

Invitation for Expression of Interest (EoI) For the Empanelment of Agencies for Conducting Impact Assessment Studies of IIFCL's CSR Projects in near future

IIFCL has taken various initiatives and has implemented several CSR projects in the focus areas like Construction of toilets in schools, providing solar home and street lighting systems to eligible households, distribution of assistive aids and appliances to Persons with Disabilities (PwDs), Skill Development, integrated village development, etc. To assess the effectiveness of the CSR initiatives and its impact on people's lives, IIFCL has decided to empanel agencies having appropriate experience in the development/CSR sector. IIFCL may take services of these agencies to conduct Impact Assessment of various CSR initiatives of IIFCL. Therefore IIFCL invites Expression of Interest (EoI) along with technical proposals (**Annexure 'A'**) from parties interested to take up the work.

The EoI document and/or corrigendum, if any can be viewed and /or downloaded from tenders section of IIFCL's website <http://www.iifcl.co.in/> and www.eprocure.gov.in from 27th January, 2016 to 22nd February, 2016. For accessing the EoI document at Central procurement Portal www.eprocure.gov.in click on 'latest active tenders'.

Interested parties may submit their EoI along with technical proposal on or before 22nd February, 2016, 12 00 hrs, IST to GM (CSR) IIFCL.

Eligibility for Empanelment with IIFCL to undertake Impact Evaluation of projects implemented under the CSR initiative of IIFCL

- (i) NGOs/Voluntary Agency/Public Trust / Agencies which are having at least 05 years' of experience of working preferably with State Governments/Government of India, agencies such as UN/bilateral/ multi-lateral funding/ partner agencies and corporates including CPSEs in social development sector with valid registration/recognition from state/ central Govt. of India.
- (ii) Should have with valid registration under Companies Act / Registered Firm / Proprietorship /Co-operative / Societies Registration Act/, state/central Govt. authority in India/ Any other (please provide self-certified copy of the registration certificate).
- (iii) Should have valid PAN and Service tax registration. (please provide self-certified copy of the PAN card)
- (iv) Agencies which are black listed by any State Government/Govt. of India/ Corporate(s) or any funding/partner Agency will not be entertained.
- (v) Should have turnover of at least Rs. 2,00,00,000 (Rupees two crore) from Impact Evaluation Business in each of the last three Financial Years i.e. FY2012-13, FY2013-14 and FY2014-15. The Agency should have experience in conducting impact evaluation of projects implemented in the field of sanitation, skill development, Solar Electrification,

distribution of assistive aids and appliances to PwDs and Integrated Rural Development
(A copy of the report from the above mentioned area should be submitted)

- (vi) Should have conducted at least 05 impact evaluation projects for CPSEs in each of the last three Financial Years i.e. FY2012-13, FY2013-14 and FY2014-15.
- (vii) The agency should have provided at least 2000 man days of consultancy in each of the last three financial years i.e. FY2012-13, FY2013-14 and FY2014-15.
- (viii) Should have offices in at least five states/UTs of the country.
- (ix) Agency should not sub-contract any work to other Agency.

Empanelment Process

Stage 1	Expression of Interest (EoI) along with technical proposal submitted by Eligible Entities
Stage 2	Agencies which cleared the Eligibility Criteria would be considered for next stage i.e. Technical Proposal Evaluation. Technical proposal will be evaluated based upon:- (i) Experience of the agency in working with Government/ Reputed International Organizations. (ii) Experience of working in the field of social impact analysis/evaluating CSR projects for CPSEs (iii) Experience in conducting impact evaluation of projects implemented in the field of sanitation, skill development, Solar Electrification, distribution of assistive aids and appliances to PwDs and Integrated Rural Development (iv) Outreach of the Agency i.e. number of states/UTs which can be covered by the agency (v) Numbers/Diversity of Subject Matter Specialists on payroll of the Agency. (vi) Empanelment with other PSUs/Government/Ministries/International Organizations (vii) Awards and Recognitions in the field of Impact Evaluation
Stage 3	Agencies who qualify in technical proposal will be issued an “in-principal” approval for empanelment with IIFCL and will be requested to sign a MoU.
State 4	Financial proposal/bids will be invited from the empaneled agencies (as and when required by IIFCL)
Stage 5	Financial proposals/bids will be evaluated and work allotment will be made to lowest 1 (L-1) Agency.

Note: - Empanelment with IIFCL does not guarantee a right to work. No agency empanelled with IIFCL can demand a contract.

Scope of the work:

- 1) Impact Assessment/Evaluation of Selected CSR projects taken up by IIFCL.
- 2) To study the direct/indirect impact of IIFCL's CSR projects on the lives of communities/people from the periphery of IIFCL project areas and other locations concerned.
- 3) Evaluation of level of awareness of CSR projects/initiatives amongst the target beneficiaries / concerned stakeholders and the number of beneficiaries covered in improving their socio-economic conditions.
- 4) To know the consistency in the process of project implementation together with fulfillment of stated objectives, assessment is supposed to be a compulsory ingredient of projects which are already accomplished.
- 5) To identify the gaps in the project identification, beneficiary's involvement, implementation of projects and recommendations for improvements.
- 6) To produce a high quality impact assessment report for wider dissemination and future reference. The data for impact assessment may be collected from:
 - a) Primary sources by interviewing stakeholders such as targeted beneficiaries, community representatives/PRI and Govt. officials etc.
 - b) Collecting secondary data available with Project implementing Agency, District Administration, and IIFCL.
 - c) Other stake holders for tertiary inputs.
- 7) To submit case studies of at least 10 successful beneficiaries/households who have benefitted from the implementation of the project.

The above list is indicative not exhaustive. The detailed scope of work for each study/assignment will be stipulated while calling for financial bid from the empanelled agencies.

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ANNEXURE 'A'

APPLICATION FORMAT FOR EMPANELMENT OF AGENCIES FOR IMPACT EVALUATION AND MONITORING

1. Name and Location

S.No	Particulars	Details
1	Name of the Agency / Agency	
2	Head office address (Attach a proof of address)	
3	Parent State of the Agency	
4	Name of the Chairperson and telephone number	
5	Name of the Director and telephone number	
6	Office Phone number(s)	
7	Fax	
8	Email	
9	Web	
10	Registration Number (Attach Proof)	

2. Details of Regional Office/Field Office

S.No	Details of Regional Office/Field Office

3. Board Members' / Governing Body Members' Profile :

S.No	Name	Designation /Role in Agency/Governing Body	Qualification	Award/Achievement

(Attach copy of composition of General Body/ Board Members)

4. Operational Area

S.No	Name of the State/s, where Agency is working	Name of District	Duration (From year... to year)	Name of the Projects/Work allotted to Agency

(Attach Copy of work allotment letter/completion certificate)

5. Purpose/Mandate of the Agency

6. Agency Blacklisted by any Agency / donor? (Yes/No)
(Attach undertaking for not being blacklisted)

7. Annual Turnover for the last 03 years:

S.No	Year	Total Turnover (In Rs.)	Turnover from Impact Evaluation Business (In Rs.)
1	2014-15		
2	2013-14		
3	2012-13		

(Attach Audited Statement of Accounts certified by CA)

8. Details of Subject Matter Experts Working As on Date :

S.No	Name of the official	Qualification	Sector/Skill	Duration of working with the Agency	Total Years of Experience in the concerned sector

(Note:- Subject Matter Specialist should be from the concerned disciplines as notified under the schedule VII of the Companies Act, 2013)

Attach appointment letter, C.V., Salary Slips, Form 16 and relevant document regarding qualification and experience of above experts' along with the certificate from Head of the Organisation regarding working of above mentioned subject experts as on date)

9. Work Experience Related to Impact Evaluation

S.No	Year	Name of the Project	Name of the funding Agency	Duration of the project	Total Cost

(Attach Copy of work allotment letter/completion certificate. Should submit at least 2-3 completed reports)

Note:- An Agency should have conducted at least 05 impact evaluations for CPSEs in each of the last three FY

10. Work Experience Related to Impact Evaluation of CSR Projects

<i>S.No</i>	<i>Year</i>	<i>Name of the Project</i>	<i>Name of the funding Agency</i>	<i>Duration of the project</i>	<i>Total Cost</i>

(Attach Copy of work allotment letter/completion certificate. Should submit at least 2-3 completed reports)

11. Awards and Recognition

S.No	Name of Award or recognition	Name of Project/Assignment for which Award or recognition was given	Year of Award or recognition	Name and location of the Agency who gave Award or recognition

12. Empanelment with Government/International Agencies

S.No	Name of the Government/International Agency	Empanelment Year	Number of projects completed

Note:- Relevant Documents/notified empanelment list/empanelment link should be attached

13. Proposed Methodology for undertaking Impact Evaluation of CSR Projects

14. Any other information:

15. Declarations

- (a) I/ We hereby certify that my/our firm/Company/Society/Trust has not been debarred/ blacklisted by any State Government/Government of India/Govt. Departments and/or agencies such as UN/bilateral/ multi-lateral funding/partner agencies and corporates including CPSEs , at any time for services of any description.
- (b) I/ We hereby declare that, no relevant information has been omitted/ withheld in the process of furnishing the information with respect to this EoI/technical proposal.
- (c) I/We have read and examined this EoI document while submitting our response. Further, it is understood that this EoI is only an exercise for possible empanelment for the future Impact Assessment work(s) however it does not confer any right to any party submitting EoI and technical proposal for further consideration in the process or work allotment.
- (d) I/we understand that if we use any unfair means for the empanelment or to get the assignment in future or disclose the information of technical/financial proposal to other parties, our EoI/proposal/ empanelment would be cancelled at any time during the contract period.

For and on behalf of the :

M/s:

Signature of Authorized Representative (with seal of the Agency)

(Supported by authority letter):

Name :

Designation :

Date :

Place
