REQUEST FOR INFORMATION (RFI) FROM CSO/NGO
Ref: RFI-BD-2020-001

1. OBJECTIVE

This is a Request for Information (RFI) and CACHE from national and/or international CSOs/NGOs for potential partnership with UNDP Bangladesh requiring expertise and experience for Strengthening Inclusive Development in Chittagong Hill Tracts in delivering outputs for development projects in three Hill Districts of Rangamati, Khagrachari and Bandarban.

To assist in responding to this RFI further details of the Activating Village Courts in Bangladesh, Phase II, CHT Part and Chittagong Hill Tracts Watershed Co-Management Activity (CHTWCA) under Strengthening Inclusive Development in CHT (SID-CHT) projects’ activities are included below:

i. Activating Village Courts in Bangladesh, Phase II, CHT Part

Project background summary
AVCB II project aims at strengthening a system of local level dispute resolution and intends to improve access to justice for disadvantaged and marginalized groups in Bangladesh. The overall objective of the AVCB II for 3 hill districts is to assist for developing capacity of local/ traditional justice mechanism and raising awareness on existing legal systems and options for redress mechanisms in CHT. To support implementing activities related to said objective UNDP will engage three NGOs for three Hill Districts.

European Union (EU) currently funded until December 2020. RFI-CACHE is aiming to identify 1 (one) or more NGOs for three areas, where beneficiary distribution would be as (a) for Rangamati – 3,404, (b) for Bandarban – 2,580 and (c) for Khagrachari – 2,801.

ii. Chittagong Hill Tracts Watershed Co-Management Activity (CHTWCA) under Strengthening Inclusive Development in CHT (SID-CHT)

a. Community mobilization and organization, livelihoods and value chains implementation for local communities in and around select headwater Reserve Forests, Protected Areas and Village Common Forests (CHTCWA)

Project background summary
Chittagong Hill Tracts Watershed Co-Management Activity (CHTWCA), funded by the United States Agency for International Development (USAID), is part of “Strengthening Inclusive Development in Chittagong Hill Tracts (SID-CHT)” - a project of the Ministry of Chittagong Hill Tracts Affairs (MOCHTA). The goal of the SID-CHT is to strengthen the capacity of the population in the Chittagong Hill Tracts (CHT) to shape and make decisions that impact on their lives. Main purpose of the project is: Citizen expectations for voice, development and accountability are met by strengthened institutions to progressively deliver universal access to basic services. The SID-CHT has three objectives: i) to strengthen community land, resource and livelihood management, ii) to increase participation and influence on shaping decision-making, and iii) to strengthen democratic governance with responsive institutions and effective services.

USAID currently funded until June 2023. RFI-CACHE is aiming to identify 1 (one) NGO for supporting early 41,000 local beneficiaries covered under livelihoods and value chains implementation activities.

b. Community mobilization and organization, livelihoods and value chains implementation for local communities in and around select headwater Reserve Forests, Protected Areas and Village Common Forests in Rangamati and Khagrachari Hill Districts (CHTCWA)
Project background summary
Under this assignment, the NGO/CSO will perform the following tasks in and around the PAs (Kaptai National Park, Pablakhali Wildlife Sanctuary) and Headwater Reserved Forests (Kassalong, Ryainkong and Rampahar/Sitapahar) under Rangamati Hill District, and the project VCFs in Rangamati and Khagrachari Hill Districts (there are no PA and headwater RF in Khagrachari Hill District).

USAID currently funded until June 2023. RFI-CACHE will aim to identify 1 (one) or more elected local NGO to engage in Community mobilization and organization, livelihoods and value chains implementation for local communities in and around select headwater Reserved Forests (Kassalong, Reinkheong and Rampahar/Sitapahar Reserved Forests), Protected Areas (Pablakhali Wildlife Sanctuary and Kaptai National Park) and 68 Village Common Forests in Rangamati and Khagrachari Hill Districts. Nearly 55,000 local beneficiaries covered under livelihoods and value chains implementation activities.

c. Women and Girls Empowerment in CHT through Education and Skills component of SID-CHT

Project background summary
The Women and Girls Empowerment in CHT through Education and Skills component of SID-CHT supports dismantling the major barriers to education for girls and women, aim to improve quality of education and contribute to enhanced social advancement and economic opportunities for them. One of the objectives is ensuring improved equitable access to safe and inclusive education, with better retention of girls and adolescent girls, particularly those from ethnic minorities and with disabilities. The other objective is to improved quality of gender-responsive teaching in schools for girls, adolescent girls and women. In addition, to support increasing employability and business opportunities for adolescent girls and women, particularly those from ethnic minorities and with disabilities.

Global Affairs of Canada funded the project until March 2022. RFI-CACHE is aiming to identify 1 (one) or more NGOs for three areas, where beneficiary distribution would be as (a) for Rangamati – 3,233, (b) for Bandarban – 3,233 and (c) for Khagrachari – 3,233.

d. Conservation Communications under Chittagong Hill Tracts Watershed Co-Management Activity (CHTCWA)

Project background summary
Main objective of communication NGO assignment is to support the communications activities of CHTWCA through organizing events and functions and disseminating communication messages in various ways among the targeted audience. Conservation communications interact with almost all aspects of the CHTWCA’s work and are therefore essential to its success. Communications are critical in conveying the activity’s messages, impacting policy, advocating on key issues, building partnerships, communicating results and sharing relevant knowledge to key stakeholders. Transforming community and individual behaviors will be focused through capacity building, extra-curricular communication activities and incentives that help recognize community members for their conservation and social cohesion works.

Funded by USAID until June 2023. One communication NGO (preferably Chittagong based to cover easily all the three Hill Districts) will be selected through RFI-CACHE process aiming to engage in Conservation communication activities in and around headwater Reserved Forests (Matamuhuri, Sangu, Kassalong, RTeikheong, Rampahar and Sitapahar Reserved Forests), Protected Areas (Sangu Wildlife Sanctuary) and 217 Village Common Forests in the Chittagong Hill Tracts. Nearly 322,700 local beneficiaries covered under conservation communication activities.
Geographic Coverage: The NGOs/CSOs are expected to provide information about their presence and their ability to work (under service, function and thematic area) in the CHT Region

- Rangamati (details given above)
- Khagrachari (details given above)
- Bandarban (details given above)

2. INFORMATION REQUESTED

Interested CSOs/NGOs are required to fill out the below: (a) Request for Information (RFI) Questionnaire, and (b) Capacity Assessment Checklist (CACHE), 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.

All CSOs/NGOs whose information in RFI are found to be consistent with UNDP programme needs will be considered for Capacity Assessment under CACHE. 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. 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 19 March 2020, 4.30 PM, Bangladesh Time. 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.

4. PRE – BID MEETING

All interested CSOs/NGOs are highly recommended to attend either of the 2 (two) separate Pre – bid meetings to be held as follows:

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<tr>
<th>Pre-Bid Meeting No. 1</th>
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<tr>
<td><strong>Date:</strong> Monday, 16 March 2020</td>
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<tr>
<td><strong>Time:</strong> 11:30 AM Bangladesh time</td>
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<td><strong>Venue:</strong> ONLINE (Through Skype for Business)</td>
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CSOs/NGOs willing to take part in Online Meeting are requested to notify their interest through bd.procurement@undp.org.
The UNDP focal point for the arrangement is: Ehsanul K Chowdhury, Address: UNDP Offices, IDB Bhaban, Dhaka
E-mail: bd.procurement@undp.org or call at: +880255667788 /Ext 1925

Pre-Bid Meeting No. 02

Date: Thursday, 19 March 2020
Time: 11:30 AM Bangladesh time
Venue: UNDP Rangamati Office

The UNDP focal point for the arrangement is: Protul Dewan/ Subarun Chakma
E-mail: bd.procurement@undp.org

Please send your SKYPE ID via bd.procurement@undp.org if you wish to join through SKYPE. Dedicated skype meeting ID will be created during Pre-Bid conference allowing NGO/ CSOs to join the Pre-Bid Meeting No. 2 virtually.

Only one (1) representative from each organization should ideally 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.

5. CLOSING DATE:

A completed RFI with requested attachments must be submitted through online e-tendering system not later than 4:30pm (local time), 30 March 2020

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

More information on the e Tendering system including Instructions Manual and Terms and Conditions for use of the online e Tendering system by suppliers can be found in http://www.undp.org/content/undp/en/home/operations/procurement/business/procurement-notices/resources/

PLEASE NOTE:-
1. Date and time visible on the main screen of event (on e-tendering portal) will be final and prevail over any other closing time indicated elsewhere, in case they are different. It is the responsibility of the bidder to make sure bids are submitted within this deadline. UNDP will not accept any bid that is not submitted directly in the system.
2. Submit your bid a day prior or well before the closing time. Do not wait until last minute. If you face any issue submitting your bid at the last minute, UNDP may not be able to assist.

Yours sincerely,

Yousuf Samo
International Operations Manager
### Annex I

#### Request for Information (RFI) Questionnaire

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<tr>
<th>Topic</th>
<th>Areas of Inquiry/ Supporting documentation</th>
<th>Response</th>
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</table>
| **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/NGO Bureaus and reasons. | (Please fill up and submit evidence) |
| **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. Verification from Deputy Commissioners Office in relation to NGO listing operating in District level obtained.  
2. Does the CSO/NGO have a bank account? (Please Submit proof indicating latest date) | (Please fill up and submit evidence) |
| **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  
- Leadership and Governance: Executive Committee Members and status of Kinship relation among the board members. Written Disclosure  
- Other | (Please fill up and submit evidence) |
| **4. Date of Establishment and Organizational Background** | 1. When was the CSO/NGO established? (certification from NGO Bureau)  
2. How has the CSO/NGO evolved since its establishment? (no more than 2 paragraphs)  
3. Who are your main donor/ partners? List of Donors or funding partner or source  
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 fill up and submit evidence) |
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<tr>
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<tbody>
<tr>
<td>6. Mandate and constituency</td>
<td>Please provide a complete list and indicate the size of the offices in each location.</td>
<td>(Please fill up and submit evidence)</td>
</tr>
</tbody>
</table>
| 7. Areas of Expertise | 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? | (Please fill up and submit evidence) |
| 8. Financial Position and Sustainability | 1. Does the CSO/NGO have expertise in any of the key areas identified above in this RFI?  
   - Strengthening Traditional justice system in CHT (AVCB II CHT Part):  
   - Community mobilization and organization, livelihoods and value chains implementation for local communities in and around select headwater Reserve Forests, Protected Areas and Village Common Forests (CHTCWA)  
   - Women and Girls Empowerment in CHT through Education and Skills component of SIDCHT  
   - Conservation Communications under Chittagong Hill Tracts Watershed Co-Management Activity  
2. What other areas of expertise does the CSO/NGO have? | (Please fill up and submit evidence) |
| 9. Public Transparency | 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).  
4. Previous Track Record of Thematic Area or function | (Please fill up and submit evidence) |
<p>| 10. Consortium | 1. Do you have the capacity to manage a consortium? | (Please fill up and submit evidence) |</p>
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<tr>
<th>Topic</th>
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<tr>
<td>2.</td>
<td>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.</td>
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<td>3.</td>
<td>Do you have a formal alliance with other CSOs/NGOs? If yes, pls. identify and provide details.</td>
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Please use additional page/s if required
## Annex II

### Capacity Assessment Checklist (CACHE) For CSO/NGO

<table>
<thead>
<tr>
<th>Topic</th>
<th>Areas of Inquiry</th>
<th>Response</th>
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<tbody>
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<td></td>
<td><strong>Topic</strong></td>
<td><strong>Areas of Inquiry</strong></td>
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<tr>
<td></td>
<td><strong>Please Attach Supporting Documentation for Each Question</strong></td>
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</table>
| 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? | (Please fill up and submit evidence) | |
| 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. | (Please fill up and submit evidence) | |
| 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 | (Please fill up and submit evidence) | |
| 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. | (Please fill up and submit evidence) | |
<p>| 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.) | (Please fill up and submit evidence) | |</p>
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<tr>
<th>Topic</th>
<th>Areas of Inquiry</th>
<th>Response</th>
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<tr>
<td></td>
<td>Please Attach Supporting Documentation for Each Question</td>
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<tr>
<td>2.</td>
<td>What resources and mechanisms are available by the CSO/NGO for transporting people and materials?</td>
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<tr>
<td>6. Quality Assurance</td>
<td>Please provide references who may be contacted for feedback on the CSO/NGO’s performance regarding:</td>
<td>(Please fill up and submit evidence)</td>
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<td></td>
<td>• Delivery compared to original planning</td>
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<td>• Expenditure compared to budget</td>
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<td>• Timeliness of implementation</td>
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<td>• Timeliness and quality of reports</td>
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<td>• Quality of Results</td>
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Note: Please submit (a) RFI along with its referenced supporting documents, and (b) CACHE along with its referenced supporting documents separately.
# Additional information on responding to RFI-CACHE:

| Contact Details for submitting clarifications/questions | E-mail address dedicated for this purpose: bd.procurement@undp.org  
Note: The Subject Line of email should be: **RFI-BD-2020-001** |
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<tbody>
<tr>
<td>Manner of Disseminating Supplemental Information to the RFI and responses/clarifications to queries</td>
<td>Uploading in the E-tendering system. Once uploaded, Prospective bidder (i.e. bidder that have accepted the bid invitation in the system) will be notified via email that changes have occurred. It is the responsibility of the bidder to view the respective changes and clarifications in the system</td>
</tr>
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</table>
| RFI submission deadline: Date and Time: As specified in the E-Tendering system (note that time zone indicated in the system is New York Time zone).  
**PLEASE NOTE:**  
1. Date and time visible on the main screen of event (on e-tendering portal) will be final and prevail over any other closing time indicated elsewhere, in case they are different. Please also note that the bid closing time shown in the PDF file generated by the system is not accurate due to a technical glitch that we will resolve soon. The correct bid closing time is as indicated in the e-tendering portal and system will not accept any bid after that time. It is the responsibility of the bidder to make sure responses are submitted within this deadline. UNDP will not accept any document that is not submitted directly in the system.  
2. Try to submit your RFI and supporting documents at least a day prior or well before the closing time. Do not wait until last minute. If you face any issue submitting your bid at the last minute, UNDP may not be able to assist. |
| Allowable Manner of Submitting Information | e-Tendering |
| Information Submission Address | [https://etendering.partneragencies.org](https://etendering.partneragencies.org)  
Business Unit: BGD10 and Event ID RFI-20-001 |

The step by step instructions for registration and proposal submission through the UNDP ATLAS E-tendering system is available in the "**Instructions Manual for the Bidders**",

| Electronic submission (email or eTendering) requirements | Format: PDF files only  
File names must be maximum 60 characters long and must not contain any letter or special character other than from Latin alphabet/keyboard.  
All files must be free of viruses and not corrupted.  
Max. File Size per transmission: 35 MB |
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<tr>
<td>Other Information</td>
<td><strong>Contracting Arrangements:</strong></td>
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</table>
Successful NGOs/CSOs will be placed on the roster for a period of up to three years. It is to be noted that inclusion in the roster does not guarantee a partnership/contract during the period of three years.

Applicable rostered NGOs/CSOs will be contacted when specific service requests arise and will be asked to indicate availability and interest against a specific Terms of Reference (ToR) outlining the outputs of the assignment.

Upon secondary review, a contract/agreement will then be awarded for specific ToRs, incl. detailing the time frame.