

# Expression of Interest – School Adoption Program

Selection of Organizations as Implementation Partners



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# General Terms

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## 1.1 Goals of This Expression of Interest (EOI)

The objective of this EOI is to solicit proposals from the interested organizations working in education domain to partner with Capgemini India Private Limited for its CSR initiative. The organization will be responsible for implementing the Capgemini School Adoption Program (details annexed) for an expected period of 5 years. In addition to this, the organization will also be responsible for enhancing the program and increase efficiency of implementation. The EOI intends to bring out the details with respect to scope of engagement that are deemed necessary to share with interested organizations.

## 1.2 EOI Issuing Authority

This Expression of Interest (EOI) is issued by the department of Corporate Social Responsibility (CSR), Capgemini India and intends to short list organizations as potential implementation partners. The department's decision with regard to short-listing of organizations through this EOI shall be final and the department reserves the right to reject any or all the proposals without assigning any reason.

Sr. No.	Item	Description
1	Project Title	Selection of Organizations for Capgemini School Adoption Program
2	Department	Corporate Social Responsibility (CSR), India
3	Contact Person	Mr Kumar Anurag Pratap CSR Leader, India Capgemini India Pvt. Ltd. Phone: 022 - 67557000
	Contact Person	Ms Dhanashree Page CSR Coordinator, India Capgemini India Pvt. Ltd. Email: <a href="mailto:dhanashree.page@capgemini.com">dhanashree.page@capgemini.com</a> Phone: 022 - 67557000
	Contact Details	Corporate Social Responsibility Capgemini India Pvt. Ltd. (Mumbai 6) Plant No. 2 Gate No.2 Godrej & Boyce Mfg Ltd. Opposite Vikhroli Bus Depot LBS Marg Vikhroli (West) Mumbai – 400079  Website: <a href="https://www.in.capgemini.com/about/corporate-responsibility/expression-of-interest-school-adoption-program">https://www.in.capgemini.com/about/corporate-responsibility/expression-of-interest-school-adoption-program</a>

### 1.3 Tentative Schedule

Sr. No.	Item	Dates
1	Release of Expression of Interest (EOI)	8 <sup>th</sup> July 2015
2	Last date for submission of written questions by organizations	20 <sup>th</sup> July 2015
3	Response to the queries	24 <sup>th</sup> July 2015
4	Last date for submission of EOI response	31 <sup>st</sup> July 2015
5	Extension of Deadline – Revised Date for Submission	30 <sup>th</sup> September 2015
6	Declaration of Short-Listed Organizations	To be informed later

### 1.4 Availability of the EOI Documents

Eoi can be downloaded from the Capgemini website given under section 1.2. The organizations are expected to examine all instructions, forms, terms, project requirements and other details in Eoi documents. Failure to furnish complete information as mentioned in the Eoi documents or submission of a proposal not substantially responsive to the Eoi documents in every respect will be at the organization's risk and may result in rejection of the proposal.

### 1.5 Venue and Deadline for Submission of Concept Note

Proposals, in its complete form in all respects as specified in the Eoi, must be submitted only at the address specified in section 1.2. Soft copies of documents will not be considered.

Capgemini CSR may, in exceptional circumstances and at its discretion, extend the deadline for submission of proposals by issuing an addendum to be made available on the Capgemini website, in which case all rights and obligations of Capgemini CSR and the organizations previously subject to original deadline will thereafter be subject to the deadline as extended.

# Scope of Engagement

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## 2.1 Background

### About Capgemini India Private Limited:

Capgemini is one of the world's foremost providers of consulting, technology, outsourcing services and local professional services. Present in over 40 countries with almost 145,000 people, the Capgemini Group helps its clients transform in order to improve their performance and competitive positioning.

At Capgemini, the principles of corporate responsibility and sustainability go beyond legal compliance and philanthropy. They are embedded in business, processes and ways of working. The leadership in corporate responsibility and sustainable excellence is driven by a bold and influential approach.

Capgemini recognizes that better and harmonized society would need much more than just financial resources. Capgemini puts its goal as 'Enhance our identity and reputation as a Responsible Corporate by mobilizing and contributing with our skills and resources, in building a better and harmonized society through intensive collaboration and cooperation with our multiple stakeholders including communities, customers, governments and employees',.

To achieve this, key objectives have been articulated as below:

1. To take up programs that benefit the communities in and around our work centre further resulting in enhanced quality of life and economic wellbeing of the local populace
2. To express commitment to the social development good through responsible business practices and good governance
3. To engage with state and its agencies in pursuing the development agenda for sustainable change

### Details of Capgemini School Adoption Program:

The comprehensive and extended engagement with students is possible where they spend maximum time of the day. Although there are multitudes of schools present in the education sector, they come with various magnitudes of issues along with them. Private schools are emerging rapidly in this scenario paving ways for variety of options to choose from. We have seen from our past engagement that, any family having a surplus amount for expenditure would prefer sending their children to private schools. In addition to this, comes the preference for boy child of the family to attend private school whereas girls are happily, and in some cases grudgingly, sent to government schools. It is thus important to understand that very few send their children to government schools as a matter of choice – predominantly it is about the inability to support the additional expense private schools demand. So it is safe to assume, majority of children attending government schools come from socio-economically disadvantaged background.

Targeting government schools enables us to reach to this very set of children who otherwise do not have other option to pursue their education. Ensuring enrolment in the school register is not enough to empower them academically. This is where Capgemini can provide its expertise. The multi-stakeholder engagement approach establishes a fundamental context to operate taking everyone together. School adoption program focuses on access, quality and infrastructural support. Making education relevant and engaging for the children, enabling children to enjoy their childhood through availability of play equipments and other resources, providing regular training to teachers and empowering them with tools & aids to conduct their sessions by implementing the learned modules, transforming school principals to be the change leaders and strengthening school management committees to be an influential element in continuing these processes are salient features of this program. Small it may look, but efforts like ensuring functional toilets, safe drinking water, library, science and computer labs, as part of school adoption will go a long way in making government school as institutions for children to learn while enjoying their childhood.

## 2.2 Scope of Work

### Scope of Capgemini School Adoption Program

This section provides details of the following:

- 1) Nature of Intervention – Partnership with government education mechanism
  - 2) Model Development and need based customization
  - 3) Implementation, Monitoring and Evaluation
  - 4) Report Submission
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- 1) Nature of Intervention:

Capgemini intends to cover activities as mentioned in Annexure 1. The document is suggestive and spreads broadly over major categories. Each category will have multiple items as mentioned in Annexure 2.
  - 2) Model Development and Need Based Customization:

Considering the dynamics of each school in respective regions, there is scope to alter the proportion of resource allotment. This will be done in consultation with the CSR team. The aim is to augment available infrastructural facilities and ensure they are replicable as model school. Considering the number of schools, it is pertinent to leverage on the government network and ensure their support and participation. The aim is to develop a replicable model with a potential to upscale at larger number of schools in partnership with the government.
  - 3) Implementation, Monitoring and Evaluation:

The work will include but not limited to-

    - Preparation of Annual Work Plan and Budget (AWP&B)
    - Preparation of Annual Report and Analytical Report
    - Participation as a resource entity in quality and capacity building training programs of the project
    - Ensure procurement of tools, equipments, and setting up of the labs
    - Provide arrangement of maintenance of tools and equipments, software and e-learning material
    - Ensure students, parents, teachers and community mobilization in selected schools
    - Awareness creation of and coordination with various stakeholders for project implementation and monitoring
    - Periodic assessment of the implementation status
    - Provide course correction measures, whenever necessary
  - 4) Report Submission:
    - Periodic reporting to the Capgemini CSR team
    - Report writing and any other technical documentation

## Pre-Qualification Criteria

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### 3.1 Conditions under which this EoI is issued

- This EoI is not an offer and is issued with no commitment. Capgemini CSR reserves the right to withdraw the EoI and change or vary any part thereof at any stage. Capgemini CSR also reserves the right to disqualify any organization, should it be necessary, at any stage
- Capgemini CSR reserves the right to withdraw this EoI if Capgemini CSR determines that such action is in the best interest of the Company
- Short-listed organizations would be issued formal Request for Proposal inviting their detailed program information and budget requirement, as a subsequent step
- Timing and sequence of events resulting from this EoI shall ultimately be determined by Capgemini CSR
- No oral conversation or agreements with any official or employee of Capgemini shall affect or modify any terms of this EoI and any alleged oral agreement or arrangement made by an organization with any department, official or employee of Capgemini shall be superseded by the definitive agreement that results from this EoI process. Oral communications by Capgemini to organizations shall not be considered binding on Capgemini CSR, nor shall any written materials provided by any person other than of Capgemini
- Neither the organization nor any of the organization's representatives shall have any claims whatsoever against Capgemini CSR or any of their respective officials or employees arising out of, or relating to this EoI or these procedures
- Applicants who are found to canvass, influence or attempt to influence in any manner the qualification or selection process, including without limitation, by offering bribes or other illegal gratification, shall be disqualified from the process at any stage
- Each applicant shall submit only one Pre-qualification requirements proposal

### 3.2 Rights to the content of the proposal

For all the proposals received on or before the last date of submission, the proposals and accompanying documentation of the Pre-Qualification proposal will become the property of Capgemini CSR and will not be returned after opening of the pre-qualification proposals. Capgemini CSR is not restricted in its rights to use or disclose any or all of the information contained in the proposal and can do so without compensation to the organizations. Capgemini CSR shall not be bound by any language in the proposal indicating the confidentiality of the proposal or any other restriction on its use or disclosure.

### 3.3 Acknowledgment of Understanding of Terms

By submitting a proposal, each organization shall be deemed to acknowledge that it has carefully read all sections of this EoI, including all forms, schedules and annexure hereto, and has fully informed itself as to all existing conditions and limitations.

### 3.4 Evaluation of Pre Qualification Proposal

The organizations' Pre-Qualification Proposal in the concept note document (Annexure 3) will be evaluated as per the requirements specified in the EoI and adopting the pre-qualification criteria spelt out in this EoI. The organizations are required to submit all required documentation in support of the pre-qualification criteria specified (e.g. legal and financial documents, contact information for verification, profiles of project resources and all others) as required for evaluation.

### 3.5 Language of Proposals

The proposal and all correspondence and documents shall be written in English.

### 3.6 Pre-Qualification Criteria

The invitation for concept note is open to all entities registered in India and who fulfill specified prequalification criteria. These include but not limited to following criteria:

- Registered in India as a not for profit entity
- Registered for at least 3 years as on 15<sup>th</sup> July 2015
- Have financial audited statements for last 3 years
- The proposed project should be located within 50KMS radius of following cities; Bangalore, Chennai, Gurgaon, Hyderabad, Kolkata, Mumbai, Pune, Salem and Trichy
- The organization should have experience of managing project to the tune of INR 50 lakhs and above project

### 3.7 Response Requirements

The Response to the Pre-Qualification Requirements shall be prepared in accordance with the requirements specified in this EoI and in the format prescribed in this document (Annexure 3).

- Concept Note must be direct, concise, and complete. All information not directly relevant to this EoI should be omitted.
- The completed document should be submitted alongwith copies of references and other document as mentioned under attachment section of Annexure 3.
- Duly completed Declaration Form (Annexure 4), budget sheet for proposed project should also be shared via courier/ speed post to the address mentioned in section 1.2
- Capgemini CSR will not accept delivery of proposal in any manner other than that specified in this EoI. Proposal delivered in any other manner shall be treated as defective, invalid and rejected.

## Annexure – Response Formats

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Sr. No.	Document	Attachment
1	Capgemini School Adoption Program	<a href="#">Download here</a>
2	List of Items under Activity Category	<a href="#">Download sheet</a>
3	Capgemini Concept Note Format	<a href="#">Download Format</a>
4	Capgemini Declaration Form	<a href="#">Download Declaration Form</a>



## About Capgemini

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With more than 130,000 people in over 40 countries, Capgemini is one of the world's foremost providers of consulting, technology and outsourcing services. The Group reported 2013 global revenues of EUR 10.1 billion.

Together with its clients, Capgemini creates and delivers business and technology solutions that fit their needs and drive the results they want.

A deeply multicultural organization, Capgemini has developed its own way of working, the Collaborative Business Experience™, and draws on Rightshore®, its worldwide delivery model.