



3-2020-RFI-RPP

REQUEST FOR INFORMATION (RFI) FROM CSO/NGO

1. OBJECTIVE

The ongoing conflict in eastern Ukraine has had a direct and highly negative impact on social cohesion, resilience, livelihoods, community security, and the rule of law. Recognizing the need to urgently address reconstruction, economic recovery and peacebuilding needs in areas affected both directly and indirectly by the conflict, in late 2014 the Government of Ukraine requested technical assistance and financial support from the international community to assess priority recovery needs. In late 2014, the United Nations (UN), the World Bank (WB) and the European Union (EU) conducted a Recovery and Peacebuilding Assessment, which was endorsed by the Cabinet of Ministers in mid-2015.

The United Nations Development Programme (UNDP) has been active and present in eastern Ukraine for the past decade, prior to the conflict, with a focus on community development, civil society development, and environmental protection. Work on addressing the specific conflict-related development challenges discussed above built on this earlier engagement, established partnerships, and started in 2015 through the UN Recovery and Peacebuilding Programme (UN RPP). The United Nations Recovery and Peacebuilding Programme (UN RPP) is implemented by four United Nations agencies: the United Nations Development Programme (UNDP), the UN Entity for Gender Equality and the Empowerment of Women (UN Women), the United Nations Population Fund (UNFPA) and the Food and Agriculture Organization of the United Nations (FAO).

This is a Request for Information (RFI) from national and/or international CSOs/NGOs for potential partnership with UNDP in administration of the RPP small grants programme to support the target communities' projects on the issues of community security, access to justice, social cohesion, community policing, advocacy and gender equality.

CSOs / NGOs that have experience and meet the following criteria are invited:

- Officially and duly registered organization for at least two years (as NGO, charity foundation or other form of civil society organization including non-profit and non-governmental organizations);
- Experience in providing grants and/or management of grant programmes (at least two programmes);
- Experience in project implementation or execution of contracts for provision of professional services in the area of grant programmes management with a total budget of projects /contracts from USD 20,000.00;
- Legal status of the organization should enable it to: (a) receive funds from UNDP grant pool without the Responsible Party's tax liability incurred; and (b) transfer funds to grantees without incurring tax liabilities of the grantees in connection with the grant funds received.

2. **Target Locations:**

Ukraine: Donetsk, Dnipropetrovsk, Zaporizhzhia, Zhytomyr and Luhansk oblast

3. **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 where required. All questions must be answered directly and clearly. Extraneous information that are not directly responding to the questions will only constrain the ability to positively assess the CSO/NGO's alignment with UN RPP requirements.

All CSOs/NGOs whose information are found to be consistent with UN RPP programme needs will be sent a subsequent questionnaire and TOR to enable UN RPP to conduct a Capacity Assessment. Based on the results of this Partner Capacity Assessment Tool (PCAT), UN RPP will determine if the CSO/NGO may or may not be placed on a roster, for rapid engagement when required.

| Name of Organization | | Organizational Presence | |
|---|---|--|---|
| Address of Organization | | (please specify office, official representative, etc.) | |
| Email Address: | | | |
| Name of Head of Institution | | Email and Telephone of Head of Institution | |
| Name of Contact Person | | Email and Telephone of Contact person | |
| Year of Legal registration in Ukraine | | Number of permanent Staff available: | |
| Organization activity in target regions | describe the activities | Select the locations in which you operate | Donetsk obl. <input type="checkbox"/> Dnipropetrovsk obl. <input type="checkbox"/> Zaporizhzhia obl. <input type="checkbox"/> Zhytomyr <input type="checkbox"/> Luhansk obl. <input type="checkbox"/> |
| List of projects or contracts, that were implemented in the field of grant program management | Projects on the creation of a mechanism for granting / distributing small grants to grant recipient NGOs, | 1 2 . . | please provide the name and contact person's phone number for each of the projects implemented |

| | | | |
|---|--|------------------|--|
| | indicating the amount of the project, name of donor | | |
| | Projects for managing the process of granting / distributing small grants to grant recipient NGOs, indicating project amount, donor name * | 1 2 . . | please provide the name and contact person's phone number for each of the projects implemented |
| * A brief description of each project for the provision of professional services in the field of grant program management (2 paragraphs max): | | | |

| Topic | Areas of Inquiry/ Supporting documentation | Response (Write/Click) | Maximum Marks |
|----------------------------------|---|--|-------------------|
| 1. Proscribed organizations | 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> | Yes <input type="checkbox"/> No <input type="checkbox"/> Remarks_____ | 0 or disqualified |
| | 2. <i>Is the CSO/NGO banned by any other institution/governments? If, yes, please provide information regarding the institution/Government and reasons.</i> | Yes <input type="checkbox"/> No <input type="checkbox"/> Remarks_____ | 0 or disqualified |
| 2. Legal status and Bank Account | 3. <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? Please provide copies of <u>all relevant documents evidencing legality of operations.</u></i> | Yes <input type="checkbox"/> No <input type="checkbox"/> Remarks_____ | 3 |
| | 2. <i>Does the CSO/NGO have a bank account? (Please Submit proof indicating latest date)</i> | Yes <input type="checkbox"/> No <input type="checkbox"/> Remarks_____ | 3 |
| 3. Certification/ Accreditation | <i>Is the CSO/NGO certified in accordance with any international or local standards (e.g., ISO), such as in:</i> <ul style="list-style-type: none"> • Leadership and Managerial Skills • Project Management • Financial Management • Organizational standards and | Yes <input type="checkbox"/> No <input type="checkbox"/> Provide details below: | 3 |

| | | | |
|--|---|---|---|
| | <p>procedures</p> <ul style="list-style-type: none"> • Other | | |
| 4. Date of Establishment and Organizational Background | 4.1. <i>When was the CSO/NGO established?</i> | | 3 |
| | 4.2. <i>How has the CSO/NGO evolved since its establishment? (no more than 2 paragraphs)</i> | | 0 |
| | 4.3. <i>Who are your main donors/ partners?</i> | | 2 |
| | 4.4. <i>Please provide a list of all entities that the CSO/NGO may have an affiliation with.</i> | | 2 |
| | 4.5 <i>In which cities /raions/ oblasts of Ukraine are you able to work? Please provide a complete list of offices and indicate the number of staff in each office.</i> | | 3 |
| 5. Technical capacity | 5.1. <i>Does the NGO/CSO have technical staff with expertise in the areas stated above? If Yes, List and Attach CVs of Key staff</i> | Yes <input type="checkbox"/> No <input type="checkbox"/> Provide details below: | 7 |
| | 5.2. <i>Is the online application submission system available as a tool in your CSO/NGO? If yes, please specify?</i> | Yes <input type="checkbox"/> No <input type="checkbox"/> Specify below: <input type="checkbox"/> The online system is accessible but needs further development based on the needs of the Small Grants Program <input type="checkbox"/> The online system is accessible and ready to be used based on the needs of the Small Grants Program | 7 |
| 6. Mandate and constituency | 6.1. <i>What is the CSO/NGO's primary advocacy / purpose for existence?</i> | | 3 |
| | 5.2. <i>What is the CSO/NGO's mandate, vision, and purpose? (no more than 2 paragraphs)</i> | | 3 |
| | 6.3. <i>Is the CSO/NGO officially designated to represent any specific constituency?</i> | | 3 |

| | | | |
|--|--|---|----|
| 7. Areas of Expertise | 7.1. Does the CSO/NGO have expertise in any of the key areas identified above? (Please specify) | Yes <input type="checkbox"/> No <input type="checkbox"/> Provide details below: | 10 |
| | 7.2. What other areas of expertise does the CSO/NGO have? | 2. What other areas of expertise does the CSO/NGO have? <input type="checkbox"/> _____ _____ <input type="checkbox"/> _____ _____ <input type="checkbox"/> _____ _____ <input type="checkbox"/> _____ _____ | 5 |
| 8. Financial Position and Sustainability | 8.1. 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. | | 5 |
| | 8.2. What is the CSO/NGO's actual and projected inflow of financial resources for the current and the following year? | | 5 |
| | 8.3. Please provide a list of projects with description, duration, location and budget over the past 2 years (arrange from biggest budget to the lowest). | | 5 |
| 9. Public Transparency | 9.1. What documents are publicly available? | Yes <input type="checkbox"/> No <input type="checkbox"/> Provide details below: | 2 |
| | 9.2. How can these documents be accessed? (Pls provide links if web-based) | | 2 |

| | | | |
|---------------------|---|--|------------|
| 10. Consortium | <i>10.1. Do you have the capacity to manage a consortium?</i> | Yes <input type="checkbox"/> No <input type="checkbox"/> Provide details below: | 5 |
| | <i>10.2. 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.</i> | Yes <input type="checkbox"/> No <input type="checkbox"/> Provide details below: | 4 |
| | <i>10.3. Do you have a formal alliance with other CSOs/NGOs? If yes, pls. identify and provide details.</i> | Yes <input type="checkbox"/> No <input type="checkbox"/> Provide details below: | 5 |
| 11. UN Experience | Have you ever worked with a UN agency in Ukraine? <u>If yes, please provide UN agency name, project name, year of implementation, amount of project implemented, name, position, contact telephone of a UN agency representative for recommendations</u> | Yes <input type="checkbox"/> No <input type="checkbox"/> Provide details below: | 5 |
| 12. UNDP Experience | Have you ever worked with a UNDP in Ukraine or any other country? If yes, please provide project name, year of implementation, amount of project implemented, name, position, contact telephone of a UNDP representative for recommendations | Yes <input type="checkbox"/> No <input type="checkbox"/> Provide details below: | 5 |
| Total | | | 100 |

4. CLOSING DATE

All Submissions should be received by UNDP received no later than **15 February 2020 at 5pm , Kyiv time**

5. METHOD OF SUBMISSION:

All requested documents should be submitted to

grants.ua@undp.org

with the subject line

"3-2020-RFI-RPP- Request for information from CSOs / NGOs within the Small Grants Management Program"

6. Special Notes

- Only Electronic Submissions through the above email will be considered.
- Scoring of organizations will solely be based on the information provided and the documents submitted;
- Submissions received after the due date will not be considered;
- Application format should not be modified. Submissions with unilaterally modified template will not be considered;
- UNDP reserves the right not to place on a roster any NGO/CSO arising from this Request for information

Annex 1: Criteria for selection

Interested organizations shall be categorized as follows:

| Score | Status | Interpretation |
|--------|------------------|---|
| 10-40% | <i>Weak</i> | Organization does not meet minimum requirements and will not be considered for next steps; |
| 40-59% | <i>Fair</i> | Organization need to address certain areas to be able to be considered for next steps. Only National Organizations falling under this category can go to the next round. International organizations in this category cannot proceed; |
| 60-89% | <i>Good</i> | Organization meets Minimum requirement and can be immediately proceed to next step; |
| 90-100 | <i>Excellent</i> | Organization possess all requirements and or significantly exceed the minimum requirements; |

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 January 29th,2020