REQUEST FOR INFORMATION-07/2017
(RFI-07/2017) FROM CSO/NGO

1. OBJECTIVE

This is a Request for Information (RFI) from national and/or international CSOs/NGOs for potential partnership with UNDP in delivering outputs for development projects requiring expertise and experience in the following area:

Promotion of Government-civil society dialogue on climate and gender-responsive budgeting in Cambodia

- Provide training and mentoring services to civil society organizations on the national budget process and climate-responsive budgeting;
- Design and manage outreach activities to promote better engagement of civil society in the budget process, specifically on climate change issues and including a gender and human rights lens;
- Organize the collection of evidence-based inputs on the climate change response from civil society, and include this evidence and recommendations in Government-civil society budget dialogue;

Key qualifications needed to be demonstrated with the documents submitted are the following:

- Proven capacity to mobilize and coordinate relevant civil society organizations for advocacy on national budget issues, climate change, gender, and human rights;
- Documented experience engaging constructively with Government and Parliament on national budget issues, including through organizations of forums, production of analysis / advocacy documents;
- Experience managing projects supported by international development partners.

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.

A copy of the CACHE is attached **for information only.   Please do not submit the CACHE form at this stage.**

Topic	Areas of Inquiry/ Supporting documentation	Response
1. Proscribed organizations	1. *Is the CSO/NGO listed in the UN's list of proscribed organizations, UNDP Vendor Sanctions List, or indicted by the International or National Criminal Court?* 2. *Is the CSO/NGO banned by any other institution/governments? If, yes, please provide information regarding the institution/Government and reasons.*	
2. Legal status and Bank Account	1. *Does the CSO/NGO have a legal capacity to operate in the UNDP programme country, and does it comply with the legal requirements of the country to register and operate an NGO/CSO? <u>Please provide copies of all relevant documents evidencing legality of operations.</u>* 2. *Does the CSO/NGO have a bank account? (Please Submit proof indicating latest date)*	
3. Certification/ Accreditation	*Is the CSO/NGO certified in accordance with any international or local standards (e.g., ISO), such as in:* • Leadership and Managerial Skills • Project Management • Financial Management • Organizational standards and procedures • Other	
4. Date of Establishment and Organizational Background	1. *When was the CSO/NGO established?* 2. *How has the CSO/NGO evolved since its establishment? (no more than 2 paragraphs)* 3. *Who are your main donor/ partners?* 4. *Please provide a list of all entities that the CSO/NGO may have an affiliation with.*	

		6. *In how many cities/provinces/regions/ countries do you have capacity to operate in? Please provide a complete list and indicate the size of the offices in each location.*	
5.	Mandate and constituency	1. *What is the CSO/NGO's primary advocacy / purpose for existence?* 2. *What is the CSO/NGO's mandate, vision, and purpose? (no more than 2 paragraphs)* 3. *Is the CSO/NGO officially designated to represent any specific constituency?*	
6.	Areas of Expertise	1. *Does the CSO/NGO have expertise in any of the key areas identified above in this RFI?* 2. *What other areas of expertise does the CSO/NGO have?*	
7.	Financial Position and Sustainability	1. *What was the CSO/NGO's total financial delivery in the preceding 2 years? Please provide audited financial statements for the last 2 years. If audited financial statements are not available, please provide an explanation regarding why it is not possible to obtain them.* 2. *What is the CSO/NGO's actual and projected inflow of financial resources for the current and the following year?* 3. *Please provide a list of projects with description, duration, location and budget over the past 2 years (arrange from biggest budget to the lowest).*	
8.	Public Transparency	1. *What documents are publicly available?* 2. *How can these documents be accessed? (Pls provide links if web-based)*	
9.	Consortium	1. *Do you have the capacity to manage a consortium?* 2. *Do you currently, or have you in the past, managed or been involved with a consortium? If yes, provide a list of all consortia, the list of partners in the*	

	consortia, the role in the consortia, and the total financial budgets involved. 3. *Do you have a formal alliance with other CSOs/NGOs? If yes, pls. identify and provide details.*	

3. CLOSING DATE

A completed RFI with requested attachments scanned must be submitted to:
Procurement.th@undp.org
With reference: RFI-06/2017 for Promotion of Government-civil society dialogue in Cambodia

Contact person for clarifications: Nunlada Punyarut, Regional Programme Management Officer
    nunlada.punyarut@undp.org

Deadline: Monday, 20 November 2017 by 15:00, Bangkok time.