**Request for Proposal**

**HCLFoundation, under its Environment flagship programme Harit by HCLFoundation, invites RFP from NGOs / CSR organizations working in Water Conservation for the development of Water Structures etc.**

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| **RFP released by** | HCLFoundation |
| **RFP Code** | HCLF/HARIT/RFP/WC\_YBA |
| **Program Name** | Harit by HCLFoundation |
| **Date of Posting** | 21 April, 2025 |
| **Last Date for submission of Proposal** | 21 May, 2025 |
| **Location** | Rajasthan and Madhya Pradesh (Yamuna Basin Area) |

**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>

**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– The Green Initiative**

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, 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 eleven States - Uttar Pradesh, Tamil Nadu, Karnataka, Maharashtra, Andhra Pradesh, Odisha, West Bengal, Uttarakhand, Telangana, Rajasthan, Madhya Pradesh, 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 ecosystem 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 planted 822,000+ saplings on 233+ acres area across India. Around 124+ waterbodies are being rejuvenated with an increased water holding capacity of 6,000+ Mn. Liters. Through the afforestation and carbon reduction initiatives, we have been able to sequester/ reduce emission to 6500+ tons of CO2e. We worked towards improvement of coastal habitats planting more than 8,20,000+ Mangrove and Shelter belt saplings and around 1,20,000+ Kgs of ghost nets were retrieved from coastal waters. We have been able to treat 79,000+ domestic animals and around 7,500+ wild animals through Animal Welfare vertical. Through our outreach and environment education programme we have been able to reach out to 17,900+ people pan India.

**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.

# Description of RFP

HCLFoundation requests for proposal from eligible NGOs / CSR agencies for feasibility study, assessment and implementation of waterbody/water structure rejuvenation project. HCLFoundation’s response towards the development and rejuvenation of water structure, and their ecosystem will include

* To conserve and maintain water as critical common and to restore depleting water table and enhance the ecological and social value of waterbodies within target communities.
* To promote sustainable water management practices and increase water availability for communities and ecosystems.
* To improve the health and resilience of targeted waterbodies by addressing pollution, degradation, and habitat loss.
* To protect and restore native biodiversity by mitigating the impact of invasive species on waterbodies and surrounding ecosystems.
* To raise awareness and actively involve communities and concerned govt. department in water conservation efforts.
* To measure and assess the effectiveness of water conservation initiatives and adapt strategies accordingly.

1. **Scope of Work for Rejuvenation of water structure**

The response towards development and rejuvenation of water structure by HCLFoundation, has been envisioned as under,

1. Assessment Phase

* Conduct a thorough assessment of the existing water structure.
* Evaluate its current condition, functionality, and performance.
* Identify any structural, hydraulic, environmental, or operational issues.
* Assess the impact of the water structure on the surrounding ecosystem and communities.

1. Rejuvenation Phase

* Permission/NOC from concern govt. department
* Intervention with in water structure, periphery and larger catchment area
* Filtration Chamber and nature-based solutions
* Inlet-Outlet Management

1. Sustainability and Awareness Generation

* Community mobilization
* Capacity building and knowledge enhancement
* Defining a clear Theory of Change (TOC) and developing corresponding Output, Outcome and Impact-level indicators
* Raise awareness on community accountability for groundwater extraction
* Advocacy with authorities to have stricter regulations

1. Documentation and Reporting

* Pre and Post video and photo documentation
* Capture the process documentation
* Document lessons learned and best practices for future reference

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

1. **Geography**

Rajasthan and Madhya Pradesh (Yamuna Basin Area)

1. **Project Duration**

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

1. **Expected Outcomes**

* Prefeasibility assessment and baseline report for all the ponds
* Enhancements to the water structure's design, operation, and maintenance result in improved functionality, efficiency, and performance.
* Implementation of Nature-based solution for restoration water quality improvement
* Community and institutional ownership of ponds/water structures’ maintenance and sustainability.
* Formation of user groups, trained on operations & maintenance of water structres and filtration chamber
* Drawing design and DPR for water structure rejuvenation
* Success Story and case study

# How to Apply

Reputed NGOs/CSR 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 Workplace (POSH); 3) HR policy; 4) Child Protection policy; 5) Procurement policy; 6) Data protection/Information Technology policy; 7) Whistle blowers’ policy; 8) Conflict of interest; 9) Code of conduct

# 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 working on afforestation and habitat restoration projects or water conservation projects.
* 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 for either of the two interventions or both depending upon their expertise.
* All proposals must be submitted as per the prescribed **format** mentioned in the **Annexure**
* Send your application with subject line **HCLF/HARIT/RFP/WC\_YBA** to [Shreya\_sharma@hcltech.com](mailto:Shreya_sharma@hcltech.com) marking Ankit.kuma@hcltech.com in cc.
* Proposals must be submitted along with Budget and Gantt Chart 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.

# HCLFoundation - Proposal Formats:

* **Narrative:** The narrative should clearly indicate the project scope, objectives, strategy, theory of change and key activities. All sections are mandatory to be filled. Partners are also encouraged to look at possibilities for engaging HCLTech Employees as volunteers in the project activity.
* **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 the 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. Please note enquiries regarding total budget capping, etc. will not be entertained.

# Terms & Conditions

* **Deadline:** RFP received after the designated deadline may be subject to rejection by HCLFoundation.
* **Validity:** Your RFP must remain valid for a minimum of three (3) months from the date of receipt by HCLFoundation.
* **Negotiations:** The most competitive RFP is requested. It is anticipated that the contract will be awarded on the basis of merit of RFP. However, HCLFoundation 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 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:** 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. 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 independent subject matter expert 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.
* **Child Safeguarding:** We hold ourselves accountable to children. Adherence to comply with HCLFoundation’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 HCLFoundation's Child Protection Policy.