

REQUEST FOR PROPOSAL

**Request for Proposals from NGOs/CSOs/
CBOs for Community Grants under the
Seventh Operational Phase of the GEF
Small Grants Programme in India**

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List of Abbreviations

BD	Biodiversity
CBOs	Community-Based Organisations
CCM	Climate Change Mitigation
CSOs	Civil Society Organisations
CV	Curriculum Vitae
EE	Energy Efficient
FCRA	Foreign Contribution Regulation Act
GEF	Global Environment Facility
GHG	Green House Gas
GTC	General Terms and Conditions
ha	Hectares
ICCA	Indigenous and Community Conserved Areas
NHI	National Host Institution
IP	Implementing Partner
ISO	International Organisation for Standardization
IT	Income Tax
LD	Land Degradation
MoEF&CC	Ministry of Environment Forest and Climate Change, Government of India
NITI Aayog	National Institute for Transforming India Aayog
NGO	Non-Government Organisation
NSC	National Steering Committee
NTFPs	Non-Timber Forest Products
OP	Operational Phase
PA	Protected Areas
PBRs	People's Biodiversity Registers
QCBS	Quality- and Cost-Based Selection
RAC	Regional Advisory Committee
RE	Renewable Energy
RFP	Request for Proposal

SDG	Sustainable Development Goals
SGP	Small Grants Programme
SHGs	Self-Help Groups
SLM	Sustainable Land Management
SOP	Standard Operating Procedures
tCO2e	Tonnes of CO2-equivalent
TERI	The Energy and Resources Institute
ToR	Terms of Reference
UCP	Upgraded Country Programme
UN Agency	United Nations Agency
UNDP	United Nations Development Programme
USD	US Dollar

Solicitation of Proposal

Small Grants Programme
Central Project Management Unit
The Energy and Resources Institute
India Habitat Centre, Lodhi Road
New Delhi -110003
India

Subject: Request for Proposal (RFP) from NGOs/CSOs/CBOs for Community Grants under the Seventh Operational Phase of the GEF Small Grants Programme (SGP) in India

Dear Madam/ Sir,

1. You are hereby requested to submit a Proposal for Community Grants in the selected focus landscape North-East/Central Semi-arid/Indian Coast under the Seventh Operational Phase of the GEF Small Grants Programme in India.
2. It may be noted that the proposal submitted by you would be treated as a basis for the contract between TERI and your organization. In case of selection of your organization, you will be required to execute an agreement with TERI. Such an agreement will include entire General Terms and Conditions applicable in the office of TERI for the purpose of hiring and procuring services in terms of Annexure-VI.
3. To facilitate submission of referred proposal, please find enclosed below mentioned attachments:
 - a) Annex I : Terms of Reference (ToR), containing eligibility criteria, thematic areas, landscapes, criteria for extending financial grants, funding and time duration
 - b) Annex II : Eligibility Criteria
 - c) Annex III : Proposal Form
 - d) Annex IV : Small Grants Programme Indicators for GEF-7
 - e) Annex V : Evaluation and Selection of Applicants
 - f) Annex VI : General Terms and Conditions for the SGP Grant
 - g) Annex VII : Undertaking by Organization
 - h) Annex VIII : List of Supporting Documents

4. This RFP is not to be construed in any way as an offer to contract with your Organization/ Institution.
5. One organization will be eligible to apply for only one community grant.
6. The proposal must be prepared in English.
7. Proposals should be submitted on or before the deadline (i.e., within the stipulated duration from the date of publication of this RFP). Terms and Conditions of your Proposal shall remain binding upon you for a minimum period of one hundred twenty (120) days. It should also be ensured that proposal must be substantiated with necessary documents and certificates duly self-attested. (In the pdf format)
8. The Proposal that complies with all the requirements, achieves qualifying marks in technical evaluation criteria and offers best value for money shall be considered for selection and award of contractual work. Proposals that do not meet the requirements shall be rejected.
9. Please be advised that TERI is not bound to accept any Proposal, award a contract, or be responsible for any costs associated with a Service Providers preparation and submission of the Proposal, regardless of the outcome or the manner of conducting the selection process.
10. The decision of the National Steering Committee of SGP-OP7 on selection of the community grantees will be final.

Thank you and we look forward to receiving your proposal.

Yours sincerely,

Manish Kumar Pandey
National Coordinator
SGP-OP7, India
Website- <https://sgp-india.org/>

Proposal Submission: Key Details

Name of the Client	The Energy and Resources Institute
Name of the Assignment	Request for Proposal (RFP) from NGOs/CSOs/CBOs for Community Grants under the Seventh Operational Phase of the GEF Small Grants Programme (SGP) in India
Mode of Tender Notification	Websites, National & Local Newspapers, Social Media
Date of Publication	1 August 2023
Email for seeking Clarifications/Queries	sgpindia@teri.res.in
Last date for seeking Clarifications / Queries	14 August 2023
Mode of sending Technical & Financial Proposals	Through e mail to sgpindia@teri.res.in
Last Date & Time for receiving Technical & Financial Proposals	31 August 2023 upto 1800 hours
Documents to be submitted	
File1- Proposal	One single File up to 3 MB
File 2- Supporting Documents (for Proposal)	Zip file
Date for Opening of Proposal	1 September 2023

Annexure I – Terms of Reference (ToR)

1.1 GEF-UNDP Small Grants Programme

The Ministry of Environment, Forest and Climate Change (MoEF&CC), Government of India along with the United Nations Development Programme (UNDP) is implementing the Seventh Operational Phase of the GEF (Global Environment Facility) Small Grants Programme (SGP) in India. The project is being executed through The Energy and Resources Institute (TERI) over a period of five years.

The Project aims to enable communities and organisation to take collective action for socio-ecological resilience and sustainable livelihoods for local and global environmental benefits in the three key landscapes in India. It will provide financial and technical support to local communities, non-government organizations (NGOs), community-based organisations (CBOs) and civil society organisation (CSOs) mostly in poor and often remote areas for initiatives that conserve and restore the environment while enhancing people's livelihoods and well-being.

The SGP gives an opportunity to NGOs/CBOs/CSOs to institute adaptive management measures, building upon SGP's unique position in facilitating socio economic resilience and delivering global environmental benefits through community driven initiative.

1.2 Landscapes

The SGP-OP7 will be carried out in three major landscapes as described in the following table:

Table 1- Indicating the target regions with specific districts for SGP-OP7 Project

Region	State	Intervention Landscape Districts
Central semi-arid Region	Madhya Pradesh	Barwani
		Chhatarpur
		Damoh
Indian Coastal Region	Maharashtra	Ratnagiri
		Sindhudurg
	Tamil Nadu	Ramanathapuram
		Virudhunagar
North-East Region	Assam	Baksa
		Barpeta
		Bongaigaon
		Darrang

Region	State	Intervention Landscape Districts
		Dhubri
		Kokrajhar
		Nalbari
		Udalguri
	Meghalaya	East Khasi Hills
		West Khasi Hills
		Ri Bhoi

1.3 Thematic Areas

The following are the three thematic/ focus areas, under which the projects are required to be developed. Each thematic area is followed by an indicative list / examples / themes on which the projects may be developed. The said list is only indicative and not exhaustive.

Biodiversity: The projects under this thematic area will promote conservation of globally significant biodiversity, sustainable management of natural resources and nature-based livelihoods. Broadly, interventions can be designed to undertake activities that meet overall SGP targets, for example:

- Agrobiodiversity conservation through preservation and promotion of indigenous seeds, plant species and livestock.
- Protecting endemic species and endangered and threatened species, e.g., through establishing community-managed ecological corridors to improve habitat integrity.
- Conservation of globally significant biodiversity or cultural resources, e.g., through Indigenous Community Conserved Areas, Locally Managed Marine Areas.
- Promoting and strengthening local community institutions such as Biodiversity Management Committees, Peoples Biodiversity Registers, etc.
- Conservation of Forest Areas through livelihood based eco-restoration activities.
- Improved marine habitat practices, such as seasonal protection of critical fishing grounds.
- Collaborative management of protected areas in partnership with PA administration (e.g., community patrol).
- Management of human-wildlife conflicts in settlements near the borders of the protected areas.

Climate Change: The projects under this thematic area will contribute towards reducing GHG emissions, adopting energy efficient solutions, and promoting renewable energy including alternatives to fuelwood and coal. GHG mitigation benefits are also envisaged to be generated through restoring-rehabilitating degraded agricultural land, forests, and mangroves-wetlands. Broadly, interventions can be designed to undertake such activities that meet overall SGP targets, for example:

- Mitigation of GHG emissions, e.g., through energy efficient solutions introduced, adapted, piloted, and disseminated.
- Expanded application of renewable and clean energy solutions for productive uses, such as mills, solar pumps, etc.
- Increased use of renewable energy, including alternatives to fuelwood and coal.
- Improved energy efficiency, e.g., for household use and community lighting.

Land Degradation: The projects will seek to address soil erosion, damaged agricultural land, desertification, and deforestation. Broadly, interventions can be designed to undertake such activities that meet overall SGP targets, for example:

- Improved provision of agroecosystem, forest and marine ecosystem goods and services (e.g., through reforestation, dissemination of knowledge on improved grazing/livestock maintenance, planting of mangroves, indigenous resilient trees and nurseries).
- Community-managed natural regeneration of degraded lands and coastal ecosystems.
- Conservation and sustainable use of biodiversity in productive landscapes and within buffer zones of protected areas (e.g., sustainable utilization of non-timber forest products (NTFPs)).

1.4 Indicators for Project Development

Organizations are encouraged to design projects involving **integrated landscape strategy** approach. The proposal should foster innovation through inclusive practices and aim to create a lasting impact on the environment and the broader community. Organizations are encouraged to address areas of concern in the landscape that fit the SGP focal themes and contribute to achieving the overall SGP targets.

1. Ability to carry out innovative activities that encourage local communities to participate in reducing socio-environmental threats to the ecosystem.
2. Competence in co-financing and further scaling up the project activities designated to the landscape.
3. Ability to initiate local entrepreneurship and ownership of various resources thereby creating responsibility of the conservation and sustenance of those resources.
4. Building the local capacity to implement sustainable development strategies and creating institutional capabilities.
5. Competency to replicate project activities that are designed using a multi-stakeholder approach.
6. Proficiency in the techniques of raising awareness among locals with respect to biodiversity conservation, land degradation, and mitigation of climate change.
7. Skills to enhance livelihood opportunities and resources to build and expand upon the existing strategies of a lifestyle that can be sustained.
8. Promotion of equality of opportunity to various vulnerable groups ranging from backward castes, scheduled tribes, women, person with disabilities, and poverty-stricken individuals/households.
9. Magnification of the role of women and youth in being change makers in the community.

10. Displaying inclusivity while carrying out various project implementing activities by giving an equitable chance to members of the marginalized populations in the region.
11. Skillset of working towards building knowledge of the local community to allow them to plan, implement, coordinate, and monitor community projects.
12. Zeal to make a change and create a ripple of positive impacts in the society and the country along with setting an example to be sustainable for the people.
13. Work ethic of transparency for all project activities and upholding democratic ideals for participation of various groups in all the levels of implementation.

1.5 Expected Project Results

The SGP India OP7 project strategy is predicated on strengthening socio-ecological resilience through developing skills, capacities and resources required to conserve and restore critical ecosystems, sustainable utilize ecosystem services, improve the sustainability and productivity of agro-ecosystems and deploy clean solutions in the intervention landscapes and the broader three target regions.

The project is aligned with the following GEF-7 focal area objectives:

- BD : Mainstream biodiversity across sectors as well as landscapes and seascapes through biodiversity mainstreaming in priority sectors.
- CCM : Promote innovation and technology transfer for sustainable energy. Breakthroughs for decentralized power with energy usage.
- LD : Maintain or improve flow of agroecosystem services to sustain food production and livelihoods through Sustainable Land Management (SLM).

The expected outcomes of SGP India-OP7 India are as follows:

- Core Indicator 3 : 10,000 ha of land restored
- Core Indicator 4 : 60,000 ha of landscapes under improved practices (Excluding protected areas)
- Core Indicator 5 : 1,200 ha of marine habitat under improved practices (Excluding protected areas)
- Core Indicator 6 : 695,000 tCO₂e (lifetime direct); 100,000 tCO₂e (Lifetime indirect)
- Core Indicator 11 : 16,800 direct beneficiaries, including 9,240 women (55%) and 7,560 men (45%)

(Kindly refer Table 2 for detailed Project Results Framework)

1.6 Who can submit a proposal

- Non-Government Organizations (NGOs)
- Civil Society Organizations (CSOs)
- Community Based Organizations (CBOs)

1.7 SGP Funding

The SGP can fund various projects upto a sum of US \$50,000 each. (For organizations in NER, applying under the relaxed criteria, the funding will be up to a sum of US \$30,000 each.

1.8 Time Period for Execution of the Funded Project

The duration of the project may vary between 18 to 24 months.

Annexure II- Eligibility Criteria

2.1 Registration

- 1) The NGO/CSO/CBO should be registered as a trust / society in India for more than 5 years. The organization must have a minimum of 5 years of experience. Registration documents of the NGO to be submitted.
- 2) NGO/CSO/CBO must be registered at the DARPAN portal of NITI Aayog and should have a valid unique ID with updated details.
- 3) IT returns for the FY 2020-21, 2021-22 and 2022-23 (mandatory) and FCRA (if applicable) to be submitted.
- 4) Audited accounts (including Balance Sheet, Income and Expenditure, Schedules, Notes of Accounts, and Auditor's Report) for the FY 2018-19, 2019-20, 2020-21, 2021-22 and 2022-23 to be submitted.
- 5) The latest Annual Report should be submitted (FY 2022-23).

2.2 Organisational Experience

- 1) The organization must have at least 5 years of experience working on community-based programmes in the field of environment, climate change, biodiversity conservation and land degradation in the focus landscape.
- 2) The applicant organization should have an office in the selected intervention landscape state, (Proof of the office in the focus landscape to be submitted).
- 3) The organization should have undertaken minimum 3 projects in the field of environment, climate change, biodiversity conservation and land degradation of value more than or equivalent to INR 15 lakh each in the last 5 financial years, viz. FY 2018-19, 2019-20, 2020-21, 2021-22 & 2022-23 preferably in the focused landscape. (Relaxation in the eligibility criteria for applicants from North-East Region in terms of project value is INR 5 lakhs).
- 4) NGOs/CBOs/CSOs should have experience in implementing minimum 3 (three) government/philanthropy/foundation funded projects in the focused landscape. (Relaxation in the eligibility criteria for applicants from North-East Region in terms of minimum projects is 2 (two)).
- 5) The organization must have impacted at least 5000 beneficiaries through their engagement.
- 6) Ability to co-finance the project by fund raising through parallel sources is expected. Proof of co-financing generated in the last three financial years to be submitted.
- 7) Preference will be given to organizations who have participated in the earlier phases of the GEF Small Grants Programme in India

- 8) The organization should not have been debarred by any Government or UN agency, at any point of time. A self-declaration to this effect to be submitted.

2.3 Financial Capacity

The Applicant Organization should have received an average turnover of INR 30,00,000 (Thirty Lakhs) from project grants during any of the last 5 (five) financial years viz. 2018-19, 2019-20, 2020-21, 2021-22 and 2022-23 preceding the Proposal due date. Organizations need to provide audited accounts and Auditor's Report.

2.4 Availability of Key Professionals

The Organization must have professionals having adequate experience and expertise in thematic areas and project management for this assignment. Organization should make available Curriculum Vitae of all Key Professionals meeting the requirements of the project. Detailed and duly verified CVs of such professionals should be provided as per the format given in Annexure III, Form III.

Table 2 Project Results Framework

	Objective and Outcome Indicators	Baseline	Mid-term Target	End of Project Target
Project Objective: To enable communities and organizations to take collective action for socio-ecological resilience and sustainable livelihoods for local and global environmental benefits in three key landscapes of globally significant ecosystems in India	<u>Mandatory Indicator, GEF-7 Core Indicator 3:</u> Area of land restored (hectares) SDG 15.3	Under OP5, there were 11 LD projects, 32 BD projects and 13 multifocal.	5,000 ha included among the approved projects by the mid term	10,000 ha
	<u>Mandatory Indicator, GEF-7 Core Indicator 4:</u> Area of landscapes under improved practices (excluding protected areas) (hectares) SDG2.4; SDG11.b; SDG12.2; SDG14.2; SDG15.2; SDG 15.9; SDG 15.b;	Sustainable land resource management projects were implemented in the Western Ghats, Himalayan Front and Arid and Semi-Arid regions of India.	30,000 ha included among the set of approved projects by mid term	60,000 ha
	<u>Mandatory Indicator, GEF-7 Core Indicator 5:</u> Area of marine habitat under improved practices to benefit biodiversity (hectares; excluding protected areas) SDG 14.2; SDG 14.b;	Under OP5, there were interventions on enhancing coastal ecosystem services and protecting biodiversity through artificial reefs and promoting of sustainable fishing among small-scale fishers.	600 ha included among the approved projects by mid-term.	1,200 ha
	<u>Mandatory Indicator, GEF-7 Core Indicator 6:</u> Greenhouse Gas Emissions Mitigated (million metric tons of CO ₂ e) SDG 7.1; SDG 13.2; SDG 13.3;	200,000 metric tons CO ₂ e achieved in OP5	Approx. half of the envisaged CCM projects approved by midterm; end target of 695,000 tCO ₂ e (lifetime direct) and 100,000 tCO ₂ e (lifetime indirect)	695,000 metric tons CO ₂ e (lifetime direct) over the lifetime of the GHG mitigation projects); 100,000 metric tons CO ₂ e (lifetime indirect)

	Objective and Outcome Indicators	Baseline	Mid-term Target	End of Project Target
	<u>Mandatory Indicator, GEF-7 Core Indicator 11:</u> No. of Direct project beneficiaries disaggregated by gender as a co-benefit of GEF investment (individual people) SDG 1.4; SDG 1.b; SDG 5.a; SDG 7.1;	Cumulative total of 433 projects supported by SGP, with average 58% female and 42% male beneficiaries.	5,000 total, including 2,750 female and 2,250 males	16,800 total, including 9,240 female and 7,560 males
Component 1: Resilient landscapes for sustainable development and global environmental benefits				
Outcome 1.1: Globally significant biodiversity protected, and ecosystem services enhanced through improved community-led management practices and systems	Indicator 6: Sustainable management of common resources, as indicated by the number of new partnerships between CBOs and enabling stakeholders for biodiversity conservation initiatives in production landscapes, disaggregated by gender	A wide range of partnerships were realized under OP5, including with governmental departments and agencies, foundations, and private sector enterprises.	3 identified in the set of approved projects in the first call for proposals	6 new partnerships between CBOs (including 3 women-led CBOs) and enabling stakeholders for biodiversity and/or land degradation initiatives
	Indicator 7: Maintenance and use of local agro-biodiversity, as indicated by the number of varieties or cultivars obtaining new or upgraded independent eco-certification.	18 rare and threatened cultivars-breeds-varieties were brought under focused conservation practices, and 1 rice variety in Assam obtained geographical indication certification.	1 included among the approved projects in the first call.	3 varieties or cultivars obtaining new or upgraded independent eco-certification
	Indicator 8: Documentation of traditional knowledge related to biodiversity, as indicated by the number of systems developed or strengthened where traditional biodiversity knowledge is documented, stored and made available to local people (e.g., Peoples Biodiversity Registers, traditional knowledge recordings, resource classification systems, etc.)	OP5 made concerted efforts to engage particularly vulnerable tribal groups.	5 included among the approved projects by mid-term	12 systems developed or strengthened

	Objective and Outcome Indicators	Baseline	Mid-term Target	End of Project Target
Outputs to achieve Outcome1.1	Output 1.1.1: Community level small grant projects implemented that conserve biodiversity and enhance ecosystem services through sustainable harvest of NTFPs and marine resources, rehabilitation or restoration of degraded ecosystems, management of human-wildlife conflict, managed natural regeneration of key habitats or others Output 1.1.2: Community level small grant projects implemented that stimulate adoption of sustainable agro-ecological practices and systems by small and marginal farmers and fishers Output 1.1.3: Community projects implemented that strengthen conservation and sustainable use of agro-biodiversity, including certification, labelling/branding of organic and green products, access to marketing channels for community level products, and documentation of traditional knowledge			
Outcome 1.2: Appropriate low emission, efficient and clean technologies and solutions adopted at scale	Indicator 9: Energy saved due to adoption of low emission, energy efficient and clean technologies (MJ)	During OP5, 46 of the 102 projects involved CCM interventions, including smokeless stoves, solar cookers, bio-briquettes, biogas units	First call of CCM projects designed, procured and initiated; no quantitative midterm target.	126 million MJ total, of which: 90 million MJ due to saving of fuel wood 36 million MJ due to savings in electricity
	Indicator10: Increase in installed Renewable Energy Capacity across different RE technologies (MW)	RE technologies implemented under OP5 included hybrid solar and micro-hydro systems, biomass energy systems.	First call of RE projects designed, procured, and initiated; no quantitative midterm target.	3 MW total, of which: Solar PV = 2 MW Solar Thermal = 0.25 MWe = 0.75 MWt Biomass = 0.5 MWe = 1.50 MWt Biogas = 0.25 MWe = 0.75 MWt
Outputs to achieve Outcome12	Output 1.2.1: Broader adoption of successfully implemented community level renewable energy and energy efficient technologies through upscaling partnerships Output 1.2.2: Community level initiatives implemented that apply integrated RE and energy efficient technology solutions for productive use			
Component 2: Enhancing sustainability through participatory planning and governance and replication and upscaling of best practices				
Outcome 2.1: Community institutions	Indicator 11: Number of landscape strategies developed through participatory consultation and based on the socio-ecological resilience	Not applicable	3 landscape strategies developed and endorsed by the multi-	3 landscape strategies under implementation and

	Objective and Outcome Indicators	Baseline	Mid-term Target	End of Project Target
strengthened for improved governance of selected landscapes to enhance socio-ecological resilience	landscape baseline assessments		stakeholder governance platforms	evaluated at end of project
	Indicator 12: Landscape priority actions mainstreamed into local planning instruments, as indicated by the uptake priority actions outlined in the landscape strategies into Panchayati Raj development plans	Under OP5, 63 Panchayats incorporated sustainable management practices into village level resource use plans.	Priority actions described in the endorsed landscape strategies	14 Panchayat development plans include at least one priority action from the landscape strategies by end of project
Outputs to achieve Outcome 2.1	Output 2.1.1: Multi-stakeholder platforms established and/or strengthened for improved governance of intervention landscapes Output 2.1.2: Landscape strategies for effective governance developed based on results of participatory socio-ecological resilience assessments in the selected intervention landscapes			
Outcome 2.2: Strengthened capacities and systems for upscaling of successful community initiatives	Indicator 13: Enhanced financial sustainability, as indicated by the amount of cash co-financing obtained from hybrid grant or microcredit programs/schemes (in USD), disaggregated by gender	During OP5, direct cash co-financing totaling more than USD 400,000 was obtained from a variety of sources, including the National Bank for Agriculture and Rural Development (NABARD), foundations, governmental programs and departments, and the private sector.	USD 50,000 of cash co-financing included among approved projects by mid-term.	USD 200,000, in cash co-financing with 50% for women CBOs, and for the cumulative portfolio of small grant projects under OP7
	Indicator 14: Strengthened capacities of women groups to lead community development interventions, as indicated by the number of interventions upscaled or replicated by women groups reported on the SGP Learning Forum e-platform	The SGP in India has facilitated the establishment and strengthening of many CBO women groups. The OP5 final report indicates that more than 2,000 women self-help groups were involved	SGP Learning Forum e-platform operational	25 interventions upscaled or replicated by women's groups reported on the SGP Learning Forum e-platform

	Objective and Outcome Indicators	Baseline	Mid-term Target	End of Project Target
		in 102 SGP projects across India.		
Outputs to achieve Outcome 2.2	Output 2.2.1: Partnerships between CBOs and government, civil society, private sector or donor programs and schemes strengthened, and resources leveraged for scale up and replication of good models/practices Output 2.2.2: Communities learn by doing and share experiences and good practices on business models and technology adoption Output 2.2.3: Best practices on adaptive management for landscape resilience identified, systematized, and disseminated			
Component 3: Monitoring and evaluation				
Outcome 3.1: Sustainability of project results enhanced through participatory monitoring and evaluation				
Outputs to achieve Outcome 3.1	Output 3.1.1: Project implementation is effectively monitored and evaluated			

Annexure III - Proposal Form

Attached separately.

Annexure IV – Small Grants Programme Indicators for GEF-7

Attached separately.

Annexure V- Evaluation and Selection of Applicants

5.1 Selection Process

A two-step Quality and Cost Based Selection (QCBS) approach shall be adopted for examination of the project proposals (80% Technical and 20% Financial). The decision of the National Steering Committee of the SGP-OP7 on the selection of the community grantees will be final.

5.2 Opening & Administrative Checks

As an initial step, the following will be assessed:

Compliance with the submission deadline- If the deadline has not been met, the application will automatically be rejected.

The full application form satisfies all the criteria specified in Annexure II. If any of the requested information is missing or is incorrect, the application may be rejected on this basis alone and the application will not be evaluated further.

Applications that pass this first administrative check will be evaluated as per the evaluation matrix outlined in Table 5.

Table 3 Evaluation Criteria

Criteria for Contract Award	<ul style="list-style-type: none">• Compliance on Preliminary Examination of Proposals• Compliance on Essential Eligibility/Qualification requirements• At least 70% score in the technical proposal• Full acceptance of the TERI General Terms and Conditions (GTC). This is a mandatory criterion. Non-acceptance of the GTC may be grounds for the rejection of the Proposal.
Criteria for Preliminary Examination of Proposals	<ul style="list-style-type: none">• Technical Proposal is submitted separately from Financial Proposal• Latest Certificate of Registration to be submitted
Criteria for the Assessment of Proposal	<ul style="list-style-type: none">• <u>Technical Proposal (80%)</u><ol style="list-style-type: none">1. Total number of projects implemented in the field of climate change, forest and biodiversity conservation, land degradation, renewable energy, and similar fields in the last five financial years till FY 2022-23 (only

	<p>relevant projects with a total budget of INR 15 lakhs sanctioned by the Funding Agency preferably in the focused landscape should be submitted). For NER, relevant projects with a budget of INR 5 lakhs sanctioned by the Funding Agency can be submitted.</p> <p>Number of projects (Max. Marks: 20)</p> <p>2. Total number of projects in the focus landscape</p> <p>Number of projects (Max. Marks: 20)</p> <p>3. Approach and methodology proposed (Max. Marks: 20)</p> <p>4. Project Advocacy Parameters (Max. Marks: 20)</p> <ul style="list-style-type: none"> • <u>Financial Proposal (20%)</u> <p>1. Co-financing (Max. Marks: 10)</p> <p>2. Manpower Cost (Max. Marks: 5)</p> <p>3. Miscellaneous Costs (Max. Marks: 5)</p>
Award of contract	<ul style="list-style-type: none"> • The Proposal that complies with all the requirements, meets the evaluation criteria, and offers the best value for money shall be considered for further evaluation. • The decision of the National Steering Committee on the acceptance/rejection of any proposal is final. • Contracts will be signed with the organizations whose proposals have been approved by the NSC.

Annexure VI - General Terms and Conditions

6.1 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 requirement for all GEF SGP activities. An SGP grant can therefore 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 submitted for further evaluation.

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.
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 VII - Undertaking

I/We being Authorized Signatory of [NAME OF ORGANIZATION], having registered office at [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 VIII - List of Supporting Documents

1. Registration Certificate of the Organization
2. Darpan Portal Registration Certificate
3. IT returns for the FY 2020-21, 2021-22 and 2022-23 (mandatory)
4. FCRA (if applicable) for the FY 2020-21, 2021-22 and 2022-23
5. 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.
6. Annual Report for FY 2022-23
7. Proof of the office in the focus landscape to be submitted.
8. Proof of co-financing generated in the last financial year to be submitted.
9. Proof of co-financing generated for the SGP proposal being submitted.
10. Detailed and duly verified CVs of professionals (Proposed Project Team) to be provided as per the format given in Annexure III, Form III.
11. A self-declaration that the organization it has Full acceptance of the TERI General Terms and Conditions (GTC). Format given in Annexure VI.
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 VII.

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