

**GOVERNMENT OF KERALA****REVENUE (B) DEPARTMENT****EMPANELMENT OF SOCIAL IMPACT ASSESSMENT AGENCY****INFORMATION DOCUMENT**

Applications are hereby invited from the Universities/Colleges/Departments/Centres etc., who wish to empanel themselves with the Kerala State Social Impact Assessment unit to do the Social Impact Assessment under RFCTLARR Act, 2013.

**General instructions for submitting the applications:**

- 1) Application format can be downloaded through the website in <https://kerala.gov.in/> from 15/09/2022 to 30/09/2022.
- 2) Duly filled application forms together with all necessary documents should be send by registered post to the following address.

**ADDITIONAL CHIEF SECRETARY TO  
GOVERNMENT(REVENUE),  
1<sup>st</sup> FLOOR, ANNEXE 1 BUILDING,  
GOVERNMENT SECRETARIAT- 695001**

- 3) The last date for submitting the applications is 31.10.2022. Time barred applications will not be entertained.
- 4) The top-left-hand corner of the envelope containing the application should be marked as "**Empanelment of Social Impact Assessment Agency**".
- 5) Details of the date and venue regarding the scrutiny of applications will be published in the website later and the same will also be communicated to the applicant's e-mail.
- 6) This office reserves the right to cancel this invitation, accept or reject any application at any time without assigning any reason.

**APPLICATION FORMAT FOR EMPANELMENT OF SOCIAL  
IMPACT ASSESSMENT**

**AGENCIES FOR SOCIAL IMPACT EVALUATION AND  
MONITORING**

**1. Name of the University/Department/College /**

**Organization:** .....

**2. Organization Type:** .....

**3. Address of Institution:** .....

**i. Name of the Nodal Officer / Lead :** .....

**ii. Mobile number of the Nodal Officer :** .....

**iii. Office Telephone number :** .....

**iv. Fax :** .....

**v. Email :** .....

**vi. Web :** .....

**4. Registration details of Institution (if applicable) (please attach proof)**

**a) Registration No. :** .....

**b) Registration Date :** .....

**c) Registration Act :** .....

**5. TIN/TAN No ..... (Please attach proof)**

## 6. Purpose/Mandate of the Agency

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## 7. Agency blacklisted by any Agency/donor? (Yes/No)

## 8. Details of Subject Matter Experts Working as on Date:

Sl.No	Name of the official	Qualification	Sector/ Skill	Duration of working with the Agency	Total year of experience in the concerned sector

(Attach appointment letter and connected documents regarding qualification and experience of above experts' along with the certificate from Head of the Recognized universities, Colleges and reputed organizations regarding working of above-mentioned subject experts as on date)

## 9. Work Experience

Sl.No	Year	Name of the Project	Name of the funding Agency	Duration of the project	Total Cost

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(Attach Copy of work allotment letter/completion certificate).

**10 . Whether Empanelled with any State Government? (Yes / No)**

**(please attach proof)**

**11. Any other information:**

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**12. Self-Declaration**

a) I / We hereby certify that my / our University / College / Institution / firm / Company has not been debarred/black listed by any State Government / Government of India / Govt. Departments and / or agencies such as UN / bilateral / multi-lateral funding / partner agencies and corporate including CPSEs, at anytime for services of any description.

b) I / We hereby declare that, no relevant information has been omitted / withheld in the process of furnishing the information.

c) I / We understand that if we use any unfair means for the empanelment or to get the assignment in future or disclose the information of technical/ financial proposal to other parties, our Kerala State Social Impact Assessment Unit / proposal/ empanelment would be cancelled at any time during the contract period.

**For and on behalf of the:**

M/s:

Signature of Authorized Representative (with seal of the Agency)

(Supported by Authority letter):

Name:

Designation:

Date:

Place:

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**ELIGIBILITY CRITERIA FOR**  
**EMPANELMENT OF SOCIAL IMPACT ASSESSMENT AGENCIES**

Sl.No	ELIGIBILITY CRITERIA	DETAILS OF CRITERIA	PROOF
		<p><b>Category (i)</b></p> <p>Recognized universities, Colleges, Departments.</p> <p><b>Category (ii)</b></p> <p>Reputed organizations with valid registration under the Companies Act, Registered Firm,</p>	<p>• If the Colleges / Universities / Departments are teaching M.S.W., M.A. Sociology (or) similar degree, then it is not necessary to submit any additional proof on their legal identity.</p> <p style="text-align: right;"><b><u>For others:</u></b></p>

1.	Legal identity	<p>Proprietorship, Co-operative, Societies Registration Act, state or Central government or registered under any other Act. The recognized universities, Colleges and reputed organizations can be a consultancy firm, NGO, voluntary agency, public trust, academic institution or similar agency.</p>	<ul style="list-style-type: none"> <li>• Valid PAN card</li> <li>• Service tax registration if applicable</li> <li>• Certificate of registration</li> <li>• Audited balance sheet or IT returns for the last three years, certified by a chartered accountant</li> </ul>
2	Past experience	<p>The recognized universities, Colleges and reputed organizations having at least three years of experience in preparation of Social Impact Assessment, land acquisition and socio-economic survey, preparation and implementation of Rehabilitation &amp; Resettlement, state- or centrally run social scheme or training and capacity building</p>	<p>Certificate of satisfactory completion / satisfactory progress of work</p>
3	Domain expertise	<p>An applicant recognized universities, Colleges and reputed organizations at the time of filing application for empanelment should define their domain expertise in the fields of:</p> <ul style="list-style-type: none"> <li>• Experience in land surveying</li> <li>• Expertise in cost-benefits analysis</li> <li>• Valuation of structure / crop / utilities</li> <li>• Experience in preparation and or implementation of R&amp;R plan</li> <li>• Experience in community</li> </ul>	<p>Completion certificates/ Satisfaction certificate /Letter of award</p>

		<p>• Experience in community mobilization and engagement</p> <ul style="list-style-type: none"> <li>• Experience in preparation and formulation of entitlement framework and compensation package</li> <li>• Monitoring and evaluation</li> <li>• Expertise in GIS</li> <li>• Expertise and experience in training and capacity building</li> <li>• Experience and expertise in gender, CSR, livelihood restoration, community development etc</li> </ul>	
4	Infrastructure	Office setup with backup support like computers and broad band for adequate communication, library, etc.	
5	Website	The recognized universities, Colleges and reputed organizations should have a website reflecting all details such as objective, director's name, teams / unit names, areas of work, partner recognized universities, Colleges and reputed organizations, types of social works undertaken, reports, achievements, etc.	

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