

Goa CSR Authority
(Government of Goa)

INVITATION FOR EXPRESSION OF INTEREST (EoI) for

End – to - end advisory, implementation and project management support to
the Goa Corporate Social Responsibility (CSR) Society

1. Introduction

The Goa CSR Authority has been formed and set up by the Government of Goa, as a Society, to undertake and facilitate CSR activities of Companies under Rule 4(2) (b) of Companies (Corporate Social Responsibility Policy) Amendment Rules, 2021. The area of operations of the society is restricted to the State of Goa.

The aims and objectives of the society are as follows:

- 1) Bringing in adequate clarity on new CSR regime and rules
- 2) Creation of a CSR Fund with the contribution of various companies
- 3) Ensuring the contribution of various companies as per the provisions of the Companies Act, 2013
- 4) Channelizing CSR contributions from various Government PSUs as well as Private sector companies for development of a CSR fund and optimum utilization of this CSR fund through a sustainable mechanism
- 5) Channelizing the CSR fund in line with the sectoral priorities of the Government.
- 6) Channelizing CSR funds for the development of backward talukas and vulnerable groups in Goa
- 7) Ensuring full CSR compliance as per Section 135, Companies Act 2013 for all Companies contributing to the CSR fund

In light of the above, the Goa CSR Society invites an ‘**Expression of Interest (EoI)**’ from interested parties (please refer to mandatory and preferred eligibility criteria in section 3 below) to assist in delivering CSR Services to the State of Goa that include resource mobilization (fund-raising), strategy development, setting up governance structures and end-to-end project management, accounting, audit and reporting support (please refer to scope of work in section 2, below.)

2. Scope of work

The scope of work shall be as follows:

- A. Mobilizing CSR Fund based on need-based project proposals for Goa, with the contribution of various companies located in, operating in, or having an interest to invest in Goa.
- B. Executing projects out of the CSR funds mobilized above – including identification of NGO partners, project management, monitoring & evaluation, accounting, audit and reporting to donors.

- C. Take up Need Assessment and Impact assessment of CSR projects, as per need for Corporates in Goa.
- D. Establish, over a period of time/based on resources available with Goa CSR Authority:
- a. a governance structure for the Goa CSR Authority and mechanisms which will facilitate and promote the CSR Authority and its works, in a manner that promotes sustainable funding, impactful implementation, stakeholder engagement and balances Goa's development and conservation goals in alignment with UN mandated Sustainable Development Goals (SDGs).
 - b. Develop a medium to long-term strategy for the Goa CSR Authority that will, through a baseline or current state assessment, develop clear strategic objectives for the authority, ensure sustainable funding / revenue mechanisms as well as impactful and innovative projects based on good practice and Goa's specific requirements and material issues. The strategy will also provide a 5-year road map for the Authority and align with international mandates and national goals.

3. Eligibility criteria

a. Mandatory criteria

In order to apply, an organization/ the project team members (at least 2 nos.) allocated by the organization must satisfy **all** of the following:

- A legal Entity registered for at least three years.
- Experience in working with Government, corporates, Academia and NGOs – 10 years for the Organisation **or** 8-10 years for each of the 2 nos. project team members.
- Demonstrated experience and expertise in CSR as per Section 135, Companies Act, 2013 – 5 years for the Organisation **or** 3-5 years for each of the 2 nos. project team members.

b. Preferred criteria

Preference will be given to organizations that depict the following aspects:

- Entity falls under a flagship Government programme that promotes innovation.
- Diversity & Inclusion in project team, with focus on Women members
- Project team that brings experience in:
 - Deep understanding of development issues that are local to Goa
 - CSR Policy
 - Grant management
 - NGO Capacity Building
 - CSR Implementation

- At least one member of the project team understands and speaks the local language, Konkani. At least one member of the team understands and speaks Marathi.
- At least two members of the project team must be IICA / ICAI / ICSI Certified in CSR

4. Project period and Financials

Three – five years, to be renewed based on performance.

Financials shall be discussed on a project-to-project basis once an Entity is onboarded, and would depend on factors like CSR funds mobilized, services to be delivered for the CSR Projects undertaken, experience & expertise of the team with regards to mandated CSR (all aspects), and communication skills.

Services to be delivered would be as per Scope of Work stated in Page 1 (Bullets 2A, 2B and 2C) of this EoI. Payments for these services will accrue entirely from the CSR Projects being managed by the entity.

For Bullet 2D, Goa CSR Authority will work out a payment mechanism based on funds available at its disposal by inviting applications from the empaneled organisations.

5. EOI requirements

- **Registration certificate**
- **Application form (attached)**
- **Relevant experience of the organization / project team as required in section 3**
- **Proposed high-level approach to the project**
- **CVs or profiles of key personnel or core team**

The entire application, along with the attached application form and key personnel profiles, shall be in a word document, in Font Calibri 12, with a line spacing of 1.2, and shall not exceed 15 pages.

6. Selection Criteria

The eligible candidates/agencies that submit the application within the stipulated date/time will be evaluated by a selection committee on the basis of their relevant experience and expertise of providing similar services, on the basis of the criteria stated in the EoI.

The applicant organization may be required to make a presentation before the Selection Committee set up by Goa CSR Authority. The decision of this Committee will be final and binding.

Selected Organisation/s will execute an Agreement with the Goa CSR authority for the provision of the services as stated in this EoI.

7. Method of submission

Interested and eligible organizations meeting the Mandatory Requirements may submit their EOI along with the attached application form in a sealed envelope prominently marked “EoI FOR providing **End – to - end advisory, implementation and project management support to the Goa Corporate Social Responsibility (CSR) Society:** and delivered to the following address latest by 5:30 PM on 21st June, 2021.

ADDRESS:

Office of the Commissioner of Commercial Taxes
Rajya Kar Bhavan, Altinho,
Panaji, Goa

APPLICATION FORMS

A) APPLICATION FORM (To be filled and submitted along with the required EOI)

Name of the Organisation:	
Established (year):	
Registration Details: (Act & reg. number)	
Date of Registration:	
Type of Organisation:	

Contact Information:

Registered Address:	
Phone Nos:	
Fax	
E-mail	
Website	
Field Office Address:	
Phone Nos:	
Fax	

Mandatory Undertaking (to be filled in by the applicant Organisation)

On this _____ (DATE) of _____ (MONTH), _____ YEAR, I hereby agree and accept that all information given above is true to the best of my knowledge and if found false or misappropriate, shall be liable to disqualification from associating with the Goa CSR Authority.

I further agree and accept that the key personnel identified and committed in the EOI shall not be removed or substituted by other less qualified or skilled CSR specialists

Signature: _____

Date: _____

Name: _____

Designation: _____

Contact Details: _____

Organisation: _____

Name & Signature of the Head of the Organisation (with Organisation Seal)

Date/Place: _____