

Annexure I - Proposal Form

Table 1 Proposal Application Form

S. No.	Details			Response
1.	Basic Information			
	a) Name of Organisation			
	b) Address			
	c) Website			
	d) Email ID			
	e) Phone			
	f) Name of Head of the Organisation			
	g) Email ID of the Head of the Organisation			
	h) Name of the Project Team Lead			
	i) Email Id of Project Team Lead			
	j) Mobile No. of the Project Team Lead			
	k) Please list all offices in SGP project landscapes (Maharashtra, Madhya Pradesh, Assam, Meghalaya and Tamil Nadu). Please provide the complete address, and total number of permanent staff in each location.			
	State	City	Address	Staff
	l) Describe the Project Monitoring system of the Organization. (150 words)			
	m) Describe the Financial/Accounting system of the Organization. (150 words)			
2.	Minimum Eligibility			
	a) Type of Organisation			
	b) Registered under Act			

S. No.	Details			Response		
	c) Registration Number					
	d) Year of Registration					
	e) Unique ID of DARPAN portal of NITI Aayog					
	f) PAN Card Number					
	g) GST Number					
	h) 80 G Certificate					
	i) 12 A Certificate					
	j) NGO should have an office in the focus landscape (highlands of the North-East India/drylands of the central India/ coastal regions of India). Please specify the complete address and contact details of Landscape state office- Maharashtra, Madhya Pradesh, Assam, Meghalaya and Tamil Nadu					
	k) Annual Turnover (INR) Format - XX,XX,XXX		(Figures need to be highlighted in the relevant annexure)			
	2021-22	2022-23	2023-24	Average Turnover of Last 3 years		
	l) Total years of experience of the Organisation in the field of climate change, forest and biodiversity conservation, policy advocacy and carrying out/conducting research studies in similar fields					
	m) Blacklisting by Central/State Government/PSUs		Yes/No			
	n) Litigation that may impact on deliverables		Yes/No			
	o) Does your organization use any donations raised through the project for political or religious activities or programmes.		Yes/No			
3.	Areas of Proficiency					
	p) List minimum 3 projects of project value INR 15 Lakhs and above in the field of renewable energy, energy efficiency, climate change, biodiversity conservation and land restoration in the focused landscape. If you have done more than 3 projects, please mention.					
	S.No	Project Title	Funding Agency (Full name)	Project Amount (INR)	Project Duration (months)	Results (Capacity in Kwp and No of units)

S. No.	Details				Response		
	q) List of minimum 3 projects in renewable energy, energy efficiency, climate change, biodiversity conservation and land restoration in the focus landscape working closely with the Government / Foundations / Philanthropy. Please do not repeat the projects already listed in 3a. (If you have done more than 3 projects, please mention.						
	S.No	Project Title	Funding Agency (<u>Full name</u>)	Project Amount (INR)	Implementing District/State	Project Duration (months)	Results/ Capacity (in Kwp) and Units
4.	Project Team						
	a) Proposed Team (please include M&E officer in the team)						
	S. No.	Name	Role (Team Leader/ Team Member)	Area of Specialization	Highest Educational Qualification	Total Years of Work Experience	
	b) CVs demonstrating qualifications must be put forward in the given format as per Form III						

S. No.	Details	Response
5.	Proposed SGP Project Title: <i>please mention</i>	
6.	Proposed SGP Project Location	
	a. Landscape (North-East Region, Central Semi-Arid Region, Coastal Region)	
	b. State	
	c. District	
	d. Town/Village	
7.	Proposed SGP Project Budget	
	Financial Sources (INR)	(Format XX,XX,XXX)
	a. Total Fund Request from SGP <i>(SGP fund is allowed only up to USD 50,000/-)</i>	
	b. Total Fund from Co-financing (cash or in kind) <i>(Proof of co-financing to be attached)</i>	
	a) Total Project Cost	(a + b)
8.	Proposed SGP Project Duration	
	a. Project Duration	months
9.	Prior Experience with SGP	
	a. Prior Experience with GEF SGP – Yes/No	
	b. If Yes, mention the specific projects grant code including grants received	
10.	Proposed SGP Project Proposal Details	
	Baseline Information- A specific baseline study highlighting the community's existing energy consumption patterns, community's energy needs, identifying the type of technology and related opportunities of CO2 mitigation. (Also highlight the challenges faced in accessing reliable and clean energy, including infrastructure limitations, affordability, and sustainability concerns). Please describe how community will be engaged and percentage of co-financing contribution in the proposed intervention.	

S. No.	Details				Response
	a) Justification- i) Describe the proposed technology and justify its relevance in addressing the needs of the community.				
	b) Business Model- Mapping of stakeholders, Financial Model of the intervention and Upscaling Plan of the intervention.				
	c) Project Co-Financing- Describe the Government Schemes/Programmes which will be leveraged for mobilizing co-finance in the proposed intervention (150 words) <i>Proof of Co-financing/Letter of support to be attached.</i>				
	d) Project Activities- list specific project activities identifying what will be done, who will do it, when will it be done, where will it be done and who will benefit.				
	S. No.	Activity	Responsible Person	Time Duration	Expected Outcomes
	e) Project Results- specific measurable results/changes by the end of the Project. Results should be clear and concise and should be SMART (specific, measurable, achievable, realistic and time-bound). (E.g., Renewable energy interventions, GHG emissions mitigated, number of community members trained, number of households accessing benefits, number of women beneficiaries, total number of beneficiaries at end of project cycle, etc) Please fill the relevant fields only.				
	Total renewable energy capacity installed (Kilo Watt)				
	Green House Gas Emissions (metric tonnes CO2 mitigated)				
	Number of households accessing benefits				
	Direct Project Beneficiaries (Male)				
	Direct Project Beneficiaries (Female)				

S. No.	Details	Response
	Energy saved (Mega Joules)	
	Any other (in quantifiable units)	
11.	Proposed Project Advocacy Parameters	
	<p>a) Innovation- innovative aspects of the project which may include improvements of existing product/service/delivery process, original product/service/model of delivery and increasing local action and organizing as groups. (100 words)</p> <p>b) Sustainability- describe the sustainability of project impact in a longer term, both environmentally and socio-economically and how project impact will continue after the project ends (i.e., who will manage the continuation of the activities/outcome, how will it be financed, etc). (100 words)</p> <p>c) Community and Stakeholder Participation Plan – the stakeholders/communities who will be involved in project (100 words)</p> <p>d) Inclusion of women, indigenous people, youth, and person with disabilities– role of men and women, specific focus on needs of women etc.) (100 words)</p> <p>e) Communication- how will you communicate and raise awareness amongst community members (100 words)</p> <p>f) Knowledge Management- plan to capture and share the knowledge, lessons learned, and good practices gained through implementation of the project. (100 words)</p>	

S. No.	Details	Response
12.	Project Risks, Monitoring and Evaluation	
	<p>a) Project Risks- List risk factors that could result in project not producing the expected results. These should include both internal factors (e.g., technology involved fails to work as projected) and external factors (e.g., climate change impacts, political and economic situation, etc.). Please also propose risk mitigation measures to address the potential risks.</p>	
S. No.	Internal or External Risk	Possible Mitigation Measures
13.	Project Budget (Format X,XX,XX,XXX)	
	<p>a) Provide budget in categories and how funds will be spent over the project period. Co-financing of equal or more amount to the SGP Grant amount is vital.</p> <ul style="list-style-type: none"> • <i>Manpower Cost cannot be more than 20% of the Total SGP Grant</i> • <i>Contingency Cost cannot be more than 5% of the Total SGP Grant</i> 	

S. No.	Details			Response
	S. No.	Expenditure Category (INR)-XX,XX,XXX	SGP Grant	Co-financing
	1	Personnel		
	2	Equipment		
	4	Travel		
	5	Training & Workshops		
	6	Contingency/Other support		
14. Co-financing (Format X,XX,XX,XXX)				
	a) Provide details of the cost sharing contribution (cash and in kind). Co-financing should be related to labour/materials and other quantifiable resources. <i>Co-finance should be equivalent or above then requested SGP fund</i>			
	Source of Contribution	Cash co-finance (INR)	In-kind co-finance (INR)	Amount (INR)
	Community			
	Proposed Organisation			
	Donor			
	Local Government			
	Other			
	Total			
15. References				
	a) Provide 2 references of clients (including name, designation, organization, email id and mobile number) with whom the applicant organization has worked in the last two financial years.			

Declaration

I/ We on behalf of 'PUT NAME OF ORANIZATION' certify that all the details and facts submitted in this proposal are true and accurate to the best of my knowledge. I/ We understand that any wilful misstatement or misrepresentation herein may lead to disqualification of the proposal.

Signature :
Name :
Designation :
Organization :
Email :
Mobile :
Date :

Annexure II Curriculum Vitae of Team Member

(One page CV for each team member)

Provide CVs of the proposed team for undertaking the current assignment in the following format.

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- Undertaking

I/We being Authorized Signatory of [NAME OF ORGANIZATION], having registered office at [PUT ADDRESS HERE], hereby declare:

- a) [NAME OF ORGANIZATION] 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.
- b) [NAME OF ORGANIZATION] affairs are not being administered by a court, judicial officer, or by an appointed liquidator.
- c) [NAME OF ORGANIZATION] has not suspended business or not in any analogous situation arising from similar procedures under the laws and regulations of India.
- d) [NAME OF ORGANIZATION] has not been involved in any major litigation that may affect or compromise the delivery of services as required under this contract.
- e) [NAME OF ORGANIZATION] has not been black listed by any Central / State Government / Public Sector Undertaking in India.
- f) [NAME OF ORGANIZATION] has not been debarred by any Government or UN agency at any point of time.
- g) [NAME OF ORGANIZATION] is registered with NGO-Darpan Portal of NITI Aayog with a unique identification number – XXXX
- h) [NAME OF ORGANIZATION] confirms that no donations will be raised through the project for political or religious activities or programmes.

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

Date:

(Authorized Signatory)

Place:

Name, Designation

Organization Seal

Annexure IV 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 communities will be involved in the baseline assessment exercise and in the definition of landscape goals & outcomes.

15. Co-Financing (Resource mobilization) is a mandatory requirement for all GEF SGP activities. An SGP grant can be considered as seed money to mobilize and leverage additional funding from other sources. Resource mobilization increases the capacity of communities, by mobilizing their own social capital, which then, makes them better prepared to scale-up the project and manage larger funds and resources.
16. 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.
17. 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. The total score is calculated by giving weights to the technical (80) and financial scores (20). The applicant organizations with the highest score (H1) shall be selected for negotiations.
18. TERI requires that recipients of this document to maintain its contents in the same confidence as their own confidential information and refrain from any public disclosure whatsoever.
19. 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.
20. The Applicant Organization/Agency should provide complete and accurate contact details in the Proposal.
21. 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. The NGO shall maintain clear, complete and accurate records of the project. NGOs will be required to submit technical and financial reports on the online portal.
22. 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.
23. 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 as available to TERI.

24. 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.
25. 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.
26. 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.
27. 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.
28. 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).
29. 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.
30. 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, presentation shall be borne by the party itself. All arbitration awards shall be in writing and shall state the reasons for the award.
31. 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.

32. 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.
33. 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.
34. 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 ORANIZATION' hereby accept the 'GENERAL TERMS AND CONDITIONS' of the Small Grants Programme, Operational Phase 7, India.

Signature :

Name :

Designation :

Organization :

Email :

Mobile :

Date :

Annexure V List of Supporting Documents

1. Registration Certificate of the Organization
2. Darpan Portal Registration Certificate
3. PAN Card
4. 80G Certificate
5. 12 A Certificate
6. GST Certificate
7. Annual Turnover of the Organization for the FY 2021-22, 2022-23 and 2023-24 on the Letterhead of the organization.
8. Sanction Letters of the projects listed in SNo 3a and 3b of the Proposal
9. IT returns for the FY 2021-22, 2022-23 and 2023-24 (mandatory)
10. Audited accounts including
 - a. Balance Sheet
 - b. Income and Expenditure
 - c. Schedules
 - d. Notes of Accounts
 - e. Auditor's Report for the 2021-22, 2022-23 and 2023-24 to be submitted.
11. Proof of the office in the focus landscape to be submitted.
12. Proof of co-financing generated in the last financial year to be submitted.
13. Proof of co-financing generated for the SGP proposal being submitted.
14. Detailed and duly verified CVs of professionals (Proposed Project Team) to be provided as per the format given in Annexure II.
15. 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 III.
16. A self-declaration that the organization it has Full acceptance of the TERI General Terms and Conditions (GTC). Format attached for the same. Format given in Annexure IV.

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