



REQUEST FOR INFORMATION (RFI) FROM CSO/NGO

Civil Society Organisations working on Business and Human Rights in Asia-Pacific

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 areas:

Civil Society Organizations working at the regional level or on cross-border issues **in Asia and the Pacific region** for at least **5 years** with a strong and verifiable track record contributing to the advancement of the “**Business and Human Rights agenda**”. The thematic areas of focus include, but are not limited to:

- Access to effective remedy through public interest litigation or legal aid, for human rights abuses and environmental rights abuses connected to business operations;
- Raising awareness through targeted training of journalists on transboundary environmental issues, international trade and investment, special economic zones, infrastructure development as they relate to Business and Human Rights;
- Combatting environmental degradation and/or violence and discrimination against women;
- Resolving land rights issues;
- Advocating for better stakeholder engagement and public participations on National Action Plans on business and human rights;
- Advocating to eliminate the use of strategic litigation against public participation (SLAPP);
- Active in information exchange, capacity building and otherwise bringing visibility to Business and Human Rights issues;
- Working with Indigenous Peoples on abuses related to business operations
- Working to address needs and challenges of human rights defenders (HRD), including protection from spurious defamation laws by businesses

2. INFORMATION REQUESTED

Interested CSOs/NGOs are requested to fill out the below questionnaire, attaching all supporting documentation where specifically requested. International CSO applicant must provide information and documentation relating to your permits and licenses for your local presence in the Asia and/or Pacific region.

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.

Topic	Areas of Inquiry/ Supporting documentation	Response
1. Proscribed organizations	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>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>	
<p>2. Legal status and Bank Account</p>	<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 <u>all relevant documents evidencing legality of operations.</u></i></p> <p>2. <i>Does the CSO/NGO have a bank account? (Please Submit proof indicating latest date)</i></p>	
<p>3. Certification/ Accreditation</p>	<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 	
<p>4. Date of Establishment and Organizational Background</p>	<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>6. <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>	
<p>5. Mandate and constituency</p>	<p>1. <i>What is the CSO/NGO's primary advocacy / purpose for existence? Please specify your thematic area(s) mentioned in the Objective</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>	
<p>6. Areas of Expertise</p>	<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>	
<p>7. Financial Position and Sustainability</p>	<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>	
<p>8. Public Transparency</p>	<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>	
<p>9. Consortium</p>	<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>	

3. CLOSING DATE

A completed RFI with requested attachments must be submitted to the email address provided below:

Email: Procurement.th@undp.org

Attention: Procurement Officer

Email Subject: RFI-2019-02_Business and Human Rights in Asia-Pacific

Deadline of Submission: 14 June 2019 by 16:00 hours, Bangkok Time.

If you have any questions regarding this tender, please submit your questions as per email address provided below.



Email: Procurement.th@undp.org

Attention: Procurement Officer

Email Subject: Request for Clarification_RFI-2019-02_Business and Human Rights in Asia-Pacific

Deadline of Submission: 3 working days before the submission deadline