



REQUEST FOR INFORMATION (RFI) FROM CSO/NGO
for
Strengthening Women's Ability for Productive New Opportunities (SWAPNO)

RFI Ref no. RFI-BD-2018-001

1. OBJECTIVE

This is a Request for Information (RFI) from national CSOs/NGOs for potential partnership with UNDP to assist the implementation of the SWAPNO project through Local Government Institutions in 72 Union Parishads of Kurigram district and in 52 Union Parishads of Satkhira district of Bangladesh.

CSOs/NGOs will play a very important role in assisting the Union Parishads (UPs) to implement the SWAPNO project in accordance to the project operational guidelines. The NGOs will be involved in capacity development of UPs and the women beneficiaries selected from among extreme poor women, community mobilisation and monitoring of the planned activities. The NGOs will also organise training courses for the women beneficiaries, facilitate linkages between women, service providers, NGOs and the market, and counsel and monitor women engaged in income generating activities.

2. INFORMATION REQUESTED

Interested CSOs/NGOs are requested to fill out the two forms (Annex I- RFI Questioner and Annex II CACHE), attaching all supporting documentation where specifically requested.

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.

CSOs/NGOs shall submit the questioners into two envelopes labeled by the name of Organization and description of questioner (RFI and CACHE). Evaluation will be in two stages. Start by RFI followed by CACHE

All CSOs/NGOs whose information are found to be consistent with UNDP programme needs will be considered for 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. Geographic Coverage:

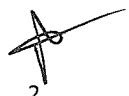
Applicants are expected to demonstrate access and ability to work in the SWAPNO PROJECT target districts which include following:

District	Upazilas covered	No. of Unions covered
Kurigram district (total 72 Unions)	Kurigram Sadar	8
	Nageshwari	14
	Rajarhat	7
	Raumari	5
	Bhurungamari	10
	Chat Rajibpur	3
	Chilmari	6
	Phulbari	6
	Ulipur	13
Satkhira district (total 52 Unions)	Assasuni	11
	Kaligang	12
	Shyamnagar	12
	Debhata	5
	Tala	12

4. Clarifications:

CSOs/NGOs may request clarifications of any of the RFI. Any request for clarifications must be sent in writing to bd.procurement@undp.org not later than **7 Feb. 2018**. This email address is officially designated by UNDP. If inquiries are sent to other person/s or email/s, even if they are UNDP staff, UNDP shall have no obligation to respond nor can UNDP confirm that the query was officially received.

UNDP will respond in writing (including an explanation of the query but without identifying the source of inquiry). The answers will be published on UNDP Bangladesh web site <http://www.bd.undp.org/content/bangladesh/en/home/operations/procurement.html>. UNDP shall endeavor to provide such responses to clarifications in an expeditious manner, but any delay in such response shall not cause an obligation on the part of UNDP to extend the submission date of the RFI, unless UNDP deems that such an extension is justified and necessary.



5. CLOSING DATE:

A completed RFI with requested attachments must be submitted through online e-tendering system not later than **14 February 2018 16:00 Dhaka time**.

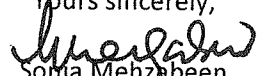
For e-tendering submission kindly use the following link:

<https://etendering.partneragencies.org>

using your username and password. If you have not registered in the system before, you can register now by logging in using (Follow the registration steps as specified in the system user guide).

username: event.guest

Password: why2change

Yours sincerely,

Sofia Mehzaheen
Operation Manager

31 January 2018



Annex I: RFI Questioner

Topic	Areas of Inquiry/ Supporting documentation	Response
1. Proscribed organizations	<p>1. <i>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?</i></p> <p>2. <i>Is the CSO/NGO banned by any other institution/governments? If, yes, please provide information regarding the institution/Government and reasons.</i></p>	
2. Legal status and Bank Account	<p>1. <i>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? Please provide copies of all relevant documents evidencing legality of operations.</i></p> <p>2. <i>Does the CSO/NGO have a bank account? (Please Submit proof indicating latest date)</i></p>	
3. Certification/ Accreditation	<p><i>Is the CSO/NGO certified in accordance with any international or local standards (e.g., ISO), such as in:</i></p> <ul style="list-style-type: none"> • Leadership and Managerial Skills • Project Management • Financial Management • Organizational standards and procedures • Other 	
4. Date of Establishment and Organizational Background	<p>1. <i>When was the CSO/NGO established?</i></p> <p>2. <i>How has the CSO/NGO evolved since its establishment? (no more than 2 paragraphs)</i></p> <p>3. <i>Who are your main donor/ partners?</i></p> <p>4. <i>Please provide a list of all entities that the CSO/NGO may have an affiliation with.</i></p> <p>5. <i>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.</i></p>	
5. Mandate and constituency	<p>1. <i>What is the CSO/NGO's primary advocacy / purpose for existence?</i></p>	

	<p>2. <i>What is the CSO/NGO's mandate, vision, and purpose? (no more than 2 paragraphs)</i></p> <p>3. <i>Is the CSO/NGO officially designated to represent any specific constituency?</i></p>	
6. Areas of Expertise	<p>1. <i>Does the CSO/NGO have expertise in any of the key areas identified above in this RFI?</i></p> <p>2. <i>What other areas of expertise does the CSO/NGO have?</i></p>	
7. Financial Position and Sustainability	<p>1. <i>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.</i></p> <p>2. <i>What is the CSO/NGO's actual and projected inflow of financial resources for the current and the following year?</i></p> <p>3. <i>Please provide a list of projects with description, duration, location and budget over the past 2 years (arrange from biggest budget to the lowest).</i></p>	
8. Public Transparency	<p>1. <i>What documents are publicly available?</i></p> <p>2. <i>How can these documents be accessed? (Pls provide links if web-based)</i></p>	
9. Consortium	<p>1. <i>Do you have the capacity to manage a consortium?</i></p> <p>2. <i>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.</i></p> <p>3. <i>Do you have a formal alliance with other CSOs/NGOs? If yes, pls. identify and provide details.</i></p>	



Annex II: 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? 2. How much percentage share was contributed by each donor during the last 2 years? 3. How many projects has each donor funded since the CSO/NGO's inception? 4. How much cumulative financial contribution was provided for each project by each donor? 5. How is the CSO/NGO's management cost funded?	
2. Audit	1. Did the CSO/NGO have an audit within the last two years? 2. Are the audits conducted by an officially accredited independent entity? If yes, provide name.	
3. Leadership and Governance Capacities	1. What is the structure of the CSO/NGO's governing body? Please provide Organigramme. 2. Does the CSO/NGO have a formal oversight mechanism in place? 3. Does the CSO/NGO have formally established internal procedures in the area of: <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 4. What is the CSO/NGO's mechanism for handling legal affairs? 5. Ability to work (prepare proposals) and report in English	

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 project management, finance, procurement, and human resources? Please provide CVs of these staff.</p>	
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 	

