**Request for Proposal**

**HCLFoundation, under its Environment flagship programme Harit, invites proposals from NGOs / CSR organizations working in implementing a green school/climate resilient schools through building student leadership for positive climate action**

|  |  |
| --- | --- |
| **RFP released by** | HCLFoundation |
| **RFP Code** | HCLF/Harit/RfP/EnvironmentEducation/23042024 |
| **Program Name** | Harit |
| **Date of Posting** | 23/04/2024 |
| **Last Date for submission of Proposal** | 10/05/2024 |
| **Location** | Bengaluru, Gautam Buddh Nagar - Noida |

**About HCLFoundation**

HCLFoundation delivers the corporate social responsibility agenda of HCLTech in India through its flagship programmes and special initiatives. As a not-for-profit organization, it strives to contribute towards national and international development goals, bringing about positive impact in the lives of people, through long-term sustainable programmes.

HCLFoundation aims to alleviate poverty and achieve inclusive growth and development through life cycle based, integrated community development approach that focuses on Education, Health, Skill Development and Livelihood, Environment, and Disaster Risk Reduction and Response. Child protective strategies, inclusion, and gender transformative approaches remain central in all initiatives, thus ensuring comprehensive development. At present, it is implementing five flagship programmes - Samuday and HCLTech Grant (Rural Development); Uday and My Clean City (Urban Development); Harit (Environment Action) and four special initiatives – Power of One, Sports for Change, Academy and My E-Haat.

For more details, please visit our website – <https://www.hclfoundation.org>

For more details, please visit our website – <https://www.hclfoundation.org>

**VISION**

To be the source code for sustainable socio-economic and environmental development.

**MISSION**

Nurture clean, green and healthy communities where everyone is empowered and equipped to reach their full potential in partnership with its employees, communities and stakeholders, while promoting volunteerism and establishing international standards of strategic planning, execution and measuring impact.

**Harit by HCLFoundation**

Harit is distinct flagship programme for Environment Action. Harit is a multi-year, ongoing programme, addressing environment, operational in 9 States of India, with multiple long-mid-short-term projects under its ambit.

Under this, HCLFoundation is committed towards conservation of environment and the indigenous flora and fauna; with the primary objective to conserve, restore and enhance local ecosystems and respond to climate change in a sustainable manner through community engagement.

**Vision**

To conserve, restore and enhance indigenous environmental systems and respond to climate change in a sustainable manner through community engagement.

**Background – The Environmental Complex**

We are all interdependent and share the same environment. The pressing issues such as environmental degradation and climate change are complex, boundary agnostic and are triggered by different drivers; exacerbating environmental risks and leading to deteriorating quality of life and human health. Many times issues that seem local, would require an ecosystem approach to deal with. World leaders have identified awareness as a key solution towards sustainable development of countries; as creating a strong link between the environment and the quality of human life is crucial to ensure conservation of the environment and natural resources.

Against this context, Harit is aimed towards restoring the environmental balance; with the primary objective to conserve, restore and enhance indigenous ecosystems and its services and respond to climate change in a sustainable manner through community engagement. Throughout the process, Harit focuses at building scalable and replicable nature based solutions that are economically viable, socially acceptable, environmentally sustainable, holistic and inclusive.

An integrated and strategic broader-scale approach to environmental action and conservation enables to bring in stakeholders and partners together to work on a common and shared environment and deal better with both the site-level and wider landscape needs. This will also enable us to better understand feedback of the interventions, optimize resources and prioritize actions.

**Key intervention areas** All these interventions under Harit follow a ‘Participatory and Convergent Approach’ in attaining the desired results towards Sustainable Developmental Goals aligned to the National Indicator Framework for SDG.

Operational in nine States - Uttar Pradesh, Tamil Nadu, Karnataka, Maharashtra, Andhra Pradesh, Odisha, West Bengal, Uttarakhand, Telangana, Harit by HCLFoundation is building sustainable and inclusive models towards:

* A flourishing biodiversity, green cover and building climate resilience through afforestation;
* An abundance of water resources through rejuvenating vanishing waterbodies;
* A thriving coastal and marine habitats by on and off-shore cleaning initiatives;
* A better life for animals by improving human animal relationships and addressing animal welfare inside community areas;
* Cleaner air through reducing and neutralizing CO2 emissions;
* Protecting and preserving the environment through education, community stewardship and participation.

**Achievement**

We have successful existing partnership models on mass afforestation and water bodies rejuvenation in various cities across India. Till now, HCLFoundation has greened over 66,000+ acres of land and brought under community governance, 1.45 million+ saplings planted, 57.9 bn litres water harvested and 70,000+ animals rescued, treated and protected. As stories of transformation reverberate across 22 states and 3 Union Territories, our commitment and investment towards the planet continues to be strengthened!

# Description of RfP

HCLFoundation requests for proposal from eligible NGOs / CSR agencies for implementation of green school and building student leadership for environment action within schools. The overall objective will include:

* To improve environmental awareness and environmentally responsible behavior
* To build the necessary knowledge, skills, attitudes for resolving local environmental issues
* To build leadership among students for positive environment/climate action

1. **Scope of Work for green school model**
2. **Pre assessment Phase**

* Conduct a thorough pre assessment of the school profile, students, teachers and local communities
* Evaluate existing interest, knowledge, skills among students towards environment/climate action

**2. Project Phase**

* Defining a clear Theory of Change (TOC) and developing corresponding Output, Outcome and Impact-level indicators
* Permission from schools/local education department
* Strengthen existing eco clubs or child parliaments in school if any or create an inclusive eco group (teachers - both teaching and non-teaching staff, students from grades 6 to 9, parents, etc.)
* Build curriculum and educational materials
* Knowledge enhancement and capacity building for students to identify local environmental issues within schools and create a climate action plan to resolve it
* Planning and implementing outdoor learning experiences for students
* Developing nature interpretation labs
* Support schools/students to implement climate action plan and regularly monitor changes

**3. Documentation and Reporting**

* Conduct an end line assessment to track progress of schools and students
* Analyze both pre and end line assessment data to track impact and progress (both for schools and students/teachers/parents)
* Document best practices and impact stories in the form of case study book

Budget for all activities and line items to be attached as per applicable at unit rate.

1. **Geography**

Bengaluru, Gautam Buddh Nagar – Noida

1. **Project Duration**

Maximum project duration can be conceptualized for 3 years along with 1-year financial budget.

# How to Apply

NGOs / CSR agencies should have following documents;

* Registration Certificate
* 12 A Certificate
* 80 G certificate
* CSR-1 registration
* Trust Deed (if NGO) otherwise Memorandum of Association/ By- Law
* Pan Card
* FCRA certification (Not Mandatory)
* Last three-year Income Tax return (ITR)
* Audited financials for the last three years
* Last year’s Annual Report

# Assessment:

* All the applicants are expected to submit details of similar activities done in last three years, an illustration of proposed methodology and project plan in accordance with the above SOW; which will be used for the assessment.
* Please note that only the shortlisted NGOs/NPOs will be contacted for the submission of a detailed proposal.

# Eligibility criteria:

NGOs/NPOs with experience in following parameters are invited to submit their RfP:

* Demonstrable experience in implementing environment education programmes in schools
* Proven track record and experience in managing multiple stakeholders and complex situations on ground.
* Familiarity with relevant Government Policies, UN SDGs, National Indicators Framework, NDC, etc.
* Clear track record and no legal issues.
* Adherence to all relevant CSR rules and regulations.
* Ability to submit all the relevant documents and registration certificates when requested.

# How to apply:

Applications should have the following attachments

* NGOs/NPOs can send their RfP depending upon their expertise.
* All proposals must be submitted as per the prescribed **format** mentioned in the **Submission details**
* Proposals must be submitted along with Proposal format, Budget, Gantt Chart, Indicator ONLY in the formats shared on the link. Proposals not shared in the given format are liable for rejection. Proposals received after the due date and time will not be considered
* Send your application with subject line **HCLF/HARIT/RfP/EE** to [aishwarya.balas@hcltech.com](mailto:aishwarya.balas@hcltech.com) marking [ssanthosh.kumar@hcltech.com](mailto:ssanthosh.kumar@hcltech.com) in cc, latest by May 10, 2024

# Submission details:

All proposals must be submitted as per ‘Harit’ and as per the prescribed Proposal Format along with **Annexure A (HCL Harit Proposal format),** **Annexure B (Budget)** and **Annexure C (Gantt Chart),** **Annexure D (HCL Harit indicator sheet).** All 4 formats can be downloaded from the link below:

* HCLFoundation Proposal formats:

[https://drive.google.com/drive/folders/1Tb1J36WBi29wBiLV-50spQ3cYflZELlp?usp=sharing](https://apc01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fdrive.google.com%2Fdrive%2Ffolders%2F1Tb1J36WBi29wBiLV-50spQ3cYflZELlp%3Fusp%3Dsharing&data=05%7C02%7Caishwarya.balas%40hcl.com%7C39ad4ddcf55d47d9453608dc5d4fc776%7C189de737c93a4f5a8b686f4ca9941912%7C0%7C0%7C638487844436357909%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C0%7C%7C%7C&sdata=Aw53u13ewk%2FyQ0E3gPindMaIk%2BVkuQ615H%2B8Md15V%2FA%3D&reserved=0) (In case of any trouble in opening the link, please right click and copy the hyperlink and then paste it on your web browser)

* **Budget:** Budget must be submitted as per the attached template. Please provide detailed break-up of each line item and all sub-line item costs with clear budget explanatory notes. Any taxes including Service Tax, Sales Tax, Value Added Tax or any other applicable tax, duty, cess or levies, must be quoted separately from the price of goods and services. The terms of payment along with a tentative timeline must also be attached.
* **Gantt Chart:** The Gantt Chart must detail the comprehensive list of activities proposed in the proposal along with a tentative timeline. A sample Gantt Chart can be downloaded from the link above. NGOs/Implementation Agencies may make the required changes in the Gantt Chart as per the activities proposed by them.
* **Beneficiary reach/indicators:** The indictor sheet must detail the target numbers for scope of work which should also be mapped for each quarter of the project.

Additionally, provide a logical framework with key objectives, activities, inputs, outputs, outcome and impact & a risk assessment and mitigation plan.

# Terms & Conditions

* **Deadline:** RfP received after the designated deadline may be subject to rejection by HCL Foundation.
* **Validity:** Your RfP must remain valid for a minimum of three (3) months from the date of receipt by HCL Foundation.
* **Negotiations:** The most competitive RfP is requested. It is anticipated that the contract will be awarded on the basis of merit of RfP. However, HCL Foundation reserves the right to request responses to questions and conduct negotiations with any individual consultant prior to awarding a contract.
* **Rejection of RfP:** This document is an expression of interest only, and in no way binds HCL Foundation to make an award. HCL Foundation reserves the right to reject any and all offers received and/or to cancel the RfP. HCL Foundation will not be obliged to either inform or provide a justification for rejection of proposals.
* **Incurring costs:** HCL Foundation will not be liable for any cost incurred during preparation, submission, or negotiation of an award for this RfP.
* **Financial responsibility:** RfP must certify the financial viability and adequacy of resources of the organization to complete the proposed assignment within the agreed time frame and in conformity with the agreed terms of payment. HCL Foundation reserves the right to request and review up to the last three financial statements and audit reports including schedules and annexures, as part of the basis of the award if required.
* **Branding aligned**: HCL Foundation has set brand guidelines that should be incorporated and followed while demonstrating the Foundation’s brand.
* **Copyright and Patents**: HCL Foundation shall be entitled to all copyrights, patents and other proprietary rights and trademarks with regard to the products or documents and other materials which bear a direct relation to or are produced or prepared or collected in consequences of or in the course of the execution of the contract. All plans, reports, recommendations, estimates, documents and data compiled by the independent subject matter expert under the contract shall be the property of HCL Foundation and shall be treated as confidential. All confidential documents should be delivered to the relevant people within HCL Foundation during the project duration and upon completion.
* **Child Safeguarding:** We hold ourselves accountable to children. Adherence to comply with HCL Foundation’s Child Protection Policy and procedures with respect to child safeguarding is non-negotiable. A range of pre-employment checks can be undertaken in conformity with HCL Foundation's Child Protection Policy.