

Request for Proposal
(HCLF/RFP/Samuday/Env/27012025)

HCLFoundation, under its flagship programme Samuday, invites proposals from NGOs / CSR organizations working in the field of environment and renewable energy, to conduct a baseline assessment and develop Detailed Project Report for a decarbonization project in Hardoi, Uttar Pradesh.

RFP released by	HCLFoundation
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Programme Name	Samuday
Date of Posting	27 January 2025
Last Date to apply	14 February 2025
Location	Hardoi, Uttar Pradesh

About HCLFoundation

HCLFoundation delivers the corporate social responsibility agenda of HCLTech in India through its flagship programmes and special initiatives. It is a not-for-profit organisation that strives to contribute towards national and international development goals, bringing about lasting positive impact in the lives of people, through long-term sustainable programmes.

HCLFoundation aims to alleviate poverty and achieve inclusive growth and development. Active community engagement ensures optimal long-term gains and upward accountability. It works through Life Cycle Based, Integrated Community Development Approach with a thematic focus on Education, Health, Skill Development and Livelihood, Environment, and Disaster Risk Reduction and Response. Child protective strategies, inclusion, and gender transformative approaches remain central in all initiatives of HCLFoundation, thus ensuring comprehensive development. At present, HCLFoundation is implementing five flagship programmes, Samuday and HCLTech Grant – Rural Development programs; Uday and My Clean City – Urban Development programmes; Harit - Environment Action program and 4 special initiatives - Power of One, Sports for Change, Academy and My E-Haat.

For more details, please visit our website – <https://www.hclfoundation.org>

VISION: To be the source code for sustainable socio-economic and environmental development.

MISSION: Nurture clean, green and healthy communities where everyone is empowered and equipped to reach their full potential in partnership with its employees, communities and stakeholders, while promoting volunteerism and establishing international standards of strategic planning, execution and measuring impact.

Link

HCLFoundation: <https://www.youtube.com/watch?v=rMgg4fHTwAA>

About Samuday by HCLFoundation

Samuday, a flagship programme of HCLFoundation, is an outcome of HCL's commitment to uplift rural India. Established in 2015, Samuday intends to develop a sustainable, scalable, and replicable model – a source code for economic and social development of rural areas in partnership with State Governments, local communities, NGOs, knowledge institutions and allied partners. We do this through optimal interventions across Agriculture, Education, Environment, Health, Livelihood, and WASH (Water, Sanitation & Hygiene) in selected villages.

The program is designed to help the local people identify their problems, co-create solutions, and then implement the same on their own with professional support from team Samuday, thereby, lending the dimension of sustainability and ownership to the vision of development. Currently implemented in Hardoi district of Uttar Pradesh and Thoothukudi district of Tamil Nadu, Samuday is operational in 619 gram panchayats.

Request For Proposal

Description of RFP

The purpose of this document is to request for proposals in-line with the standards of HCLFoundation and relevant industry practices. Respondents are requested to submit their proposals on the basis of detailed instructions given below:

- Proposals are invited from organizations with a track record of successfully implementing projects in the domain of environment with a focus on decarbonisation, energy transition and impact financing through carbon credits. The purpose is to thoroughly examine the diesel generator utilization within various equipments used for pre and post-harvest operations in the agricultural activity. This includes assessing **fossil fuels - diesel usage** in critical machinery like irrigation pumps, flour mills, oil expellers, cold storage units, as well as other commercial and productive loads running on **diesel generators**.
- Through the RFP the aim is to carry out activities as per the scope of work i.e. conduct detailed baseline assessment, prepare a detailed project report (DPR) on the decarbonization solutions and also carry out other activities as outlined in the scope of work.
The organizations must submit **detailed project report (DPR)** of the **feasible recommended solution** to decarbonize the proposed area (Sandila, Kothawan and Behendar blocks) based on the insights and key findings obtained from the study. The DPR should include:
 - **Problem statement** related to decarbonization based on the findings of the baseline study.
 - **Recommended decarbonization solutions** with specific interventions, technical specifications, and budget estimates.
 - **Implementation plan** detailing steps, project activities, roles, responsibilities, monitoring mechanisms, and resource requirements.

Background

The concept of Decarbonisation clearly reflects on to the fact that it is a systematic reduction or elimination of carbon dioxide (CO₂) and other greenhouse gas emissions from diverse sources, primarily aimed at combatting the effects of climate change and global warming. This concept calls for shifting away from practices and technologies that emit substantial quantities of CO₂ and transitioning toward cleaner, low-carbon, or carbon-neutral alternatives. As outlined in Paris Agreement, the decarbonisation objective revolves around limiting or restraining Earth's average temperature to a level significantly below 2 degrees Celsius above pre-industrial levels, with an aspirational target of capping it at 1.5 degrees Celsius. This objective is designed to mitigate the most severe repercussions of climate change, including extreme weather events, sea-level rise, and disturbances to ecosystems.

India, like many other nations, has established its specific objectives and strategies for achieving decarbonization. The first objective is net zero emissions by 2070. The other objective is expansion of

renewable energy such as wind, solar energy etc. to boost the proportion of renewable energy in its energy portfolio and to reduce dependency on fossil fuels. Several other strategies such as afforestation and carbon capture, enhanced energy efficiency and electrification initiatives, policy regulations are being adopted to reach its goal of decarbonization.

HCLFoundation through its Samuday programme to transform Hardoi district of Uttar Pradesh into energy efficient and low to zero carbon emitting district of the country. It's an ambitious initiative to create a sustainable model wherein all the equipment/machinery running on fossil fuel will be replaced by the alternative source adding to the cause of achieving the target of decarbonisation. The tentative district profile is as below:

Sl. No	State	District	No. of Blocks	Name of the Blocks	Total No. of GPs
1	Uttar Pradesh	Hardoi	3	Kothawan	195
				Behendar	
				Sandila	

Scope of Work

I. Socio-economic profile

Conduct a baseline assessment to compile a comprehensive socio-economic profile of the project area (block, gram panchayat, village, and household) incorporating but not limited to key parameters - demography, education, health, income and employment, economic activities, housing and infrastructure, environment, agriculture and food security.

Note: The survey formats must be prepared in close coordination with the HCLFoundation team and only approved format from the Foundation will be rolled out for data collection.

II. Baseline assessment of the project area

Carry out detailed baseline assessment of the project area, incorporating but not limited to the below mentioned parameters:

- Current operational status of all the machineries/equipment running on fossil fuels and engaged in agriculture value chain (pre and post-harvest) such as irrigation, flour mills and cold storage etc.
- Current impact on the environment from their use, example carbon emission in tons
- Details of other equipments running on fossil fuels
- Detail assessment of the energy expenses relative to the total input cost in agriculture for a specific year incorporating all the agricultural season
- Water usage assessment during pre-harvest and post-harvest (if any)
- Overall income assessment from the agriculture (Input cost to income analysis)

III. Detailed Project Report (DPR) of the feasible recommended solution to decarbonize the proposed area

Provide a feasible recommended solution to decarbonize the proposed area (Sandila, Kothawan and Behendar blocks) based on the insights and key findings obtained from the study. The DPR should include:

- **Problem statement:** The description of the identified problem through the study
- **Recommended solution:** Detailed description of the proposed decarbonization solutions based on the findings of the baseline study, which must include:
 - Specific interventions to address identified problems
 - Technical specifications and requirements for implementing the solutions
 - Budget estimates for each proposed solution
- **Implementation Plan:** Comprehensive plan outlining the steps, activities, and timeline for implementing the recommended solutions. This should cover:
 - Roles and responsibilities of all the stakeholders involved in the project
 - Detailed activity-wise implementation plan
 - Monitoring and evaluation mechanisms to track progress, update, and outcomes
- **Resource Requirements:** Detailed breakdown of the resources required for project implementation, including **Financial resources** - End to end budget layout incorporating human resource cost, program activity cost, administrative, logistic costs etc.

IV. Outline carbon credit issuance

Develop a comprehensive roadmap outlining the steps and requirements for carbon crediting and issuance through the project.

V. Geography

The geography for the project is 3 blocks (Kothawan, Behendar and Sandila) of Hardoi district, Uttar Pradesh, India.

VI. Project Duration

Maximum project duration can be of 6 months.

Deliverables

The implementing partner is expected to deliver the following deliverables mentioned within the project timeframe only by conducting **primary assessment** in the proposed area.

- Complete **socio-economic** profile of the area in the form of a report. The report must incorporate but not limited to following key parameters:
 - **Demographic profile:** Block, gram panchayat and village profiles and household information and composition etc.
 - **Education:** Availability and access to educational institutions, covering literacy aspects, attainment ratio and quality of education

- **Health:** Availability and utilization of healthcare services and facilities, disease prevalence, maternal and child health, sanitation practices etc.
 - **Income and employment:** Household income, source of income, employment status and type of employment etc.
 - **Economic activities:** Examining the economic activities including agriculture, manufacturing, services, access to markets etc.
 - **Housing and infrastructure:** Types of houses, road connectivity, water and electricity status etc.
 - **Environment:** Available forest area, renewable energy schemes etc.
 - **Agriculture and food security:** Available total agricultural land, land utilization and cropping pattern
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- Preparation and submission of the detailed baseline report in standard format, detailing all type of machineries & equipment's functioning through **fossil fuels-diesel generators**. Incorporating but not limited to following key parameters: Machinery basic information, diesel consumption, operational time etc.
 - Assessment report on the impact of the fossil fuel run equipment/machinery on the environment, detailing out the carbon emissions, efficiency, power consumption etc.
 - Detail assessment report on the energy expenses in comparison to the overall input cost during one agriculture year mentioning all the season
 - Water usage pattern and the overall economics involved during pre and post-harvest
 - Detail comparative report on the overall cost involved in agriculture to the income generated during one year or one agriculture cycle consisting of all seasons
 - Detail project report (DPR) of the feasible recommended solutions to decarbonize the area based on the insights and key findings from the study. The DPR must be produced incorporating all the aspects mentioned in the **scope of work** i.e. problem statement, recommended solution, implementation plan and resource requirements etc.
 - Develop roadmap or blueprint for carbon credit issuance through the project thus, benefitting community at a larger lens.

Note:

- All the survey formats must be approved by the HCLFoundation team before final rollout for data collection
- All the above reports to be submitted as initial drafts to the HCLFoundation team for review and comments, before finalizing

- While preparing the project plan, partner is expected to provide an appropriate methodology, in conducting assigned activities and the solution driven process
- Quantitative and qualitative methods must be used to document the findings

Submission Guidelines: Interested organizations must share the detailed proposal plan as per their strength and expertise. Proposals that you need to share should include as Gantt Chart with comprehensive list of activities proposed in scope of work along with a tentative timeline. Applicants are requested to share proposal along with duly filled as Budget Costing Excel Sheet, as per below mentioned submission details and deadlines.

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.

Gantt Chart: The Gantt Chart must detail the comprehensive list of activities proposed in the proposal along with a tentative timeline. For sample Gantt Chart refer to the annexure II. NGOs / implementation agencies may make the required changes in the Gantt Chart as per the activities proposed by them.

How to Apply

The proposal (technical & financial) shall contain following documents:

- A cover letter to **Project Director – Samuday & My Clean City, HCLFoundation** for submission of expression of interest for partnership signed by the head of organization.
- Registration Certificate
- 12 A Certificate
- 80 G certificate
- CSR-1 registration
- Trust Deed (if NGO) otherwise Memorandum of Association/ By- Law
- Pan Card
- FCRA certification (Not Mandatory)
- Last three-year Income Tax return (ITR)
- Audited financials for the last three years
- Last year Annual report

Submission Details & Deadlines

- Please submit proposals (1. Technical & Financials/Budget) by 14th February, 2025 as per mail to:
 1. Technical proposal with organizational details (as per template) to be submitted to - rahil.shams@hcltech.com marking ambuj_k@hcltech.com in Cc.
 2. Financial/proposed budget (as per annexure I) to be submitted to – a.sharma@hcltech.com.

- Please send in your submissions with **Subject Line** in the given format: **HCLF/Samuday/RfP/Decarbonisation/Date_/_<Name of Organization>**
- All enquiries regarding this RfP clarification should be shared before 7th February, 2025 via email to rahil.shams@hcltech.com marking ambuj_k@hcltech.com in Cc.
- Subject Line: Query/HCLF/RFP/Decarbonization_/date/<Name of Organization>
- Proposals received after the due date will be liable for rejection.
- Proposal must include all the components mentioned above.

Please note:

- We will adhere to strict activities-timeline listed as per Annexure II. We encourage organizations to submit proposal and deliver the said work keeping the defined timelines as per the HCLF's Gant Chart in Annexure II.
- HCL Foundation would/could engage more than one NGO/partner in project execution with expertise in different components to operationalize the project on-ground through a convergence-based model.

Terms & Conditions

Deadline: Proposals received after the designated deadline may be subject to rejection by HCLFoundation.

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

Negotiations: The most competitive proposal is requested. It is anticipated that the contract will be awarded on the basis of merit of proposal. However, HCLFoundation reserves the right to request responses to questions and conduct negotiations with any potential organization/subject matter expert prior to awarding a contract.

Rejection of Proposal: This document is a request for proposals only, and in no way binds HCLFoundation to make an award. HCLFoundation reserves the right to reject any and all offers received and/or to cancel the RFP. HCLFoundation will not be obliged to either inform or provide a justification for rejection of proposals.

Incurring Costs: HCLFoundation 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 organization to complete the proposed assignment within the agreed time frame and in conformity with the agreed terms of payment. HCLFoundation 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: HCLFoundation has set brand guidelines that should be incorporated and followed while demonstrating the Foundation's brand.

Copyright and Patents: HCLFoundation 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 HCLFoundation and shall be treated as confidential. All confidential documents should be delivered to the relevant people within HCLFoundation during the project duration and upon completion.

Child Safeguarding: We hold ourselves accountable to children. Adherence to comply with HCLFoundation's Child Protection Policy and procedures with respect to child safeguarding is nonnegotiable. A range of pre-employment checks can be undertaken in conformity with HCLFoundation's Child Protection Policy.

Please fill in the detailed proposal according to the format mentioned below

A. Organizational profile

1. General Information *(Please provide supporting documents wherever applicable)*

a. Organization Name (as per registration certificate)			
b. Registered Address (as per registration certificate)			
c. Correspondence Address			
d. Website			
e. Contact person		Designation	
f. Mobile Number	+91	Alternate Mobile Number	
g. Email Address		Alternate Email address	

2. Legal and Registration Details: *(Please provide supporting documents for this section)*

a. Date of Registration & Validity	
b. Registration Type	
c. PAN	
d. Trust Deed/By-Laws	

e. MoA/ AoA		
f. CSR 1 certificate (Please provide supporting Document))		
g. Bank Details on NGO Letter Head (Where the funds would be transferred) (if selected, you will be required to submit a copy of cancelled cheque - dedicated account is required for project above 1 Cr.)	<i>Name of Account</i>	
	<i>Account Number</i>	
	<i>Bank and Branch with Address</i>	
	<i>IFSC</i>	
h. Tax Exemption Certificate (Please provide supporting Document)	<i>12A(A)</i>	
	<i>80G</i>	
is. Acknowledgement of Income Tax return along with IT Return filed (Please provide documents for the last three Financial Years)		

3. Organizational Background: Please provide a brief chronicle of organization profile, its history, vision, and mission. Include organization's growth path, work profile and key areas of impact. **(Word Limit: 150 words)**

4. Details about members of Governing Body/Board (Incorporate rows if required)

Name	Age	Designation	No. of years with the organization	Highest educational qualification

5. Core Management Team: Provide details about the members of the Core Management Team (restrict up to 5 members)

Name	Age	Designation	No. of years with the organization	Highest educational qualification	No. of years in the current position

6. Policy/ Manuals: Please indicate if the organization has following manuals/policies in place (Please provide supporting documents for this section)

	Policy/Manual	Yes/No/NA	Remarks
1	Procurement Policy		
2	Human Resource and Payroll		

3	Finance & Accounts		
4	Sexual Harassment		
5	Child Protection (if working with children)		
6	Whistle Blower		
7	Data Protection		
8	Anti-Bribery/ Anti-Corruption		
9	Any Other		

7. Financial Information: Please provide financial information for the last 3 financial years.

(Audited documents to be submitted to support this section.)

(all figures in ₹ Lakhs)	FY2021-22	FY2022-23	FY2023-24
a. Total Project Cost Value received (Grant Value Received)			
b. Total Expenditure- on the Project			
C. Turnover of the Organization			
c. Key Donors			

8. List and describe 2-5 projects implemented by the organization in the relevant project. (preferably in the thematic area of proposed project)

PROJECT TITLE	DESCRIPTION	Geography	Budget	Supported By	Reference

HCLFoundation

B. Project Proposal**1. Project Identification Details**

1	Project Name	
2	Thematic Area	
3	Proposed Location (Geography)	
4	Total Proposed Budget to HCL Foundation	

2. Proposal Abstract (150 words)**3. BACKGROUND** *(Includes socio-economic and demographic details, problem statement for the proposed location, justification of project; In-depth details supported by statistical evidence, on the selected theme. (250 words)***4. Proposed Strategy (150 words)**

5.Theory of Change

6. Proposed Activities

7. Project Outputs

8. Sustainability plan

9. Monitoring and Evaluation Plan (Process, Output, Outcome and Impact Level Indicators)

10. Human Resource mapping (proposed team structure)

11. Annexure I: Proposed Budget (Administrative Cost not to exceed 5%) – as per the Budget Template.

12. Annexure II: Proposed Timeline (attach month-wise Gantt Chart) as per format.

ANNEXURE I: BUDGET TEMPLATE

Decarbonisation Project							
Sr. No	Budget Item	Units	Per Unit Cost	Number of Units	Monthly total Cost	Total cost (For 6 Months)	Remarks
A	Human Resource						
A.1							
A.2							
	Total (A)						
B	Programme Activity Costs						
B.1							
B.2							
B.3							
B.4							
B.5							
B.6							
	Total (B)						
C	Travel & Logistics						
C.1							
	Total (C)						
D	Office Rent & Maintenance etc. (Administration)						
D.1							
D.2							
Total	Total (D)						
E	NGO Management Cost						
E.1	NGO Management Cost (A+B+C)						
Total	Total (E)						
BUDGET TOTALS (A+B+C+D+E)							

