



## Airports Authority of India

### **GUIDELINE FOR SELECTION OF NGOS/ NON PROFIT ORGANISATIONS/ EXTERNAL SPECIALISED AGENCIES FOR CORPORATE SOCIAL RESPONSIBILITY OF AAI**

#### **1. Background**

- 1.1 The CSR policy of AAI in para 4.1 (f) states: to forge necessary partnership for CSR, with a range of stakeholders at the local, state and national level, including Non-Governmental Organisations (NGOs), Community Based Organisations (CBOs), technical support organizations, public representatives and opinion makers, other Public Sector Undertakings (PSUs), private sector and concerned Government departments.
- 1.2 Para 9.1 of AAI CSR policy state: Guidelines on Corporate Social Responsibility for CPSEs inter-alia provide that the CSR activities will be carried out by Specialist Agencies which include NGOs, Institutes, Academic Organizations, Civil Society/ Community Based Organizations, Trusts, Missions etc. who have requisite expertise.
- 1.3 The Department of Public Enterprises Guidelines on CSR states the following:
- Project activities identified under CSR are to be **implemented** by Specialized Agencies and generally NOT by staff of the CPSE concerned (para 3.2). *Such specialised agencies include NGOs, Elected local bodies such as Panchayats; Institutes! Academic Organizations; Trusts, Missions, Self-help Groups; Government, Semi-Government and autonomous Organizations; SCOPE; Mahila Mandals! Samitis and the like; Contracted agencies for civil works; and Professional Consultancy Organizations.*
  - Baseline surveys are mandatory** before start of any project. (para 7.1)
  - CSR projects should also be **evaluated by an independent external agency.** (para 8.8)

Given the above background AAI will be required to engage NGOs and specialised agencies to conduct baseline surveys, implement CSR projects and to conduct evaluation of the CSR projects. The purpose of this guideline is to assist in selection of appropriate credible NGOs/ external partners for AAI's CSR projects.

#### **2. Objective of the Operational Guidelines:**

The objective of the Operational Guidelines is to bring a systematic and applicable process for identification, evaluation and selection of suitable NGOs/ specialised agencies. Specific objectives are to:

- Delineate the process involved in calling for applications, partner identification, and appraisal of technical expertise and contracting.

- Explain the steps in each stage and outline the process.
- Enable AAI and field Units to establish procedures for the various stages by adapting them to specific contexts.

**3. Basic principles for identifying an appropriate NGO partner:**

- Selecting an appropriate NGO partner involves:
  - i. Gathering information about the NGO sector;
  - ii. Establishing relevant selection criteria. and;
  - iii. Choosing a suitable selection process.
- Clear selection criteria should be established based on specific project needs.
- Organizational capacity should be assessed according to an NGO's proven track record, not its stated goals.
- Maximum transparency should be ensured in the selection process.

As per Para 9.5 of AAI CSR policy, after the project design has been developed, AAI will issue a call for proposals from NGOs for implementing the project. Proposals will be invited as per laid down procedures i.e. by call of Expressions of Interest. **There will be a three step transparent selection process.** Unsolicited proposals shall also be considered along with solicited proposals by the CSR Committee.

**4. The Selection Process:**

**4.1** The selection process could include the following steps:

STEPS	TASK	TIME LINE	RESPONSIBILITY
<b>Step 1</b>	a) Preparation of Terms of Reference (TOR) b) Preparation of cost estimate and the budget c) Invite EOI through AAI website, TISS and other relevant platforms.	<b>Week 1</b>	Respective CSR project unit/ Project in-charge in consultation with CSR committee at CHQ
<b>Step 2</b>	a) Preparation of the short list of NGOs and screening of eligibility documents b) Evaluation of technical proposals (either through desk review or by inviting shortlisted agencies for presentation) c) Evaluation of financial proposal d) Final evaluation of quality and cost	<b>Week 2</b>	a) <b>Short listing of NGOs:</b> by CSR committee at Regional Level. b) <b>Technical evaluation:</b> By a seven member assessment committee comprising of: <ol style="list-style-type: none"> <li>i. Chairman CSR committee at CHQ and any three members</li> <li>ii. Two representatives from Regional Office (equivalent to GM/DGM level as</li> </ol>

			<p>nominated by RED)</p> <p>iii. One external members from the specialised area of work (preferably from a Government agency)</p> <p>c) <b>Evaluation of Financial proposal</b> to be evaluated by another committee (one member should be from Finance)</p> <p>d) <b>Final evaluation</b> comparing cost and quality by CSR committee</p>
<b>Step 3</b>	Negotiations (if required) and award of the contract	<b>Week 3</b>	RED/ respective project unit.

**4.2 Format for submission of project proposal:**

The format for submission of proposal is prescribed under Annex 1 (page 13) of the AAI CSR policy. The same is enclosed here with as Annex 1.

**4.3 Receipt of the proposal**

To safeguard the integrity of the process, the technical and financial proposals need to be submitted in separate sealed envelopes. The technical envelopes shall be opened immediately by a committee of officials drawn from the relevant departments, after the closing time for submission of proposals.

The financial proposals shall remain sealed and will have no access to the technical evaluation committee.

Any proposal received after the closing time for submission of proposals shall not be opened or returned unopened.

**4.4 Quality and Cost-Based Selection (QCBS):**

QCBS uses a competitive process among short-listed firms that takes into account the quality of the proposal and the cost of the services in the selection of the successful firm. Cost as a factor of selection shall be used judiciously. The relative weight to be given to the quality and cost shall be determined for each case depending on the nature of the assignment.

**4.5 Evaluation and comparison of Proposals**

The evaluation of the proposals shall be carried out in two stages: first the quality, and then the cost. Evaluators of technical proposals shall not have access to the

financial proposals until the technical evaluation. Financial proposals shall be opened only thereafter.

A two-stage procedure is utilized in evaluating the proposals, with evaluation of the technical proposal being completed prior to any financial proposal being opened and compared. The financial proposal will be opened only for submissions that passed the minimum technical score of 70% of the obtainable score of 500 points (i.e. 350) in the evaluation of the technical proposals. However, in specific cases (where there are less than three shortlisted NGOs), the CSR Committee at CHQ shall have the power to relax the minimum scoring criteria of technical qualification.

The technical proposal is evaluated on the basis of its responsiveness to the Term of Reference (TOR). As part of the evaluation process, **the panel conducting the technical evaluation may call upon the prospective NGOs to make a presentation** of their proposals to verify the strength of the proposal.

In the Second Stage, the financial proposal of all external agencies, which have attained minimum 70% score in the technical evaluation, will be compared.

**4.6 The technical evaluation criteria may include the following:**

Evaluation Criteria		Weightage	Points Obtainable	Name of Applicant				
				A	B	C	D	E
1.	Organisational background	All Eligibility Criteria needs to be met						
2.	Technical knowledge & capacity, expertise and experience	70%	300					
3.	Proposed plan, methodology and approach to carry out the project	70%	200					
Total			500					

1. Organisational background								
Criteria		Yes	No	Name of Applicant NGO				
				A	B	C	D	E
<b>1.</b>	<b>Legal Status</b>							
1.1	The NGO should be a legally registered organization from one or more of the following: (i) Organization registered under the Societies Registration Act of 1860 (ii) Charitable companies registered under Charitable and Religion Act 1920 (iii) Public Trusts registered under the Indian Trust Act 1882; (iv) Licensed company under Section 25 of the Companies Act 1956. (v) Co-operative Societies							

1.2	The NGO/organization should be registered for a period of minimum three years as on date of submission of their application to Airports Authority of India.							
<b>2.</b>	<b>Infrastructure</b>							
2.1	Declaration of basic infrastructure and office equipments  <i>The basic infrastructure of the NGO should be in place [premises (whether own or rented), basic office equipments etc.]</i>							
<b>3.</b>	<b>Verification of Documents to assess financial track record, stability of the organisation and organisational profile/ capacity</b>							
3.1	Attested Copy of Registration							
3.2	Annual Audited Report of last two Financial Years.							
3.3	Experience certificates and or other relevant documents of past experience in the project area							
3.4	List of Board of Directors/ Trustee Executive Committee members, their address and contact numbers							
3.5	Certificate to the effect that the contribution made to NGOs/Organizations, qualify for tax exemption under Income Tax Act 1961 if any i.e. U/s 80G, U/s 35 AC etc. of Income Tax Act or related clauses of existing/ applicable finance bill.							
3.6	Declaration that whether any of Board of Directors/ Trustees/ Executive Committee members have any official dealing with AAI or are related to any board member of AAI.							
3.7	Copy of PAN/Tax, Service Tax registration with RPFC and ESI Authorities.							
3.8	Self declaration in connection with having pending disputes or enquiries in connection with cheating, misappropriation of							

	funds exploitation of beneficiary black listed by Govt. Agency like CAPART, CSWB, Department of Women and Child Development, Ministry of Social Justice Empowerment etc.						
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2. Proposed plan, methodology and approach to carry out the project							
Criteria		Points Obtainable	Name of Applicant NGO				
			A	B	C	D	E
<b>1.</b>	<b>Technical Knowledge and experience (With supportive evidence)</b>						
1.1	Have prior experience in the proposed area of work in CSR Projects of PSU, Govt Schemes and other donor agencies	50					
1.2	Have specialised knowledge and established track record in the related field.	50					
1.3	Have good knowledge, working relationship and networking with other NGOs and Government bodies etc. in its operational area.	50					
<b>2</b>	<b>Organisational / Team Capacity</b>						
2.1	Have experienced and competent team of technical professionals	50					
2.2	Have experienced team for project management	25					
2.3	Have a experienced/ trained/ skilled personnel for day to day operation of the project	25					
<b>3.</b>	<b>Accreditation / Empanelment</b>						
3.1	Accredited by National Accreditation Council of India	10					
3.2	Received grant in aid; awarded Govt. schemes from CAPART, Ministry, Govt. Department/s	10					
3.3	Empanelled by TISS CSR Hub, any other PSU, govt. ministries etc.	30					
<b>Sub Total</b>		<b>300</b>					

3. Proposed plan, methodology and approach to carry out the project							
Criteria		Points Obtainable	Name of Applicant NGO				
			A	B	C	D	E
1	The conceptual framework adopted in the proposal is appropriate for the task	30					

2	The proposal is based on a survey/ analysis of relevant secondary data related to the project and this data is appropriately used in the proposal.	50					
3	The scope of task is well defined and it corresponds to the TOR.	30					
4	The presentation is clear and the sequence of activities and the planning (including proposed timeline) is logical, realistic and promise efficient implementation to the project.	30					
5	The proposal suggests innovative approaches which are relevant for project development and ensuring quality outputs.	30					
6	The proposal suggests appropriate approaches for sustainability of the project	30					
<b>Sub Total</b>		<b>200</b>					

#### **4.7 Evaluation of Financial Proposal**

The financial proposal will be opened only for submissions that passed the minimum technical score of 70% of the obtainable score of 500 points (i.e. 350) in the evaluation of the technical proposals. A separate committee should be constituted for opening the financial proposal of the shortlisted agencies. One member of the committee needs to be from the Finance Department. The lowest quoted price from the shortlisted agencies may be considered for award of contract.

Excerpts of AAI CSR Policy

**Annexure 1**  
**Format for submission of project proposal**

All proposals, unless otherwise desired, shall be submitted as per the following format. The Project proposal should be as per guidelines mentioned herein and should be accompanied by the following documents :

- (i) Title of the project
- (ii) Executive summary of proposal
- (iii) Objective & Targeted group(s) of the project/proposal
- (iv) Geographical area of execution of project & reason for selecting that area, if applicable
- (v) Budget Details (detailed cost break-up (head-wise). The budget /financial assistance sought by the NGO/organization should not be more than double of the total financial transaction of the NGO of the previous year.
- (vi) Execution/Implementation Plan (with specific time-frame)
- (vii) Monitoring plan(with specific time-frame)
- (viii) Human Resources involved (paid staff, volunteers etc.)
- (ix) Outcome / benefits of the project

The proposal will be submitted along with the following documents:

- (x) Copy of the registration certificate / Trust Deed/ MOA/MOU
- (xi) Annual report (audited) of the past two years
- (xii) Copy of PAN card and TAN no.
- (xiii) List of Board of Directors/ Governors/ Trustees/ Executive Committee Members, their addresses and contact numbers
- (xiv) Certificate to the effect that the contribution made to NGOs qualify for tax exemption under Income Tax Act, 1961 (if any) i.e. U/s 80 G, U/s 35 AC etc of Income Tax Act or related clauses of existing/applicable Finance Bill
- (xv) Declaration whether any of the Board of Directors/Governors/ Trustees/ Executive Committee Members have any official dealing with AIRPORTS AUTHORITY OF INDIA or are related to any Board Members of AIRPORTS AUTHORITY OF INDIA.
- (xvi) Any other documents requested.

**Undertaking :** The Grantee will execute an undertaking to the effect that the grantee will

- a) abide by all conditions of the grant
- b) not divert the grants and entrust execution of the scheme of work concerned to other institution(s) or organization (other than approved ones) . However, it can engage local organization or outsource some expert oriented activity if needed, with due approval of AIRPORTS AUTHORITY OF INDIA and
- c) in the event of any failure to comply with these conditions or committing breach of the undertaking, the grantees will be liable to refund the entire/unutilised amount of the grant to AIRPORTS AUTHORITY OF INDIA along with interest @12% per annum.

All documents (each page) should be duly signed and stamped by the applicant and Trustee 1 Chairman of the organization. The NGO should be able to produce any original document on demand by AIRPORTS AUTHORITY OF INDIA.



## Empanelled NGOs with CSR Hub

AAI may consider the following list of empanelled NGOs for undertaking baseline study, implementation and evaluation of CSR activities based on the relevant area of expertise and operational areas:

SL. NO	BROAD THEMES	OPERATIONAL AREAS	NAME OF ORGANISATION	HUB CODE	CONTACT PERSON	CONTACT DETAILS			EMPANELLED AS ON
						Phone No	Email id	Address	
1	Research	Maharashtra	PUKAR	1/1/11/001	Dr. Anita Patil - Deshmukh Executive Director.	022-65748154 / 2647 4870	pukar@pukar.org.in	272, Municipal Tenements, Shivaji Nagar, BMC Colony. Kherwadi Road, Bandra East, Mumbai 400051	OCTOBER 2011,
2	Education, vocational training	West Bengal	RAM NAGAR LANE FORCE	1/1/11/005	Naushad Alam Chief Functionary	033-24893618/24893969	rnlf@force1991@yahoo.co.in, www.rnlf.com	G-15 RAMNAGAR LANE, (DHANKHETTI), KOLKATA – 700024,	OCTOBER 2011,
3	Mainstreaming the differently abled	West Bengal	INSTITUTE FOR THE HANDICAPPED AND BACKWARD PEOPLE	1/1/11/004	Dr. M.A.Hasan Sahani Founder Director	033 -240325 50, (Mob) 9883 3059 88/ 9836 2117 18	ifthab@email.com/ihbpore@e amil.com, www.ihbp.in	44, Chandilala Branch Road, Behala, Kolkata, West Bengal- 700 053,	OCTOBER 2011,
4	Education, health	Maharashtra	MESCO	1/1/11/008	Dr. M.A. Khatkhatay Executive Secretary	022-244466218 / 26405012	mescotrust@yahoo.co.in / mescotrust@mescotrust.org	110, Natalwala Building, V.S. Marg, Mahim, Mumbai – 400016.	OCTOBER 2011,
5	Education, Health, Women's empowerment	West Bengal	SU SAMANNAYA	1/1/11/012	Gopal Datta Secretary	Ph- 033-65332350, Fax : 033- 22488053, Mob- 9007857034, 9331637417, 9339545188	su.samannaya@gmail.com		OCTOBER 2011,
6	Empowering Informal Sector Women Workers	Bihar, Delhi, Rajasthan, Uttarakhand, West Bengal, Uttar Pradesh	SEWA BHARAT	1/1/11/014	Dr. Sanjay Kumar Director	011-25841369	mail@sewabharat.org	Address: 7/5, First Floor, South Patel Nagar, New Delhi- 110008	OCTOBER 2011,

**References:**

The proposed selection process is drafted with reference to the following sources:

1. Operational Guidelines Non-Governmental Organizations (Proposals under PC & PNDDT Act, 1994); Ministry of Health and Family Welfare, May 2011: The selection process involves 80% weight on organisational profile & project description on technical parameters and 20% on proposed budget and timeline.
2. NGO CBO Operational guideline, Part 1, April 2007, National AIDS Control Organisation: The selection of NGO proposal carries 75% weight on technical parameters.
3. CAPART selection criteria of the VO organizing the GSM (Gram Shree Mela), which focuses on organisational capacity, legal status, proven track record, relevant experience, sound financial track record, organizational ability to handle similar projects, cordial and effective working relationship with the local government, line department of state/district and enjoy a good reputation with the local people and the groups, physical presence of the NGO in the State/Union Territory where the scheme is being organized. The budget for the scheme is predefined.
4. National Literacy Mission, support to NGOs in the field of education: selection of NGO is done based on the predefined eligibility criteria. The application are screened by Central Grant in-Aids Committee constituted by the Ministry of HRD, based on innovative projects and project of All India Level Non Government Organizations. The eligible institutions are given 100% financial assistance towards the Program Costs as well as Administration Costs.

Report of the steering committee on voluntary sector, planning commission, for 10th five year plan states: It has been felt that steps need to be taken to make procedures for providing grants to VOs simplified and user friendly.