



REQUEST FOR INFORMATION (RFI) FROM CSO/NGO

1. OBJECTIVE

This is a Request for Information (RFI) from national and/or international CSOs/NGOs for potential partnership with UNDP in delivering outputs for development projects requiring expertise and experience in the following areas: Climate Change, Disaster Risk Management, Environment/Biodiversity/Fisheries, Energy (clean energy), Youth empowerment (Political inclusion, human rights, gender equality, social cohesion, rights of indigenous communities and sexual minorities, Business, financial training, Innovation challenge), Women's economic empowerment [Financial training, fruit/ crops value adding/soil management/pests etc.], Livelihood [Agriculture], Elections (awareness), Fight against corruption (awareness), Access to justice (access to justice outreach), Peacebuilding (traditional governance bill consultations, inclusion of youth and women in the decision-making processes, awareness), training programmes (leadership, governance, peacebuilding, gender equality, entrepreneurship, project management))

2. 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. 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 are found to be consistent with UNDP programme needs will be sent a subsequent questionnaire 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 may or may not be placed on a roster, for rapid engagement when required.

A copy of the CACHE is attached **for information only**. **Please do not submit the CACHE form at this stage.**

Topic	Areas of Inquiry/ Supporting documentation	Response
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>	

	<p>2. <i>Is the CSO/NGO banned by any other institution/governments? If, yes, please provide information regarding the institution/Government and reasons.</i></p>	
2. Legal status and Bank Account	<p>1. <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? <u>Please provide copies of all relevant documents evidencing legality of operations.</u></i></p> <p>2. <i>Does the CSO/NGO have a statute/constitution defining its mandate and scope (if yes please provide a copy)</i></p> <p>3. <i>Does the CSO/NGO have a bank account? (Please Submit proof indicating latest date)</i></p>	
3. Certification/ Accreditation	<p><i>Is the CSO/NGO certified in accordance with any international or local standards (e.g., ISO), such as in:</i></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. <i>When was the CSO/NGO established?</i></p> <p>2. <i>How has the CSO/NGO evolved since its establishment? (no more than 2 paragraphs)</i></p> <p>3. <i>Who are your main donor/ partners?</i></p> <p>4. <i>Please provide a list of all entities that the CSO/NGO may have an affiliation with.</i></p> <p>5. <i>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.</i></p> <p>6. <i>Does the CSO/NGO have a well-defined organizational structure, defining the role and area of responsibility of each core personnel (If yes, please provide a copy of organogram)</i></p>	

	<i>7. Does the organization have financial policy/ies in place?</i>	
5. Mandate and constituency	<p><i>1. What is the CSO/NGO's primary advocacy / purpose for existence?</i></p> <p><i>2. What is the CSO/NGO's mandate, vision, and purpose? (no more than 2 paragraphs)</i></p> <p><i>3. Is the CSO/NGO officially designated to represent any specific constituency?</i></p>	
6. Areas of Expertise	<p><i>1. Does the CSO/NGO have expertise in any of the key areas identified above in this RFI?</i></p> <p><i>2. What other areas of expertise does the CSO/NGO have?</i></p>	
7. Financial Position and Sustainability	<p><i>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.</i></p> <p><i>2. What is the CSO/NGO's actual and projected inflow of financial resources for the current and the following year?</i></p> <p><i>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).</i></p> <p><i>4. Do You have any current or past grant/partnership with UNDP or UNDP projects or other donors to implement an activity/project/program?</i></p> <p><i>5. If yes to question 4 above, Have You financially acquitted all your duties/responsibilities with that grant/partnership? If not, why?</i></p>	
8. Public Transparency	<p><i>1. What documents are publicly available?</i></p> <p><i>2. How can these documents be accessed? (Pls provide links if web-based)</i></p>	

9. Consortium	<p>1. <i>Do you have the capacity to manage a consortium?</i></p> <p>2. <i>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></p> <p>3. <i>Do you have a formal alliance with other CSOs/NGOs? If yes, pls. identify and provide details.</i></p>	
---------------	--	--

3. **ADDRESS AND MANNER FOR SUBMISSION OF RFI FORM:**

Interested CSOs/NGOs are highly encouraged to submit a completed RFI with requested attachments electronically so that paper can be saved, and we incline to the sustainable supply-chain and procurement practices:

☒ Electronic submission of RFI

Official Address for submission by email: procurement.sb@undp.org free from virus and corrupted files
Attention: Nadira Sabirova, Procurement Specialist

☒ Format: PDF files only,

☒ Max. File Size per transmission: 10 MB

☒ Max. No. of transmission: 03

☒ No. of copies to be transmitted: 01

☒ Mandatory subject of email: **UNDP-SOI-RFI-2020-037**

☒ Time Zone to be Recognized: Solomon Islands local time

Deadline for Submission: The documents should be received no later than 30 September 2020, COB .

Disclaimer:

UNDP requests the interested CSOs/NGOs to provide above information for updating its data base. As such, this is not the offer for contract but the Request for Information.