

CALL FOR PROPOSALS FROM IMPLEMENTING PARTNERS

The India Development Foundation of Overseas Indians (IDF-OI) is requesting proposals from not-for-profit organizations as implementing partners in developmental areas as mandated by IDF-OI. The organization must fulfill the Assessment Framework as detailed below.

The proposals may be addressed to tuhina.c@moia.nic.in or vaishali.s@moia.nic.in

CREDIBILITY ASSESSMENT FRAMEWORK

The Norms stated are basic standards of governance that all voluntary organizations should follow. It is mandatory for all backend partners of IDF-OI to comply with the Norms. They include the following elements: -

- Identity
- Vision, Aims / Objectives and Achievements
- Governance
- Operations
- Accountability and Transparency

IDENTITY

Principle: The organisation should exist and be registered

a. Existence

- The organisation has been functioning for a minimum of 2 years from the date of registration.
- The physical address given by the organisation is verifiable.

b. Legal Status

- Registration document
- 12A and 80G certificate (for offering tax exemption to donors)
- 35AC certificate, if they have one (for offering tax exemption to donors)
- FCRA certificate (to access international funding)
- Other than requiring all NGOs to confirm that they have not been blacklisted by any government agency or any rating / evaluating agency, check the list of non-profits blacklisted or put under funding restrictions by CAPART

VISION, AIMS/ OBJECTIVES AND ACHIEVEMENTS

Principle: The organisation is able to state what it is aiming to do and can also state achievements related to its aims.

a. Vision/ Purpose/ Mandate/ Mission/ Objectives

A vision/ purpose/ mandate/ mission, which drives the organisation, is articulated beyond the registration documents.

b. Impact/ Achievement/ Output/ Performance

The organisation is able to show performance through defined indicators against stated objectives. In addition, project reports, annual reports, multimedia evidence, links to websites, and illustrations of work through pictures, videos and documents are also shared.

c. Aims and Objectives

The organisation has a defined set of aims and objectives.

GOVERNANCE

Principle: The organisation is committed to and practices good governance, especially because voluntary organisations draw upon public funds and private donations.

1. The organisation has a Governing Board, by whatever name called.
2. The organisation discloses name, age, gender, occupation and position of its Board members.
3. Not more than half the Board members have remunerated roles.
4. At least 2/3 of Board members are unrelated by blood or marriage
5. The Board has at least two meetings a year suitably spaced (at least 3 months) with quorum stipulated in its own Articles of Association.
6. Minutes of the Board meetings are documented and circulated.
7. The Board approves programmes, budgets, annual activity reports and audited financial statements.
8. The Board ensures the organisation's compliance with applicable laws and statutory regulations.
9. Your organization has a policy related to Board Rotation. This may even be a policy of having no rotation.
10. Written Board Policy for Purchase or Sale of Assets / Investments to gain Comparative Advantage for the Organization
11. Unbiased approach in carrying out the activities of the organisation. For e.g. beneficiary selection, employee recruitment, etc.
12. Donations through IDF will not be used for Political, Religious or Caste purposes
13. Willingness to create specific donation options and to provide individual feedback to donors (sponsor a child, help build a community centre, etc.)
14. Certify yourself as an implementing agency, i.e., you actually carry out programmes on the ground, and are not only an intermediary or funding agency. In any other case, provide a list of your implementing partners.

OPERATIONS

Principle: The organisation conducts its programmes and operations efficiently and effectively in public interest.

a. Programme

- Activities are in line with the Vision, Aims and Objectives of the organisation.

b. Management

- The organisation periodically reviews progress of programmes.
- The organisation follows consultative decision-making processes.

- The organisation complies with applicable laws and regulations of the country.
- The accounts of the organisation are regularly maintained and those with an annual income above Rs 50,000/- are audited by a chartered accountant.

c. Human Resources

- Roles and responsibilities are defined for Personnel including Volunteers.
- All personnel are issued letters of contract/ appointment.
- Appropriate Personnel Policy is in place.

ACCOUNTABILITY AND TRANSPARENCY

Principle: Organisation is accountable and transparent to the community served, the state, the public, the donors, the staff, the volunteers, and concerned others.

a. Reporting

- Regular reports on progress, use of funds including stories of beneficiaries, impact etc.
- Donors' feedback ratings on the reports
- Donor management tools and analytics information will be provided to NGOs to help them understand stakeholder expectations, improve reporting and overall communication
- Submit a Fund Utilization Certificate for funds received in the financial year, through IDF-OI, by December of each year.

b. Accountability

- Signed audited statements are available (at least for the last financial year): balance sheet, income and expenditure statement, receipts and payments account, schedules to these, notes on accounts and the statutory auditor's report.
- Statement of accounts indicates whether constructed on a cash basis (account for expenses and income at the time of actual payment and receipt) or accrual basis (at the time of earning or incurring).
- There are no serious adverse notes on any material point.
- There are no material transactions involving conflict of interest between a Board or staff member and the organisation.

c. Transparency

- The organisation's Annual Report is distributed and communicated to the community and others and is made available on request every year, within eight months of the end of the organisation's financial year.
- The Annual Report contains information on the Board members' names, position in the Board, remuneration or reimbursement, objectives and description of main activities of the organisation, a review of the progress and results achieved in the year and should contain brief financial details.

c. Project info: Programmatic efforts and impact

- Detailed project descriptions and logic models
- Monthly and/or quarterly updates and project reports
- Monitoring and evaluation studies and reports
- Impact Report showing that all funds routed through IDF-OI pages for your organization have been utilized only towards the case it was donated for.