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

| **Topic** | **Areas of Inquiry/ Supporting documentation** | **Response** |
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| 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 |
| 1. 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? Please provide copies of all relevant documents evidencing legality of operations.   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 |
| 1. 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 ) |
| 1. Date of Establishment and Organizational Background | 1. When was the CSO/NGO/INGO established?  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. | ( Please fill up as appropriate) |
| 1. 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 ) |
| 1. *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 ) |
| 1. 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. 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). | ( Please fill up as appropriate and attached the statement explanation ) |
| 1. 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) |
| 1. 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**

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| 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:   * 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 | 1. What are the positions in the CSO/NGO that are empowered to make key corporate decisions? Please provide CVs of these staff.  2. 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 |  |