



REQUEST FOR INFORMATION (RFI) FROM CSO/NGO/INGOs
for
All States and Regions of Myanmar and particularly Rakhine State
Reference: RFP. No. 2018/PRO/UNDP-MMR/003

Date: 14 February

1. OBJECTIVE

This is a Request for Information (RFI) from national and/or international CSOs/NGOs/INGOs (Civil Society Organizations, Non Government Organization, International Non Government Organization) for potential partnership who have interest to work with UNDP in delivering and support the implementation of specific activities within its development projects. The below table outlines required expertise and experience in the following 19 areas:

Access to Justice	Livelihoods stabilization and recovery projects	Monitoring and Reporting
Human Rights Indigenous Peoples' rights	Community based surveying	Evaluation & Assessments
Local Governance trainings/capacity development in governance	Capacity building on disaster preparedness	Awareness raising and information campaigns
Integrated land-use planning	Disaster risk assessments and application of Risk information in development planning	Civic Education
Access to energy Natural resource management Renewable energy technology and finance	Climate-resilient agriculture practices, Livestock and fishery practices Community disaster resilience and Early Warning System	Public participation and engagement
Coastal adaptation planning and management	Coastal ecosystems management (mangroves)	Environmental and social safeguards
CSO/LNOG capacity development		

2. Requirements

- A proven track record of experience working directly with communities, government at union or sub-national levels, other NGOs, INGOs or other partners within the areas identified above.
- A proven track record in one or more of the areas identified above
- An experience in Myanmar and/or understanding of Myanmar context in an obligation .

3. INFORMATION REQUESTED

Interested CSOs/NGOs/INGOs are requested to provide the following information:

1. Completed below questionnaire
2. Attach all supporting documentation requested in the below questionnaire
3. **Provide information on geographical coverage and areas of intervention. UNDP is specifically looking for CSOs/NGOs/INGOs to support their activities in Rahkine State and well as union, states and regions in Myanmar.**
4. International NGO, need to provide information and documentation relating to your permits and licenses for your local presence and operation in Myanmar.

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/INGO's alignment with UNDP requirements.

All CSOs/NGOs/INGOs 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)_ Annex.1, UNDP will determine if the CSO/NGO/INGO may or may not be placed on a roster, for rapid engagement when required.

A copy of the CACHE is attached (Annex. 1) **for submission.**

4. INFORMATION MEETING

To assist with the completion of the RFI submission, all interested CSOs/NGOs/INGOs are requested to attend an information meeting to be held the following scheduled:

Venue	Contact Person	Address	Meeting date & time
Sittwe UNDP Office	Mr Robert Stoelman Senior Programme Manager Email : robert.stoelman@undp.org	No.90, Pyi Htaung Su Road, North Sanpya Ward, Pyitawthar Quarter, Sittway	Date: 22 February 2018 Time: (9:00 to 11:30 Am)
Mandalay UNDP Office	Zaw Min Naung Head of Office Email: zaw.min.naung@undp.org	Block No. 813, Between 64th x 65th Streets & 29 th x 30th Streets, Pyi Gyi Myet Shin Yard, Chan Aye Thar Zan Township, Mandalay	Date: 23 February 2018 Time: 10:00 Am to 12:00
Mawlamyine UNDP Office	Daw Ni Ni Lwin Head of Office Email: ni.ni.lwin@undp.org	No. 19, (A) Ayay Paing Kone Street, Sit Ke Kone Ward, Mawlamyaing,	Date: 26 February 2018 Time: 9:00 Am to 11:30 Am
UNDP Country Office, U Thant Conference Room	Kyaw Win Tun Procurement Assistant Email: kyaw.win.htun@undp.org	No.6, Natmauk Road, Tamwe Township	27 February 2018 (1:00 to 2:30 PM)

Only One (1) representative from each organization will be allowed to join the meeting. Please provide name of your representative to attend the meeting and any subsequent queries to **above contact persons and copy email to Andra Brige (andra.brige@undp.org), Mounk Kee Aung (moung.kee.aung@undp.org), 2 days prior to the meeting date.**

5. CLOSING DATE

A completed RFI with requested attachments must be submitted to :

United Nations Development Programme
No 6, Natmauk Road, Tamwe Township, Yangon 1121, Myanmar
Attention: Nasantuya Chuluun, Programme Support Team Leader

Or

Field Office	Attention	Address
Sittwe UNDP Office	Mr Robert Stoelman Senior Programme Manager	No.90, Pyi Htaung Su Road, North Sanpya Ward, Pyitawthar Quarter, Sittway
Mandalay UNDP Office	Zaw Min Naung Head of Office	Block No. 813, Between 64th x 65th Streets & 29 th x 30th Streets, Pyi Gyi Myet Shin Yard, Chan Aye Thar Zan Township, Mandalay
Mawlamyine UNDP Office	Daw Ni Ni Lwin Head of Office	No. 19, (A) Ayay Paing Kone Street, Sit Ke Kone Ward, Mawlamyaing,

Email submissions are accepted.

Email: bids.mm@undp.org

Conditions and Procedures for electronic (email) submission

- ☒ Free from virus and corrupted files
- ☒ Format : PDF files only
- ☒ Max. File Size per transmission: 5MB
- ☒ Max. No. of transmission: 10

They should be received no later than close of business **7 March 2018**.

Yours sincerely,



Nasantuya Chuluun
Programme Support Team Leader

Request for Information to be completed by CSOs/NGOs/INGOs

Topic	Areas of Inquiry/ Supporting documentation	Response
1. Proscribed organizations	1. Is the CSO/NGO/INGO 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/INGO banned by any other institution/governments? If, yes, please provide information regarding the institution/Government and reasons.	Please fill up as appropriate
2. Legal status and Bank Account	1. Does the CSO/NGO/INGO 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/INGO have a bank account? (Please Submit proof indicating latest date)	(Please fill up as appropriate and attached all relevant documents
3. Certification/ Accreditation	Is the CSO/NGO/INGO 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	(Please fill up as appropriate and enclose the evidence certificate)
4. Date of Establishment and Organizational Background	1. When was the CSO/NGO/INGO established?	(Please fill up as appropriate)

Topic	Areas of Inquiry/ Supporting documentation	Response
	2. How has the CSO/NGO/INGO evolved since its establishment? (no more than 2 paragraphs), List of founding members? 3. Who are your main donor and partners? 4. Please provide a list of all partners? that the CSO/NGO/INGO may have an affiliation with. 5. In how many cities/states/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/INGO's mandate, vision, and purpose? (no more than 2 paragraphs) 2. Is the CSO/NGO/INGO officially designated to represent any specific constituency?	(Please fill up as appropriate)
6. Areas of Expertise	1. Does the CSO/NGO/INGO have experience and expertise in any of the key areas identified above in this RFI? If yes, please indicate. 2. What other areas of expertise does the CSO/NGO/INGO have?	(Please fill up as appropriate)
7. Financial Position and Sustainability	1. What was the CSO/NGO/INGO's total financial delivery in 2016 and 2017? 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.	(Please fill up as appropriate and attached the statement explanation)

Topic	Areas of Inquiry/ Supporting documentation	Response
	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)	(Please fill up as appropriate)
9. Consortium	1. Do you have the capacity to manage a consortium, coalition? 2. Do you currently, or have you in the past, managed or been involved with a consortium, coalition? If yes, list current consortia, coalition names and total financial budget involved. 3. Do you have a formal alliance with other CSOs/NGOs/INGOs? If yes, pls. identify and provide details.	(Please fill up as appropriate)
Please use additional page is required		

Annex# 1

Capacity Assessment Checklist (CACHE) For CSO/NGO

Topic	Areas of Inquiry Please Attach Supporting Documentation for Each Question	Response
1. Funding Sources	- Who are the CSO/NGO's key donors? - How much percentage share was contributed by each donor during the last 2 years? - How many projects has each donor funded since the CSO/NGO's inception? - How much cumulative financial contribution was provided for each project by each donor? - How is the CSO/NGO's management cost funded?	
2. Audit	- Did the CSO/NGO have an audit within the last two years? - Are the audits conducted by an officially accredited independent entity? If yes, provide name.	
3. Leadership and Governance Capacities	- What is the structure of the CSO/NGO's governing body? Please provide Organigramme. - Does the CSO/NGO have a formal oversight mechanism in place? - Does the CSO/NGO have formally established internal procedures in the area of: - Project Planning and Budgeting - Financial Management and Internal Control Framework - Procurement - Human Resources - Reporting - Monitoring and Evaluation - Asset and Inventory Management - Other - What is the CSO/NGO's mechanism for handling legal affairs? - Ability to work (prepare proposals) and report in English	
4. Personnel Capacities	- What are the positions in the CSO/NGO that are empowered to make key corporate decisions? Please provide CVs of these staff. - Which positions in the CSO/NGO lead the areas of project management, finance, procurement, and human resources? Please provide CVs of these staff.	

5. Infrastructure and Equipment Capacities	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.) 2. What resources and mechanisms are available by the CSO/NGO for transporting people and materials?	
6. Quality Assurance	Please provide references who may be contacted for feedback on the CSO/NGO's performance regarding: • Delivery compared to original planning • Expenditure compared to budget • Timeliness of implementation • Timeliness and quality of reports • Quality of Results	