**Request for Proposals**

(HCLF/Harit/RfP/AnimalWelfare-CBC/08112024)

HCLFoundation invites proposals from NGOs for ‘Implementing Compassion Building Campaign’ in Greater Noida, under its flagship programme Harit

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| **RfP released by** | HCLFoundation |
| **RfP Code** | HCLF/Harit/RfP/AnimalWelfare-CBC/08112024 |
| **Programme Name** | Harit by HCLFoundation |
| **Date of RfP** |  |
| **Last date for submission** | 20th December 2024 |
| **Location** | Greater 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. 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 of Power of One, Sports for Change, Academy and My E-Haat. 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, implementation and measuring impact.

**Link to Videos:**

HCLFoundation Video – <https://youtu.be/DK1wtWG_zJQ>

Harit Video – <https://youtu.be/O8YPCjdGayU>

### **Harit By HCLFoundation**

HCLFoundation launched Harit – The Green Initiative a distinct flagship programme for Environment Action; with the vision ‘to conserve, restore and enhance indigenous environmental systems and respond to climate change in a sustainable manner through community engagement’. Throughout the process, HCL Harit ensures at building scalable and replicable models that are economically viable, socially acceptable, environmentally sustainable, holistic, and inclusive. All these interventions follow ‘Participatory and Convergent Approach’ in attaining the desired results towards UN SDG 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 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 habitat by habitat restoration 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.

Till now, HCLFoundation has greened over 72,000+ acres of land and brought under community governance, 2.82 million+ saplings planted, 81+ bn litres water harvested and 91,000+ animals rescued, treated and protected. Through our outreach and environment education programme we have been able to reach out to 6.5M+ people pan India. As stories of transformation reverberate across 22 states and 3 Union Territories 122 districts, our commitment and investment towards the planet continues to be strengthened!

# **Request for Proposals (RfP)**

Proposals are invited from NGOs to partner in animal welfare projects undertaken by HCL Foundation, under its flagship program Harit in the locations mentioned above.

Harit, under its Animal Welfare theme, plans to improve and sustain a positive human-animal relationship. The purpose of this document is to request for proposals in-line with the standards of HCL Foundation and in-line with the strategy of Animal Welfare theme for targeted activities within regional scope of the project. Respondents are requested to submit their proposals on the basis of detailed instructions given below to set up high impact projects under the HCL Harit Programme in the proposed locations using innovative and sustainable model

# **Scope of Work (SOW)**

Harit by HCLFoundation aims at building scalable and replicable models that are economically viable, socially acceptable, environmentally sustainable, holistic and inclusive. All these interventions follow ‘Participatory and Convergent Approach’ in attaining the desired results towards International and National Developmental Goals and are aligned with the India’s National Indicator Framework for SDGs. As indicated above, currently operational across 6 themes, the overall aspiration of Harit is towards the larger socio-environmental good; with special emphasis to mitigate climate change impact and to enhance native biodiversity, restore ecosystem services and improve human-nature co-existence.

The Center for Upholding Positive Human-Animal Relationships (CEN-UPHAR) is a pioneering animal welfare initiative established in collaboration with the Greater Noida Industrial Development Authority (GNIDA).

This state-of-the-art facility is dedicated to a wide range of animal welfare efforts, including the sterilization of community dogs in Greater Noida, and implementing comprehensive community awareness and compassion-building programs for schools, colleges, and Residents’ Welfare Associations (RWAs).

At its core, the center will focus on sterilizing approximately 350-400 community dogs per month in Greater Noida. Alongside this, it will run educational programs designed to foster empathy and responsible animal care. One of the center’s key innovations is the introduction of a WhatsApp-based Chatbot, allowing residents to easily request sterilization services, with the ability to track progress in real-time. Additionally, the center features an advanced online data collection and management system for efficient tracking and reporting.  
  
A standout feature of the center is the Activity Hut, which serves as the hub for awareness programs and educational activities. The hut will host interactive sessions for students and other visitors during field trips, providing an experience and reinforcing the center’s mission to create a more compassionate community.

The proposed scope of work, but not limited to, is as below:

1. **Awareness Creation:** Conduct presentations in innovative manner in targeted areas of Greater Noida to raise awareness about reducing human-dog conflict and emphasizing on positive human-dog relationship and co-existence. Spreading awareness through different modes like radio, speakers on Topical days.
2. **Legal Education:** Develop engaging sessions to educate the community about laws related to animal welfare.
3. **Children’s Engagement:** Design activities for children teaching them how to safely approach and interact with dogs, aimed at reducing dog bite incidents at CEN-UPHAR. Also Organize field trips for students in schools and colleges, focusing on understanding community animals to foster empathy. Organizing field trips and creating
4. **Community Sensitization:** Initiate programs for adults emphasizing the importance of animal vaccination, rabies vaccination and sterilization and encourage greater participation of animal feeders and catering to the importance of responsible feeding. Innovative methods such as street plays, mass announcements, vaccination campaigns, etc. could be suggested. Recognition Program**:** After the completion of projects, establish an annual rewards and recognition program for societies, schools, and colleges that excel in coexisting with community animals, designating them as a “Compassionate Society/School/College.”

**Location:**  
This initiative will be implemented across various societies, schools, and colleges in Greater Noida, with tailored activities and presentations designed for each specific group. Separate proposals will be developed to address the unique needs of societies, colleges, and schools (preferably government schools)

Through these initiatives, Harit aims to foster a culture of compassion and coexistence between humans and animals, contributing positively to the community and environment.

**Submission details and deadlines**

Reputed NGOs/agencies may submit proposals as per their strength and area of expertise.

* NGOs / CSR agencies should have following documents which needs to be submitted along with the proposal
* Trust/Society/Section 8/Other Registration Certificate deed
* 12 A Certificate
* 80 G certificate
* CSR-1 registration
* Memorandum of Association and or By- Laws
* 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
* Details of board of Directors Details including independent members and political affiliations, if any.
* Organizational Policies such as but not limited to (1) Finance and accounting; 2) Prevention of Sexual Harassment at Work Place (POSH); 3) HR policy; 4) Child Protection policy; 5) Procurement policy; 6) Data protection/Information Technology policy; 7) Whistle blowers’ policy; 8) Conflict of interest9) Code of conduct
* All proposals must be submitted as per the prescribed **Proposal Format (Narrative)** along with ***Annexure A (Budget)*** and ***Annexure B (Gantt Chart****) and* ***Annexure C (Indicator File).***
* Please send in your submissions with Subject Line in the given format: HCLF/Harit/RfP/AnimalWelfare-CBC/08112024/<Name of Organization> latest by **20th December 2024** to [devika.singh@hcltech.com](mailto:devika.singh@hcltech.com) marking [shikha.katwal@hcltech.com](mailto:shikha.katwal@hcltech.com) in cc, with all relevant documents.
* All enquiries regarding this RFP should be made latest by **30th November, 2024** via email to [devika.singh@hcltech.com](mailto:devika.singh@hcltech.com)
* Proposals must be submitted along with Budget and Gantt Chart ONLY in the formats shared on the link below. Proposals not shared in the given format are liable for rejection. Proposals received after the due date and time will not be considered.

[**HCL Foundation - Proposal Formats**](https://drive.google.com/open?id=1VKQc6JVMPJJ_6iR2Umx2k_3bnwP-qd5x)

**Narrative:** The narrative should clearly indicate the objectives, strategy, key activities. Agency/NGOs are also encouraged to look at possibilities for engaging HCL Employees as volunteers in the project activity.

**Budget:** 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, 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.

**Beneficiary reach:** A 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.

**Terms and Conditions**

* **Duration of the project:** Duration of the project may vary from 12 to 16 months.
* **Deadline:** Proposals received after the designated deadline may be subject to rejection by HCLFoundation.
* **Validity:** Your proposal must remain valid for a minimum of twelve (12) months from the date of receipt by HCLFoundation.
* **Negotiations:** The most competitive proposal is requested. It is anticipated that the partnership will made on the basis of merit of proposal. However, HCLFoundation reserves the right to request responses to questions and conduct negotiations with any potential agency/consultant prior to finalizing the partnership.
* **Rejection of proposal:** This document is a request for proposals only, and in no way binds HCLFoundation to make an award. HCLFoundation reserves the right to reject any and all offers received and/or to cancel the RFP. HCLFoundation will not be obliged to either inform or provide a justification for rejection of proposals.
* **Incurring costs:** HCLFoundation will not be liable for any cost incurred during preparation, submission, or negotiation of an award for this RFP.
* **Financial responsibility:** Proposals must certify the financial viability and adequacy of resources of the agency/organization to complete the proposed assignment within the agreed time frame and in conformity with the agreed terms of payment. HCLFoundation 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**: HCLFoundation has set brand guidelines that should be incorporated and followed while demonstrating the Foundation’s brand.
* **Copyright and Patents**: HCLFoundation 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 service providers under the contract shall be the property of HCLFoundation and shall be treated as confidential. All confidential documents should be delivered to the relevant people within HCLFoundation during the project duration and upon completion.