# Annex - 3

**REQUEST FOR INFORMATION (RFI) FROM CSO/NGO**

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 working experience Indonesia in the following thematic/subject areas: Immediate livelihood recovery, focusing on a) Community engagement and mobilization, b) life-skills and Income Generating Activities Training, c) Provision of productive inputs livelihood recovery activities.

1. **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 this country.

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.

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| **Topic** | **Areas of Inquiry/ Supporting documentation** | **Response** |
| 1. Prescribed 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.* |  |
| 1. 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)* |  |
| 1. 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
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| 1. 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 donors/ 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.*
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| 1. Mandate and constituency
 | 1. *What is the CSO/NGO’s primary advocacy / purpose for existence?*
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?*
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| 1. Areas of Expertise
 | 1. *Does the CSO/NGO have expertise in any of the key areas identified above in this RFI?*
2. *What other areas of expertise does the CSO/NGO have?*
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| 1. 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.*
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).*
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| 1. Public Transparency
 | 1. *What documents are publicly available?*
2. *How can these documents be accessed? (Pls provide links if web-based)*
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| 1. Consortium
 | 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.*
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| **Specific inquiry** |
| 1. Working Experience in target geographical areas
 | 1. *Does the NGO have experience working in these geographical areas?*
2. *Is there any limitation to the NGO for accessing and working in those planned locations?*
3. *Please provide any brief program implementation updates or activity report being implemented in […]*
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**Capacity Assessment Checklist (CACHE) For CSO/NGO**

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| **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
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