**Annex II – Capacity Assessment Checklist for CSO/NGO**

Interested NGOs are requested to fill out the below questionnaire, attaching supporting documentation as much as possible.

**If you are an international NGO, please provide information relating to your local presence in this country only.**

**Please note that attachments should be provided to support each answer. Extraneous information not directly responding to the questions will constrain the ability of UNDP to positively assess the NGOs alignment with UNDP requirements.**

|  |  |  |
| --- | --- | --- |
| **Topic** | **Areas of Inquiry**  **Please Attach Supporting Documentation for Each Question** | **Response** |
| 1. Proscribed organizations | 1. Is the NGO listed in the UN’s list of proscribed organizations, UNDP Vendor Sanctions List, or indicted by the International Criminal Court? |  |
| 1. Is the NGO banned by any other institution? If, yes, please provide information regarding the institution and reasons. |  |
| 1. Funding Sources | 1. Who are the CSO/NGO’s key donors? |  |
| 1. How much percentage share was contributed by each donor during the last 2 years? |  |
| 1. How many projects has each donor funded since the CSO/NGO’s inception? |  |
| 1. How much cumulative financial contribution was provided for each project by each donor? |  |
| 1. How is the CSO/NGO’s management cost funded? |  |
| 1. Audit | 1. Did the CSO/NGO have an audit within the last two years? |  |
| 1. Are the audits conducted by an officially accredited independent entity? If yes, provide name. |  |
| 1. Leadership and Governance Capacities | 1. What is the structure of the CSO/NGO’s governing body? Please provide Organigramme. |  |
| 1. Does the CSO/NGO have a formal oversight mechanism in place? |  |
| 1. 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 |  |
| 1. Asset and Inventory Management |  |
| 1. Other |  |
| 1. What is the CSO/NGO’s mechanism for handling legal affairs? |  |
| 1. Ability to work (prepare proposals) and report in English |  |
| 1. 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 |  |
| 1. Which positions in the CSO/NGO lead the areas of project management, finance, procurement, and human resources? Please provide CVs of these staff |  |
| 1. 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.) |  |
| 1. What resources and mechanisms are available by the CSO/NGO for transporting people and materials? |  |
| 1. Quality Assurance | 1. 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 |  |

Annex III Financial Proposal

**Cost Breakdown by Cost Component:**

The Proposers are requested to provide the cost breakdown based on the following format. UNDP shall use the cost breakdown for the price reasonability assessment purposes as well as the calculation of price in the event that both parties have agreed to add new deliverables to the scope of Services.

Cost breakdown for base case scenario (amount of grants allocated and managed equals 365).

The bidders are requested not to modify/alter line 1 (Grant Funds Pool) but keep it in their financial proposal.

Important! Payment of expenses in the organisation of Evaluation Committees associated with the lease of premises, organisation of coffee breaks and reimbursement for travel of the grant competition participants will be made by the UNDP contractor – organising company. These costs will NOT be included in the financial proposal.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| NO. | Activity / expenses | Quantity / duration | Description of expenses | Cost per unit | Total |
| 1 | Grant funds pool | 2,846,674.00 | | | |
| 2 | Personnel | | | | |
|  | Project manager | 24 | month |  |  |
|  | Entrepreneurship Expert 1 | 4 | month |  |  |
|  | Entrepreneurship Expert 2 | 4 | month |  |  |
|  | Entrepreneurship Expert 3 | 4 | month |  |  |
|  | Programme Associate | 24 | month |  |  |
|  | Regional Coordinator 1 | 20 | month |  |  |
|  | Regional Coordinator 2 | 20 | month |  |  |
|  | Regional Coordinator 3 | 20 | month |  |  |
|  | Other specialists (if any) |  |  |  |  |
|  | ... |  |  |  |  |
| 3 | Grant funds administration (transfer of funds, monitoring of projects, etc.) | 2,846,674.00 | USD |  |  |
|  | Other costs (please indicate if any) |  |  |  |  |
|  | … |  |  |  |  |
| 4 | Organization of application process | | | | |
|  | Design/update and launch of the online application tool | 1 | Item |  |  |
|  | Maintenance of the online application tool | 24 | month |  |  |
|  | Other costs (please indicate if any) |  |  |  |  |
|  | … |  |  |  |  |
| 5 | Dissemination of information about the business grants contest | | | | |
|  | Organising press conferences at the regional level | 12 | event |  |  |
|  | Development of a web-page for each Call for Proposals | 4 | item |  |  |
|  | Design and printing of info materials (if necessary) |  |  |  |  |
|  | Advertising campaign | 4 |  |  |  |
|  | Other (if applicable) |  |  |  |  |
|  | … |  |  |  |  |
| 6 | Office costs | | | | |
|  | Rent (if applicable) |  | month |  |  |
|  | Communication charges (telephone) | 24 | month |  |  |
|  | Internet | 24 | month |  |  |
|  | Consumables for office |  |  |  |  |
|  | Printing (if applicable) |  |  |  |  |
|  | Postal charges |  | item |  |  |
|  | … |  |  |  |  |
| 7 | Business trips | | | | |
|  | Travel |  | one travel |  |  |
|  | Accommodation |  | day |  |  |
|  | Daily allowance |  | day |  |  |
| 8 | Overhead costs (if any – outline activities / expenses) |  |  |  |  |
|  | ... |  |  |  |  |
|  | Total |  |  |  |  |

The total amount of administrative costs related to the implementation of the small business grants programme must not exceed 411,455.00 USD