

File No. I-12/10/2021-ADMIN
Indian Institute of Corporate Affairs
(Ministry of Corporate Affairs, Govt. of India)

Plot No. 6, 7, 8, Sector 5,
IMT Manesar,
Gurgaon – 122052
Haryana

24 January 2022

**INVITATION FOR EXPRESSION OF INTEREST (EoI) FOR EMPANELMENT OF
EXPERT INSTITUTES TO CARRY OUT FIELD VISITS/VERIFICATIONS,ETC.
IN RESPECT OF NATIONAL CSR AWARDS, 2022**

1. About 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 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 the National Capital Region. The IICA offers capacity building and advisory solutions to the Government, Statutory Authorities, Private Sector, etc through its Schools and Centres. It creates customized programmes designed especially for specific ministries, departments or companies that seek training as per their requirement. The Institute would be playing an important role in implementing the new CSR mandate in the country in light of the Companies Act 2013.

2. CSR provisions: With the enactment of Companies Act, 2013 containing the CSR provision under Section 135, the mandate for CSR has now become a part of corporate functioning in the country. The inclusion of the CSR mandate under the Act is an attempt to supplement the Government's efforts of equitably delivering the benefits of growth and to engage the companies with the country's development agenda.

Schedule VII of Companies Act, enlists the activities to be undertaken under CSR by the companies crossing the prescribed thresholds. With the notification of Section 135 and Corporate Social Responsibility policy rules on 27th February 2014, the CSR provisions came into force with effect from 1st April 2014.

The CSR activities, undertaken by the private and the public sector companies, are now expected to have strategic approach as opposed to mere charity, donations etc. The CSR activities undertaken in project mode are envisaged to be structured, coordinated and monitored. The involvement of the companies in CSR is likely to bring innovative solutions to development issues so as to flow to the needy and the marginalized

3. About CSR Awards: The Ministry of Corporate Affairs has instituted the National CSR Awards with logistics and technical support of Indian Institute of Corporate Affairs (IICA) to recognize the outstanding CSR projects carried out by the companies with accordance to the Companies Act, 2013.

The National CSR Awards seek to:

- recognize the companies that have positively impacted both business and society by taking a strategic approach to CSR through collaborative program.
- recognize the companies that are leading transformation by integrating sustainability in their core business model.
- recognize companies for implementing measures for conservation and sustainable management of the biodiversity and ecosystem in the value chain.
- identifying innovative approaches and employing application and technologies that will help to build a robust CSR programs to further the cause of inclusive and sustainable development.

4. Expression of Interests: Expression of Interests are invited by the National CSR Awards Secretariat, Indian Institute of Corporate Affairs from the interested Institutes of National Importance/ esteemed institutions of national repute with expertise in relevant domain to undertake the project based field verification of the claims made by an applicant for the National CSR Awards 2022 or any other task as assigned by the Grand Jury of the National CSR Awards 2022. The empanelled agency will need to:

- i. study the applications received and prepare a plan for the factual verification, screening of applications / nominations.
- ii. undertake field visit to verify the claims made by the applicants in the application, including interaction with the people/ agencies involved, beneficiaries and any other related person.
- iii. provide the report and the data (including photographs, videos and any other materials) to IICA in a structured format through online portal as well as a hard copy.
- iv. any other task incidental to the above and assigned by NCSRA

Secretariat After empanelment, Institutions would be required to follow:

- i. Institutions have to undergo orientation programme/s.
- ii. Institutions shall be required to sign an agreement with IICA on scope of work as well on financial matters pertaining to the assignment of work
- iii. Institutions will disclose any conflict of interest.
- iv. Terms and conditions shall be communicated to empanelled Institutions in due course and the Institutions will be required to follow the same. The ToRs will be drafted in the line of **Annexure-I**, which is being shared to give an idea of assignments, whereas final copy with modifications will be circulated at later stage will be binding by all the empanelled agencies.
- v. Empanelled intuitions may be assigned more than 1 project, as per the number of applications received and by the mutual convenience of the institution and IICA.
- vi. The fee for assignments will be paid by the IICA to the empanelled Institutions only.

5. Eligibility Criteria:

- i. In order to be eligible to apply, an organization must be an esteemed institution of national repute in the relevant domain / Institution of National Importance (INI).
- ii. There is no minimum Experts limit for an institution to apply. Institutions having less than 10 Experts may also apply. The condition of having and submission of at least 10 numbers of CVs of Experts laid down vide earlier EOI No. I-12/10/2021-Admn. Dated 08.06.2021 now stands withdrawn. Consulting Firms and NGOs in general or any other institution of whatsoever nature, having conflict of interest with the purpose of NCSRA are not eligible to apply.
- iii. The Institutes who have already submitted their application against earlier EOI No. I-12/10/2021-Admn. Dated 08.06.2021 for National CSR Awards 2021 on the subject, need not to apply again against this EOI unless they wish to submit a modified application. The applications submitted against EOI dated 08.06.2021 shall be treated valid for current EOI also. In case the institutes submit the revised / modified application, the latest application received will prevail for consideration.

6. Documents required: The applicant Institutions will have to submit the following documents to the IICA at the time of submitting the application form:

- i. CV of the deputed persons who would be nominated by the organization to carry out the field visit for the factual verification of the claims, etc..
- ii. Incorporation certificate of the organization alongwith documentary proof of Institute of National Importance / repute.
- iii. A 500 words note on expertise of the organization as per Section 135 of the Companies Act, 2013 and Scheme of National CSR Awards.
- iv. Authority letter on the organization's letter head, authorizing to sign the application, duly signed and stamped by the competent authority/person.

Note: In the absence of information/documents as asked above, the Application would be liable to be rejected outrightly.

7. Important Dates: The IICA would endeavour to adhere to the following schedule:

Sl. No.	Event Description	Indicative Dates
1	Date of Issue of EOI	24.01.2022
2	Pre Application Conference	08.02.2022, 03.30PM
3	Last Date for receiving queries	09.02.2022
4	IICA's response to queries latest by	11.02.2022
5	Last Date of Submission of EOI	20.02.2022

8. Pre-application conference: Pre-application conference will be organized in online mode to address the queries of prospective applicants, your queries may be sent to the email national.csrawards@mca.gov.in , link to attend the conference is as under:

<https://eu.bbcollab.com/guest/15650a3218614fdca76d7d12b6c04b5d>

9. Mode of Application Submission: All communications including the submission of Application shall be addressed to following Email:

national.csrawards@mca.gov.in

Subject of the Email should be:

“EOI FOR EMPANELMENT OF EXPERT INSTITUTES TO CARRY OUT FIELD VISITS/VERIFICATIONS, ETC. IN RESPECT OF NATIONAL CSR AWARDS, 2022”

10. Payments: The engagement of Institutions through this EOI may be valid for the present cycle of CSR Awards. However upon the satisfactory performance of the institutions / nominated experts the same could be renewed for any duration based on the directions of the MCA and decision of the NCSRA Secretariat for any subsequent cycle of NCSRA.

- Expert Institute may be paid a fee @ Rs.500/- for scrutiny of each Nomination. Stay and travel may be borne by IICA (if any).
- Payment of fee for field verification of project: A lump sum fee of Rs. 50,000/- may be paid for each project which will be all inclusive of payment to travel, boarding and lodging, local travel etc. towards preparatory work, field verification visits, report, presentation before Jury and development of case study.

11. Conflict of Interest: Each member of the Expert Institute will have to maintain a sense of confidentiality while performing his / her duties as a member of the Expert Institutes. Therefore, he/she will have to disclose, in writing, the list of companies which have been or are currently associated either with the Institute/the person. The organization or the deputed person who will be carrying out the field verification must not be a direct beneficiary of the CSR projects of the company which has been allotted to the agency for field verification. Conflict of Interest should be disclosed, right at the inception by the Institutions empanelled in Expert Institute as well as individually by all the members in Expert Institutes and people involved in field verification. Disclosure should cover if the Institution or any of the members engaged in the evaluation process have rendered CSR related advisory or consultancy services to the companies under consideration during the preceding two years.

12. Right to accept or reject any application: The Application shall be valid for a period of not less than 90(Ninety) days from the Application Due Date hereinafter called “**Application Validity Period**”. IICA reserves the right to reject any or all

the Applications without assigning any reason whatsoever.

IICA reserves the right to reject any Application if (a) at any time, a material misrepresentation is made or discovered; or (b) the Applicant does not respond promptly and diligently to requests for additional information or clarification required for evaluation of the Application. Rejection of the Application by IICA, as aforesaid, would lead to the disqualification of the Applicant.

13. Amendment of EOI document:

- i. At any time prior to the Application Due Date, IICA may, for any reason, whether at its own initiative or in response to clarifications requested by an Applicant, modify the EOI Document by the issuance of Addenda posted on the website: www.iica.nic.in.
- ii. Any Addendum thus issued will also be posted on the website: www.iica.nic.in.
- iii. In order to provide the Applicants a reasonable time to examine the Addendum, or for any other reason, IICA may, at its own discretion, extend the Application Due Date.

14. Language: The Application and all related correspondence and documents should be furnished by the Applicant with the Application may be in any language provided that these are accompanied by appropriate translations of the pertinent passages in the English language. Supporting material, which are not translated into English, may not be considered. For the purpose of interpretation and evaluation of the Application, the translated in English language shall prevail.

15. Submission of Application: The Applicant would provide all the information in terms of this EOI Document within due date. Only those Applications shall be evaluated that are received in the required format and complete in all respects duly signed and stamped. Applications received after deadline will not be accepted.

Application is to be submitted to following Email:
national.csrawards@mca.gov.in

Subject of the Email should be: **"EOI FOR EMPANELMENT OF EXPERT INSTITUTES TO CARRY OUT FIELD VISITS/VERIFICATIONS, ETC. IN RESPECT OF NATIONAL CSR AWARDS, 2022"**

16. Opening of Applications and intimation: The IICA's Tender/Technical Evaluation Committee shall conduct the opening of the Applications online after the application submission deadline. The IICA may or may not invite the applicants during the technical evaluation process/ presentation. At the conclusion of the evaluation process, IICA may inform by email/letter or publish list of applicant in website www.iica.in.

**Nodal Officer
National CSR Awards**

APPLICATION FORM

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

Name of the Organization*:	
Established (year)*:	
Registration Details*: Act & Reg. No.	
Date of Registration*:	
Telephone number/s*	
FAX (if any)	
E-Mail*	
Website Details*	

Detailed Information of the contact person:

Name & Designation*	
Telephone number*	
Mobile number*	
FAX (if any)	
E-Mail*	

Please provide list of the person to be nominated from the organization to carry out the verification in following format:

Name*	
Designation*	
Qualification*	
Summary of Experience in 100 words*	

(Please attach detailed CVs of all persons)

*mandatory fields

Mandatory Documents Required (self attested copies):

S.No.	Name/Type of Documents
1	CV of the experts of the Institute who would be nominated by the organization to carry out the field visit for the factual verification of the claims, etc.
2	Incorporation certificate of the organization
3	A 500 words note on expertise of the organization as per Section 135 of the Companies Act, 2013 and Scheme of National CSR Awards
4	Mandatory Undertaking as per format given

Mandatory undertaking
(to be filled in by the applicant organization)

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.

Signature: _____ Date: _____

Name: _____ Designation: _____

Contact Details: _____

Organization: _____

The organization or the deputed person who will be carrying out the verification of
the claims must not have any form of participation in the CSR projects
implementation.

**Name & Signature of the Head of the Organization (with Organization
Seal)**

Date/Place: _____

Annexure-I

1. Background:

Ministry of Corporate Affairs has instituted the National Corporate Social Responsibility (CSR) Awards with logistic and technical support of the Indian Institute of Corporate Affairs (IICA). The Award has been instituted to recognize corporate initiatives in the area of CSR to achieve inclusive growth and sustainable development. The award seeks to recognize outstanding CSR projects/programmes in the following three main categories:

- i)** Corporate Awards for Excellence in CSR;
- ii)** CSR Awards for CSR in Aspirational Districts / Difficult Terrains; and
- iii)** CSR Awards for contribution in the National Priority Areas.

As per the Scheme for National CSR Awards 2022, CSR projects / programmes have to be nominated by one of the following organizations:

- Ministries/ Departments of Govt. of India
- State Governments & Union Territories (UTs)
- Professional Institutions: ICSI, ICAI, ICMAI
- National Level Trade and MSME Industry Chambers: CII, FICCI, ASSOCHAM, PHDCCI, SIDBI, FISME, Laghu Udyog Bharati, Indian Chamber of Commerce, Indian Merchants Chamber, Bombay Chamber of Commerce & Industry, Indian SME Forum and SCOPE.

Each nominating organization can nominate up to 60 nominations (20 in each category of awards) as per revised scheme for National CSR Awards 2022. The revised Scheme for National CSR Awards may be downloaded from www.csr.gov.in for reference.

2. Engagement of Expert Institutes for screening of nominations and field verification etc.:

For smooth conduct of the awards, Experts Institutes for the National CSR Awards have been engaged for various tasks such as drafting of guidelines for short listing, screening / short listing of nominations, drafting of guidelines for detailed submission and for carrying out field verifications and conducting field verifications, preparing required reports, analysis and documentations etc.

3. Role of the Expert Institutes:

The Expert Institutes in the National CSR Awards 2022 will play an important role in identifying the right programmes / projects and companies, which deserve to be conferred with a National CSR Award. Every empanelled institution at a later stage

shall nominate up to ten Faculty Members (Experts) for the purpose of screening of nominations and field visit/verification activities etc. relating to the National CSR Awards 2022. Profiles of these Members will be submitted to the NCSRA Secretariat, IICA.

4. Task to be performed by the Expert Institutes:

The deputed persons appointed / nominated by the Institutes for the Expert Committee will be carrying out screening and the verification etc. of the claims made by the companies and shall observe the highest professional standards during the execution of work. The tasks to be performed by the Expert Institute shall be under:

i) To work on criteria to be adopted for short listing of nominations, detailed submission and field verification:

The Expert Institutes/nominated persons of Expert Institute shall work under guidance of the Grand Jury on developing criteria/guidelines to be adopted for carrying out screening / short listing of nominations, detailed submission, case study and for making field verification to verify the veracity of the details of the project as claimed by the nominated companies;

ii) To screen / shortlist the nominations, in accordance with the approved criteria:

The Expert Institute/ nominated persons of Expert Institute will scrutinize the nominations and shall score for short-listing according to the approved criteria/guidelines in workshop mode in a mutually agreeable manner; each nomination will be evaluated and scored by independent members of the Expert Institutes.

iii) To carry out field verification of shortlisted entities to verify the claims made by companies in their detailed submissions:

The Expert Institute/ nominated persons of Expert Institute shall carry out field verification of short-listed entities in accordance with the approved methodology to verify the veracity of the claims made by companies in their detailed submissions. Field verification will include interaction with the people/agencies involved, Focus Group Discussion (FGD) with the beneficiaries and any other related persons and video record the FGDs; to document these interactions in structured formats; shall compile the indicator-wise scores during/after the Field Verification in approved format; shall also prepare case study of the verified project and shall make presentations of their findings of each and every case before the Grand Jury.

5. Time Line:

Sr.No.	Areas of Assistance	Tentative Time line
1.	Criteria to be adopted for screening / short-listing nominations	To be communicated by the NCSRA, IICA at later stage
2.	Short-listing of nominations in workshop mode in a mutually agreeable manner.	
3.	Suggestions on criteria to be adopted for detailed submissions, field verification and case studies	
4.	Field verification of short-listed entities to verify the claims made by companies in the detailed submission.	
5.	Compile the results/scores of Field Verification and make presentations of findings and case studies before the Grand Jury.	

6. Payments:

• Payment of fee for screening of Nominations:

A member of the Expert Institute may be paid a fee @ Rs.500/- for scrutiny of each Nomination. Stay and travel (if any) may be borne by IICA.

• Payment of fee for field verification of project:

A lump sum fee of Rs. 50,000/- may be paid to the Expert Institute for each project which will be all inclusive of payment to travel, boarding and lodging, local travel etc. towards preparatory work, field verification visits, report, presentation before Jury and development of case study, etc.

7. Conflict of Interest:

Each deputed member of the Expert Institute will have to maintain a sense of confidentiality while performing his / her duties as a member of the Expert Institutes. Therefore, he/she will have to disclose, in writing, the list of companies which have been or are currently associated either with the Institute or the deputed person. The institute or the deputed person who will be carrying out the field verification must not be a direct beneficiary of the CSR projects of the company which has been allotted to the agency for field verification etc.

Conflict of Interest should be disclosed, right at the inception by the Institutions

empanelled in Expert Institute as well as individually by all the deputed members in Expert Institutes and people involved in field verification. Disclosure should cover if the Institution or any of the members engaged in the evaluation process have rendered CSR related advisory or consultancy services to the companies under consideration during the preceding two years.
