



REQUEST FOR PROPOSAL (RFP)

Request for Proposal (RFP) for Hiring a Legal Consultancy Agency for Review, Revision, Amendment and Statutory Registration of the Memorandum of Association and Rules & Regulations (Byelaws) of UN Global Compact Network India <https://globalcompact.in/>

1. Background

UN Global Compact Network India (UN GCNI) is the Indian Country Network of the United Nations Global Compact, the world's largest corporate sustainability initiative. Registered under the Societies Registration Act, 1860, UN GCNI serves as the national platform for advancing responsible business practices and promoting the Ten Principles of the UN Global Compact relating to Human Rights, Labour, Environment and Anti-Corruption, while supporting the achievement of the Sustainable Development Goals (SDGs).

Over the years, the organisation has significantly expanded its mandate, stakeholder engagement, governance structure, programme portfolio, and strategic partnerships. The existing Memorandum of Association (MoA) and Rules & Regulations (Byelaws), originally framed at the time of registration and subsequently amended on limited occasions, require comprehensive review and updating to reflect the current governance framework, statutory requirements, organisational priorities, and international best practices.

Accordingly, UN GCNI invites proposals from reputed legal firms, company secretaries, LLPs, consultancy organisations or professionals having substantial experience in the legal and regulatory framework governing societies and not-for-profit organisations for undertaking a comprehensive review, amendment and statutory registration of its Memorandum of Association and Rules & Regulations.

2. Objective of the Assignment

The primary objective of this assignment is to review, revise, draft and facilitate the statutory approval and registration of the amended Memorandum of Association and Rules & Regulations of UN Global Compact Network India, ensuring that the revised governing documents:

- comply with the Societies Registration Act, 1860 and other applicable laws;
- align with the governance framework and operational requirements of UN GCNI;
- reflect the organisation's present identity, objectives and strategic direction;
- incorporate internationally accepted governance practices applicable to not-for-profit organisations; and

- provide a clear, robust and legally sustainable governance framework for future growth.

3. Scope of Work

The selected agency shall undertake, but not necessarily be limited to, the following activities:

A. Review of Existing Governing Documents

The agency shall:

- undertake a detailed legal review of the existing Memorandum of Association and Rules & Regulations;
- identify inconsistencies, obsolete provisions, legal gaps and governance issues;
- examine compliance with the Societies Registration Act, 1860, Delhi Societies Registration Rules and other applicable statutes;
- recommend amendments necessary for improved governance and regulatory compliance.

B. Review of Organisational Structure

Review and incorporate necessary changes relating to:

- change of the Society's name to **UN Global Compact Network India**;
- change of registered office/address;
- objectives of the organisation;
- governance structure;
- composition and functioning of the Governing Council;
- membership categories and admission procedures;
- voting rights;
- tenure of office bearers;
- powers and responsibilities of governing bodies;
- meetings, quorum and decision-making procedures;
- financial governance and audit provisions;
- conflict of interest provisions;
- dissolution and winding-up provisions;
- any other clauses considered necessary for effective governance.

C. Stakeholder Consultations

The agency shall conduct consultations with:

- Executive Director;
- Governing Council;
- Office Bearers;

- Management Team;
- Legal Advisor (if required); and
- other stakeholders identified by UN GCNI.

The agency shall document all recommendations and incorporate approved changes.

D. Legal Benchmarking

The agency shall benchmark the proposed governing documents against:

- applicable statutory provisions;
- recent judicial and regulatory developments;
- governance practices followed by comparable national not-for-profit organisations;
- international governance standards relevant to Country Networks of the UN Global Compact.

E. Drafting of Revised MoA and Rules & Regulations

Prepare:

- revised Memorandum of Association;
- revised Rules & Regulations/Byelaws;
- explanatory note summarising all proposed amendments;
- comparative statement highlighting changes between existing and revised provisions.

F. Facilitation of Approvals

The selected agency shall:

- assist in presentation of the draft before the Governing Council;
- support revisions based on comments received;
- assist in placing the amendments before the General Body, wherever required;
- provide legal guidance during meetings considering the amendments.

G. Statutory Filing and Registration

The agency shall:

- prepare all statutory documentation;
- assist in filing with the Registrar of Societies;
- coordinate with the concerned authority until registration is completed;
- address queries, objections or clarifications raised by the Registrar;
- provide certified copies or proof of successful registration.

4. Deliverables and Indicative Timeline

The selected agency shall submit the following deliverables in accordance with the timeline below. The assignment is expected to be completed within three (3) months from the date of signing of the contract, subject to timely inputs, review, and approvals from UN Global Compact Network India and the concerned statutory authorities.

Sl. No.	Deliverables	Indicative Timeline
1	Inception Report comprising understanding of the assignment, detailed methodology, work plan, stakeholder consultation plan, and implementation timeline	Within 5 working days of contract signing
2	Comprehensive Review & Gap Analysis Report of the existing Memorandum of Association and Rules & Regulations, including identification of legal gaps, outdated provisions, and governance improvements	Within 2 weeks
3	Benchmarking Report highlighting applicable legal provisions and best governance practices adopted by comparable not-for-profit organisations	Within 3 weeks
4	Draft Revised Memorandum of Association (MoA) and Rules & Regulations incorporating proposed amendments, stakeholder inputs, and statutory requirements	Within 6 weeks
5	Comparative Statement summarising all proposed amendments along with justification for each amendment	Within 7 weeks
6	Presentation of the draft documents before the Governing Council/General Body and incorporation of comments and revisions	Within 9 weeks

7	Submission of Final Revised Memorandum of Association and Rules & Regulations, duly vetted and approved by UN GCNI	Within 10 weeks
8	Preparation and submission of all statutory documents and forms required for filing before the Registrar of Societies, including liaison and support during the registration process	Within 12 weeks
9	Submission of Completion Report along with proof of filing/registration or acknowledgement from the competent authority	Upon completion of the assignment

5. Duration of the Assignment

The assignment shall commence immediately upon signing of the contract and is expected to be completed within three (3) months from the date of execution of the Agreement, subject to timely availability of information, stakeholder consultations, approvals by the Governing Council/General Body, and processing timelines of the Registrar of Societies or other competent authorities.

The selected agency shall adhere to the agreed work plan and ensure timely completion of all deliverables within the stipulated timeframe.

7. Financial Proposal (Minor Enhancement)

The Financial Proposal should include:

- Professional fees for the complete assignment;
- Fees for legal review and drafting of the revised Memorandum of Association and Rules & Regulations;
- Charges for stakeholder consultations and presentations before the Governing Council/General Body;
- Charges for incorporation of revisions and preparation of the final documents;
- Fees for statutory filing, liaison, and registration support before the Registrar of Societies;
- Out-of-pocket expenses, if any (to be separately indicated);
- Applicable taxes;
- Total consolidated financial quote.

The quoted fee shall remain valid for 90 days from the date of submission of the proposal.

Note: The Financial Proposal must be submitted as a password-protected PDF document. The password should not be shared or submitted along with the proposal. The password will be requested by UN Global Compact Network India (UN GCNI) only from those agencies that are shortlisted based on the technical evaluation. Financial proposals of agencies that do not qualify in the technical evaluation will remain unopened and will not be considered for further evaluation.

8. Evaluation Criteria

Proposals shall be evaluated using the Quality and Cost Based Selection (QCBS) methodology.

Evaluation Criteria	Weightage
Relevant Experience and Institutional Credentials	25%
Understanding of the Assignment, Methodology, Work Plan and Team Composition	50%
Financial Proposal	25%
Total	100%

Note: Only agencies achieving the minimum qualifying score in the technical evaluation, as determined by UN GCNI, shall be considered for financial evaluation.

11. Payment Schedule (Recommended Addition)

To ensure smooth execution of the assignment, the following payment schedule is recommended:

Milestone	Payments
Submission and approval of Inception Report	20%
Submission and acceptance of Draft Revised MoA and Rules & Regulations	40%
Submission of Final Approved MoA & Rules and completion of statutory filing with the Registrar of Societies	40%

Payments shall be released upon satisfactory completion and acceptance of the respective deliverables by UN Global Compact Network India.

12. Submission Details

- **Last Date for Submission:** July 20, 2026
- **Mode of Submission:** Email
- Email ID- procurement@globalcompact.in

Terms and Conditions

- The decision of Global Compact Network India shall be final and binding.
- The organization reserves the right to accept or reject any or all proposals without assigning any reason.
- The selected firm may be required to sign a formal agreement detailing the terms of engagement.