

Institute of Leadership Development (ILD)

6/2 Jamdoli, Jaipur, Rajasthan

Request for Proposal (RFP)

For Empanelment of Organising Partner and Knowledge Partner

(For Organising the “Community Leadership Award, Rajasthan” as an Annual Flagship Event)

ILD invites proposals from eligible NGOs, societies, foundations, trusts and consulting companies/firms for empanelment as (i) Organising Partner and (ii) Knowledge Partner for organising the “Community Leadership Award, Rajasthan” as an annual flagship event of ILD, proposed as a full-day conclave with concurrent thematic sessions and an evening gala award ceremony at the ILD Campus, Jamdoli, Jaipur, tentatively in the mid-to-end November window each year.

Background

The Community Leadership Award, Rajasthan was first organised in 2012 at the ILD Campus, Jamdoli, recognising community leadership across multiple categories including social organisations, residential communities, trade and industry bodies, NGOs, media, sports, culture and individual citizens. ILD now proposes to relaunch and institutionalise the award as an annual calendar event in a contemporary format covering emerging themes such as ESG and sustainability, urban development, digital and civic-tech initiatives, youth leadership, women-led community impact, MSME and industry leadership, and responsible citizenship.

Objective of the RFP

The objective is to empanel dedicated partner(s) who will, jointly with ILD:

- **As Organising Partner:** plan, mobilise and execute the annual event end-to-end, including nominations outreach, sponsorship mobilisation, participant/delegate registration, event management, logistics, media and publicity, and post-event reporting.
- **As Knowledge Partner:** design and anchor the knowledge content of the event, including award categories and evaluation criteria, nomination formats, jury-based evaluation mechanism, concurrent thematic session design, speaker/panel curation, concept documents, and event report/knowledge publications.

Applicants may apply for either role or for both roles. ILD may empanel one agency for both roles or separate agencies for each role, at its sole discretion.

Broad Scope of Work

- Preparation and finalisation of the annual event concept, theme, categories and calendar in consultation with ILD.
- Design and management of the nomination process, nomination fee collection framework and shortlisting.
- Constitution and facilitation of an independent jury and transparent evaluation mechanism.
- Sponsorship structuring and mobilisation (principal sponsor, co-sponsors, session/category sponsors) to make the event financially self-sustaining.
- Planning and conduct of concurrent thematic sessions (panels, case studies, masterclasses) during the day.
- Organisation of the evening gala award ceremony including Chief Guest coordination, trophies/citations and protocol.
- Media, publicity, branding, digital presence and post-event coverage.
- Complete event documentation, accounts of the event, and post-event report to ILD.

Eligibility Criteria

Eligible applicants must meet the following minimum criteria:

Entity Type

- Registered NGO/Society/Trust/Foundation/Section 8 Company, OR
- Consulting company/firm/LLP registered in India.

Experience

- Must have organised, co-organised or served as knowledge/strategy partner for at least one (1) award programme, recognition event, conclave or similar flagship event of comparable nature during the last fifteen (15) years, with verifiable documentary evidence (brochure, media coverage, work order, event report, photographs, etc.).
- Demonstrated capability in event management, sponsorship mobilisation, jury/evaluation processes or knowledge content development, as relevant to the role applied for.

Local Presence

- Preferably operating in or having presence in Jaipur / Rajasthan.

Term of Empanelment

- Empanelment shall initially be for three years beginning the 2026 edition of the event, extendable on an annual basis for subsequent editions subject to satisfactory performance and mutual agreement.
- The detailed roles, responsibilities, financial arrangement and revenue/cost-sharing structure will be finalised through a separate Memorandum of Understanding / Work Order upon empanelment.

Financial / Payment Terms

- The event is intended to be financially self-sustaining through sponsorships, nomination fees and delegate registrations.
- No advance payments will be made from ILD owned funds. Financial arrangements, if any, will be strictly as per the MoU/Work Order executed after empanelment.
- All expenditure and receipts relating to the event shall be transparently accounted for and reported to ILD.

Selection Process

1. Submission of proposal with all required documents within the prescribed timeline.
2. Screening based on eligibility criteria and documentary evidence of past experience.
3. Presentation / telephonic / physical interaction (if required).
4. Empanelment of the selected agency/agencies as Organising Partner and/or Knowledge Partner.

Documents to be Submitted

- Profile of the NGO / consulting company, including team profile.
- Registration documents (Certificate of Registration/Incorporation, MoA/Bye-laws, as applicable).
- PAN and GST details (if applicable).
- Documentary evidence of having organised at least one award programme / comparable event in the last 15 years.

- Brief proposal/approach note (maximum 5 pages) covering proposed event structure, sponsorship plan, jury mechanism and indicative timeline for the November 2026 edition.
- Details of role(s) applied for: Organising Partner / Knowledge Partner / Both.

Disclaimer

- ILD reserves the right to accept or reject any or all proposals without assigning any reason.
- Empanelment does not guarantee award of work or any financial commitment by ILD.
- Any attempt to influence the evaluation process may lead to disqualification.
- ILD reserves the right to modify, amend, postpone, or cancel the RFP or any part thereof at any time without assigning any reason, and without incurring any liability or obligation towards applicants.
- ILD reserves the right to verify all information submitted. Any false, incorrect, or misleading information shall lead to rejection or termination without any claim. Applicants shall be fully responsible for any consequence arising from information submitted by them.
- The decision of ILD in all matters related to this RFP, evaluation, empanelment, and allocation shall be final, binding, and non-contestable.
- Engagement, continuation and any payments shall be strictly subject to performance and fulfilment of agreed deliverables. Non-performance or non-compliance may lead to termination without any financial liability on ILD.
- By responding to this RFP, the applicant agrees that no legal right, claim or entitlement shall arise against ILD or any of its officials or associates on account of: (a) non-selection, (b) non-allocation of work, (c) modification/cancellation of the RFP, or (d) change in event structure or schedule.

Submission Guidelines

Interested NGOs / consulting companies may submit their proposal along with all supporting documents by e-mail or in hard copy at the address below.

- **Address:** Institute of Leadership Development (ILD), Keshav Vidyapeeth Road, 6/2 Jamdoli, Jaipur, Rajasthan.
- **Last Date for Submission:** Within seven (7) days from the date of uploading of this RFP on the ILD website.

Contact for Queries

Email: info@ildindia.org

In view of the timeline for organising the event in November 2026, interested NGOs / consulting companies are requested to apply at the earliest. ILD reserves the right to start interacting with applicants as and when proposals are received and to shortlist the Organising Partner / Knowledge Partner accordingly.