**Request for Proposal**

(HCLF/HARIT/RFP/A&HR/20042025/)

**HCLFoundation, under its Environment flagship programme Harit invites RFP from NGOs/CSR organizations working in the field of environment for project on** the restoration of various degraded and natural habitats

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| **RFP released by** | HCLFoundation |
| **RFP Code** | HCLF/HARIT/RFP/A&HR/20042025/ |
| **Program Name** | Harit by HCLFoundation |
| **Date of Posting** | 21st April 2025 |
| **Last Date for submission of Proposal** | 15th May 2025 |
| **Location** | Tamil Nadu and Pune, Maharashtra |

**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.

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, Harit ensures 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.

**Harit by HCLFoundation: Afforestation & Habitat Restoration**

Harit, under its Afforestation and Habitat restoration, is committed to conserve biodiversity, green cover and building climate resilience through afforestation. To this end, it is working towards deploying resilient models for thriving afforestation and habitat restoration.  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 Afforestation, Habitat Restoration thematic for targeted activities within regional scope of the project. Respondents are requested to submit their proposals based on detailed instructions given below to set up high impact projects under the Harit programme in the proposed locations using innovative and sustainable models.

**Description of RFP**

Proposals are invited from eligible NGOs/CSR organizations to implement projects related to the Afforestation and Habitat restoration under its flagship programme Harit by HCLFoundation. Respondents are requested to submit their proposals according to the scope of work and instructions provided below.

**Scope of Work**

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

**Restoration of various degraded or natural habitats**

**(Location states: Tamil Nadu and Pune, Maharashtra)**

There are various habitats/biomes in India which comprise forests, grasslands, wetlands (Inland), arid zones, riparian/riverine ecosystems, etc. are prone to different anthropogenic threats that degrade the ecosystem and cause changes in the land use and land cover. This results in posing various threats to the native biodiversity and leads to a decline in population and hence extinction. There is a need to restore or stop these habitats' further degradation.

Under this component, we are looking for proposals to address habitat degradation through restoration plans. The restoration project should be focused on any type of habitat/biome such as forests (Tropical, Sub-tropical, Temperate), grassland ecosystem, wetlands (inland), arid zones, riparian/riverine ecosystem and other degraded habitatsof Tamil Nadu and Pune, Maharashtra. The approach of restoration should be based on site and habitat type considering both macro as well as micro flora and fauna. The following interventions can form a part of the overall proposal. However, the proposing organization can go beyond these as per their expertise and capabilities:

1. **Ecological intervention methodologies**
2. Identifying suitable partnership with line departments as appropriate
3. Promotion of native floral species plantation/reintroduction
4. Soil regeneration and biodiversity enhancement
5. Ecological corridor development
6. Sustainable landscape management approaches
7. **Promoting and adoption of Ecosystem-based Solutions (EbS) for restoration**
8. **Community engagement and awareness generation in and around the proposed sites**
   1. Regular engagement and outreach activities through mega plantation, seed ball or nature-based activities
   2. Regular workshops and sessions for environment and biodiversity
9. **Biodiversity Monitoring and assessment**
10. Baseline, seasonal documentation, and reporting
11. **Documentation and Reporting**
    1. Compendium/reports/articles to be published bi-annually
12. **Technological and Scientific integration**
13. Mapping and monitoring
14. Advanced ecological modelling
15. **Technology leverage during any phase of the proposed project implementation will be highly encouraged**.

**Submission details and deadlines**

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

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*).**

Proposals can be submitted for both locations, however, we encourage organizations to apply for only ONE location.

Please send in your submissions latest by **15th May 2025** with **Subject Line in the given format:**

Subject: **HCLF\_Harit\_RFP\_20042025\_A&HR <Name of Organization>**  To [sugandha.s@hcltech.com](mailto:sugandha.s@hcltech.com), marking in cc [jainvinith.veluswamy@hcltech.com](mailto:jainvinith.veluswamy@hcltech.com), and [modala.rakesh@hcltech.com](mailto:modala.rakesh@hcltech.com) with all relevant documents

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.

**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 HCL 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 and Conditions**

* **Duration of the project:** The maximum project duration 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.