**REQUEST FOR PROPOSAL**

**HCLF/RFP/Uday/ECCD/26062019**

**HCL Foundation under HCL *Uday* program Invites Proposals from NGOs/CSR Implementing Agencies for developing ECCD monitoring tool.**

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| **RFP released by** | HCL Foundation |
| **RFP Code** | HCLF/RFP/Uday/ECCD/28062019 |
| **Program Name** | HCL Uday – *ECCD* |
| **Date of RFP** | Friday,28th June 2019 |
| **Last date for submission** | 24th July 2019 |
| **Location** | Pan India |

**About Us**

HCL Foundation (HCLF) was established in 2011 as the CSR arm of HCL Technologies. It is a value-driven not- for-proﬁt-organization, that strives to contribute towards national and international development goals, bringing about lasting positive impact in the lives of people, through long term sustainable programs. The foundation aims to alleviate poverty and achieve inclusive growth and development.

Active community engagement ensures optimal long-term gains and upward accountability. HCL Foundation works through Life Cycle Based, Integrated Community Development Approach with thematic focus on Education, Health, WASH, Skill development & Livelihood, Environment and Disaster Risk Reduction & Response. Child protective strategies, inclusion and gender transformative approaches remain central in all initiatives of HCL Foundation, thus ensuring comprehensive development.

Our integrated approach places the communities at the very center of our efforts. We believe in the power of collective action and work closely with communities, both in urban and rural geographies in India, as well as globally. Recognizing them as active citizens who script their destiny, we see them as partners in change rather than passive beneﬁciaries.

**VISION**

Create a source code for sustainable socio economic development.

**MISSION**

Nurture clean, green and healthy communities where everyone is empowered and equipped to reach their full potential in full engagement with our employees and partners, showcasing and establishing international standards of planning, implementation, monitoring and evaluation in community development.

**CORE VALUES**

* Credibility
* Transparency
* Accountability
* Outreach to the Unreached
* Sustainability & Scalability

Presently HCL Foundation is implementing four flagship programs, namely HCL Samuday & [HCL Grant](http://hclgrant.hcltech.com/) – Rural Development initiatives, HCL Uday – an Urban Development Initiative and Power of 1 – HCL’s volunteer engagement program. Details for all these programs can be found on our website –

[**www.hcl.com/hclfoundation**](http://www.hcl.com/hclfoundation)

Recently, HCL Foundation has also introduced 3 new initiatives- *Harit –* the Green Spaces Initiative, Project Clean Noida, and the HCL Foundation Academy.

**This Request for Proposal is with regards HCL Uday – HCL Foundation’s Urban Development initiative.**

**Link to Videos:**

**HCL Foundation Video –** [**https://youtu.be/GW9oTI28BuQ**](https://youtu.be/GW9oTI28BuQ)

**HCL Uday Video –** [**https://youtu.be/hGlrFI7qlR0**](https://youtu.be/hGlrFI7qlR0)

**HCL Uday**

HCL Foundation’s flagship urban community development program - UDAY, seeks to create green, clean, healthy and empowered communities. Aligned with the Sustainable Development Goals, it is developing an **integrated solution to break the vicious cycle of urban poverty**.

Defining Uday’s approach is its intrinsic belief that urban poor aspire to a life of dignity and self- respect. With the right opportunities, they can take charge of their lives, dare to imagine a different future and work towards it. Our strategies are carefully designed, such that they speak both to their environment and to their ambitions.

Uday’s unique **‘Convergence’ approach** brings this philosophy to life. Uniting critical stakeholders– the state, non-profits and HCL volunteers in a rich partnership, it meets its responsibility to the community and supports them in realising their dreams.

**Defined by 3 C’s, Uday is:**

**C**omprehensive: the intervention targets critical areas of a person’s well-being - health, education, sports, livelihoods and skilling, environment, disaster reduction and sports for change.

**C**ontinuous: takes a life-cycle approach. Day walks with the community through all stages – infancy, early childhood, adolescence, adulthood and old age.

**C**ollaborative: taking the approach of convergence, it brings communities, non-profits, local and district governments and HCL employees together, leveraging the strength of each stakeholder for the greater good.

**The 3 C’s combine to create the source code of Uday**

Currently being implemented in 11 cities in partnership with like-minded organisations, HCL Uday is now poised to scale – both in terms of depth of the intervention as well as scale of its reach.

**EARLY CHILDHOOD CARE AND DEVELOPMENT (henceforth referred as ECCD)**

ECCD aims at holistic development of all girls and boys under 6 years through improving access to home and center based quality responsive care, stimulation and early childhood education that actualize their development potential, in both emergency and development situations. Taking cognisance of the fact that early years form the foundation for life, ECCD is central to all initiatives undertaken by HCL Foundation.

Under ECCD, HCL Foundation aims to build supportive and enabling policy and implementation environment for holistic development of the young child, in the most disadvantage and vulnerable settings though improving access and quality of early childhood education, care and development services.

HCL Foundation is currently supporting 68 Anganwadis and 31 Balwadi centres in different locations of North and South India. The objective is to strengthen and improve the ICDS service delivery in these locations.

HCL Foundation uses gender transformative and inclusive strategies in all its interventions.

**Request for Proposals**

The proposed assignment will support in strengthening aganwadis services by mapping the progress of AWC through measuring pre-defined quality standards related to child and centre based outcomes. Very specifically, the assignment will convert standards into assessment tool making quality indicators measurable and assessable.

Request for Proposals should be in line with the standards of HCL Foundation. Respondents are requested to submit their proposals for below-mentioned deliverables.

**Specific Deliverables**

1. Development of monitoring tool for strengthening aganwadis based on National ECCE policy standards
2. Roll out of monitoring tool that includes key deliverables and milestones, person(s) responsible, and timeline for delivery
3. Two trainings of key stakeholders of North and South region of HCL F on the tools
4. Conduct initial baseline using the tool in 15 aganwadis(Noida), 3 aganwadis (Madurai, Chennai and Bangalore each)

**SCOPE OF WORK**

Reputed NGOs/agencies may submit proposals inclusive of:

* 1. Organisation Profile:
* Organization Details with full address and Registration Details
* Name and contact details of authorized contact person
* Profile of the organization highlighting the organizations previous work in the thematic area
* Details of the Board Members/governance council.
* List of similar completed/ongoing projects with brief description of the project and beneficiaries reached funded by other agencies
  1. Technical Proposal:
* Proposed methodology
* Innovation
* Proposed Activities along with timeline
* Sustainability plan
* Risk mapping
* Human resource mapping (proposed team structure)
* Proposed Budget (Administrative Cost not to exceed 8-10%)

**SKILLS AND EXPERIENCE FROM CONSULTANT**

* Minimum 5 years’ experience in similar assignments
* Sound understanding of the major issues pertaining to children below six years in India, Early Childhood Care and Development (ECCD), Integrated Child Development Services (ICDS)
* Fluency in local languages would be an advantage (Hindi,)
* Good understanding of how government structures and schemes work

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

All proposals must be submitted as per ‘**HCL Uday**’ and as per the prescribed **Proposal Format** along with ***Annexure A (Budget)*** and ***Annexure B (Gantt Chart****).* **All 3 formats can be downloaded from the link below:**

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

**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.

Submission Details & Deadlines

**Please submit proposals by 25th July, 2019 to** [**shrutimi@hcl.com**](mailto:shrutimi@hcl.com)and **samuel\_e@hcl.com in cc.**

Please send in your submissions with **Subject Line** in the given format: **HCLF/RFP/Uday**/**ECCD/26062019/<Name of Organization or IA>**

**Proposals must be submitted along with Budget and Gantt Chart ONLY in the formats shared on the link**. Proposals not shared in the given format are liable for rejection. Proposals received after the due date and time will not be considered.

All enquiries regarding this RfP should be made **15th July, 2019** via email to [**shrutimi@hcl.com**](mailto:shrutimi@hcl.com)

Terms & Conditions

**Duration of the project:** Duration of the project may vary from 12 to 15 months.

**Deadline:** Proposals received after the designated deadline are subject to rejection by HCL Foundation.

**Validity:** Your proposal must remain valid for a minimum of six (6) months from the date of receipt by HCL Foundation.

**Negotiations:** The most competitive proposal 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 proposal:** This document is a request for proposals 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 RFP. 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 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. 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.

**Branding aligned:** HCL Foundation has set brand guidelines that should be incorporated and followed while demonstrating the Foundation’s brand.

**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.

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7. **Copyright and Patents:** HCL Foundation, along with the agency, shall be entitled for shared copyrights, patents, and other proprietary rights and trademarks with regard to products or documents or resources that are produced or prepared or collected in consequences of or in the course of execution of the contract. However, for any Intellectual Property Right / copyright / patent / trademark of innovation which precedes the contract, and is bought in by agency for exclusive single use of HCL, for larger social good, in such cases the Intellectual Property Right / copyright / patent / trademark of innovation brought in by the agency shall remain with the original innovator.
8. **Confidentiality**: All plans, reports, recommendations, estimates, documents and data compiled by the agency 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.