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REQUEST FOR INFORMATION (RFI) FROM CSOs and NGOs

1. OBJECTIVE

This is a Request for Information (RFI) from national and/or international CSOs and NGOs for potential partnership with UNDP in delivering development projects in **Kachin State** and **Rakhine State** in the following subject areas: **1. Access to Justice 2. Legal Awareness on Housing, Land and Property 3. Sexual and Gender Based Violence**

2. INFORMATION REQUESTED

This RFI is in two parts:

- A main RFI questionnaire that provides us with an overview of your organisation
- A Capacity Assessment Checklist (CACHE) that provides a more detailed view of your organisation's capacity

Interested CSOs/NGOs are requested to fill out both of these documents, attaching supporting documentation where relevant/requested. International NGOs should provide information and documentation confirming their permission to operate in Myanmar, and Kachin and Rakhine States.

Please note that attachments should be provided to support your answers, where applicable. Please answer questions directly and clearly, and do not provide information that is not directly relevant. There may be some overlap between the questions in the two documents; where this occurs you may make cross-references between these documents.

3. CLOSING DATE

Please submit your completed RFI and Annex 1 (CACHE) with requested attachments to:

United Nations Development Programme
6, Nat Mauk Street, Bahan Township, Yangon, Myanmar
bids.mm@undp.org
Attention: Krishna Raj Adhikari

They should be received no later than **15th May 2019, 5:00 pm**, Myanmar time. Information sessions will be held on **10th May in Myitkyina** and **13th May in Sittwe** to assist organizations wishing to make a submission for this RFI. Further details will be announced on the UNDP Myanmar website.


Krishna Raj Adhikari, Head of Common Services & Transaction Services, UNDP Myanmar

Topic	Areas of Inquiry/ Supporting documentation	Response
1. Type of organisation	1. Is the organization best described as a NGO, CSO, FBO, CBO, membership-based, etc.	
2. Legal status and bank account	<p>1. Does the organization have legal authorisation to operate in Myanmar, 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></p> <p>2. Does the organization have a bank account? (Please submit proof indicating latest date)</p>	
3. Proscribed organizations	<p>1. Is the organization listed in the UN's list of proscribed organizations, UNDP Vendor Sanctions List, or indicted by the International or National Criminal Court?</p> <p>2. Is the CSO/NGO banned by any other institution/governments? If, yes, please provide information regarding the institution/Government and reasons.</p>	
4. Date of establishment and organizational background	<p>1. When was the organization established?</p> <p>2. What experience does the organization have implementing projects with UN agencies or NGOs.</p>	

	<p>4. Networking: membership or association with CSO networks; links with government authorities, INGOs, international community, donors.</p>	
<p>5. Mandate and constituency</p>	<ol style="list-style-type: none"> 1. What is the organization's primary objective? 2. Who is the organization targeting, and how does it work with its constituents? 3. Is the CSO/NGO officially designated to represent any specific constituency? 	
<p>6. Areas of Expertise</p>	<ol style="list-style-type: none"> 1. What is the organization's expertise in access to justice and Legal Awareness on Housing, Land and Property? 2. What other areas of expertise does the organization have? 3. What is the organization's experience of project implementation in Kachin? 4. Does the organization have restricted access or ability to work in any locations in Kachin? 	
<p>7. Certification/ Accreditation</p>	<p>Is the CSO/NGO certified in accordance with any international or local standards (e.g. ISO), such as in:</p> <ul style="list-style-type: none"> • Leadership and Managerial Skills • Project Management • Financial Management • Organizational standards and procedures • Other 	
<p>8. Financial Position and Sustainability</p>	<ol style="list-style-type: none"> 1. What was the CSO/NGO's total financial delivery in the preceding two years? Please provide 	

	<p><i>audited financial statements for the last two years. If audited financial statements are not available, please explain why.</i></p> <p>2. What is the CSO/NGO's actual and projected inflow of financial resources for the current and the following year?</p> <p>3. Please provide a list of projects with description, duration, location and budget over the past two years (arrange from biggest budget to the lowest).</p>	
<p>9. Public Transparency</p>	<p>1. What documents are publicly available?</p> <p>2. How can these documents be accessed? (Please provide weblinks where relevant)</p>	
<p>10. Consortium</p>	<p>1. Do you have the capacity to manage a consortium?</p> <p>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.</p> <p>3. Do you have a formal alliance with other CSOs/NGOs? If yes, pls. identify and provide details.</p>	

Annex 1: Capacity Assessment Checklist (CACHE) For CSO/NGO

Topic	Areas of Inquiry Please Attach Supporting Documentation for Each Question	Response
1. Funding Sources	<ol style="list-style-type: none"> 1. Who are the CSO/NGO's key donors? 2. What 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. What is the cumulative financial contribution provided for each project by each donor? 5. How is the CSO/NGO's management cost funded? 	
2. Audit	<ol style="list-style-type: none"> 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	<ol style="list-style-type: none"> 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 matters? 5. Ability to work (prepare proposals) and report in English 	
4. Personnel Capacities	<ol style="list-style-type: none"> 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. 	

<p>5. Infrastructure and Equipment Capacities</p>	<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>	
<p>6. Quality Assurance</p>	<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 	