



9th December, 2015

REQUEST FOR INFORMATION (RFI)

Ref: UNDP/RFI/2015/006/PPU – Engagement with CSOs/NGOs

BACKGROUND

The UNDP Somalia Country Office works with government partners, non-governmental organizations, and civil society to design and implement projects in a highly sensitive and complex political and socio-economic environment.

UNDP implements its activities across regional borders and seeks access to communities throughout the country, and respects and recognizes the complex and sometimes volatile nature of political affiliations and implications. Our counterparts in Puntland, Somaliland and the newly emerging states are involved in project creation and implementation in their respective regions.

UNDP's strategy focuses on support to state building and peace building, in alignment with the Peace building and State building goals (PSGs) and government priorities laid out in the Somali Compact, Somaliland Special Arrangement and the Vision 2016. The PSGs focus on inclusive political processes (PSG1), security (PSG 2), justice (PSG 3), economic foundations (PSG 4) and revenue and services (PSG 5) and cross cutting issues. Each UNDP project is aligned to the country's PSGs, providing robust support to priority areas which contribute to equitable and sustainable development.

For more information, refer to: <http://www.so.undp.org/content/somalia/en/home.html>

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 any of the following areas:

Inclusive Political Processes (PSG 1)

- Civic Engagement
- Community-based Reconciliation
- Civic Education and Conflict Prevention
- Non-formal Education and Mentoring
- Reconciliation / Peacebuilding
- Participation in political and programmatic processes (inclusive politics) / New Deal principles.
- Trauma Healing and Psychosocial Support and Counselling

Security (PSG 2)

- Capacity building (developing curriculum training) for police

Justice (PSG 3)

- Provision of Legal Aid
- Provision of Legal Education through scholarships
- Support and Response Services to survivors of SGBV

Economic Foundations (PSG 4)

- Poverty Alleviation/Reduction
- Private Sector Development
- Inclusive finance
- Local Community Economic Development
- Youth Empowerment
- Environment
- Renewable Energy
- Climate Change
- Resilience
- Disasters Preparedness and Risk Reduction
- Natural Resource Management
- Employment Generation (short, medium and long term)
- Cash for work;
- Rehabilitation of basic social and productive Infrastructure; and
- Alternative livelihood to piracy (ALTP)

Revenue and Services (PSG 5)

- Provision of technical and logistical support to Local (district) Government Council elections
- Capacity building (core curriculum training) of District Government public servants

Cross Cutting

- Women's participation and representation in decision making and peace building
- Increasing economic opportunities for women
- Preventing and reducing GBV and harmful traditional practices
- Gender-responsive legal and policy frameworks
- Support Behavior Change Communication (BCC) initiatives such as Community Conversations on HIV.
- Provide support to Networks and People Living with HIV (PLHIV).

2. INFORMATION REQUESTED

Interested CSOs/NGOs are requested to fill out the below questionnaire, attaching all supporting documentation where specifically requested. If you are an international NGO, please provide information and documentation relating to your permits and licenses for your local presence in Somalia.

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. Submissions failing to provide the requested information will be disregarded.

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

A copy of the CACHE is attached for information only. **Please do not submit the CACHE form at this stage.**

Topic	Areas of Inquiry/ Supporting documentation	Response
1. Proscribed organizations	<p>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> <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>	
2. Legal status and Bank Account	<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? <u>Please provide copies of 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>	
3. Certification/ Accreditation	<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 • Gender equality or gender mainstreaming • Other 	

Topic	Areas of Inquiry/ Supporting documentation	Response
4. Date of Establishment and Organizational Background	<ol style="list-style-type: none"> 1. <i>When was the CSO/NGO established?</i> 2. <i>How has the CSO/NGO evolved since its establishment? (no more than 2 paragraphs)</i> 3. <i>Who are your main donor/ partners?</i> 4. <i>Please provide a list of all entities that the CSO/NGO may have an affiliation with.</i> 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> 	
5. Mandate and constituency	<ol style="list-style-type: none"> 1. <i>What is the CSO/NGO's primary advocacy / purpose for existence?</i> 2. <i>What is the CSO/NGO's mandate, vision, and purpose? (no more than 2 paragraphs)</i> 3. <i>Is the CSO/NGO officially designated to represent any specific constituency?</i> 	
6. Areas of Expertise	<ol style="list-style-type: none"> 1. <i>Does the CSO/NGO have expertise in any of the key areas identified above in this RFI?</i> 2. <i>What other areas of expertise does the CSO/NGO have?</i> 	
7. Financial Position and Sustainability	<ol style="list-style-type: none"> 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> 2. <i>What is the CSO/NGO's actual and projected inflow of financial resources for the current and the following year?</i> 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> 	

Topic	Areas of Inquiry/ Supporting documentation	Response
8. Public Transparency	<ol style="list-style-type: none"> 1. What documents are publicly available? 2. How can these documents be accessed? (Pls provide links if web-based) 	
9. Consortium	<ol style="list-style-type: none"> 1. Do you have the capacity to manage a consortium? 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. 3. Do you have a formal alliance with other CSOs/NGOs? If yes, pls. identify and provide details. 	

3. CLOSING DATE

All documents must be received not later than **Monday 28th December, 2015 by 12:00noon, Kenyan time** via e-mail or hand delivered in a sealed envelope clearly marked Reference:

“UNDPSO/RFI/2015/006/PPU – Engagement with CSOs/NGOs”

To any **one** of the addresses below:

UNDP Somalia Office in Garowe Garowe Sub Office Tarmac Road East Main Bridge Garowe, Puntland Tel: +252 5846484	UNDP Somalia Office in Hargeisa Hargeisa Sub-Office Hargeisa Club Road Hargeisa, Somaliland Tel: +2522 525505	UNDP Somalia, Nairobi Liaison Office United Nations Office in Nairobi (UNON) Complex, UN avenue, Gigiri, Prefab Block D5 Road, Box 28832, Nairobi, Kenya +254 20 5121239	UNDP Somalia Country Office Off Airport Road, Mogadishu, Somalia Phone:+252 61 5590141
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For Email – Please email your submission to bids.so@undp.org with the title:

‘UNDPSO/RFI/2015/006/PPU – Engagement with CSOs/NGOs’

An email submission may take some time to arrive after it is sent, especially if it is in excess of 5MBs, we therefore advise all applicants who choose to submit their application through email to send the emails well before the deadline.

You may send several emails if your documents are more than 5MBs. The first message should state the total number of messages comprising the submission.

For submissions delivered physically in Nairobi please notify Vivian Bonareri at vivian.bonareri@undp.org at least 24 hours prior to delivery with the following details to facilitate security clearance at the gate:

- Name of the person
- Identification Number
- Car registration
- Expected date and time of arrival

This RFI does not entail any commitment on the part of UNDP, either financial or otherwise. UNDP reserves the right to accept or reject any or all submissions without incurring any obligation to inform the affected applicant/s of the grounds.

Note: As this is RFI exercise you do not need to submit any financial proposals in relation to the scope of work mentioned in this notice. Your proposal on how you plan to implement the services will have to be submitted at a later stage, should your organization be considered for potential partnership with UNDP Somalia.

If further information is required please contact the below address:

Procurement Assistant, UNDP Somalia, E-mail: vivian.bonareri@undp.org

Jennifer Nielsen


Procurement Specialist

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. 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	<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 affairs? 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. 	
5. Infrastructure and Equipment Capacities	<ol style="list-style-type: none"> 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	<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 	