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 2021 as Responsible Party 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, conflict transformation, ATO/JFO veterans' organizations involvement into community security, advocacy, gender equality, promotion of participatory budgets, civil society peer-to-peer support programmes, CSO mentoring system, inter-municipal cooperation, support to women-led CSOs.

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 with at least 20 recipients);
- 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 70,000.00;
- 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,Luhansk and Kherson oblasts

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. ☐ Dnipropetrovsk obl. ☐ Zaporizhzhia obl. ☐ Zhytomyr obl. ☐ Luhansk obl. ☐ Kherson obl. ☐
List of projects or contracts, that were implemented in the	Projects on the creation of a mechanism for	1 2	please provide the name and contact person's

field of grant program management	granting / distributing small grants to grant recipient NGOs, indicating the amount of the project, name of donor	. .	phone number for each of the projects implemented
	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. *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?*	Yes ☐ No ☐ Remarks_____ _	0 or disqualified
	2. *Is the CSO/NGO banned by any other institution/governments? If, yes, please provide information regarding the institution/Government and reasons.*	Yes ☐ No ☐ Remarks_____ _	0 or disqualified
2. Legal status and Bank Account	3. *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.*	Yes ☐ No ☐ Remarks_____ _	3
	2. *Does the CSO/NGO have a bank account? (Please Submit proof indicating latest date)*	Yes ☐ No ☐ Remarks_____ _	3

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 • Other	Yes ☐ No ☐ Provide details below:	3
4. Date of Establishment and Organizational Background	*4.1. When was the CSO/NGO established?*		3
	4.2. How has the CSO/NGO evolved since its establishment? (no more than 2 paragraphs)		0
	4.3. Who are your main donors/ partners?		2
	4.4. Please provide a list of all entities that the CSO/NGO may have an affiliation with.		2
	4.5 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.		3
5. Technical capacity	*5.1. Does the NGO/CSO have technical staff with expertise in the areas stated above? If Yes, List and Attach CVs of Key staff*	Yes ☐ No ☐ Provide details below:	7
	5.2. Is the online application submission system available as a tool in your CSO/NGO? If yes, please specify?	Yes ☐ No ☐ Specify below: ☐ The online system is accessible but needs further development based on the needs of the Small Grants Program ☐ 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. What is the CSO/NGO's primary advocacy / purpose for existence?*		3
	5.2. What is the CSO/NGO's mandate, vision, and purpose? (no more than 2 paragraphs)		3
	6.3. Is the CSO/NGO officially designated to represent any specific constituency?		3
7. Areas of Expertise	*7.1. Does the CSO/NGO have expertise in any of the key areas identified above? (Please specify)*	Yes ☐ No ☐ 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?* ☐ _____ _____ ☐ _____ _____ ☐ _____ _____ ☐ _____ _____	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 ☐ No ☐ Provide details below:	2
	9.2. How can these documents be accessed? (Pls provide links if web-based)		2
10. Consortium	*10.1. Do you have the capacity to manage a consortium?*	Yes ☐ No ☐ Provide details below:	5
	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.	Yes ☐ No ☐ Provide details below:	4
	10.3. Do you have a formal alliance with other CSOs/NGOs? If yes, pls. identify and provide details.	Yes ☐ No ☐ 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 ☐ No ☐ 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 ☐ No ☐ Provide details below:	5
Total			**100**

4. CLOSING DATE

All Submissions shoud be receiced by UNDP received no later than **18 November 2020 at 12 am , 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 Program Management "

6. <u>Special Notes</u>

- 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

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Annex 1: Criteria for selection

Interested organizations shall be categorized as follows:

Score	Status	Interpretation
10-40%	*Weak*	Organization does not meet minimum requirements and will not be considered for next steps;
40-59%	*Fair*	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%	*Good*	Organization meets Minimum requirement and can be immediately proceed to next step;
90-100	*Excellent*	Organization possess all requirements and or significantly exceed the minimum requirements;