

REQUEST FOR INFORMATION (RFI) from CSO/NGO/CBO
(RFI/112/IND-2020)

1. PROJECT BACKGROUND

UNDP India in collaboration with various private sector entities has initiated a project to minimize negative impacts and risks to environment and to human health in India, by enhancing sustainable Plastic Waste Management practices, through a socio-technical model (segregation/collection/recycling) while ensuring compliance with regulations, to improve use of resources and in line with Swachh Bharat Mission (SBM) in India.

To achieve the project objective and outcomes, the project is structured into 4 components:

Component 1: aims to develop support and implement an economically sustainable model (ESM) for packaging plastic waste management.

Component 2: focuses on design and implementation of Pilot material recovery centres in cities (Swachhta Kendras) for improved plastic waste management, in the administrative wards of selected 50 cities.

Component 3: is directed mainly to design, sustain and provide elements to institutionalize Swachhta Kendra in governance bodies and to obtain improved socio-economic conditions for waste pickers.

Component 4: is aimed to develop a knowledge management, monitoring and communication mechanisms, supported with the development and deployment of cloud-based technology backed end to end plastic waste management solutions.

2. OBJECTIVE

This is a Request for Information (RFI) from national and/or international CSOs/NGOs/CBOs, referred to as Service Provider (SP) for potential partnership with UNDP to carry out activities in cities across India under Plastic and Dry Waste Management having expertise and experience in the following areas:

- Experience in managing the solid waste/plastic waste management and operations.
- Network with Waste Collectors in city / state

The selected Service Provider is expected to:

1. Facilitate implementation of activities in the areas of plastic waste management in the city of selection.

2. Networking with primary stakeholders for sustainable implementation of activities using participatory and gender sensitive tools.
3. Ensure a proper understanding of the cloud-based technology platforms provided by UNDP for management of solid waste/plastic waste.
4. Along with the Technical partner plays a key role in the traceability, accountability and governance of the program.
5. Ensure proper monitoring for each activity at all levels and reporting back to the ULBs, UNDP project units as per required systems.
6. To maintain continuous links to different stakeholders and institutions, including directions and guidance from ULBs, UNDP and donors.
7. Organize workshops, meetings, exhibitions etc as required in the project implementation
8. Facilitate the implementation and efficient supervision of the activities as required in the project.
9. Create exposure visits, trainings for waste pickers (safai mitras), and waste collectors (kabadiwallahs) and the NGO teams to activate and trigger the motivation in communities of practice to have leadership and sustainable ownership of the program.
10. Along with its local partner, acts as a community partner would engage with citizen community and spread the message on segregation, plastic recycling and build a volunteering community to take the idea to the masses.
11. To keep all the activities to be approved in a more systems approach. Keeping all financial systems in place. A format to be used for all expenditures and approval of proposals.
12. Undertake all related IEC activities as required. Communicate on regular basis with the households in the respective wards about the project and develop respective RWAs for project implementation. Shall organize necessary awareness programs with the HHs and RWAs.
13. Mobilization of in cash and in-kind resources from State Pollution Control Boards (SPCBs), Urban Local Bodies (ULBs), Self, other Donors and Communities of practice and others.

3. INFORMATION REQUESTED

Interested CSOs/NGOs/CBOs are requested to fill out the questionnaire enclosed as **Annexure-1**, 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/CBO's alignment with UNDP requirements.

All CSOs/NGOs/CBOs are requested to provide information and supporting document as

per Capacity Assessment Checklist (CACHE) form enclosed as **Annexure-2**, to enable UNDP to conduct a Capacity Assessment. Based on the results of this Capacity Assessment Checklist (CACHE), UNDP will determine if the CSO/NGO/CBO may be placed on a **roster for a period of three years**, for rapid engagement when required.

4. DOCUMENTS TO BE SUBMITTED

A completed RFI must be submitted along with following documents:-

1. Annexure - 1 (duly filled)
2. Annexure - 2 (duly filled)
3. **Supporting documents for Annexure-1 and 2**

5. SUBMISSION OF RFI AND CLOSING DATE

RFI must be submitted in the online e-tendering system:

<https://etendering.partneragencies.org> by the closing date indicated on the portal, using your username and password. If you have not registered in the system, you can register, using below mentioned generic User ID and password:

Username: event.guest

Password: why2change

For registration, submission of RFI and other guidance, you may please click on the link below to access UNDP eTendering User Guide for Bidders and video guides for registration and bid submission:

<http://www.undp.org/content/undp/en/home/operations/procurement/business/procurement-notice/resources/>

You are kindly requested to indicate whether your organization intends to submit RFI by clicking on **“Accept Invitation”**.

It shall remain your responsibility to ensure that RFI is submitted into the system by the deadline. RFI submission deadline appearing on e-Tendering portal will be FINAL and prevail on the ones appearing on any other website/s. Kindly ensure that documents uploaded are in the .pdf format (preferably), and free from any virus or corrupted files.

6. WHO CAN APPLY

RFI are invited from CSO/NGO/CBO/institutions only. RFI submitted by **“for profit”** organizations will not be accepted.

7. CONTACT PERSON

For any query, please write to viyay.thapliyal@undp.org

Questionnaire

Topic	Areas of Inquiry/ Supporting documentation	Response
1. Proscribed organizations	<p>1. Is the CSO/NGO/CBO listed in the UN's list of proscribed organizations, UNDP Vendor Sanctions List, or indicted by the International or National Criminal Court?</p> <p>2. Is the CSO/NGO/CBO banned by any other institution/ governments? If, yes, please provide information regarding the institution/ Government and reasons.</p>	
2. Legal status and Bank Account	<p>1. Does the CSO/NGO/CBO 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? <u>Please provide copies of all relevant documents evidencing legality of operations.</u></p> <p>2. Does the CSO/NGO/CBO have a bank account? (Please Submit proof indicating latest date)</p>	
3. Certification/ Accreditation	<p>Is the CSO/NGO/CBO certified in accordance with any international or local standards (e.g., ISO), such as in:</p> <ul style="list-style-type: none"> • Leadership and Managerial Skills • Project Management • Financial Management • Organizational standards and procedures • Other 	
4. Date of Establishment and Organizational Background	<p>1. When was the CSO/NGO/CBO established?</p> <p>2. How has the CSO/NGO evolved since its establishment? (no more than 2 paragraphs)</p> <p>3. Who are your main donor/ partners?</p> <p>4. Please provide a list of all entities that the CSO/ NGO/CBO may have an affiliation with.</p> <p>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.</p>	

Topic	Areas of Inquiry/ Supporting documentation	Response
5. Mandate and constituency	<ol style="list-style-type: none"> 1. What is the CSO/NGO/CBO's primary advocacy / purpose for existence? 2. What is the CSO/NGO/CBO's mandate, vision, and purpose? (no more than 2 paragraphs) 3. Is the CSO/NGO/CBO officially designated to represent any specific constituency? 	
6. Areas of Expertise	<ol style="list-style-type: none"> 1. Does the CSO/NGO/CBO have expertise in any of the key areas identified above in this RFI? 2. What other areas of expertise does the CSO/NGO/CBO have? 	
7. Financial Position and Sustainability	<ol style="list-style-type: none"> 1. What was the CSO/NGO/CBO's total financial delivery in the preceding 2 years? Please provide a financial statement for the last 2 years. 2. What is the CSO/NGO/CBO'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	<ol style="list-style-type: none"> 1. What documents are publicly available? 2. How can these documents be accessed? (Pls provide links if web-based) 	
9. Consortium	<ol style="list-style-type: none"> 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/NGO/ CBOs? If yes, pls. identify and provide details. 	

Capacity Assessment Checklist (CACHE)

Topic	Areas of Inquiry Please Attach Supporting Documentation for Each Question	Response
1. Funding Sources	1. Who are the CSO/NGO/CBO's key donors? 2. How many projects has each donor funded since the CSO/ NGO/CBO's inception?	
2. Audit	1. Did the CSO/NGO/CBO 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/CBO's governing body? Please provide Organigramme.	
4. Personnel Capacities	1. What are the positions in the CSO/NGO/CBO that are empowered to make key corporate decisions? Please provide CVs of these staff. 2. Which positions in the CSO/NGO/CBO 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/CBO have an official presence? Please provide details on duration and type of presence (e.g. field offices, laboratories, equipment, software, technical data bases, etc.)	
6. Quality Assurance	Please provide references who may be contacted for feedback on the CSO/NGO/CBO's performance regarding: <ul style="list-style-type: none"> • Delivery compared to original planning • Expenditure compared to budget • Timeliness of implementation • Timeliness and quality of reports • Quality of Results 	