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2016/PROC/UNDP-MMR/PN/013

REQUEST FOR INFORMATION (RFI) FROM CSOs/NGOs

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:

- Legal, Policy and Advocacy,
- Capacity Building,
- Gender,
- Right Based Approach,
- Conflict management, mediation, dispute resolution,
- Developing IEC materials,
- Experiences on working directly with Community.

An experience in Natural Resource Management is an advantage.

2. INFORMATION REQUESTED

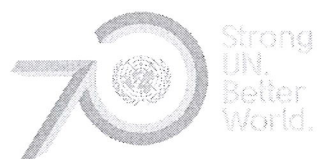
Interested CSOs/NGOs are requested to fill out the below questionnaire, attaching *all supporting documentation where specifically requested. **If you are an international NGO, please provide information relating to your local presence in this country only.**

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.

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.

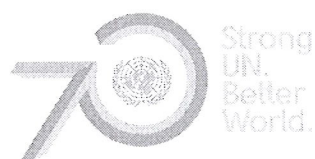
A copy of the CACHE is attached **for information only. Please do not submit the CACHE form at this stage.**

1. Proscribed organizations	1. 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?	
	2. Is the CSO/NGO banned by any other institution/ governments? If, yes, please provide information regarding the institution/ Government and reasons.	
2. Legal status and Bank Account	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	



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	provide copies of all relevant documents evidencing legality of operations.	
	Does the CSO/NGO have a bank account? (Please Submit proof indicating latest date)	
3. Certification/ Accreditation	Is the CSO/NGO certified in accordance with any international or local standards (e.g., ISO), such as in: <ul style="list-style-type: none"> • Leadership and Managerial Skills • Project Management • Financial Management • Organizational standards and procedures • Other 	
4. Date of Establishment And Organizational Background	When was the CSO/NGO established?	
	How has the CSO/NGO evolved since its establishment? (no more than 2 paragraphs)	
	Who are your main donor/ partners?	
	Please provide a list of all entities that the CSO/NGO may have an affiliation with.	
	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.	
5. Mandate and constituency	What is the CSO/NGO's primary advocacy/ purpose for existence?	
	What is the CSO/NGO's mandate, vision, and purpose? (no more than 2 paragraphs)	
	Is the CSO/NGO officially designated to represent any specific constituency?	
6. Areas of Expertise	Does the CSO/NGO have expertise in any of the key areas identified above in this RFI?	
	What other areas of expertise does the CSO/NGO have?	
7. Financial Position and Sustainability	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.	
	What is the CSO/NGO's actual and projected inflow of financial resources for the current and the following year?	
	Please provide a list of projects with description, duration, location and budget over the past 2 years (arrange from biggest budget to the lowest).	



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8. Public Transparency	What documents are publicly available?	
	How can these documents be accessed? (Pls. provide links if web-based)	
9. Consortium	Do you have the capacity to manage a consortium?	
	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.	
	Do you have a formal alliance with other CSOs/NGOs? If yes, pls. identify and provide details.	

3. CLOSING DATE

A completed RFI with requested attachments must be submitted to following address not later than **17:00 pm (Yangon Time), 26 May 2016**:

UNDP Office, No. 6, Natmauk Road, Tamwe Township, Yangon, Myanmar
Attention: Ei Cho Nyunt, Procurement Analyst

For electronic submission,

Official Address for e-submission: bids.mm@undp.org

Format: PDF files only, password protected

Max. File Size per transmission: [5MB]

No. of copies to be transmitted: [1 each]

Mandatory subject of email: *Request for Information from CSOs/NGOs*

Virus Scanning Software to be used prior to transmission

Digital Certification/Signature

Time Zone to be recognized: GMT +06:30

For clarifications, please contact below:

U Min Soe

Stakeholder Engagement Officer

UN-REDD Programme Office

Forest Research Institute (FRI) Compound

Yezin, Naypyitaw

min.soe@undp.org

Ph: 09 256000883

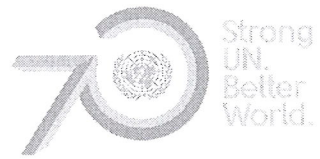
This RFI is endorsed by:

Signature

Name and Designation Khin Hnin Myint, National Programme Coordinator, UN-REDD Programme, Myanmar

Date of Signing 27 April, 2016

UNDP in Myanmar



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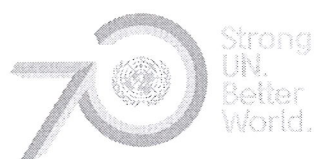
This RFI is approved by:

Signature

Name and Designation Mr. Franz Eugen Arnold, Technical Specialist, UN-REDD Programme,
Myanmar

Date of Signing

27.4.2016



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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"> Who are the CSO/NGO's key donors? How much percentage share was contributed by each donor during the last 2 years? How many projects has each donor funded since the CSO/NGO's inception? How much cumulative financial contribution was provided for each project by each donor? How is the CSO/NGO's management cost funded? 	
2. Audit	<ol style="list-style-type: none"> Did the CSO/NGO have an audit within the last two years? 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"> What is the structure of the CSO/NGO's governing body? Please provide Organigramme. Does the CSO/NGO have a formal oversight mechanism in place? 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 What is the CSO/NGO's mechanism for handling legal affairs? Ability to work (prepare proposals) and report in English 	
4. Personnel Capacities	<ol style="list-style-type: none"> What are the positions in the CSO/NGO that are empowered to make key corporate decisions? Please provide CVs of these staff. 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"> 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.) 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 	