

## CALL FOR ACTION TOWARDS COVID-19

### HCL FOUNDATION INVITES 'EXPRESSION OF INTEREST (EoI)'

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**Date of EoI:** 08/04/2020

**Date of Submission of EoI:** Applications are invited immediately (within 2-3 days)

**EoI Number:** HCLF/EoI/DRR/08042020

**Address EoI response by email to the attention of:** Director, HCL Foundation

**Email Address:** [COVID19.HCLF@hcl.com](mailto:COVID19.HCLF@hcl.com)

**Location:** Across India

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#### 1. Description of the EoI

HCL Foundation (HCLF) was established in 2011 as the CSR arm of HCL Technologies (*For more information please visit [www.hclfoundation.org](http://www.hclfoundation.org)*)

HCL Foundation opens 'Call for Action' towards COVID-19 and invites 'Expression of Interest' from eligible NGOs/Organizations/CSR Implementing Agencies to participate. HCL Foundation's response to COVID-19 will include immediate relief, restoration and 'build back' efforts. In these times of National crisis, HCL Foundation, reaffirms its commitment towards nation building and assures it will participate in the fight against COVID-19 pandemic, to the best of its capability. HCL Foundation is seeking partners to respond, increase resilience as well as reduce vulnerabilities of local communities, enabling them to better prepare for, mitigate and respond to COVID-19 disaster.

In this effort we will remain guided by the government advisories and we will actively participate in the State coordinated action. We are aware that COVID-19 is an unprecedented pandemic and there are not enough models on ground with clear proof of evidence. Therefore, it is extremely important that the applicant organisations have valid permissions, licenses, credibility as well as capability to deliver on ground. They should also be partnering with the government appointed bodies/institutions which are at the forefront of this mass National effort.

#### 2. HCL Foundation Response Plan for COVID-19

The response towards COVID-19 by HCL foundation, has been envisioned under following categories,

- a. **RELIEF:** *These would be immediate needs, geared towards providing support to vulnerable groups and communities, local administration and frontline workers who are most affected by the pandemic, directly or indirectly.*
1. **Complementing the Healthcare Services** provisioning of medical supplies, equipment & accessories to minimize disruptions in medical care and delivery of health services. Also to include any immediate psycho-social as well as mental health support by specialized organizations.
2. **Personal Protective Equipment (PPE):** masks, goggles, face-shield, gloves, coverall/gowns, head cover, shoe cover, hazmat suit, and other such safety gear for health care professionals and frontline workers.
3. **Food Security** including cooked meals, micronutrients and dry ration.
4. **Care** for elderly, people living with disabilities, children & most disadvantaged through psycho-social support, temporary shelters, education in emergencies and other such well-being initiatives. To

include any immediate measures towards protection of children in transit, those living in difficult circumstances and dealing with vulnerabilities.

5. **Animal Welfare:** food and water for abandoned pets and strays, care for animals in shelters, temporary shelters and public awareness and sensitization with regards to the prescribed guidelines for caring of pets during the time of this pandemic.
6. **Training, Capacity Building and Awareness:** Create awareness about prevention, hygiene, social distancing, combating stigma in communities, psycho-social care. Train and build capacities of frontline workers through digital platforms and technology tools, as per measures prescribed by MoHFW, to strengthen the delivery of health care services.

b. **RESTORATION AND BUILD-BACK:** *These would include efforts aimed at maintaining and restoring normalcy. To ensure that negative impact of the pandemic on regular development work is minimized. This calls for innovative solutions such that normalcy is restored at the earliest. Suggestive but not limiting categories are:*

1. **Education in Emergencies** – restore education for most disadvantaged children in rural and urban areas, with state permissions, using technology led solutions.
2. **Early Childhood Care and Development in Emergencies** – innovative interventions that can support the young child living in most difficult circumstances, fulfilling their care, learning and developmental needs. This category is specific to the young child (0-6years of age).
3. **Health in Emergencies** – High focus on pregnant, lactating mothers, elderly, psychosocial care, mental health, non-communicable and communicable diseases (other than Covid19)
4. **WASH in Emergencies** – High focus of personal and community hygiene, hand washing practices and improved sanitation
5. **Child Protection and Inclusion (PWD, other groups) in Emergencies** – interventions that can support children who were already living in difficult circumstances and have high vulnerability, mitigation efforts that reduce possibilities of any form of abuse or harm with them.
6. **Environment in Emergencies**– where possible with state permissions, continue environment conservation work.
7. **Livelihood and Skill Development in Emergencies** – SHGs created by HCLF strengthen their services. More work needed on skill development – specially paramedic and frontline workers

### **2.1. Approach of HCL Foundation towards COVID19:**

1. **Building resilient individuals and communities** for the preparedness and response to COVID 19 through existing programs, focusing on most vulnerable groups like children, women, elderly etc.
2. **Investments in research, preparedness, mitigation and early warning & response systems** such that further spread of the pandemic and negative impact can be minimized.
3. **Strengthening Govt. systems and structures** through providing operational and technical support for responding more effectively against COVID19
4. **Promoting coordination between Govt. and existing humanitarian** and national/local Government for better response
5. **Robust monitoring mechanism** ensuring that the applicant organizations have valid means of verifications for every action and maintain auditable records for fund deployment.

6. **Governance of COVID-19 Response Operations** would be overseen by apex leadership both at HCL Foundation as well as the applicant institutions to ensure that all funds, technical support and efforts deployed remain transparent and impactful.

## **2.2. Scope of Work**

Eoi should consider some or many emerging categories as well as HCL Foundation's approach towards COVID19 response.

## **2.3. Project duration**

Maximum project duration can be of 12 months

## **2.4. How to apply**

The EOI shall contain following documents:

- A cover letter to **Director, HCL Foundation** for submission of expression of interest for partnership signed by the head of organization.
- Filled up EOI in prescribed format (please [Click Here](#) to get the format)
- Budget details in the prescribed budget format (please [Click Here](#) to get the format)
- Registration Certificate
- 12 A Certificate
- 80 G certificate
- 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 Annual report
- Board Members list (with address, designation and contact number)
- Any support request letter from Govt. in context of COVID 19.

## **2.5. Submission Details**

For Proposal Submission,

Email to: [COVID19.HCLF@hcl.com](mailto:COVID19.HCLF@hcl.com)

Subject Line: HCLF/EOI/DRR/08042020/<Name of Organization or IA>

For all Queries;

Email to: [COVID19.HCLF@hcl.com](mailto:COVID19.HCLF@hcl.com)

Subject Line: Query/HCLF/EOI/DRR/08042020/

## **2.6. EOI evaluation and selection process**

The following be key and major areas of assessment and selection criteria

- Organizational Governance and Management
- Work experience and related expertise
- Level of compatibility of strategic vision, mission of HCL Foundation

- Technical review and assessment of project submitted
- Organisation preparedness to respond in COVID-19 context.

### **2.7. Points of consideration**

- Compliance to core humanitarian standards
- System Strengthening approach leading to sustainable solutions
- Cross-cutting issues: inclusion of women, children, age and disabled, marginalized groups (Tribals, Dalits and minorities)
- All measures undertaken should follow 'do no harm' principle and limit the adverse impact of natural hazards, environmental degradation and technological hazards.
- Proposed objectives and indicators should be achievable and measurable within the timeframe of the project (SMART: Specific, Measurable, Achievable, Relevant, Timely).

### **2.8. Adherence to Child Safeguarding Policy of the organization**

HCL Foundation is committed to safeguard the interests of all children under its purview. HCL Foundation follows a Zero Tolerance mandate towards any incidence of Abuse/harassment with a Child. Therefore, the NGOs/CSR Implementing Agencies will be requested to sign and comply with HCL's Child Protection Policy.

### **2.9. Terms & Conditions**

- **Sub-granting:** Project must be directly implemented by applicant organisation and sub-granting of the same to any other NGO / organization is not allowed.
- **Deadline:** Proposals received after the designated deadline may be subject to rejection by HCL Foundation
- **Validity:** Your proposal must remain valid for a minimum of three (3) months from the date of receipt by HCL Foundation.
- **Negotiations:** The most competitive EoI is requested. It is anticipated that the contract will be awarded on the basis of merit of proposal. However, HCL Foundation reserves the right to request responses to questions and conduct negotiations with any potential agency/consultant prior to awarding a contract.
- **Rejection of EoI:** This document is an expression of request 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 EoI. 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 EoI.
- **Financial responsibility:** EoI 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. 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.
- **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 service providers 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