

Application Form

Impact Assessment Agency Empanelment / RFP Submission Form

Date of Submission: _____

RFP Reference Number : _____

Section 1: Organization Profile

1. Basic Information

1. Legal Name of Organization:
2. Type of Organization: ☐ Proprietorship ☐ Partnership ☐ LLP ☐ Private Limited Company ☐ Section 8 Company ☐ Trust ☐ Society ☐ Other _____
3. Year of Establishment:

4. Registered Address:

5. Website:

6. GST Number:

7. PAN Number:

8. CIN / Registration Number:

Section 2: Contact Details

Authorized Representative

Particulars	Details
Name	
Designation	
Mobile Number	
Email ID	
Office Address	

Section 3: Organizational Experience

Experience in Monitoring, Evaluation and Impact Assessment

1. Total years of experience in Impact Assessment: _____ Years
2. Number of CSR Impact Assessments completed in last 5 years:

-
3. Number of Impact Assessments undertaken under Companies Act CSR provisions:

-
4. Number of states covered:

-
5. Number of thematic sectors worked in:

Sector	Yes/No
Education	
Healthcare	
Livelihoods	
Disability Inclusion	
Environment	

Sector	Yes/No
Women's Empowerment	
Skill Development	
Rural Development	
Social Entrepreneurship	
Other	

Section 4: Independence & Conflict of Interest Declaration

Please disclose:

- Any ongoing consulting assignments with our organization: ☐ Yes ☐ No

If yes, provide details:

- Have you implemented, managed, advised, monitored, or evaluated any of the programs proposed for assessment?

☐ Yes ☐ No

If yes, provide details:

- Any financial, governance, family or business relationship with implementing partners?

☐ Yes ☐ No

If yes, provide details:

Section 5: Relevant Assignments

Provide details of the five most relevant assignments completed in the last five years.

Client	Program Theme	Geography	Budget Size	Year	Scope of Assessment

Attach:

- ☐ Work Orders
- ☐ Completion Letters
- ☐ Client Testimonials
- ☐ Sample Reports (Redacted if required)

Section 6: Team Composition

Proposed Team

Name	Designation	Qualification	Years Experience	Role in Assignment

Key Personnel Credentials

Attach CVs of all proposed team members.

Section 7: Technical Capability

Data Collection Capability

Please indicate experience with:

Capability	Available (Y/N)
Quantitative Surveys	
Qualitative Assessments	
FGDs	
KIIs	
Outcome Harvesting	

Capability	Available (Y/N)
MSC Technique	
SROI	
OECD DAC Framework	
Digital Data Collection Tools	
Dashboard Development	

Section 8: Approach & Methodology

Brief Technical Proposal

(Maximum 5 Pages)

Please cover:

1. Understanding of CSR Impact Assessment
2. Proposed methodology
3. Sampling approach
4. Stakeholder consultations
5. Data triangulation process
6. Quality assurance mechanisms
7. Risk mitigation strategy
8. Validation process
9. Reporting framework
10. Learning and recommendation approach

Section 9: Quality Assurance & Ethics

Please provide details of:

1. Internal Quality Review Mechanism

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2. Data Validation Process

3. Beneficiary Consent Process

4. Data Privacy & Security Protocols (Refer annexures for detailed information)

Section 10: Third-Party Verification Capability

1. Explain how your agency independently verifies outcomes reported by implementing partners.

2. Examples of evidence verification used:

☐ Physical verification

☐ Document verification

☐ Beneficiary interviews

☐ GPS tagged evidence

☐ Financial verification

☐ Photographic verification

☐ Digital records review

☒ Other: _____

Section 11: Geographic Reach

Please specify states where field teams are available.

State	Field Presence (Y/N)
Maharashtra	
Karnataka	
Rajasthan	
Madhya Pradesh	

State	Field Presence (Y/N)
Gujarat	
Tamil Nadu	
Others	

Section 12: Statutory & Compliance Information

Please attach:

- ☐ PAN
 - ☐ GST Registration
 - ☐ Incorporation Certificate
 - ☐ Latest Audited Financial Statements (Last 3 FYs)
 - ☐ Organizational Profile
 - ☐ Client List
 - ☐ Professional Indemnity Insurance (if any)
-

Section 13: Commercial Proposal

Particulars	Amount (INR)
Professional Fees	
Travel & Logistics	
Taxes	
Total Cost	

Pricing Basis

- ☐ Lump Sum
- ☐ Per Project
- ☐ Per Location
- ☐ Other

Section 14: References

Provide at least three client references.

Client Name	Contact Person	Designation	Email	Phone

Annexures

Data Privacy

Section 1: Data Privacy, Security & Confidentiality

A. Data Protection Framework

Please provide details of your organization's data privacy policies and practices.

1. Does your organization have a documented Data Privacy Policy?

☐ Yes ☐ No

If yes, attach a copy.

2. Does your organization have a documented Information Security Policy?

☐ Yes ☐ No

3. Is a Data Protection Officer (DPO) or similar responsible person designated?

☐ Yes ☐ No

If yes, provide name and designation.

B. Data Collection & Storage

Please describe your approach to:

1. Collection of Personal Data

2. Storage and Retention of Data

3. Data Encryption and Access Controls

4. Backup and Disaster Recovery Procedures

5. Secure Disposal/Deletion of Data after Project Completion

C. Beneficiary Consent & Ethical Safeguards

Please confirm whether your organization:

Requirement	Yes	No
Obtains informed consent from beneficiaries	☐	☐
Obtains parental/guardian consent where minors are involved	☐	☐
Uses consent forms in local languages	☐	☐
Protects beneficiary identity in reports where required	☐	☐
Follows ethical research protocols	☐	☐

D. Data Security Measures

Please indicate the measures adopted by your organization.

Security Control	Available
Password-Protected Systems	☐
Role-Based Access Controls	☐
Multi-Factor Authentication (MFA)	☐
Data Encryption at Rest	☐
Data Encryption During Transmission	☐
Secure Cloud Storage	☐
Device Security Controls	☐

Security Control	Available
Audit Logs / Access Tracking	☐

E. Third-Party Access & Subcontracting

1. Will any third-party agency, enumerator firm, consultant, or subcontractor have access to project data?

☐ Yes ☐ No

If yes, provide details.

2. Describe confidentiality safeguards applicable to third parties.
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3. Do all staff and consultants sign confidentiality and non-disclosure agreements?

☐ Yes ☐ No

F. Data Breach History

1. Has your organization experienced any data breach, privacy incident, or cybersecurity event in the last five years?

☐ Yes ☐ No

If yes, provide details, corrective actions taken, and current preventive measures.

G. Declaration

The organization confirms that:

- ☐ All data collected under this engagement shall remain confidential.
- ☐ Data shall be used solely for purposes of the impact assessment.
- ☐ No beneficiary information will be disclosed without appropriate authorization.
- ☐ All project-related data, recordings, survey responses, photographs, transcripts, and supporting documents shall be handed over to the client upon completion.

☐ The organization shall securely delete all copies of project data within ____ days of project closure, unless otherwise instructed by the client.

☐ Any data breach or unauthorized disclosure will be reported to the client within 24 hours of detection.

Section 15: Declaration

I hereby certify that all information furnished in this application is true and correct. We understand that any misrepresentation may result in disqualification.

Authorized Signatory

Name: _____

Designation: _____

Signature: _____

Date: _____

Organization Seal