Request for Information
RFI# RFI-093-PHL-2020
Roster of NGOs and CSOs for Inclusive and Citizen-Driven
Policy Research, Advocacy, and Innovation
For the Sustainable Development Goals

I. BACKGROUND

The Impact Advisory Team (IAT) of UNDP Philippines aims to undertake policy research and advocacy initiatives in line with the Sustainable Development Goals (SDGs), the Philippine Development Plan 2017-2022 and the UNDP Philippines Country Programme 2019-2023. The IAT includes the Accelerator Lab and Pintig Lab, which undertake these initiatives and incubate social innovations. IAT aims to work closely with civil society organizations and non-government organizations (CSOs/NGOs), including but not limited to national and local CSOs, sector-based and people’s organizations, academic and non-profit research institutions, social enterprises and their support institutions, among others, in initiatives that involve civic engagement, citizen-centered research, citizen-generated data, among others.

This is a Request for Information (RFI) from national and international CSOs/NGOs for potential partnership with UNDP in delivering outputs for development projects and initiatives that require expertise and established policy advocacy in the following thematic and sub-thematic areas:

<table>
<thead>
<tr>
<th>Thematic Area</th>
<th>Sub-Thematic Area</th>
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<tbody>
<tr>
<td>Inclusive Economic Transformation</td>
<td>Inclusive Economic Growth</td>
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<td>Inclusive Employment and livelihood Creation/skills</td>
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<td></td>
<td>development</td>
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<td>Youth Engagement</td>
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<td>Entrepreneurship / Business incubation</td>
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<td>Urban Poverty Reduction</td>
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<td>Urban Planning</td>
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<td>Urban Governance/municipal Governance</td>
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<td>Financial Inclusion</td>
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<td>Gender mainstreaming and Social Inclusion/Gender based violence</td>
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<td>Micro/Small/medium Enterprise</td>
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<td>Community infrastructure rehabilitation</td>
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<td>Development Supply Chain/Supplier Development Program</td>
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<td>Conflict Resolution/Peace &amp; development</td>
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<td></td>
<td>E-commerce and marketing technology, financial media &amp; data solutions, tele-insurance and tele-healthcare, blockchain and</td>
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</tbody>
</table>
| **Social Protection** | Social mapping of market conditions  
| | Community mobilizing  
| | Employment generation  
| | Youth engagement  
| | Humanitarian Assistance  
| | Disaster Recovery  
| | Health Financing  
| | Public Health Research  
| | Epidemiology and Statistics  
| | Health systems and Policy  
| | Capacity for the differently-abled  
| | Community security, including early warning and response  
| **Energy, Environment & Climate Change** | Climate Change Adaptation (agriculture, water resources, coastal ecosystems, forest ecosystems, human security)  
| | Climate Change Mitigation/Energy Efficiency/Renewable Energy/ Hydro-power Energy sources/low carbon or sustainable transport systems  
| | Climate risk profiling/climate modelling  
| | Environmental Management (solid wastes management, circular economy, chemicals management, management of ozone depleting substances)  
| | Biodiversity Conservation/Eco-system Management/Protected Area Management/biodiversity assessments and conservation planning/wildlife management and protection  
| | Indigenous community conservation and indigenous peoples land rights  
| | Natural resources management/Watershed management/ENR Planning/community based natural resources management and planning/ Water resources management/ Water Sanitation  
| | Green jobs/Green Economy/Green Technology Transfer  
| | Low carbon emissions  
| | Climate Finance/Climate and Disaster Risk finance/Environmental Finance/Green Finance  
| | Disaster Risk Reduction (Mitigation and Preparedness), Early Recovery/Reconstruction/Post disaster needs assessment (PDNA)  
| | Resilience planning and development / urban resilience / sustainable cities  
| | Climate and DRR enhanced comprehensive land use planning and local development planning  
| | Business continuity management for public and private sector  
| | Sustainability management and reporting for private sector  
| | Environmental education/training/curriculum development  
| **Human Rights and Access to Justice** | Freedom of Information/ Freedom of Expression  
| | Civil and Political Rights  
| | Economic and Social Rights  
| | Business and Human Rights  
| | Participatory Public Finance Management  

**cryptocurrency, peer-to-peer social safety nets, digital lending, microfinance**
<table>
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<tr>
<th>Transparency and Accountability</th>
<th>Conflict prevention and management, mediation and dispute resolution</th>
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<tbody>
<tr>
<td>Gender Rights/ Women’s Rights/ SOGIE</td>
<td>Conflict sensitivity and peace promotion (promoting peaceful engagement)</td>
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<td>Migrant Workers Rights</td>
<td>Peace education and advocacy</td>
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<td>Indigenous People’s Rights/ Racial Discrimination</td>
<td>Intra-faith and inter-faith dialogue</td>
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<td>Rights against Torture (Arrest, Abuse &amp; Inhumane Acts)</td>
<td>Integration, healing and reconciliation</td>
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<td>Rights of PWDs and Older Persons</td>
<td>Building community social cohesion and resilience</td>
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<td>Persons Living with HIVs</td>
<td>Community security, including early warning and response, deradicalization and aftercare of former offenders</td>
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<td>Anti-Discrimination</td>
<td>Women, peace and security</td>
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<td>Justice Integrity/ Rule of Law</td>
<td>Post-conflict governance and democratic transitions</td>
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<td>Transitional Justice</td>
<td>Socio-economic empowerment for conflict-affected groups and areas (e.g., livelihoods, social enterprises)</td>
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<td>Legal Empowerment of the Poor</td>
<td>Psychosocial support for communities affected by armed conflict/violence and violent extremism</td>
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<td>Environmental Justice/ Extractive industries</td>
<td>Community peace dividends</td>
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<tr>
<td>Participation/ Citizens’ Engagement/ Social Mobilization</td>
<td>Camps transformation</td>
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<tr>
<td>Peacebuilding and</td>
<td>Decommissioning of former combatants and weapons</td>
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<tr>
<td>Prevention of Violent Extremism</td>
<td>Transitional justice and reconciliation</td>
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<td></td>
<td>Security sector reform and governance</td>
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</tbody>
</table>

**Functional Areas**

- Policy Research
- Capacity building /Training/Workshop/Skills
- Community mobilization / Community Monitor
- Action Research/ ethnography
- Agriculture/Non-Agriculture Livelihood Promotions
- Advocacy/Awareness Campaign
- Resilient Housing
- Participatory planning, design and appraisal
- Environmental Assessment/Biodiversity/livelihood
- GIS
- Loss and damage assessment
- Shelter / Non-Food item distribution
- Cash for work
Geographic Coverage: The NGOs/CSOs are expected to demonstrate either physical presence or access and ability to work in Philippines particularly in the below mentioned location (NGOs/CSOs working in other locations, if not covered in the list below are also welcome to participate):

- Mindanao (especially in Central and Western Mindanao).
- Cities of Pasig, Marikina, Metro Manila, Cebu City, Davao City, Cagayan de Oro.
- Bangsamoro Autonomous Region in Muslim Mindanao [BARMM] (Provinces: Maguindanao, Lanao del Sur, Basilan, Sulu Tawi-Tawi; Cities: Cotabato City, Marawi City, Lamitan City; Special
Geographic Areas in the municipalities of Aleosan, Carmen, Kabacan, Midsayap, Pigcawayan, and Pikit in North Cotabato).

- Areas adjacent to BARMM such as the provinces of Lanao del Norte (including Iligan City), North Cotabato, Zamboanga Peninsula (including provinces of Zamboanga Sibugay, Zamboanga del Sur, Zamboanga del Norte, Zamboanga City and Isabela City), Sarangani (including General Santos City), South Cotabato, Sultan Kudarat.

II. OBJECTIVES

This RFI is issued with the intent to:

- Survey Philippine CSOs/NGOs to obtain information on the advocacies, capabilities, and services that are relevant to the Impact Advisory Team (IAT) provides guidance, which may be used in the preparation of a detailed UNDP solicitation process later;

- Build a roster of innovative NGOs and CSO’s who may later be invited by UNDP to submit proposal/s, under traditional or non-traditional solicitation processes.

III. ELIGIBILITY AND QUALIFICATION

Eligibility:

The parameters that will determine whether a NGO/CSO is eligible to be considered by UNDP will be based on the NGO Request for Information (RFI) template and Capacity Assessment Checklist (CACHE).

NGOs who already submitted the information requested in previous RFI floated by UNDP Philippines in 2020 do not have to resubmit it. These NGOs may opt to send communication to UNDP that they have undertaken a similar RFI or requirement submission process in the past.

- Request for Information template – Annex 1

- Capacity Assessment Checklist (CACHE) – Annex 2

Qualifications:

- Proven track record in one or more thematic, sub-thematic, functional areas and geographical coverage mentioned above;

- Proven track record of experience working directly with communities, government, other NGOs/CSOs especially regional or local ones, people’s/community-based organizations and cooperatives, and INGOs or international development partners;

- NGOs/CSOs who are engaged in multi-stakeholder consortia, coalitions, or networks, whether formal or informal, that advocate for the SDGs;

- NGOs/CSOs who have created or utilized innovative methodologies or tools in research, advocacy, program and project development and implementation, social accountability, etc.
IV. EVALUATION CRITERIA (Roster)

Based on the analysis of the information and documentation provided in response to this RFI and CACHE, UNDP will determine if a CSO or NGO may or may not be placed on the roster for rapid engagement when required. After completion of the process only the selected entities will be informed.

Being part of the roster does not confirm or guarantee any potential engagement of UNDP with the selected entities. A secondary selection process will be conducted whenever there is a specific need or requirement of engagement.

V. PROPOSAL

CSOs/NGOs who are interested will be expected to showcase the following in their proposals:

1. Geographic Coverage: The NGOs/CSOs are expected to demonstrate either physical presence or access and ability to work in any particular province or all over the country in Philippines, whether directly or through their network of members and affiliates.

2. NGOs/CSOs that have strong proven presence in provinces with high poverty incidence

3. NGOs/CSOs that have experience working with local governments;

4. NGOs/CSOs that have undertaken innovative projects or approaches to policy advocacy

5. Track record of projects involving any or a combination of the thematic and functional areas, following the format below.

<table>
<thead>
<tr>
<th>Dates and Duration</th>
<th>Name of Project</th>
<th>Agency/Organization Name</th>
<th>Thematic and Functional Area(s)</th>
<th>Geographic Areas</th>
</tr>
</thead>
<tbody>
<tr>
<td>Only for example E.g. June 1 2018-Dec 31 2019 (1 year, 6 mos)</td>
<td>COVID-19 Response</td>
<td>Department of Health</td>
<td>People (service delivery); Citizen monitoring</td>
<td>Metro Manila, Metro Cebu</td>
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</tbody>
</table>

VI. SUBMISSION PROCESS

Applicants must submit their proposals through any of the following means:

1. E-Tender Site

   E-Tender Event ID#: 0000007023
   Link: https://etendering.partneragencies.org

   Please register first. The UNDP eTendering User Guide for Bidders can be downloaded using this link:
2. Submission via email to bids.ph@undp.org.

   **Email Subject Line to Use: RFI-093 Roster NGOs/CSOs**

   File size limit: 7MB. It is advisable to compress your files and send in batches if 1 email is not enough.

Interested CSOs/NGOs are required to fill out the (a) Request for Information (RFI) Questionnaire, and (b) Capacity Assessment Checklist (CACHE), attaching all supporting documentation where specifically requested. Extraneous information that do not directly respond to the questions will only serve to limit the ability of UNDP to positively assess the CSO/NGO compliance with the requirements.

Documents should be clearly labeled with a reference to the relevant question number in the RFI and CACHE. The responses to the RFI questionnaire and CACHE form must be submitted only at the **Attachment section** of the e-Tendering site. All supporting documents and forms should be uploaded along with the filled in forms.

If you are an international NGO, please provide documentation relating to your permits and licenses for your local presence. Applicants shall bear all costs related to proposal preparation and submission.

**Summary of Requirements:**

1) Documentation requested in the Request for Information (RFI)

2) Documentation requested in the Capacity Assessment Checklist (CACHE)

3) Audited financial statements for past two years, including management report and footnotes that accompany the financial statements

Only one submission per organization is allowed. Once the application is complete and submitted, revised versions of proposal documents will not be accepted.

**Submission Deadline:**

Proposals, with supporting documents, should be submitted by **20 September 2020** Time **COB, Manila, Philippines (5AM EDT)**. Late submissions will not be considered for evaluation.

**Inquiry:**

For additional questions about the Request for Information, application forms or e-Tendering registration, please e-mail procurement.ph@undp.org.