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Resilient nations.*

**CALL FOR PROPOSALS NON-GOVERNMENT ORGANIZATION/ CIVIL SOCIETY ORGANIZATION AS
RESPONSIBLE PARTY FOR THE AREA, CONSTITUTIONAL DEMOCRACY**

PROGRAMME: RULE OF LAW AND CONSTITUTIONAL DEMOCRACY (RLCD)

INSTRUCTIONS TO PROPOSERS

I. BACKGROUND

UNDP partners with people at all levels of society to help build nations that can withstand crisis, drive and sustain the kind of growth that improves the quality of life for everyone. On this basis in 177 countries and territories, we offer global perspective and local insight to help empower lives and build resilient nations

The United Nations Development Programme (UNDP) supports the implementation of the Government's Second National Development Plan (NDP) and contributes to the delivery of the United Nations Development Assistance Framework (UNDAF) 2016-2020 outcomes, while targeting its assistance in areas where UNDP has a comparative advantage and demonstrated capacity. UNDP's support in Uganda is being delivered through two main programme components: i) Inclusive Effective Governance, and ii) Sustainable Inclusive Economic Development.

Uganda's Vision 2040 underscores good governance and institutional robustness as the backbone of transformation. To this end the Government of Uganda (GoU) has made several strides in the area of legislative and policy developments. Strengthening of democracy has been pursued through regular elections hence providing for the opportunity for voice and participation. Despite these developments, Uganda still faces a number of challenges in galvanizing rule of law and constitutional democracy. These challenges are at four key levels: i) gaps in existing normative frameworks; ii) institutional capacity limitations; iii) weak social engagement; and iv) lack of affordable, effective and scalable models that adequately address the concerns of the people.

This programme aims at supporting the Government of Uganda to further consolidate the rule of law and constitutional democracy. Specifically, the programme will promote and support efforts towards legal reforms and practices to ultimately achieve the following results: (i) updated, harmonized and coherent laws; (ii) an independent Electoral Commission which increasingly fosters credible and peaceful elections; (iii) strengthened capacity of law enforcement systems for equitable access to justice; iv) fulfilment of human rights; and (iv) fostered social engagement for effective and sustainable culture of constitutional democracy.

The RLCD Programme is being implemented by a number of partners including Ministry of Justice and Constitutional Affairs as the Implementing Partner (IP) working with Responsible Partners including: Justice Law and Order Secretariat (JLOS), Parliamentary Commission, Ministry of Foreign Affairs (MoFA), Electoral Commission (EC), Uganda Human Rights Commission (UHRC), Equal Opportunities Commission (EOC), Media Council of Uganda, Ministry of East African Community Affairs (MEACA). A Civil Society Organizations in the areas of on Rule of Law and Access to Justice and Constitutional Democracy respectively are to be brought on board.

This call seeks to identify one Non-Government Organization or Civil Society Organization to partner with UNDP in the capacity of Responsible Party in the area of **Constitutional Democracy**.

II. EXPECTED OUTCOME AND OUTPUTS OF THE PROGRAMME

The Programme aims to realize the **UNDAF/CPD Outcome: 1.1**. By end 2020, rule of law, separation of powers and constitutional democracy are entrenched in Uganda and all individuals are treated equally under the law and have equitable access to justice.

Expected Output(s):

1. By 2017-18 Law Reform Commission, MoJCA), Judiciary, Parliament, JLOS and UHRC with enhanced technical capacities to strengthen policies and legal frameworks for: (a) effective separation of powers and assurance of smooth electoral processes; and (b) human rights promotion, respect and fulfillment, including equitable access to justice.
2. By 2018, JLOS and UHRC with adequate technical capacities & tools for effective human rights promotion & protection and achievement of equitable and sustained access to justice; and the Electoral Commission with strengthened Capacities & tools to implement electoral laws and ensure free and credible elections.
3. By 2018/2019, Relevant Ministries Departments and Agencies and non-state actors with strengthened technical, financial and logistic capacities to establish an inclusive and functional civil society's engagement platform to monitor progress in human rights promotion and promote social engagement in democratic processes.
4. By 2020, Select JLOS institutions, LGs and CSOs with strengthened technical, technological and financial capacities to design, implement and evaluate models of HR promotion and improved justice system coverage and management at decentralized level that are effective, sustainable and scalable.
5. By 2020, Targeted public institutions and CSOs have enhanced capacities to effectively include women and youth in democratic processes.

Final Beneficiaries

- Eligible proposals will be those focused on expected outputs 3, 4 and 5.
- The programme targets National level Institutions and aspires to achieve impact at national level.
- Provides special focus for the Northern and Eastern regions of Uganda.
- Excluded/marginalized populations: e.g. Women, youth, persons with disability; people living with HIV/AIDS will be given attention

Duties of the Responsible Party

Specific duties and responsibilities:

- i. To effectively implement and deliver tangible, impactful and sustainable results of the programme activities as stipulated in the RLCD Programme document.
- ii. To draft annual work plans, quarterly work plans and progress reports.
- iii. To deliver timely accountability of the funds.
- iv. To properly document all RLCD Programme related activities for future reference.

III. ELIGIBILITY & QUALIFICATION CRITERIA

The parameters that will determine whether a CSO/NGO is eligible to be considered by UNDP will be based on the requirements indicated in the TOR herein attached as Annex 1

IV. PROPOSAL

Proposed Methodology, Approach, Quality Assurance Plan and Implementation Plan – This section should demonstrate the NGO's/CSO's response to the TOR by identifying the specific components proposed, how the outputs/ delivery shall be addressed, as specified; providing a detailed description of the essential performance characteristics proposed; identifying the works/portions of the work that will be subcontracted.

Moreover, the proposal should demonstrate how the proposed methodology meets or exceeds the TOR, while ensuring appropriateness of the approach to the local conditions and the rest of the project operating environment. This methodology must be laid out in an implementation timetable and include a quality assurance plan.

Management Arrangement, Resources and Qualifications of Key Personnel – This section should include the comprehensive description of the management structure and information regarding required resources including curriculum vitae (CVs) of key personnel that will be assigned to support the implementation of the proposed methodology, clearly defining the roles and responsibilities vis-à-vis the proposed methodology. CVs should establish competence and demonstrate qualifications in areas relevant to the TOR.

V. EVALUATION CRITERIA

1. Proposals will be evaluated based on the following criteria:

Summary of Technical Proposal Evaluation Forms		Score Weight	Points Obtainable
1.	NGO/CSO Eligibility and Qualifications	30%	300

2.	<p>Appropriateness of Proposed Methodology, Approach and Implementation Plan</p> <p>a. Sound technical proposal that includes key prior success stories, innovative and replicable inclusion mechanisms to maximize the value of the proposal to the beneficiaries.</p> <p>b. High impact interventions directly targeting and responding to the needs established in the ToR.</p> <p>c. Participatory monitoring and evaluation that will contribute to building a sense of ownership among the beneficiaries to promote the sustainability of the interventions.</p>	35%	350
3.	Management Arrangement, Resources and Qualifications of Key Personnel to contribute to delivery of the RLCD programme	35%	350
	Total	100%	1000

2. Evaluation methodology: Quality based under Fixed Budget Selection (QB-FBS)

Quality-based Fixed Budget Selection (QB-FBS) methodology implies that all proposals have the same maximum overall price (which cannot exceed the given fixed budget amount), such that evaluation will be focused on the selection of the best quality proposal.

NGOs/CSOs are expected to provide their best technical proposal and financial breakdown (within the budget) in one single envelope, clearly stating proposed overheads. Evaluation of all technical proposals shall be carried out, in accordance with evaluation criteria stated in this document, and the proposal which obtains the highest technical score shall be selected. CSOs/NGOs exceeding the established fixed budget in their financial proposals will be immediately rejected.

3. Budget size and duration

In alignment with the Programme Document for Rule of Law and Constitutional Democracy Annual proposals amounts should range from a minimum of **USD 100,000** for direct interventions in a single community/ activity; or to geographical area to a maximum of **USD 180,000** for direct interventions in multiple communities/ activities or geographical area within the same country as stated in the Terms of References.

The amount requested in the proposal should be commensurate with the organization's administrative and financial management capabilities. Project implementation must not exceed **5 years** of duration.

VI. SELECTION PROCESS

UNDP will review proposals through a five-step process:

- a) determination of eligibility;
- b) technical review of eligible proposals;
- c) scoring and ranking of the eligible proposals based on the assessment criteria outlined in the previous section to identify highest ranking proposal; and
- d) Round of clarification (if necessary) with the highest scored proposal.

VII. SUBMISSION PROCESS

Applicants shall bear all costs related to proposal preparation and submission.

Applicants must submit their proposals in two separate sealed envelopes clearly labelled:

- **Financial Proposal-** Constitutional Democracy
- **Technical Proposal-** Constitutional Democracy- To include the RFI and cache checklist as well

Delivery address for hard copies:

UNDP Uganda Country Office, Plot 11, Yusuf Lule Road

P.O.Box 7184, Kampala, Uganda

Attention: UNDP Procurement Office

OR

For electronic Submissions:

Email: tenders.kampala@undp.org

NB: electronic submissions must abide by the below:

- Two separate emails for financial and technical proposals
- Attachment: PDF file only
- Both Financial and technical proposal must be encrypted with a password: Password shall not be provided unless requested by UNDP

- Mandatory subject of email subject: **Financial Proposal-** Constitutional Democracy
- Mandatory subject of email subject: **Technical Proposal-** Constitutional Democracy
- Attachment size: not to exceed 8MB
- Time zone to be recognized: EAT (+3GMT)

The following documents must be submitted in order for the submission to be considered:

- a) Completed proposal Template (*going by the items under v*)
- b) Synopsis of the NGO/CSO
- c) Documentation requested in the Request for Information (RFI) – Annex 2
- d) Audited financial statements for past two years, including management report.

Only one submission per organization is allowed. Once the application is complete and submitted, revised versions of proposal documents will not be accepted.

Proposals, with supporting documents, should be submitted by 1500 hours on 28th June 2017

For additional questions about the Call for Proposals Guidelines or application forms, please e-mail

winifred.senaji@undp.org or Janet.Ndagire@undp.org

UNDP reserves the right not to fund any proposals arising from this Call for Proposals

VIII. SCHEDULE OF COMPLETION OF CALL FOR PROPOSAL

Below is an estimated timeline for this Call for Proposals:

- On 8th June 2017 Call for Proposal opens and relevant documents are posted online.
- 28th June 2017 is the deadline for organizations to submit proposals under this Call.
- Assessment and selection processes will take place within a month after the deadline of submission
- Selected NGO/CSO will be notified by end of July 2017

IX. OTHER INFORMATION

UNDP implements a policy of zero tolerance on proscribed practices, including fraud, corruption, collusion, unethical practices, and obstruction. UNDP is committed to preventing, identifying and addressing all acts of fraud and corrupt practices against UNDP as well as third parties involved in UNDP activities. (See

[http://www.undp.org/content/dam/undp/library/corporate/Transparency/UNDP Anti Fraud Policy English FINAL june 2011.pdf](http://www.undp.org/content/dam/undp/library/corporate/Transparency/UNDP_Anti_Fraud_Policy_English_FINAL_june_2011.pdf) and

<http://www.undp.org/content/undp/en/home/operations/procurement/protestandsanctions/> for full description of the policies)

In responding to this Call for Proposals, UNDP requires all Proposers to conduct themselves in a professional, objective and impartial manner, and they must always hold UNDP's interest's paramount. Proposers must strictly avoid conflicts with other assignments or their own interests,

and act without consideration for future work. All Proposers found to have a conflict of interest shall be disqualified. Without limitation on the generality of the above, Proposers, and any of their affiliates, shall be considered to have a conflict of interest with one or more parties in this solicitation process, if they:

- 1) Are or have been associated in the past, with a firm or any of its affiliates which have been engaged UNDP to provide services for the preparation of the design, Terms of Reference, cost analysis/estimation, and other documents to be used in this competitive selection process;
- 2) Were involved in the preparation and/or design of the programme/project related to the services requested under this Call for Proposals; or
- 3) Are found to be in conflict for any other reason, as may be established by, or at the discretion of, UNDP.

In the event of any uncertainty in the interpretation of what is potentially a conflict of interest, proposers must disclose the condition to UNDP and seek UNDP's confirmation on whether or not such conflict exists.

APPLICATION PROCEDURE

Non-Government Organization and Civil Society Organizations that would like to partner with UNDP in delivering as Responsible Party for the area, Constitutional Democracy under the Rule of Law and Constitutional Democracy programme (RLCD) should submit an expression of interest and illustrate their strength to deliver on the programme by completing the attached check list in the Request for Information (RFI) in Annex 2

Annex I

Terms of Reference

Call for proposals Non-Government Organization/ Civil Society Organization as Responsible Party for the area, Constitutional Democracy

Programme: Rule of Law and Constitutional Democracy (RLCD)

I. BACKGROUND

UNDP partners with people at all levels of society to help build nations that can withstand crisis, drive and sustain the kind of growth that improves the quality of life for everyone. On the ground in 177 countries and territories, we offer global perspectives and local insight to help empower lives and build resilient nations.

In Uganda UNDP supports the implementation of the Government's Second National Development Plan (NDP) and contributes to the UNDAF 2016-2020 outcomes, while targeting its assistance in areas where UNDP has a comparative advantage and demonstrated capacity. UNDP's support in Uganda is being delivered through two main programme components: i) Inclusive Effective Governance, and ii) Sustainable Inclusive Economic Development.

Uganda's Vision 2040 underscores good governance and institutional robustness as the backbone of transformation. To this end the Government of Uganda (GoU) has made several strides in the area of legislative and policy developments. Strengthening of democracy has also been pursued through regular elections hence providing for the opportunity for voice and participation. Despite these developments, Uganda still faces a number of challenges in galvanizing rule of law and constitutional democracy. These challenges are at four key levels: i) gaps in existing normative frameworks; ii) institutional capacity limitations; iii) weak social engagement; and iv) lack of affordable, effective and scalable models that adequately address the concerns of the people.

This programme aims at supporting the GoU to further consolidate the rule of law and constitutional democracy. Specifically, the programme will promote and support efforts towards legal reforms. The expected project results include: (i) an independent Electoral Commission which increasingly fosters credible and peaceful elections; (ii) updated, harmonized and coherent laws; (iii) strengthened capacity of law enforcement systems for equitable access to justice and respect of human rights; and (iv) fostered social engagement for effective and sustainable culture of constitutional democracy, protection of human rights and effective implementation of relevant laws. The programme will also be implemented in a way that ensures affirmative action for women, youth and marginalized groups.

The RLCD programme is funded by UNDP and is implemented by Ministry of Justice and Constitutional Affairs with Responsible Parties including: Justice Law and Order Secretariat(JLOS), Parliamentary Commission, Ministry of Foreign Affairs(MoFA), Electoral Commission (EC), Uganda Human Rights Commission(UHRC), Equal Opportunities Commission (EOC), Media Council of Uganda and Ministry of East African Community Affairs (MEACA). This call is intended to solicit for Non-Government Organization/ Civil Society Organization (NGO/CSO) as a Responsible Party in the area of **Constitutional Democracy**.

II. PROGRAMME OBJECTIVES AND EXPECTED OUTPUTS/ DELIVERABLES

The Project aims to realize the **UNDAF/CPD Outcomes: 1.1**. By end 2020, rule of law, separation of powers and constitutional democracy are entrenched in Uganda and all individuals are treated equally under the law and have equitable access to justice.

Expected Output(s):

1. By 2017-18 Law Reform Commission, MoJCA), Judiciary, Parliament, JLOS and UHRC with enhanced technical capacities to strengthen policies and legal frameworks for: (a) effective separation of powers and assurance of smooth electoral processes; and (b) human rights promotion, respect and fulfillment, including equitable access to justice.
2. By 2018, JLOS and UHRC with adequate technical capacities & tools for effective human rights promotion & protection and achievement of equitable and sustained access to justice; and the Electoral Commission with strengthened Capacities & tools to implement electoral laws and ensure free and credible elections.
3. By 2018/2019, Relevant MDAs and non-state actors with strengthened technical, financial and logistic capacities to establish an inclusive and functional civil society's engagement platform to monitor progress in human rights promotion and promote social engagement in democratic processes
4. By 2020, Select JLOS institutions, LGs and CSOs with strengthened technical, technological and financial capacities to design, implement and evaluate models of HR promotion and improved justice system coverage and management at decentralized level that are effective, sustainable and scalable.
5. By 2020, Targeted public institutions and CSOs have enhanced capacities to effectively include women and youth in democratic processes.

III. SCOPE OF WORK AND EXPECTED OUTPUTS/DELIVERABLES FOR CSOs/NGOs

The successful CSO/NGO will be expected to develop or build upon the activities within the multi-year annual work plan to deliver upon the following outputs:-

3. By 2018/2019, Relevant MDAs and non-state actors with strengthened technical, financial and logistic capacities to establish an inclusive and functional civil society's engagement platform to monitor progress in human rights promotion and promote social engagement in democratic processes
4. By 2020, Select JLOS institutions, LGs and CSOs with strengthened technical, technological and financial capacities to design, implement and evaluate models of HR promotion and improved justice system coverage and management at decentralized level that are effective, sustainable and scalable.
5. By 2020, Targeted public institutions and CSOs have enhanced capacities to effectively include women and youth in democratic processes.

Eligible proposal

Eligible proposals should be from NGOs/CSOs who have a national presence but also a niche in the Eastern and Northern regions of Uganda. The focus of this assignment will be on outputs 3, 4 and 5. Collaborative arrangement is envisaged with partners listed under item I (above).

IV. DUTIES AND RESPONSIBILITIES

Specific duties and responsibilities:

- i. To effectively implement and deliver tangible, impactful and sustainable results of the programme activities as stipulated in the RLCD Programme document.

- ii. To draft annual work plans, quarterly work plans and progress reports.
- iii. To deliver timely accountability of the funds.
- iv. To properly document all RLCD Programme related activities for future reference.

V. DESCRIPTION OF APPROACH, METHODOLOGY AND WORK PLAN

A description of the approach, methodology, work plan for performing the assignment, including a detailed description of the proposed methodology for accomplishing specific components of the assignment shall be required, including the following:

- A. Technical Approach and Methodology;
 - B. Framework development;
 - C. Organization and Staffing; and
 - D. Sustainability.
- a) **Technical Approach and Methodology:** The NGO/CSO is expected to explain their understanding of the objectives of the assignment as outlined in the Terms of Reference (TORs), the technical approach and the methodology which that will be adopted for implementing the tasks to deliver the expected output(s) mentioned above (Item3).
 - b) **Framework development:** The NGO/CSO should outline the framework for the implementation of the main activities/tasks of the assignment, their content and duration, phasing and interrelations, milestones (including interim approvals as applicable), and tentative delivery dates for giving progress reports to the Implementing Partner. The proposed framework should be consistent with the technical approach and methodology, showing understanding of the ToR and ability to translate them into a feasible working plan. The framework should be consistent with the Work Schedule of the remaining programme period 2017 – 2020.
 - c) **Organization and Staffing:** The NGO/CSO is expected to describe the structure and composition of the team, including the list of the Key Experts, and relevant technical and administrative support staff to enable it deliver in the capacity of Responsible Party.

VI. THE MINIMUM REQUIREMENTS FOR THE KEY PROFESSIONAL STAFF OF THE NGO/CSO

1. Team Leader/ Specialist

Education and professional qualifications

- Master's Degree in political science or related field
- Bachelor's Degree in Political science or communications is an added advantage

Knowledge, Skills, and abilities

- Knowledge of project management in the areas of Constitutional democracy and civic engagement.
- Skills in leading and coordinating successful internal strategic planning efforts and implementing continuous quality improvement processes and programs;

- Ability to advocate on constitutional democracy dimensions

Experience with reference to core Functions and Principal Responsibilities held before

- At least 5 years' progressive professional experience in the field of Constitutional Democracy and Civic engagement involving the following:
 - Progressively responsible experience in programme/project design and management, quality/performance improvement and strategic planning within a government or NGO/CSO setting;
 - Experience in advocacy and communication related work;
 - Ability to put in place systems and mechanisms for collecting data to monitor the development of defined indicators through a comprehensive reporting framework;
 - Ability to meet agreed objectives and deadlines;
 - Experience in ensuring all performance, accountability and quality assessment are regularly completed and comprehensively reported;
 - Advisory and knowledge management tasks;
 - Partnership building and collaboration
 - Research, analysis and writing.
 - Experience in the use of computers and office software packages as well as web-based information management systems.

2. Project accountant

Education and professional qualifications

- Holds Bachelor's degree in Commerce, Accounting or related field
- Should be a certified accountant with ACCA/CPA

Knowledge, Skills and abilities

- Ability to use different accounting software tools
- Advanced knowledge of spreadsheet and database packages
- Ability to manage development partner resources

Experience:

- At least 3 years of progressive work experience in:
 - In Managing donor funds or government funds.
 - Professional accounting
 - Handling of web based management systems and Enterprise Resource Planning (ERP) financial tools, preferably PeopleSoft

Language Requirements:

- Fluency in English both written and oral

VII. OVERALL NGO/CSO COMPETENCY REQUIREMENTS**Key Competencies of the Assignment****Functional Competencies****Development and Operational Effectiveness:**

- Ability to contribute to strategic planning, results-based management and reporting
- Ability to contribute to implementation, monitoring and evaluation of development programmes and projects,
- Ability to contribute to resource mobilize.
- Ability work with programme/project stakeholders including Government, UN agencies, NGOs and CSOs, Professional Associations and Academia.
- Ability to advocate and provide policy advice on the thematic area of rule of law, access to justice and human rights and constitutional democracy areas.

Management and Leadership:

- Focuses on impact and results for client and responds positively to feedback.
- Consistently approaches work with energy and a positive constructive attitude.
- Demonstrates strong oral and written communication skills.
- Builds strong relationships with clients and external actors.
- Remain calm, in control and good humoured even under pressure.
- Demonstrates openness to change and ability to manage complexities.

Knowledge Management and Learning:

- Promotes knowledge management.
- Actively works towards continuing personal learning and development in one or more Practice Areas,
- Acts on learning plan and applies newly acquired skills.

VIII. DURATION OF THE WORK

This Programme is in alignment with the timeframe of the United Nations Development Assistance Framework and the Second National Development 2016- 2020. The duration is dependent of on the start of contract which is envisaged to be in 2017 until 2020.

IX. SCOPE OF BID PRICE AND SCHEDULE OF PAYMENTS

- The successful NGO/CSO will be undertaken through a micro capacity assessment to its programmatic and financial management capabilities.
- Funds for the implementation of activities will be disbursed on a quarterly basis upon Submitting full accountability of the previous quarter and the progress report based on the planned activities of the programme's annual work plan.

- The disbursement of funds will be based on the UNDP Harmonized Approach to Cash Transfer (HACT) policies and procedures.

X. APPLICATION PROCEDURE

Potential and interested national or international NGOs/CSOs with presence in Uganda should respond to the Request for Proposal (RFP) and submit either hardcopy or electronic version separating financial and technical proposals **no later than 28th June 2017, 15:00hrs**

The application should include the following documents/information:

- A letter of interest highlighting the profile of the NGO/CSO and why they are the most suitable and qualified NGO/CSO for this assignment.
- Proposed Methodology, Approach and Implementation Plan for delivery on the objectives.
- Proposed management arrangements also including
 - CVs of team composition to deliver on this assignment
- An indication of 3 referees
- Proof of registration with the NGO board

This TOR is approved by:

Signature: _____

Name and Designation: Annet Mpabulungi Wakabi – Team Leader Rule of Law and Constitutional Democracy Programme

Date of Signing: 8th June 2017

ANNEXES:

- Request for Proposal
- TORs- annex I
- RFI and Capacity checklist- Annex II

UNDP is committed to achieving workforce diversity in terms of gender, nationality and culture. Individuals from minority groups, indigenous groups and persons with disabilities are equally encouraged to apply. All applications will be treated with the strictest confidence.

Annex II

REQUEST FOR INFORMATION (RFI) FROM CSO/NGO

1. OBJECTIVE

This is a Request for Information (RFI) from national and/or international CSOs/NGOs with a presence in Uganda for potential partnership with UNDP in delivering outputs under the Rule of Law and Constitutional Democracy requiring expertise and experience in the area of Constitutional Democracy and Civic engagement.

2. INFORMATION REQUESTED

Interested CSOs/NGOs are requested to fill out the below questionnaire, attaching all supporting documentation where specifically requested. If you are an international NGO, please provide information and documentation relating to your permits and licenses for your local presence in this country.

Please note that attachments should be provided to support each answer to the questions. All questions must be answered directly and clearly. Extraneous information that are not directly responding to the questions will only constrain the ability of UNDP to positively assess the CSO/NGO's alignment with UNDP requirements.

All CSOs/NGOs whose information are found to be consistent with UNDP programme needs will be sent a subsequent questionnaire to enable UNDP to conduct a Capacity Assessment. Based on the results of this Capacity Assessment Checklist (CACHE), UNDP will determine if the CSO/NGO may or may not be placed on a roster, for rapid engagement when required.

3. CLOSING DATE

A completed RFI with requested attachments must be submitted in a separate envelop/attachment via e-mail with the proposals.

They should be received no later than 15:00 hours 28th June 2017.

Capacity Assessment Checklist (CACHE) For CSO/NGO

Topic	Areas of Inquiry Please Attach Supporting Documentation for Each Question	Response
1. Funding Sources	1. Who are the CSO/NGO's key donors?	

	<p>2. How much percentage share was contributed by each donor during the last 2 years?</p> <p>3. How many projects has each donor funded since the CSO/NGO's inception?</p> <p>4. How much cumulative financial contribution was provided for each project by each donor?</p> <p>5. How is the CSO/NGO's management cost funded?</p>	
2. Audit	<p>1. Did the CSO/NGO have an audit within the last two years?</p> <p>2. Are the audits conducted by an officially accredited independent entity? If yes, provide name.</p>	
3. Leadership and Governance Capacities	<p>1. What is the structure of the CSO/NGO's governing body? Please provide Organogramme.</p> <p>2. Does the CSO/NGO have a formal oversight mechanism in place?</p> <p>3. Does the CSO/NGO have formally established internal procedures in the area of:</p> <ul style="list-style-type: none"> • Project Planning and Budgeting • Financial Management and Internal Control Framework • Procurement • Human Resources • Reporting • Monitoring and Evaluation • Asset and Inventory Management • Other <p>4. What is the CSO/NGO's mechanism for handling legal affairs?</p> <p>5. Ability to work (prepare proposals) and report in English</p>	
4. Personnel Capacities	<p>1. What are the positions in the CSO/NGO that are empowered to make key corporate decisions? Please provide CVs of these staff.</p> <p>2. Which positions in the CSO/NGO lead the areas of</p>	

	project management, finance, procurement, and human resources? Please provide CVs of these staff.	
5. Infrastructure and Equipment Capacities	<p>1. Where does the CSO/NGO have an official presence? Please provide details on duration and type of presence (e.g. field offices, laboratories, equipment, software, technical data bases, etc.)</p> <p>2. What resources and mechanisms are available by the CSO/NGO for transporting people and materials?</p>	
6. Quality Assurance	<p>Please provide references who may be contacted for feedback on the CSO/NGO's performance regarding:</p> <ul style="list-style-type: none"> • Delivery compared to original planning • Expenditure compared to budget • Timeliness of implementation • Timeliness and quality of reports • Quality of Results 	