Terms of Reference

Consultant for Sector Guidelines for the Pharmaceutical Sector

Project Background

The IICA-GIZ Business Responsibility Initiative is a bilateral co-operation Project between the Indian Institute of Corporate Affairs (IICA) the principal think tank and capacity development institution set up by the Ministry of Corporate Affairs (MCA) and the Deutsche GesellschaftfürInternationaleZusammenarbeit(GIZ), the federally owned German international cooperation agency for sustainable development which operates worldwide, on a public benefit basis, in order to support the German Government in achieving its development-policy objectives.

The Project began in 2008 with the objective of developing a "country specific common understanding of Business Responsibility (BR), and to enable the adoption of responsible business practices by companies. Towards this goal, the Project assisted the IICA in developing a multi-stakeholder platform for dialogue and consensus building to achieve a uniform and comprehensive understanding on BR. The success of this platform is reflected in the formulation and release of The National Voluntary Guidelines on Social, Environmental and Economic Responsibilities of Businesses (NVGs) on July 8, 2011, which was developed under the aegis of this Project.

The Project is guided by an Expert Group consisting of practitioners and experts in the field from government, business, chambers of commerce, banks, academia, civil society and international development agencies.

The Project is now in Phase 2, and operates under three broad overlapping verticals:

(i) Capacity Building; (ii) Advocacy; (iii) Sector Guidelines

Objective

The Sector Guidelines Component of the Project aims at contributing to the overall objective of the Project of mainstreaming the National Voluntary Guidelines by developing guidelines based on the NVGs tailored to sectors for better adoption of the guidelines, consequently ensuring better quality of disclosure.

The Working Group for Sector Guidelines has identified the Pharmaceutical sector as one of the sectors for which sector guidelines can be developed based on the National Voluntary Guidelines. The Project requires a consultant for active content and coordination support through the guidelines development process.

Scope of Assignment

The Assignment shall be carried out in three broad phases. The guidelines development process shall remain largely similar to the process of development of the NVGs. The Project aims to partner with the pharma industry association(s) to create a Sub-Group chaired by industry association and consisting of a well-balanced mixture of stakeholders from within the industry, government, civil society and the Working Group for Sector Guidelines. The Sub-Group shall be supported, additionally, by the Sector Guidelines Secretariat and the rest of the members of the Working

Group for Sector Guidelines. The zero draft of the guidelines, prepared by the Sub-Group has to be tested through extensive stakeholder consultations.

- **Phase I: Preparation| JULY 2014 (M1)**
  - Finalisation of partnership with relevant industry association (s)
  - Formation of Sub-Group
  - Presentation of research-based material on the core ESG issues of the sector to the Sub-Group
  - **Deliverable/Output: Sub-Group; Research report/presentation.**

- **Phase II: Development| AUGUST-OCTOBER 2014 (M2-M4)**
  - Development of zero draft of the Pharma guidelines with the Sub-Group
  - Conduct of workshops and/or stakeholder consultations for inputs to fine-tune the guidelines
  - **Deliverable/Output: Zero Draft; Workshop input –reports.**

- **Phase III: Finalisation and Dissemination| OCTOBER- DECEMBER 2014 (M4-M6)**
  - Finalisation of Pharma sector guidelines
  - Dissemination through Ministry/Industry Association
  - **Deliverable/Output: Final Guidelines; Formal dissemination of guidelines.**

Tasks and activities

The consultant is required to carry out the following tasks, in an effective and timely manner:

- Concretisation of the Guidelines development process keeping in mind the specifications of the Pharmaceutical Sector
- Lead-taking in active interface with the industry association to bring them onboard and involve them in the process
- Creation of a Pharma Sector Sub-group chaired by industry association and consisting of a well-balanced mixture of stakeholders from within the industry, government, civil society and the Working Group for Sector Guidelines. The Sub-Group shall be supported, additionally, by the Sector Guidelines Secretariat and the rest of the members of the Working Group for Sector Guidelines.
- Presentation of research-based material on the core ESG issues of the sector to the Sub-Group
- Steering of the Sub-Group to develop the zero draft of the Pharma guidelines
- Conduct of workshops to test the zero draft and receive inputs to finalise the guidelines
- Support on the roll-out and dissemination of the Guidelines within deadline

Timelines

The maximum time period for this assignment is expected to be by December 15, 2014.However; consultants are free to propose shorter timeline. The table below shows expected timelines for each deliverable.

S. no	Project Deliverables/Milestones	Time (to be finished/delivered by)
1.	Sub-Group formation	July 2014
2.	Research Report/Presentation	31 July 2014
3.	Zero Draft	14 August 2014
4.	Workshops	17 October 2014
5.	Consolidation and integration of workshop inputs	14 November 2014
6.	Final Guidelines and dissemination	10 December 2014

Eligibility criteria and Expertise /skill sets required

- Bids are invited from established entities who can demonstrate a track record of developing engaging with the pharmaceutical sector.
- The expert/agency must have established competencies in the field of sustainability/NVGs/ESG/reporting.
- 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.

Payment Schedule:

S. no	Project Deliverables/Milestones	Payment	Months
1	Contract Signing	30%	M1
2	Mid-term payment	40%	M4
3	Final Payment	30%	M6

Other terms & condition

The deliverables will be approved by IICA as condition for release of payments. The guidelines 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.

Location and Period of the Assignment

Duration: July 2014 to December 2014. The agency will work in close co-operation with GIZ & IICA. This will include regular meetings at the GIZ (Safdarjung) or IICA office (Manesar) for updates and stock-taking. All the specified tasks and deliverables must be completed and handed over latest by 15 December 2014.

Proposal Submission Guideline

Kindly send the following documents for the contract in 2 sealed envelopes which then should be enclosed in one large envelope with address and addressee clearly mentioned.

Documents required for the Proposal:

- **SEALED ENVELOPE 1:** Technical Proposal comprising of the following:
  - Agency profile
  - Staff CVs
  - Technical proposal explaining the deliverables of this TOR.
- **SEALED ENVELOPE 2:** Financial Proposal

LAST DATE OF SUBMISSION: (Wednesday) 9 July 2014 by 5 P.M.

Kindly send the documents to this address:

Trina Datta,
Trina Datta,
Indian Insstitute of Corporate Affairs,
IICA-GIZ BR Initiative Project,
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MANESAR Distt. Gurgaon-122051

For further queries, please email trinadatta@gmail.com