

Draft

REQUEST FOR PROPOSAL

**Request for Proposals from NGOs
for Knowledge Management Grants
under the Seventh Operational
Phase of the GEF Small Grants
Programme in India**

TERMS OF REFERENCE (ToR) FOR KNOWLEDGE MANAGEMENT GRANT

Background

The Seventh Operational Phase of the GEF Small Grants Programme in India (<https://sgp-india.org/>) aims to enable communities and organizations in some of the most vulnerable and least developed areas of India to undertake collective action through a participatory landscape planning and management approach aimed at enhancing socio-ecological resilience through innovative livelihood options producing local and global environmental benefits. SGP is a global grant-making project that supports CBOs, NGOs, and CSOs working specifically in the areas of climate change mitigation, land degradation, and biodiversity conservation.

TERI has been appointed as the National Host Institution for the implementation of the Seventh Operational Phase of the Small Grants Programme in India by the United Nations Development Programme (UNDP) for implementation of the Programme.

One of the key focus under SGP OP 7 is documentation of knowledge from evaluation of the innovation experience at the grass roots. Governments, inter-governmental entities, and development groups are progressively transforming from traditional problem-solving methods to novel, innovative, and multifaceted strategies and tools. An example of such a strategy is the Social Innovation Platform (SIP), designed to address intricate development issues on a subnational scale. SIP employs a blend of inventive techniques and methodologies centered on participatory and inclusive portfolio creation. These encompass Systems Mapping, Deep Listening, Sensemaking, Co-production, and portfolio logic, all working together to design interventions alongside communities and stakeholders collaboratively. The SIP approach is intended to create systemic changes in social and economic domains at the sub-national/local level and to support portfolios of integrated development solutions rather than traditional linear projects. It was developed by Agirre Lehendakaria Center (ALC) and has been tested and iterated by UNDP in Asia and the Pacific region. Two integral components of SIP are the 'Deep Listening' and 'Sensemaking', which focus on capturing and interpreting community perceptions, behaviors and insights, to co-create a portfolio of interventions that are human-centric and catalyze systemic shifts. Essentially, 'Deep Listening' is a set of qualitative tools (ethnographic research, surveys, focus groups, in-depth interviews, observations, etc.) that, together with quantitative data, can reveal the in-depth needs, challenges, and opportunities facing local communities.

Earlier experimentations of Deep Listening have shown the following key benefits:

- The strengthening of inter- and intra-community trust.
- Build adaptive capabilities in contexts of rapid change, crises, and emergent opportunities based on community needs and aspirations.
- Create a safe space for experimentation, imagination, and better collective action.

- Adding value to other UNDP strategic processes or projects in ways that become adaptive in a continually changing context and scalable to different levels of interventions and contexts.

With this background, GEF-SGP India, OP 7 seeks the services of a national level non-governmental organization (NGO) to adopt the SIP approach and build a knowledge management strategy to facilitate collecting, extracting, and analysing community narratives under the project domain and to foster knowledge management of community narratives. Additionally, the organization will formulate a communication strategy to enhance networking and knowledge sharing among SGP grantees alongside other Civil Society Organizations (CSOs), stakeholders, and the general public. This strategy should be created such that it fosters replication and scaling up of projects and exemplary methods while concurrently reinforcing the ability of civil society to influence policy development processes by engaging in events that captivate the interests of influential figures and institutions.

Objective of the Assignment

Knowledge Management is a crucial activity designed to support networking and knowledge exchange among SGP grantees as well as other CSOs, stakeholders, and the public to promote replication and scaling up of projects and best practices while also strengthening the capacity of civil society to influence policy development processes through participation in events that draw in influential individuals and institutions. The selected organization will be tasked with developing the knowledge management and communications strategies. It will also be responsible for ensuring that the priority actions of these strategies are being implemented and lessons and experiences are being shared across the target regions and among other countries, particularly the Upgraded Country Programme countries, where similar integrated landscape approaches are being applied.

The organization should also ensure that the knowledge management strategy links with the Government of India Mission - Unnat Bharat Abhiyaan, which is inspired by the vision of transformational change in rural development processes by leveraging knowledge institutions to help build the architecture of an inclusive India.

Scope of the Assignment

The scope of the work includes (but is not limited to) the following tasks:

1. Develop the knowledge management and communications strategy for SGP India. The strategy will highlight priority actions, target audiences, and methodologies to roll out during the implementation phase. The Knowledge Management strategy should involve assessing and sharing lessons learned and best practices from target landscapes based on evaluating implementation results and their contributions to Global Environment Benefits (GEB), local development objectives and landscape level outcomes, including the development of social capital. The strategy will focus on sharing best practices and facilitating marketing and partnership building.
2. SGP Learning Forum
 - a. Of the 433 projects implemented under SGP earlier cycles up to SGP-5 in India, a

Report of 10 successful projects, which may be replicated or replicated in India or outside India, to be developed.

- b. Curate and organize a hands-on workshop for grantees to familiarize them and build their capacities about the SGP's e-Learning platform's functioning. Target audience for the same should include SGP partners and other CSOs/NGOs (including women and other marginalized groups), as well as stakeholders from the government, private sector, and donor communities.
 - c. Train CBOs (including women and other marginalized groups) on collecting and documenting information gained through the implementation of community projects.
 - d. Finalize the content provided by the NGOs and stakeholders to be uploaded on e-Learning Platform.
 - e. Maintain the SGP Learning Forum e-platform throughout the project duration to facilitate potential collaboration among NGOs/CSOs/CBOs.
 - f. Convene one SGP Learning Forum workshop, inviting community-based organizations, NGOs, stakeholders and other partners to share experiences and good practices.
3. Coordination with Grantees to collect good practices being implemented in the field and develop content for social media and associated creative services. Assist in providing material for the SGP website and social media platforms for effective dissemination of information about various projects on fortnightly basis.
 4. Develop case studies and other knowledge products (including newsletters, blogs, brochures, photos, stories, video documentaries, and other relevant mediums) highlighting project learnings/ best practices in close coordination with SGP's stakeholders and update progress on quarterly basis.
 5. Disseminate case studies and knowledge products among relevant stakeholder groups through appropriate communication techniques, policy dialogue platforms, community landscape management networks and multi stakeholder partnerships, knowledge fairs and other exchanges, including print media, social media, and other media outlets.
 6. Provide support for SGP advocacy events, workshops, stakeholders dialogues and roundtables, for showcasing project learning and outcomes.
 7. Facilitate at least one learning exchange through a south-south cooperation arrangement, e.g., with Small Grants Programmes in neighboring countries, such as in Bhutan or Sri Lanka.
 8. SGP Compendium: Conduct an in-depth qualitative and quantitative study covering the completed small grants in the past and current cycles of SGP and develop a Compendium to showcase the SGP impacts in the past and current phase in India.

Deliverables, Timelines, and Payment Schedule

| S. No | Deliverables | Timeline | Payment Schedule |
|-------|---|---|------------------|
| 1 | Signing of Agreement and submission of the Work Plan | 1 week from the signing of contract | 5% |
| 2 | Submission and Approval of Knowledge Management & Communication Strategy | Within 30 days of signing of contract | 5% |
| 3 | Organize Capacity Building programs for Grantees on collecting and documenting information gained through the implementation of community projects as well as on SGP e- Learning platform (One workshop each of the three landscapes) | Within 3 months of issue of the contract | 5% |
| 4 | Of the 433 projects implemented under SGP earlier cycles upto SGP-5 in India, a Report of 10 successful projects, which may be replicated or replicated in India or outside India, to be developed. | Within 3 months of issue of the contract | 5% |
| 5 | Consolidate achievements/results from all community grant projects and report with case studies (at least 10 case studies/video documentation) highlighting pre and post-intervention impacts. | October 2025 | 10% |
| 6 | Develop knowledge products (30) for information sharing and knowledge dissemination through different platforms including social media. | Starting from July 2024 till the end of the project July 2024-2% Dec 2024-2% July 2025-2% Dec 2025-2% July 2026-2% | 10% |
| 7 | Organize a National level Conference of relevant stakeholders and submit report | Within 24 months of the signing of contract. i.e. December 2025 | 10% |
| 8 | Consolidate achievements/results from all community grant projects and report with case studies (at least 25 case studies/video documentation in total) highlighting pre and post-intervention impacts. | January 2026 | 15% |
| 9 | Organize an International Level Workshop (south-south cooperation) for SGP Stakeholders | Within 36 months of the signing of contract | 15% |

| S. No | Deliverables | Timeline | Payment Schedule |
|-------|--|---|------------------|
| 10 | Compendium of projects undertaken in previous and current SGP cycles in India | Within 30 months of the signing of contract | 10% |
| 11 | Submission of Final Report along with documentation of best practices including case studies/video documentation | December 2026 | 10% |

Note: The release of payments is subject to timely & and quality delivery as per SGP standards and will be done only after the approval by the competent authority.

Eligibility Criteria

- Applications are open to any Non-governmental Organizations with the ambition to improve policies, programs or learning in the field of environment, climate change, biodiversity conservation and land degradation.
- NGO must be registered as society or trust and also on the DARPAN portal of NITI Aayog and should have a valid unique ID with updated details.
- Organization can apply in consortium however the lead agency must meet the eligibility criteria on its own.

Organizational Experience

- The organization must have at least 5 years of experience in knowledge management and capacity building in the field of environment, climate change, biodiversity conservation and land degradation.
- The organization or its consortium partners must have presence in the project landscape identified under SGP OP7.

Financial Capacity

- The organization should have an average turnover of not less than INR 1 (one) crore in the last three financial years. (Organizations need to provide audited accounts and Auditor's Report).

Availability of Key Professionals

- The organization must have professionals having adequate experience and expertise in the domain knowledge of this assignment. (Detailed and duly verified CVs of such professionals should be provided).

Competencies

- Demonstrated capacity for fostering a community for managing and sharing their knowledge.
- Proven experience in working with community-led initiatives.
- Proven capacity to develop a community 'share and learn' platform.

- Strong presentation and facilitation skills.
- Outstanding ability to craft policy and communication materials that cater to diverse audiences, including civil society members and policymakers.
- Excellent command of both written and spoken English with exceptional writing, presentation, communication, and facilitation skills.

Location and Target Beneficiaries

- The selected organization will work in three targeted landscapes (Madhya Pradesh (Barwani, Chhatarpur, Damoh), Maharashtra (Ratnagiri, Sindhudurg), Tamil Nadu (Ramanathapuram, Virudhunagar), Assam (Baksa, Barpeta, Bongaigaon, Darrang, Dhubri, Kokrajhar, Nalbari, Udalguri), and Meghalaya (East Khasi Hills, West Khasi Hills, Ri Bhoi).
- The selected organization is also expected to work collaboratively with local government partners, NGOs/CBOs, the Ministry of Environment, Forests and Climate Change, and other related stakeholders. The organization will also be responsible for consistently communicating with the SGP India secretariat.

Budget

The maximum amount for the grant is USD 75,000 with applicants required to provide a detailed budgetary estimate.

Duration of Assignment

1 March 2024 –31 December 2026

Proposal Submission

- Submission of project proposals, inclusive of a budget and timeline, should be completed and sent to: SGP India Secretariat by 20th December 2023 via email to sgpindia@teri.res.in and hard copy to Small Grants Program Secretariat, The Energy and Resources Institute (TERI), IHC Complex, Lodhi Road, New Delhi - 110 003, India.
- The proposal that complies with all the requirements achieves qualifying marks in technical evaluation criteria and offers the best value for money shall be considered for final selection and award of contractual work. Proposals that do not meet the requirements shall be rejected.
- Please be advised that TERI is not bound to accept any proposal, award a contract, or be responsible for any costs associated with preparation and submission of the proposal, regardless of the outcome or the manner of conducting the selection process.
- Applicants will be selected based on the proposals. Shortlisted applicants will be called for making a presentation on their implementation plan.
- The decision on final selection will be taken by the National Steering Committee of SGP-OP7.

Proposal Format

Section 1: Project Rationale and Approach

- 1.1. Project Summary
- 1.2. Organizational Background and Capacity to Implement the Project
- 1.3. Project Objectives and Expected Results
- 1.4. Description of Project Activities
- 1.5. Implementation Plan and Timeframe

Section 2: Project Budget

- 2.1 Financial Details of the Organization
- 2.2 Detailed Budget (Separate File Password Protected)

GEF SGP Project Proposal Guidelines

General Requirements

1. The Project Proposal should include:
 - a. A standard cover sheet.
 - b. One-page table of contents.
 - c. Proposal should not exceed 30 pages of text (including any charts or diagrams).
 - d. The proposal should be submitted in typed form with font size of 11, Times New Roman.
2. Additional attachments may be submitted, including documents certifying the status of the organization, endorsements of the proposed project, funding commitments or other indicators of participation and support from other institutions, and evidence of community support and participation. (Refer to Annexure I for all supporting documents required with the proposal)
3. Please ensure that the project proposal and all attachments are legible. All supporting documents (attachments) should also have the name of the NGO on them.
4. Submit one original copy of the proposal (soft and hard copy) to the National Coordinator, GEF Small Grants Programme, India.

Preparing Your Proposal

In preparing a project proposal, please follow the major points in Annexure II (Sections I, II). Ensure that all bullet points included in the outline are addressed, as these cover the major issues which the National Steering Committee (NSC) will consider in reviewing the proposal. It is suggested that the proposal does not exceed the total number of pages stipulated i.e. 30 pages of text (including any charts or diagrams).

Table of Contents

The table of contents should be prepared in a logical and consistent manner and following the format presented.

Cover Page

The cover page provides an important summary of the project. The cover page should indicate the duration and start date of the project, contact details of the details, total budget requested from SGP etc.

Proposal

The proposal includes the following main sections: Project Rationale and Approach (Section A), and Project Budget (Section B).

Selection Criteria

Criteria for the Assessment of proposal and award of contract will be as follows:

- Organization Experience- 25%
- Experience of proposed team -25%
- Technical Proposal - 30%
- Organizations scoring 80% marks in the technical criteria will be shortlisted for review by the Technical Advisory Group.
- Before the Financial Proposals are opened by the NHI, the TAG will examine the shortlisted NGOs, for further shortlisting, if necessary. (A Technical Advisory Group has been constituted under the Chairmanship of Joint Secretary (International Cooperation) Ministry of Environment, Forest and Climate Change, Government of India)
- Financial Proposal – 20%

ANNEXURE I: LIST OF SUPPORTING DOCUMENTS

1. Registration Certificate of the Organization
2. Darpan Portal Registration Certificate
3. List of projects undertaken in knowledge management and capacity building in the field of environment, climate change, biodiversity conservation and land degradation in the last 5 years. Please attach project completion certificates from the clients.
4. IT returns for the FY 2020-21, 2021-22, and 2022-23 (mandatory)
5. FCRA (if applicable) for the FY 2020-21, 2021-22 and 2022-23
6. Audited accounts including
 - a. Balance Sheet
 - b. Income and Expenditure
 - c. Schedules
 - d. Notes of Accounts
 - e. Auditor's Report for the FY 2018-19, 2019-20, 2020-21, 2021-22, and 2022-23 to be submitted.
7. Annual Report for FY 2022-23
8. Proof of experience in the focus state/ district to be submitted.
9. Proof of funding generated in the last financial year to be submitted.
10. Detailed and duly verified CVs of professionals (Proposed Project Team) to be provided as per the format given in Annexure II.
11. A self-declaration that the organization it has full acceptance of the TERI General Terms and Conditions (GTC). Format given in Annexure III.
12. An Undertaking by the organization that it has not been debarred by any Government or UN agency, at any point of time and affirming that no donations will be raised through the project for political or religious activities or programmes. Format given in Annexure IV.
13. 80G Certificate
14. 12A Certificate
15. Complete contact details of three references including name, designation, organization, mobile number and email-id.

(Kindly provide all the above documents in the sequence as mentioned above)

ANNEXURE II: OUTLINE OF THE PROPOSAL

SECTION 1: APPROACH AND METHODOLOGY

This section provides the rationale as well as the proposed approach to undertake the activities envisaged under this assignment.

1.1 Project Summary

The Project Summary should describe the organizational experience and key approach and methodology to take up the assignment.

1.2 Organizational Background and Capacity to implement the project

This section should demonstrate that the proposing organization has the experience, capacity, and commitment to successfully take up the assignment. The issues to be covered in this section include:

- 1.2.1 Nature of the proposing organization – is it an informal group of interested parties, a community-based organization (CBO), national or sub-national NGO, research or training institution.
- 1.2.2 Purpose and core activities of the proposing organization/group
- 1.2.3 Organizational approach for undertaking the activities listed above, i.e., how does the organization or group intend to deliver the outputs?
- 1.2.4 Length of existence and project management experience if any
- 1.2.5 Organizational structure, governance, and administrative framework: provide the number of paid staff members if it is a well constituted organization.
- 1.2.6 If relevant, state membership and affiliation to associations or umbrella groupings
- 1.2.7 Provide an indication of the legal status. If none, provide an elaboration of its nature of existence.
- 1.2.8 If the organization has undertaken any similar assignment, please describe how that experience is going to help/support in undertaking the Knowledge Management work of SGP OP 7.

1.3 Process and results framework

This section can be laid out in a matrix form and should contain a clear and specific statement of what the proposed activities will accomplish. Preferably this should follow a logical framework. Among the issues to address include:

- 1.3.1 The full description of the methodologies to be adopted to undertake the assignment. The approach should indicate the importance of GEF Small Grants Programme in terms of contributing to its overall and or specific focal area objective(s). It should also reflect the relationship of the project to other relevant programmes such as local, district or national government programmes, other GEF and UNDP projects, multilateral and bilateral aid agency projects, and other community based, CSO,

and/or private sector activities. This will ensure that the knowledge management activity is not a standalone activity rather a participatory approach. The section should also highlight what will be the approach to disseminate knowledge to different stakeholders.

1.4 Description of Project Activities

This section, to be included in a logical framework, should describe what will actually be done to produce the expected results and accomplish the project's objectives. There should be a clear and direct linkage between the activities and the expected results or outcomes. (The proponent must ensure that the activities are a means to achieving the results). *Note that weakness in this area may be a major reason for failure to receive funding. Activity descriptions should be as specific as possible, identifying **what** will be done, **who** will do it, **when** it will be done (beginning, duration, completion), and **where** it will be done.* In describing the activities, an indication should be made regarding the organizations and individuals involved in or benefiting from the activity.

1.5 Implementation Plan and Time Frame

This section may be presented in graphical (table) form and can be attached as an annex. It should indicate the **sequence of all major activities and deliverable milestones**, including targeted beginning and ending dates for each step. Provide as much detail as possible at this stage. The Implementation Plan should show a logical flow of steps, indicating that all the things that must happen have been carefully thought through from the current to the end of the project situation. Please include in the Implementation Plan the required reports, project reviews and evaluation activities.

1.6 Plan to Ensure Grantees Participation

Please describe how the stakeholders will be involved in collecting knowledge generated from different projects on the ground. This information will serve a basis for assessing and understanding Grantees participation and ownership.

1.7 Communication Strategy (with activity timeline, preferably in a Gantt chart)

Please describe how you would communicate the project results or knowledge products with government institutions, academia, policy makers and other key stakeholders.

1.8 Knowledge Management Strategy (with activity timeline, preferably in a Gantt chart)

Please describe how you plan to capture, share and disseminate the knowledge, lessons learned, and good practices gained through the implementation of the various projects under SGP-OP7.

1.9 Gender Mainstreaming

Please describe how the documentation/outreach work takes into consideration the importance of gender mainstreaming (with a focus on the needs of women), and how this would be reflected in the results and benefits of the project.

Table 1: Activity Planning

| Brief Description of the General Objective of the Project: | | | | | | | | | | | | | | |
|---|-------------------|-----------|--------|-----|-----|-----|--------|-----|-----|----------------------------------|--------|------|------|------|
| Brief Description of Specific Objective No 1: | | | | | | | | | | | | | | |
| List the activities necessary to fulfill this objective. Indicate who is responsible for each activity and an indicator of activity accomplishment. | | | | | | | | | | Duration of Activity in Quarters | | | | |
| Activity | Responsible Party | Indicator | Year 1 | | | | Year 2 | | | | Year 3 | | | |
| | | | Q 1 | Q 2 | Q 3 | Q 4 | Q 5 | Q 6 | Q 7 | Q 8 | Q 9 | Q 10 | Q 11 | Q 12 |
| 1 | | | | | | | | | | | | | | |
| 2 | | | | | | | | | | | | | | |
| 3 | | | | | | | | | | | | | | |
| 4 | | | | | | | | | | | | | | |
| 5 | | | | | | | | | | | | | | |

SECTION 2: FINANCIAL DETAILS

The Project Budget is an important part of every GEF SGP project proposal and must be completed prior to consideration of a proposed project for funding. Once a project has been approved for funding, the budget information becomes part of the binding Memorandum of Agreement (MOA) between the GEF SGP and the proposing organization.

The development and management of a realistic budget is an important part of developing and implementing a successful GEF project. Careful attention to issues of financial management and integrity will enhance the effectiveness and impact of the project. In keeping with the role of the GEF SGP as a support mechanism for community-level initiatives, every effort has been made to keep financial management requirements as straightforward and non-burdensome as possible. The following important principles should be kept in mind in preparing a project budget:

- Include only costs which directly relate to efficiently carrying out the activities and producing the objectives which are set forth in the proposal.
- The budget should be realistic. Find out what planned activities will actually cost, and do not assume that you will be able to make do for less.
- The budget should include all costs associated with managing and administering the project. In particular, include the cost of monitoring and evaluation.
- GEF SGP funds should be spent according to the agreed budget.
- All relevant, financial records should be made available. These may be independently audited and may become public information.

- The budget line items are general categories intended to assist in thinking through where money will be spent. If a planned expenditure does not appear to fit in any of the standard line-item categories, list the item under other costs, and state what the money is to be used for.
- GEF SGP grant requests should not exceed US\$ 75,000 per project.

2.1 Financial Details

Please specify the total amount required in INR to undertake this assignment in a separate password protected file.

2.2 Projected Expenditures

This section will detail expenditure categories and how the funds will be dispensed over the project period. The anticipated expenditures in the project must be captured as below with clear line items.

Table 2: Budget (INR)

| S. No. | Expenditure Category | Unit Cost | No of Units | Total Budget (INR) |
|--------|-----------------------|-----------|-------------|--------------------|
| 1 | Personnel cost | | | |
| 2 | Equipment/ Materials | | | |
| 3 | Travel | | | |
| 4 | Training & Workshops | | | |
| 5 | Contingency/Overheads | | | |
| | Total | | | |

(Please mention the total budget requested in words)

Note: Shortlisted Applicants will be asked to provide detailed break-up of each budget head. The Financial Bid should be shared separately as a password protected file. Organizations who meet the technical criteria will be requested to share the password to open the financial bid.

Annexure II, Form 1: Curriculum Vitae of Team Members
(One page CV for each team member)

FORMAT

1. Name:
2. Proposed Position:
3. Name of Organization:
4. Date of Birth:
5. Nationality:
6. Education (From Highest to Lowest):

| Name of Degree | Year | Name of University/ Institute |
|-----------------------|-------------|--------------------------------------|
| | | |
| | | |
| | | |

7. Employment Record: (From Descending to Ascending Order):

| Firm/Organisation | Designation | From | Till |
|--------------------------|--------------------|-------------|-------------|
| | | | |
| | | | |
| | | | |

8. Projects undertaken

| Name of Project | Role in the project | Duration (From – Till) | Organisation Name | Details of the Assignment | Value of the Project (in INR) |
|------------------------|----------------------------|-------------------------------|--------------------------|----------------------------------|--------------------------------------|
| | | | | | |
| | | | | | |
| | | | | | |

9. Membership of Professional Associations:
10. Trainings:
11. Certifications:
12. Languages

I, the undersigned, certify that this CV correctly describes my qualifications, and my experience.

Signature of Staff Member

Date: _____
Day/Month/Year

Annexure III - General Terms and Conditions

General Terms and Conditions for the SGP Grant

1. The Applicant Organization/Agency is expected to examine all instructions, forms, terms & conditions, and Statement of Work in the RFP documents carefully.
2. The purpose of this RFP is to provide interested parties with the information that may be useful to them in the formulation of their Proposals pursuant to this RFP.
3. The proposals prepared by the Applicant Organization/Agency and all correspondence and documents relating to the proposals exchanged by the Agency and the NHI, shall be written in the English language.
4. Submission of RFP shall be deemed to have been done after careful study and examination of the RFP document with full understanding of its implications.
5. The proposal should contain all the documentary evidence to substantiate the claim for pre-qualification criteria.
6. An affidavit must be submitted affirming that no donations will be raised through the project for political or religious activities or programmes.
7. Failure to furnish all information required or submission of any relevant proof in accordance with the RFP requirements may result in the rejection of the RFP.
8. Each team member proposed for this assignment is required to give an undertaking that he/she is available to undertake the tasks allocated to him/her in the technical proposal. Each CV should be signed by the key personnel confirming that the information given in the CV is correct.
9. The Applicant Organization/Agency shall bear all its costs associated with or relating to the preparation and submission of its Proposal including but not limited to preparation, copying, postage, delivery fees, expenses associated with any demonstrations or presentations which may be required by TERI (the Authority), or any other costs incurred in connection with or relating to its Proposal. TERI shall not be liable in any manner whatsoever for the same or for any other costs or other expenses incurred by an Applicant Organization in preparation or submission of the Proposal, regardless of the conduct or outcome of the Selection Process.
10. TERI may update, amend, or supplement the information, assessment or assumption contained in this RFP.
11. TERI shall not be responsible for non-receipt / non-delivery of the RFP due to any reason whatsoever.
12. This RFP is not an agreement and is neither an offer nor invitation by the Authority to the prospective Applicant organization/consulting agency or any other person.
13. TERI has all the rights to change/rescind/cancel the tender at any stage before award of the

contract to any applicant organization without any explanation.

14. Approach and Methodology- Applicant Organization/Agency should provide a write up on the framework for performing the assignment, methodology for carrying out the activities and obtaining the expected outputs. Provide a suggested work plan, timetable, and indicate the sequence of all major activities including targeted dates for each step. Describe how stakeholder NGOs will be involved in knowledge management of SGP.
15. The issue of this RFP does not imply that the TERI is bound to select an Applicant Organization or to appoint the selected organization, as the case may be, for the consulting assignment and the Authority reserves the right to reject all or any of the Proposals without assigning any reasons whatsoever.
16. TERI will adopt a Quality and Cost Based Selection (QCBS) process (collectively known as "Selection Process") for evaluating the Proposals comprising technical and financial proposals to be submitted. Before the Financial Proposals are opened by the NHI, the Technical Advisory Group (TAG) will examine the shortlisted NGOs, for further shortlisting, if necessary. A Technical Advisory Group has been constituted under the Chairmanship of Joint Secretary (International Cooperation) Ministry of Environment, Forest and Climate Change, Government of India. The total score is calculated by giving weights to the technical (80) and financial scores (20). The applicant organizations with the highest score shall be submitted for further evaluation.
17. TERI requires that recipients of this document maintain its contents in the same confidence as their own confidential information and refrain from any public disclosure whatsoever.
18. The Signatory of the Proposal should be the duly Authorized Representative of the Applicant Organization/ Agency, for which a certificate of authority will be submitted. All certificates and documents including any clarifications and any subsequent correspondence received hereby, shall be furnished, and signed by the Authorized Signatory. The power or authorization, or any other document consisting of adequate proof of the ability of the signatory to bind the Consulting Agency shall be annexed to the Proposal.
19. The Applicant Organization/Agency should provide complete and accurate contact details in the Proposal.
20. Source of Instructions: The Applicant Organization/Agency shall report to the National Coordinator-Small Grants Program, India for different activities that will be undertaken as part of the assignment.
21. Review of Performance: For regular monitoring of performance, the Applicant Organization/Agency shall keep the National Coordinator of the SGP-OP7 updated on a fortnightly basis.
22. Liquidated Damages: would be imposed @ 0.5% per week or part thereof for the delay in delivery as per Timeline as may be attributed to the successful applicant organization for each payment milestone as defined in the contract, subject to a maximum of 10% of the contract value. Recoveries through such Liquidated Damages are to be without any

prejudice to the other remedies available to TERI.

23. Conflict of Interest- Except as otherwise permitted by the contract, the applicant organization shall not disclose to third parties the contents of the contract, or any information provided by or on behalf of the other that ought reasonably to be treated as confidential and/or proprietary Applicant organization will have to make sure that TERI has unfettered right to use material even if a third-party intellectual is used in deliverables.
24. Disclaimer- TERI and its employees disclaim all liability from any losses or damage, whether foreseeable or not, suffered by any person acting on or refraining from acting because of any information including statements, information, or projections contained in this document or conduct ancillary to it whether or not the loss or damage arises in connection with any omission, negligence, default, lack of care or misrepresentation on the part of TERI and its employees.
25. Termination of Contract- TERI shall reserve the right to terminate the contract without assigning any reason whatsoever during the course of the contract subject to providing a notice period of 15 days.
26. Observance of the Law: The Selected Agency shall comply with all laws, ordinances, rules, and regulations bearing upon the performance of its obligations under the Contract. In addition, the Selected Agency shall maintain compliance with all obligations relating to a qualified vendor of goods or services to TERI.
27. In the event if any dispute arises out of or in connection with the validity, interpretation or implementation of this Agreement, the Parties shall attempt in the first instance to resolve such dispute through friendly consultations. If the dispute is not resolved in this manner, then the aggrieved party shall inform the other party through a notice for referring the dispute to arbitration of a sole arbitrator in accordance with The Arbitration and Conciliation Act, 1996 (as amended from time to time).
28. Arbitration proceedings shall be held at New Delhi and the language of the arbitration proceedings and that of all documents and communications between the parties shall be English.
29. The expenses of the arbitrator as determined by the arbitrator shall be shared equally by the Agency and the NHI. However, the expenses incurred by each party in connection with the preparation and presentation shall be borne by the party itself. All arbitration awards shall be in writing and shall state the reasons for the award.
30. For the purposes of this Contract, "Force Majeure" means an event which is beyond the reasonable control of a Party, is not foreseeable, is unavoidable, and which makes a Party's performance of its obligations hereunder impossible or so impractical as reasonably to be considered impossible in the circumstances, and includes, but is not limited to, act of god, war, riots, civil disorder, earthquake, fire, explosion, storm, flood or any other adverse weather conditions, strikes, lockouts or other industrial action (except where such strikes, lockouts or other industrial action are within the power of the Party invoking Force Majeure to prevent), confiscation or any other action by TERI.

31. Indemnification- The Selected Agency shall indemnify, defend, hold and save TERI, and its officials, agents and employees, from and against all suits, proceedings, claims, demands, losses and liability of any kind or nature brought by any third party against TERI, including, but not limited to, all litigation costs and expenses, attorney's fees, settlement payments and damages.
32. Copyright, Patents and other Proprietary Rights- Except as is otherwise expressly provided in writing in the Contract, TERI shall be entitled to all intellectual property and other proprietary rights including, but not limited to, patents, copyrights, and trademarks, with regard to products, processes, inventions, ideas, know- how, or documents and other materials which the Agency has developed for TERI under the Contract and which bear a direct relation to or are produced or prepared or collected in consequence of, or during the course of, the performance of the Contract. The Agency acknowledges and agrees that such products, documents, and other materials constitute works made for hire for TERI.
33. Audits and Investigations
- i) Each invoice paid by TERI shall be subject to a post-payment audit by auditors, whether internal or external, of TERI or by other authorized and qualified agents of TERI at any time during the term of the Contract and for a period of three (3) years following the expiration or prior termination of the Contract.
 - ii) TERI may conduct investigations relating to any aspect of the Contract or the award thereof, the obligations performed under the Contract, and the operations of the Agency generally relating to performance of the Contract at any time during the term of the Contract and for a period of three (3) years following the expiration or prior termination of the Contract.
 - iii) The Agency shall provide its full and timely cooperation with any such inspections, post- payment audits or investigations. Such cooperation shall include, but shall not be limited to, the Agency's obligation to make available its personnel and any relevant documentation for such purposes at reasonable times and on reasonable conditions and to grant to TERI access to the Agency's premises at reasonable times and on reasonable conditions in connection with such access to the Agency's personnel and relevant documentation. The Agency shall require its agents, including, but not limited to, the Agency's attorneys, accountants, or other advisers, to reasonably cooperate with any inspections, post-payment audits or investigations carried out by TERI hereunder.
 - iv) TERI shall be entitled to a refund from the Agency for any amounts shown by such audits or investigations to have been paid by TERI other than in accordance with the terms and conditions of the Contract. The Agency also agrees that, where applicable, donors to TERI whose funding is the source of, in whole or in part, the funding for the procurement of Goods and/or Services which are the subject of this Contract, shall have direct recourse to the Agency for the recovery of any funds determined by TERI to have been used in violation of or inconsistent with this Contract.

Declaration

I/We, on behalf of 'NAME OF ORGANIZATION' hereby accept the 'GENERAL TERMS AND CONDITIONS' of the Small Grants Programme, Operational Phase 7, India.

Signature :

Name :

Designation :

Organization :

Email :

Mobile :

Date :

Annexure IV - Undertaking by the Organization

I/we being Authorized Signatory of [Name of bidder], having registered office at [put address here], hereby declare:

- a) [Name of bidder] certifies that the details & information given in the project proposal are true & factual.
- b) [Name of bidder] is not insolvent or not in receivership or not bankrupt or not in the process of being wound up, or not have entered into an arrangement with creditors.
- c) [Name of bidder's] affairs are not being administered by a court, judicial officer, or by an appointed liquidator.
- d) [Name of bidder] has not suspended business or not in any analogous situation arising from similar procedures under the laws and regulations of India.
- e) [Name of bidder] has not been involved in any major litigation that may affect or compromise the delivery of services as required under this contract.
- f) [Name of bidder] has not been blacklisted by any Central / State Government / Public Sector Undertaking in India
- g) [Name of bidder] has not been debarred by any Government or UN agency at any point of time.
- h) [Name of bidder] is registered with NGO-Darpan Portal of NITI Aayog with a unique identification number -

We also undertake that failing the above-listed declarations, our application shall be rejected.

Date:

(Authorized Signatory)

Place:

Name, Designation
Company seal