REQUEST FOR INFORMATION (RFI) FROM CSO/NGO
For
Expanding the Protected Area System to Incorporate Important Aquatic Ecosystems Project(EPASIIAEP)
RFI Ref no. RFI-BD-2018-004

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 EPASIIAE projects requiring expertise and experience to enhance alternative livelihood options for local fisher folk to reduce their dependency on aquatic resources of 3 wildlife sanctuaries for dolphins in Sundarbans.

To perform effectively, an NGO/CSO will support **livelihood development activities** to :

- Engage the dependent fisher community in the dolphin conservation by altering livelihood which is in line with biodiversity conservation of the Sundarbans ecosystem.
- To change knowledge, attitude and perception of the fishers toward dolphin conservation, improved livelihood, market value chain so that they can change their practice in using traditional harmful fishing gears for their livelihoods.
- Support to participatory management established in the wildlife sanctuaries and surrounding waterways by ensuring sustainable livelihood security for local communities, such as sustainable fisheries and eco-tourism development, that these benefits can be enjoyed by future generations.

2. INFORMATION REQUESTED

Interested CSOs/NGOs are requested to fill out the two forms (Annex I and Annex II), 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 and operations in People's Republic of Bangladesh.

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.

CSOs/NGOs shall submit the questioners (RFI and CACHE) separately . Evaluation will be in two stages. Start by RFI followed by CACHE.

All CSOs/NGOs whose information are found to be consistent with UNDP programme needs will be considered for 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.

3. **Pre – Proposal meeting**

   All interested CSOs/NGOs are requested to attend a Pre – proposal meeting to be held on
   - Time: 11.00 am (LOCAL BD TIME)
   - **Date: Tuesday 6 March 2018**
   - Venue: UNDP Office, IDB Bhaban, (19th floor), Sher-e-Bangla Dhaka
   - The UNDP focal point for the arrangement is:
     Mariam Akther Rikta, ,Address: UNDP Offices, IDB Bhaban, Dhaka
     Telephone: +880255667788 /Ext 1915; E-mail: bd.procurement@undp.org
- Only one (1) representative from each organization will be allowed to join the meeting.
   N.B: The prospective bidders should carry Passport/ NID (with photographs) to access the IDB premise and cater for their own transport.

4. Clarifications:

CSOs/NGOs may request clarifications of any of the RFI. Any request for clarifications must be sent in writing to bd.procurement@undp.org not later than **5 March 2018**. This email address is officially designated by UNDP. If inquiries are sent to other person/s or email/s, even if they are UNDP staff, UNDP shall have no obligation to respond nor can UNDP confirm that the query was officially received.

UNDP will respond in writing (including an explanation of the query but without identifying the source of inquiry). The answers will be published on UNDP Bangladesh web site http://www.bd.undp.org/content/bangladesh/en/home/operations/procurement.html. UNDP shall endeavor to provide such responses to clarifications in an expeditious manner, but any delay in such response shall not cause an obligation on the part of UNDP to extend the submission date of the RFI, unless UNDP deems that such an extension is justified and necessary.

5. CLOSING DATE:

A completed RFI with requested attachments must be submitted through online e-tendering system not later than **13 March 2018 4:30 pm Dhaka time.**
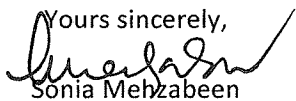
For e-tendering submission kindly use the following link:

   https://etendering.partneragencies.org

using your username and password. If you have not registered in the system before, you can register now by logging in using (Follow the registration steps as specified in the system user guide).

   username: event.guest
   Password: why2change

Yours sincerely,

Sonia Mehzabeen

Operation Manager

Annex I: RFI Questioner

Topic	Areas of Inquiry/ Supporting documentation	Response
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.	(please fill up as appropriate)
2. Legal status and Bank Account	1. 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 all relevant documents evidencing legality of operations._ 2. Does the CSO/NGO have a bank account? (Please Submit proof indicating latest date)	(please fill up as appropriate and attache all relevant documents)
3. Certification/ Accreditation	Is the CSO/NGO certified in accordance with any international or local standards (e.g., ISO), such as in: • Leadership and Managerial Skills • Project Management • Financial Management • Organizational standards and procedures • Other	(please fill up as appropriate and enclosed the evidence/certificate)
4. Date of Establishment and Organizational Background	1. When was the CSO/NGO established? 2. How has the CSO/NGO evolved since its establishment? (no more than 2 paragraphs) 3. Who are your main donor/ partners? 4. Please provide a list of all entities that the CSO/NGO may have an affiliation with. 5. 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.	(please fill up as appropriate)
5. Mandate and constituency	1. What is the CSO/NGO's primary advocacy / purpose for existence?	(please fill up as appropriate)

		2. What is the CSO/NGO's mandate, vision, and purpose? (no more than 2 paragraphs)	
		3. Is the CSO/NGO officially designated to represent any specific constituency?	
6. Areas of Expertise	1. Does the CSO/NGO have expertise in any of the key areas identified above in this RFI?	(please fill up as appropriate)
	2. What other areas of expertise does the CSO/NGO have?	
7. Financial Position and Sustainability	1. 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.	(please fill up as appropriate and attache the statement/ explanation)
	2. What is the CSO/NGO's actual and projected inflow of financial resources for the current and the following year?	
	3. Please provide a list of projects with description, duration, location and budget over the past 2 years (arrange from biggest budget to the lowest).	
8. Public Transparency	1. What documents are publicly available?	(please fill up as appropriate)
	2. How can these documents be accessed? (Pls provide links if web-based)	
9. Consortium	1. Do you have the capacity to manage a consortium?	(please fill up as appropriate)
	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.	

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

Topic	Areas of Inquiry Please Attach Supporting Documentation for Each Question	Response
1. Funding Sources	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	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	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: • 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	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	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	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	