR STAFF TASK ASSIGNMENTS

Name of Staff	Firm	Area of Expertise	Position Assigned	Task Assigned

2) Schedule

Staffing schedule (giving alternatives if necessary) with details of the personnel to be engaged in the home/field work with their person-days of involvement in the assignment as per the following format.

FORMAT FOR STAFFING SCHEDULE

No.	Name of	Description	Staff input (In number of Days)	Total Staff input (days)
-----	---------	-------------	---------------------------------	--------------------------

Request For Proposal: IICA-GIZ Business Responsibility Initiative

	Staff		Month 1	Month 2	Month 3	Month 4	Month n	Home	Field	Total
		Home (days)								
		Field (days)								

Staffing schedule should be specifically broken into Professional staff (International and Indian) and Support Staff.

3) Curricula vitae (CVs)

The CVs of the experts designated for the project are to be in tabular form and should cover the points given in the format. Each CV must confine to maximum 3 pages in the following format.

FORMAT FOR CVs FOR PROPOSED PROFESSIONAL STAFF

Name:	
Nationality:	
Designation:	
Proposed Position:	
Whether Employee of the Firm:	
Years with the Firm:	
Key Qualifications:	
Education:	
Recent Relevant Experience:	<p><Project Title></p> <p><Designation in Project Team></p> <p><Description of Role></p>

Record of Employment:		
From	To	Designation & Name of Firm

Request For Proposal: IICA-GIZ Business Responsibility Initiative

Languages Known:			
	Read	Write	Speak

4) Personnel Inputs and work plan

This section should contain a GANNT chart mapping project phases, activities and sub activities, milestones and deliverables and person-days involvement of each project team member. There should be no price information in this table, only estimates of person-days of each consulting team member.

S. No.	Work-plan Activities	Team Member	Showing the completion of activities and involvement (maydays) of team member in respective cells				Remarks , If any
			Wk 1	Wk 2	Wk 3	Wk n	

7. Matters not appropriate in any other section

Section 5: Financial Proposal: Standard Formats

Financial Proposal should be submitted with a covering letter clearly mentioning the validity of the quote for minimum 60 days and as per the following format.

FORM 1: TOTAL COST SUMMARY

Description	Cost in INR
Professional Fee	
Reimbursable Fee	
Applicable Tax	
Total Cost	

FORM 2: FORMAT FOR STAFF INPUTS AND FEE RATES

Name	Description	No. Of Days	Daily Fee Rate in INR	Total Fee (No. Days x Fee)
Sub Total				
Tax				
Total				

FORM 3: FORMAT FOR PROJECTED REIMBURSABLE COST

Description	Number	Rate	Cost(INR)
Vehicle hire			
Airfare			
Accommodation			

Request For Proposal: IICA-GIZ Business Responsibility Initiative

Per diem for staff			
Others(please specify)			
Total			

FORM 4: COST BREAK UP ACCORDING TO THE MAJOR DELIVERABLE

Deliverables (As Outlined In TOR)	Consulting Fee	Reimbursable Fee	Total Amount in INR

Annex I: Technical Evaluation Grid

Technical Assessment Grid

Section	Project Short Title										
Version	Individual assessment/Overall assessment	IICA-GIZ BR Initiative								Date	
(1) Criteria	(2) Weighting in %	Company 1		Company 2		Company 3		Company 4		Company 5	
		(3) points (max.10)	(4) Assessment (2)x(3)	(3) points (max.10)	(4) assessment (2)x(3)	(3) points (max.10)	(4) assessment (2)x(3)	(3) points (max.10)	(4) assessment (2)x(3)	(3) points (max.10)	(4) assessment (2)x(3)
1. Experience of the Company											
1.1 Technical Experience (state relevant sectors)											
Experience in developing training of trainer modules	4										
Proven track record of engaging with businesses on sustainability issues as enunciated in the NVGs	4										
Past experience of working with government agencies/institutions and other intermediary organizations	2										
1.2 Regional Experience (state country/region)											
Past experience of working in the Indian corporate sector	2										
Total 1	12										
2. Appropriateness of suggested concept and work plan (Will be evaluated after technical presentation)											
2.1 Concept (technical approach/methodical procedure)											
- interpretation of objectives	3										
- terms of reference	3										
- implementation methodologies	10										
2.2 Work schedule and time schedule	5										

Request For Proposal: IICA-GIZ Business Responsibility Initiative

2.3	Alternative concepts	3							
2.4	Execution, Monitoring and evaluation concept	6							
Total 2		30							
3.	Technical backstopping / Knowledge Management								
3.1	Staff and backstopping conception	4							
3.2	Knowledge and information management	4							
Total 3		8							
4.	Consideration of local resources								
4.	Qualification of proposed staff								
4.1	Expert 1: Lead Developer								
4.1.1	General qualification								
	- Comprehensive knowledge of different training formats and frameworks and tools	4							
	- Knowledge of current instructional theories and principles applicable to online and instructor-led learning programmes	3							
	- Proven ability to analyze client needs to develop appropriate training programmes	3							
	- Atleast 5 years experience in managing all aspects of curriculum development	3							
4.1.2	Specific qualification								
	- special field								
	- Knowledge of NVGs/Sustainability	3							
	- Ability to manage and conduct quality assurance review with Project co-ordinators	3							
4.1.3	Regional experience / Knowledge of country								
	India, evolution of sustainability in India & globally								
4.1.4	Language skills								
	Strong written & verbal communication skills, including proof reading to produce error free documents	3							
Subtotal 5.1		22							
4.2	Expert 2:								
4.2.1	General qualification								

Request For Proposal: IICA-GIZ Business Responsibility Initiative

4.2.2	Specific qualification - special field								
4.2.3	Regional experience / Knowledge of country								
4.2.4	Language skills								
Subtotal 5.2									
4.3	expert 3:								
4.3.1	General qualification								
4.3.2	Specific qualification - special field								
4.3.3	Regional experience / Knowledge of country								
4.3.4	Language skills								
Subtotal 5.3									
4.4	Pool of experts : Module Developers								
4.4.1	General qualification								
	- Developing training of trainer modules that meet the that meets desired learning objectives of the Project	3							
	- Familiarity with different international training formats and frameworks and tools	3							
	- Knowledge of teaching and assessment techniques to promote effective teaching and learning	3							
	- Atleast 5 yrs of experience	3							
4.4.2	Specific qualification - special field								

Request For Proposal: IICA-GIZ Business Responsibility Initiative

	- Knowledge of the NVGs/Sustainability & CSR	3								
	- ability to work in a team									
4.4.3	Regional experience / Knowledge of country state country / region									
4.4.4	Language skills									
	Strong written & verbal communication skills, including proof reading to produce error free documents	3								
Subtotal 4.4		18								
4.5	Composition of the team (the right mix of experience, qualifications, competencies, and number of persons)	10								
Total 4.		50								
Grand Total		100	100							
Assessment in %										
	Place									
5.	Special advantages / risks (see extra page)									
	Place									