Form-2

**CAPACITY ASSESSMENT CHECKLIST (CACHE) QUESTIONNAIRE**

|  |  |  |
| --- | --- | --- |
| **Topic** | **Areas of Inquiry (Please attach supporting documentation for each question)** | **Response** |
| **1. Funding Sources** | a) Who are the CSO/NGO’s key donors? |  |
|  | b) How much percentage share was contributed by each donor during the last 2 years? |  |
|  | c) How many projects has each donor funded since the CSO/NGO’s inception? |  |
|  | d) How much cumulative financial contribution was provided for each project by each donor? |  |
|  | e) How is the CSO/NGO’s management cost funded? |  |
| **2. Audit** | a) Did the CSO/NGO have an audit within the last two years? |  |
|  | b) Are the audits conducted by an officially accredited independent entity? If yes, provide name. |  |
| **3. Leadership and Governance Capacities** | a) What is the structure of the CSO/NGO’s governing body? Please provide Organigramme. |  |
|  | b) Does the CSO/NGO have a formal oversight mechanism in place? |  |
|  | c) Does the CSO/NGO have formally established internal procedures in the area of: Project Planning and Budgeting Financial Management and InternalControl Framework Procurement Human Resources Reporting Monitoring and Evaluation Asset and Inventory Management Other |  |
|  | d) What is the CSO/NGO’s mechanism for handling legal affairs? |  |
|  | e) Ability to work (prepare proposals) and report in English |  |
| **4. Personnel Capacities** | a) What are the positions in the CSO/NGO that are empowered to make key corporate decisions? Please provide CVs of these staff. |  |
|  | b) 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** | a) 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.) |  |
|  | b) What resources and mechanisms are available by the CSO/NGO for transporting people and materials? |  |
| **6. Quality Assurance** | a) 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 |  |

|  |  |  |
| --- | --- | --- |
| **7. Technical Information** | a) Please provide a roll-out implementation plan for the delivery and installation of Free Public Wi-Fi services. |  |
|  | b) Explain how your organization’s specific technologies and/or business models may fit in with the requirements of this initiative.  |  |
|  | c) Explain your organization’s involvement and expertise in technical standards required for the implementation of free public Wi-Fi.  |  |
|  | d) Provide a Rough Order of Magnitude (ROM) cost for the following, given all the requirements stated in this RFI: * Deployment of network infrastructure
* Operation and maintenance
* Customer service or technical support
* Service provisioning (if applicable)
* Capacity-building/technology transfer
* Other components
 |  |
|  | e) To help evaluate your organization’s capabilities, please submit examples of network architectures and/or functional entities already in existence and those in the pipeline.Explain how the architecture applies to the requirements of this initiative and would also be compatible with future advances in the field (including the future-proofing of consumer bandwidth demands). |  |
|  | f) Please propose a timeline for the completion of the project. |  |
|  | g) Explain how your organization would deliver quality products that are multi-vendor, multi-platform, secure, reliable, and interoperable. |  |
|  | h) Describe a unique experience(s) (such as case studies) where your organization successfully collaborated to deliver a custom solution to meet a community’s goal.  |  |
|  | i) Describe past successes you’ve had in building out similar networks.  |  |
|  | j) Based on your understanding of the scope of this project, what challenges or areas of concern do you have? |  |