**REQUEST FOR PROPOSAL**

**Objective: Inviting Technical and Financial Proposals from Non-Governmental/ Not-for-Profit Organizations for Implementing the Early Childhood Care & Development (ECCD) Centre under Project “My Community” for HCL Foundation in Lucknow, Madurai and Chennai**

**About HCL Foundation**

HCL Foundation (HCLF) was established in 2011 as the CSR arm of HCL Technologies. It is a gold standard not for profit organization, that matches the national and international development standards and brings about lasting positive impact in the lives of people, through long term sustainable programs, implemented in full engagement with HCL’s own employees. Our gold standards are Credibility, Transparency, Accountability, Outreach to the Unreached, Sustainability & Up scalability.

HCL Foundation works in rural and urban areas towards poverty alleviation through long term investments in holistic education, employability, environment, health, water, sanitation and hygiene, humanitarian action in the face of man-made or natural disaster. Gender transformative and inclusive approaches form the backbone of the overall program strategy. There is a heavy focus on young people as they form majority of the world’s population. Having said that, HCL Foundation does not limit its interventions to this age group alone. Rather, works through an *integrated community development approach (ICDA)*.

The purpose of this document is to Request for Proposals in line with the standards of HCL Foundation. Respondents are requested to submit their proposals on the basis of detailed instructions given below to set up Early Child Care & Development (ECCD) Centres in identified slums in the three locations in partnership with our National Technical Partners on ECCD.

**Background:**

According to the Census of India, 2011, more than 8 million children under six years of age live in the 49,000 slums across India. Slums are home to migrant workers from rural or poorer regions as urban areas provide much greater opportunity and fewer social restrictions on the livelihood possibilities open to the poor. A slum is a collection of households where a group of individuals live under the same roof in an urban area lacking durable housing, sufficient living space, easy access to safe water in sufficient amount at affordable prices, access to adequate sanitation and hygiene facilities and security from forced eviction.

Families migrate from villages to cities to make ends meet and most of them end up as daily wage workers in the informal sector, where work conditions are harsh, hours are long, wages are below the legal minimum wage and women get paid less for the same work. Here, the situation becomes worse for the working mothers who have no maternity support facilities for their children.

In slums, the workers continue to be housed in shanties with poor supply of potable water and electricity and even poorer sanitation. The open pits and drains, piles of filth and construction material provide for dangerous, unhealthy and unsafe playing grounds for the young children especially when both parents are away at work. Many of these children fail to reach their full human potential due to exposure to several risk factors as malnutrition, poor health, sanitation and hygiene, poor stimulation, infectious diseases and deficiencies and poverty. These risk factors have a negative impact on their physical growth, cognitive skills and social emotional development. These children are likely to have poor learning attainment, high fertility rates and poor employment opportunities and continue the cycle of intergenerational poverty. As adults, they are not able to become productive members of their home, community and the country and account for a loss of more than 20% in adult productivity. India accounts for more than 30% of the global burden. This is projected to increase substantially in India unless timely and appropriate interventions are made. These children and their families can be helped. It is their right to develop as well as to survive. Good nutrition and health and consistent loving care and encouragement to learn in the early years of life help children to do better at school, be healthier, have higher earnings and participate more in society. This is especially important for children in poverty. Early years of childhood form the basis of intelligence, personality, social behaviour, and capacity to learn and nurture oneself as an adult.

It is important that investments on ECCD are made for children living in deprivation to promote over all development and school readiness to break the intergenerational cycle of poverty.

**About Project “My Community”**

Urban Community Development is HCL Foundation’s integrated community development program for underprivileged communities, including migrant workers and displaced people living urban slums. Under this program, HCL Foundation also addresses vital issues through city wide campaigns. All interventions carried out by HCL Foundation, in urban neighbourhoods, where HCL is present, are categories under its flagship Project called **My Community.** With its philosophy of ensuring lasting positive change, HCL believes in investing in cities, where it operates in. Hence, HCL Foundation, as the CSR arm of HCL, is mandated to address issues that are in the remit of HCL Foundation’s thematic focus areas, in these cities. In the face of rapid urbanisation and fast changing socio-economic landscape of Indian cities, **My Community** is HCL Foundation’s initiative to invest in the holistic development of cities, where HCL is present.

**Integrated Community Development Approach. (ICDA)**

The Urban Community Development interventions were essentially initiated by HCL Foundation, to address the issues in immediate neighbourhoods. Given the pace of urbanisation and more and more people forced to live in inhabitable slums growing metro cities, this has now become yet another flagship project. Interventions across themes, which were standalone activities till 2015, have now been consolidated using Integrated Community Development Approach. The term My Community has been coined with an idea that HCL goes beyond its premises to work with larger community in the city. The key strategies used are: Understanding the local challenges, Community mobilisation, Partnerships, Convergence and Integrated development – leaving no one behind.

As of now, project My Community is operational in NCR (NOIDA, Gurgaon and Delhi); Chennai, Madurai, Lucknow, Kolkata and Pune with interventions in holistic education, health including water, sanitation and hygiene, livelihood and environment. The objective is to create a source code of development which is replicable and scalable. In the first phase, the project is targeted to impact lives of **900 households in identified slums in Lucknow (Vinayak Puram and Sachiwalaya Colony in Vikas Nagar); *1,035 households in Chennai (Gandhi Nagar Slum - Gandhi Nagar Slum 198, Zone No. XV) and 650 households in clusters of Theerthakadu, Pambattinagar (Ward 29) and Nethaji Nagar (Ward 32) in Madurai district*.** The project will be supported by partner organisations who will provide technical and operational assistance and will be powered by the HCL Volunteers.

**Scope of Work**

Reputed NGOs/agencies are welcome to submit proposals keeping in mind the following components and scope of work:

* Work with the consortium of organizations engaged in the program on a convergence based model
* Mapping & listing of targeted urban slum communities using participatory methodologies and approaches
* Develop and implement tools for in-depth baseline and end line for targeted need assessment of focus groups, measuring outcome and impact of the program
* Mobilization and sensitization of targeted urban slum communities on the importance of ECCD
* Develop and implement effective behaviour change communications and strategies for ECCD related behaviours
* Implement Early Childhood Care & Development (ECCD) programs by setting up ECCD centre in guidance from our technical partner for children in the age group 0 to 6 years in the targeted urban slum communities
* To cover at least 100 children in the identified communities for 6-8 hours a day in the centre in the respective age groups
* To strengthen local Angwandi, build capacity of ASHA workers, Anganwadi Workers and mothers, for sustainability of the program
* Provide freshly-cooked hot meals as per the nutritional guidance from our technical partner
* Implement Child Protection measures
* Build relationship with stakeholders to leverage existing Government schemes for education in urban communities.
* Continuous evaluation to strengthen the ECCD program
* Develop and implement strategy for sustainability of program in the context of migration
* Develop and maintain proper documentation of the program processes, reports, MIS for beneficiary reach and budget, case studies and other success stories with photographic evidence
* Develop and conduct a comprehensive end line assessment to measure the outcome and impact of the program
* Plan and implement strategies for effective stakeholder and employee engagement
* Plan and implement capacity building workshops for HCL Foundation, HCL employee volunteers, partner organizations and other stakeholders of the Program
* Participate in HCL Foundation workshops, trainings, meeting, etc., whenever required
* Collaborate with HCL Foundation to design any IEC/Branding material as a part of the program in line with HCL Technologies Branding Guidelines for Foundation
* Work in collaboration with other partners of My Community and HCL Foundation in face a manmade or natural disaster to provide rapid response to affected communities and child protection during disaster
* Ensuring 100 % identity proof generation and bank accounts for direct beneficiaries reached under respective themes

**Duration:** Till March, 2019 (Should be able to take up work as soon as possible)

**Programme Locations:**

* **Lucknow - Vinayak Puram and Sachiwalaya Colony slums in Vikas Nagar**
* ***Chennai - Gandhi Nagar, Chennai Corporation – 198, Zone No. XV***
* ***Madurai - Theerthakadu, Pambattinagar (Ward 29) and Netaji Nagar (Ward 32)***

**Eligibility Criteria:**

* The organization must have an experience of 5-8 years or more in the thematic area they are applying for
* Extensive knowledge and experience of working in the respective thematic area and implementing programs for various reputed CSR
* Intensive knowledge and experience of working with Government bodies, liaisoning with Government departments in Lucknow and Uttar Pradesh
* Proven and extensive in the capacity building, leadership training and development of training curricula and material
* Ability to develop sustainable models of interventions in the context of migration
* The organization should have robust evaluation and monitoring mechanisms with excellent communication skills for reporting
* The organization should not be black listed by Government bodies or any national/international donor agency

**Key Deliverables:**

* Mapping, Listing, Baseline and End Line reports
* Timely submission of quarterly reports along with beneficiary reach, financial reports and descriptive report, photographic reports, and any other deliverables requested by HCL Foundation
* Tools, Manuals, Guidelines, IEC/BCC Material developed during the program
* Cleaned MIS data and any other outcome and impact related data generated during the program

**Guidelines for Proposal Submission:**

Please submit proposals by ­**­­­ 8th July 2017.** Proposals received after the due date and time will not be considered

**For submissions and enquiries, email to**

* **Lucknow:** [**tiwari.m@hcl.com**](mailto:tiwari.m@hcl.com)
* **Chennai:** [**marshal.k@hcl.com**](mailto:marshal.k@hcl.com)
* **Madurai:** [**samuelebenezerd@hcl.com**](mailto:samuelebenezerd@hcl.com)

The proposal must contain the following information:

1. Technical Proposal
2. Budget
3. **Technical Proposal**
   * 1. General Information
        1. Organization Details with full address
        2. Name and contact details of authorized contact person
        3. Profile of the organization highlighting the organizations previous work in the thematic area
        4. Profile of the proposed project team, percentage time to be dedicated to project, past experience and list of publications (if any) as annexure 1
        5. List of completed/ongoing projects with brief description of the project and beneficiaries reached funded by other agencies as annexure 2

Registration details as annexure 3

* + 1. Technical Proposal

Detailed technical proposal with clear cut methodology to accomplish the objectives of the program and scope in chosen thematic area. The technical proposal should have a Result Based Management and Accountability table, detailed work plan and timelines in the form of a Gantt Chart. The proposal should highlight the beneficiary reach separately for different themes and locations.

1. **Budget**

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.

**Terms & Conditions**

1. **Deadline:** Proposals received after the designated deadline may be subject to rejection by HCL Foundation
2. **Validity:** Your proposal must remain valid for a minimum of six (6) months from the date of receipt by HCL Foundation.
3. **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.
4. **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.
5. **Incurring costs:** HCL Foundation will not be liable for any cost incurred during preparation, submission, or negotiation of an award for this RFP.
6. **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.
7. **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