

TERMS OF REFERENCE

SUPPORT TO COMMUNITY INFRASTRUCTURES RECONSTRUCTION FOR LIVELIHOOD RECOVERY IN DOLO SELATAN AND GUMBASA SUB-DISTRICT, SIGI DISTRICT, CENTRAL SULAWESI

UNDER

CENTRAL SULAWESI AND LOMBOK PROGRAM FOR EARTHQUAKE AND TSUNAMI INFRASTRUCTURE RECONSTRUCTIVE ASSISTANCE (PETRA) (00116311)

| | |
|-----------------------|--|
| Title of Grant | Support to Community Infrastructure Reconstruction for Livelihood Recovery in Dolo Selatan and Gumbasa Sub-District, Sigi District, Central Sulawesi |
| Project Name | Sulawesi and Lombok Program for Earthquake and Tsunami Infrastructure Reconstructive Assistance (PETRA) |
| Grant Duration | from 08/02/2021 to 07/10/2021 |
| Work Location | Sigi District, Central Sulawesi |
| Supervisor | National Project Manager PETRA |

I. BACKGROUND AND EXPECTED OUTPUTS

The two major disasters in 2018, earthquake, tsunami and liquefaction ravaged Central Sulawesi and West Nusa Tenggara (NTB). Particularly, the liquefaction affected Palu and caused approximately 10.000 people lost their homes. Hundreds of thousands of people lost their jobs and livelihood options. Disasters triggered by the earthquakes, tsunami and liquefaction caused substantive damage to community infrastructures, including buildings, roads, bridges, market facilities, irrigation canals, and drinking water schemes. The damaged infrastructures became almost non-operational, prompting the risk of migration for affected communities. To accelerate rehabilitation and reconstruction process in both areas, UNDP is implementing the Central Sulawesi/Lombok Programme for Earthquake and Tsunami Infrastructure Reconstructive Assistance (PETRA). The goal of PETRA is to contribute to the rehabilitation and reconstruction of key infrastructure to support the resilient recovery of disaster-affected communities in both provinces. It addresses the need to accelerate the restoration of critical public services (such as health and education), improve economic livelihood opportunities for affected communities, while, at the same time, enhancing resilience to future shocks in both provinces. It will be guided and informed by the post-disaster needs assessments and will be fully aligned with relevant national and sub-national recovery plans. Beyond the immediate humanitarian and relief assistance, the KfW and UNDP has initiated engagements with national and local governments to support of Central Sulawesi and NTB's recovery efforts. Key government partners include BNPB, BAPPENAS, Ministry of Finance, Ministry of Public Works, the Provincial governments of Central Sulawesi and NTB, and the local governments of all ten districts and cities impacted by the disasters. PETRA will deliver two program outputs, namely: Output (1) Rehabilitation and reconstruction of partially and fully damaged infrastructure for critical public services; and Output (2) Rehabilitation of affected communities' economic infrastructure to promote more resilient and sustainable livelihoods. Output 2 PETRA program aims to engage non-government organization (NGO) to implement the community-based program. Through the low value grant (LVGA), it aims to support community-based self-help initiatives, which may include income-generating activities designed to alleviate poverty, and to NGOs and community-based organizations involved with nature-based solutions, climate change actions, gender equality and poverty eradication activities.

The expected results from this program component are a) reconstructed community infrastructure to support livelihood recovery in Central Sulawesi, and b) restored minimum household capacity for restarting and improving their livelihood. Within the scope of program that aims for community infrastructure rehabilitation and reconstruction to support livelihood recovery, decisions on which activities are to be identified and prioritized by the communities themselves and further consulted with the district. Reconstruction of essential community infrastructures might be undertaken and financed jointly between the community and the district/municipality as well as with private sector, with support from the program. The component is intended for community works which covers rehabilitation and reconstruction of clean water sources, storage and distributions; drainages or irrigation channel, pedestrian and vehicular roads (including sidewalks, trail track, small bridges and culvert).

PETRA adopted the UNDP's Three Track approach to its programming specifically for the Output 2. It guides the entry point in identifying, prioritizing, planning, and implementing interventions based upon analysis of the scope of crisis and local context. Track A programming responds to the urgent needs of crisis-affected groups with interventions to help stabilize livelihoods. Track B programming focuses on medium- to long-term local economic recovery, including interventions to boost sustainable employment, income generation, and reintegration (where required). Track C programming focuses on long-term employment creation and inclusive economic growth.¹

II. KEY ACTIVITIES AND PERFORMANCE TARGETS

To achieve targeted program output in reconstructing community infrastructure to support livelihood recovery in Central Sulawesi, there are activities need to be implemented as follows:

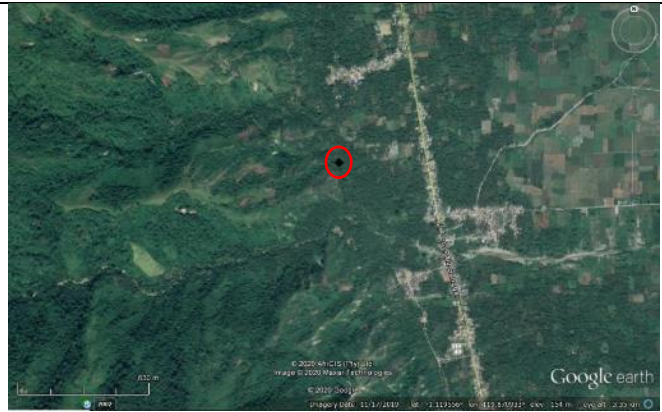
1. Stakeholder engagement and community mobilization
 - key stakeholders - at village and district levels - are consulted for the activity implementation plans;
 - activity kick off;
 - coordination mechanism with and within communities are established and agreed, including setting up feed-back mechanism at community level
2. Preliminary design and planning for community-based facilities reconstruction
 - developing community-based model of reconstruction, which require community involvement in the reconstruction process and irrigation management in the future run;
 - scoping report of available skilled and unskilled laborers in the surrounding area, and developed mechanism to engage those resources for construction work;
 - furnish guidelines for managing the activity implementation and maintenance of reconstructed facilities to be used as capacity building material for village government and community in the reconstruction;
 - preparation of hand-over mechanism of targeted infrastructures to local government.
3. Reconstruction of targeted community infrastructures to support livelihood recovery
 After series of consultation with local and national government, Output 2 program has targeted several community infrastructures to support Rehabilitation and Reconstruction Action Plan of Sigi District 2019. For this call, the targeted community infrastructures will be reconstructing, among others, damaged and malfunctioning sections of irrigation channel in (a) Jono Village, Dolo Selatan and (b) Tuva Village, Gumbasa. These tertiary (small scale) irrigation channels experienced heavily damaged post disaster in 2018 with details as follows:

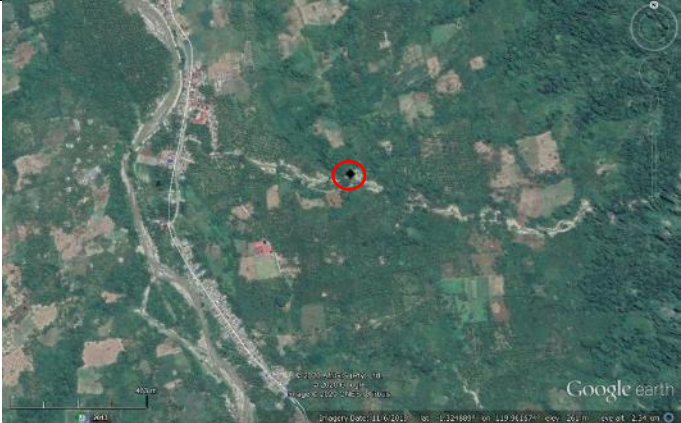


| No | Targeted Infrastructures | Remarks |
|----|--------------------------|---------|
| | | |

¹ Livelihoods & Economic Recovery in Crisis Situations, UNDP – BCPR, 2013

1

Irrigation Jono Village
(119.8712 BT; 1.1173 LS)



| | | |
|---|---|---|
| 2 | Irrigation Tuva Village (119.8712 BT; 1.1173 LS) |    |
|---|---|---|

In addition to above expected outputs, the selected partner obliges to provide technical oversight and assistance to beneficiaries during start-up activities, on-the-job training, and apprenticeships. Participation of vulnerable and minority groups, such as women, youth, people with disability, and elderly should be well identified and inclusively engaged in this project activities.

Necessary support should be facilitated to ensure the participation of these groups in the activities, such as: child friendly space for women headed household, wheelchair or sign language facilitator for disable persons, and other special needs. Children protection should be put upfront in each activity, no children workers or other kind of child exploitation are allowed in this project. Disbursement plan of cash grants shall be in line with technical oversight and assistance plan. To ensure quality of deliverables, they must also develop monitoring plan and undertake regular monitoring and reporting of implementation progress.

| INDICATOR(S)* | DATA SOURCE | BASELINE | MILESTONES | | | |
|---|------------------------|----------|------------|----------|----------|--------------|
| | | | Period 1 | Period 2 | Period 3 | FINAL TARGET |
| 1.1 Consultation with key stakeholders | <i>Activity report</i> | tbd | 100% | | | |
| 1.2 Activity kick off | <i>Activity report</i> | tbd | 100% | | | |
| 1.3 Established coordination mechanism with and within communities for reconstruction process | <i>Activity report</i> | tbd | 100% | | | |
| 2.1 Developed community-based model for reconstruction of targeted community infrastructures | <i>Activity report</i> | tbd | 50% | 50% | | |
| 2.2 Identified skilled and unskilled labors to be engaged in the reconstruction | <i>Activity report</i> | tbd | 50% | 50% | | |
| 2.3 developed capacity building material for community in the reconstruction | <i>Guidelines</i> | tbd | 50% | 50% | | |
| 2.4 Detailed engineered design (DED) produced and consulted with key stakeholders | <i>DED</i> | tbd | | 100% | | |
| 3.1 Approved DED | <i>DED</i> | tbd | | | 100% | |
| 3.2 Approved activity implementation plans | <i>Activity report</i> | tbd | | | 100% | |
| 3.3 Completion of activity, i.e. community engagement and civil works | <i>Activity report</i> | tbd | | | 100% | |
| 3.4 Handover of completed work to UNDP. | <i>Activity report</i> | tbd | | | 100% | |

*These are minimum expected indicators and can be added by applicants as necessary and needed according to the program outputs.

III. LOCATION AND TARGET BENEFICIARIES

1. Jono Village, Dolo Selatan Sub-District, Sigi District
Jono Village is the oldest village in the Dolo Selatan sub-district. Jono village existed in 1915 which was known as the village of Jono Sambo. Jono village is part of Dolo Selatan Sub District in Sigi District and located 37 kilometers from Palu city. Total population of Jono village 702 people with population density of 41 people in every kilometer. Meanwhile total number of family are 203 households (source BPS, Dolo Selatan in figures 2016). Detail demographic figures can be seen below;

| No. | Area | Male | Female | Total People | Number of HH | Number of Poor HH |
|-----|-----------|------|--------|--------------|--------------|-------------------|
| 1. | Dusun I | 166 | 148 | 314 | 85 | 26 |
| 2. | Dusun II | 108 | 110 | 218 | 68 | 19 |
| 3. | Dusun III | 90 | 80 | 170 | 50 | 41 |

| | | | | | | |
|--|--------------------|-----|-----|-----|-----|----|
| | Total Jono Village | 364 | 338 | 702 | 203 | 86 |
|--|--------------------|-----|-----|-----|-----|----|

The topography of Jono village is generally lowland with the majority of flat land contours, passed by a 2 km long river. The river passes through the village is one of the potentials which unfortunately has not been properly managed. The dry season occurs in the range of June - October, while the rainy season occurs in the range of December - May each year. The amount of annual rainfall varies between 2,000 - 3000 mm. With high amount of rainfall, it can potentially pose a threat of floods.

Furthermore, the use of land in Jono village is for settlements, rice fields, plantations and government office. In general, Jono village has potential in the agricultural, plantation, livestock and fisheries sectors. These three sectors are greatly influence to the types of work or livelihoods for the people in Jono village. Most of the people are working as farmers, breeders and agricultural laborers. Production from those three sectors are very low, so this greatly affects to the income and welfare of the community. According to the result of village assessment on 2016 the average per capita income in Sigi District is around Rp. 2,385,000/year. Based on a constant price which if converted per month is Rp. 198,750/month, the amount per capita in Jono village is still very low in the category of a prosperous. Potential production can be seen as follows;

| No. | Type of activity | Area | Production result |
|-----|----------------------|-------------------|-------------------|
| 1. | Rice field | 60 Ha | 2 Ton/Ha |
| 2. | Field/garden | N/A | N/A |
| 3. | Community plantation | 45 Ha | 1,5Ton/Ha |
| 4. | Village garden | N/A | N/A |
| 5. | Livestock | 60 m ² | 1.500 Kg/Thn |
| 6. | Fisheries Perikanan | 3 Ha | 1,5 Ton/Thn |

2. Tuva Village, Gumbasa Sub-District, Sigi District

The activity/ Sub-project is expected to cover about 542 beneficiary households in targeted village –Tuva. The geographic conditions of these areas are described as follow:

Tuva village is part of Gumbasa Sub District, in Sigi District. Located at the border of Kulawi Sub-District, Tuva is the furthest village, 52 kilometers from Palu. There are 502 households (13 households out of this number are categorized as poors) and 1.870 people (937 men and 870 women) reside in the village, spread in 3 sub-villages (Dusun) and 10 neighborhood group (RT). There are 6 people with disabilities (deaf, vision impairment, and physical disability).

Tuva Village has estimated land width 34,24 Km² with densely population rate of 52 people/Km². The geographic condition of Tuva Village is variant, 50% of the land is flat, while the other 50% are hilly and mountainous².

² Kecamatan Gumbasa dalam Angka, 2018

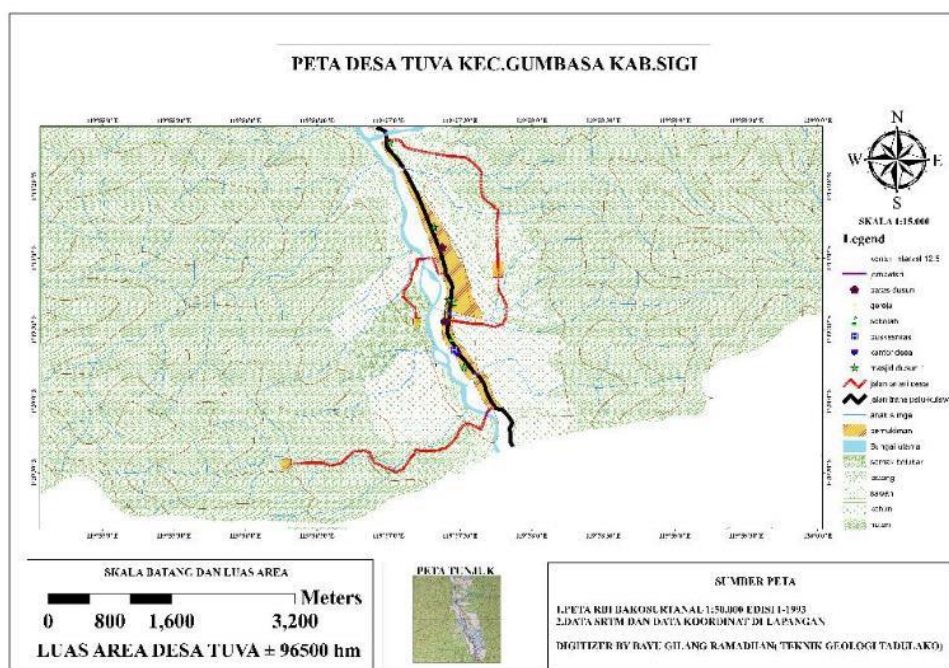


Figure 1. Map of Tuva

| No | Location | Number of people | | | | | |
|----|----------|------------------|-------|-----|------------------------|-------------------------------|-----------------|
| | | Total | Women | Men | Youth (Boys and Girls) | Others Elderly ³ , | Others Diffable |
| 1 | Tuva | 1.850 | 874 | 976 | 202 | 114 | 4 |

Table 1. Demographic Figure of Tuva Village Population

The earthquake struck in 28 September 2018 caused 5 people death and 435 damage houses. Moreover, it also caused damages of some community infrastructures in, such as irrigation and water drainage. After the earthquake, farm and plantation land in the village decrease its productivity since most of the irrigation and water drainage are broken. Most of the farmland and plantation depend on rainwater catchment. The disaster also affected on higher productivity cost of farmers.

IV. ELIGIBILITY AND SELECTION PROCESS

The grant recipient (civil society or non-governmental organization) with experiences in:

- At least 4 years or more of work experience in the area of collaborative management of community development, livelihood, local development planning and stakeholder coordination in rural areas. The proposal shall include structure of Team Leader and members and their background and areas of expertise.
- At least 4 years experiences working with the Government of Indonesia on related key issues of WASH, environment, disaster management, or economic/livelihood development would be an advantage.

³ Based on Risesda for persons who are categorized above 60 years old

shall complete and submit the Grant Proposal in accordance with UNDP's Low Value Grant Proposal Template (**ANNEX A**) and the Request for Information (RFI) From CSO/NGO (**ANNEX B**) by email to: bids.id@undp.org Attention: Budhi Ulaen and Whisnu Anggono, Cc: Budhi.ulaen@undp.org and Whisnu.anggono@undp.org

The proposal should be received by UNDP no later than 17:00 hours, 20 December 2020, Palu Local Time and should you require further clarifications, kindly communicate with the contact person identified above as the focal point for this requirement. The queries related to proposal submission can be conveyed until 13 December 2020.

All grant proposals shall be subject to grant selection processes, which consist of a Pre-screening against the selection criteria and Full Review by the CSO Steering Committee.

The Selection Criteria are as follows:

- a) Method (30%): proposed methodology, workplan, approach, timeline, completeness of deliverables, including how the organization applies gender inclusion in its implementation.
- b) Identity (20%): registration status, having a specific status if that is necessary in the country context, etc.
- c) Capacity (25%): specialized knowledge and experience on similar engagement, standard operating procedure, financial report (audit report if available).
- d) Utilization of resources (20%): financial SOP, realistic budget for how funds will be spent (in accordance with UNDP standard cost: UN Harmonized Cost Rates, etc.).
- e) Submission Requirements (5%): ideas presented, including any requirements with regards to utilization of resources, reporting, duration, and other formal criteria.

V. REPORTING

1. Monthly report
2. Milestone report (based on payment tranches)
3. Report shall be written in Bahasa Indonesia and English

VI. PROTOCOL PREVENTION COVID-19

1. Introduction
 - a. This protocol is intended as a general guide for user with implementing partner, in preventing COVID-19 outbreak in the construction project site.
 - b. This protocol is part of the overall policy to realize the safety of construction. Safety of construction is occupational safety and health; Public safety; and safety of the environment in every phase of design and supervision of construction.
 - c. Each stakeholder in a construction project can follow up on the implementation of this Protocol following their respective agency policies.

2. Prevention of COVID-19

Members of implementing partner have the duties and responsibilities to:

- a. Learn and undergone standard health check procedure and condition in prior to team deployment in the field.
- b. Provide method/procedure of implementing COVID-19 prevention in the field.
- c. Monitoring the health conditions of workers and controlling the mobilization/demobilization of workers.
- d. Provisions of personal protection equipment (PPE) for the workers.
- e. Report to the supervisor and UNDP if a positive worker and Patient Under Supervision (PDP) status has been found and recommends temporary suspension of activities.

3. Identification of COVID-19 Hazard Potential in the field
 - a. Coordinating with local authority or COVID-19 Task Force on conformity or identification of potential project location risks and follow up on the reconstruction process.
 - b. Locating health facilities referral in the field with COVID-19 treatment protocol issued by the Government.
 - c. If implementation of construction identified:
 - Has a risk due to the location of project at the epicenter of contagion.
 - Positive workers and patient under supervision (PDP) found
 - The Head of the Ministry/Institution/Agency/Regional Head has issued a regulation to stop activities due to force majeure temporarilyThen the implementing partner may be suspended temporarily from work due to Force
 - d. Suspension of program implementation, as referred to in letter (a) above, is carried out under the provisions in agreement later.
 - e. In the case of the implementation of construction because of nature and urgency must be carried out as part of the handling of the social and economic impacts of COVID-19, the construction continued with the following provisions:
 - Obtain approval from the local authority (Health Agency and BPBD Sigi)
 - Implement the COVID-19 prevention protocol with high discipline and regularly reported by the Prevention Task Force COVID-19
 - Temporarily stop when there is a conformity of health facilities in the field with COVID-19 treatment protocol issued by the government
4. Provision of health facilities in the field

The implementing partner is required to provide additional facilities, including handwashing (water, soap, and hand sanitizers), tissues, masks at the office or field for all workers and guests.
5. Implementation of COVID-19 Prevention in the field
 - a. The implementing partner installs posters (flyers) both digital and physical about the appeal/recommendations for COVID-19 prevention to be disseminated or installed in strategic places at its office.
 - b. The implementing partner prohibits people (all workers) who indicated to have a body temperature of 38 degrees Celsius from coming to the job site
 - c. If a worker finds in the field as a COVID-19 Patient Under Supervision (PDP), the work must be stopped temporarily for at least 14 working days
 - d. It is responsible to evacuate and spray disinfectants on all worksites, facilities, and equipment; and
 - e. Temporary termination carried out until the evacuation and disinfectant spraying process, as well as the implementation of health checks and isolation of workers who have made physical contact with workers exposed, have finished.

For all workers, regardless of specific exposure risks, it is always a good practice to:

- Frequently wash hands with soap and water for at least 20 seconds. When soap and running water are unavailable, use an alcohol-based hand rub with at least 60% alcohol. Always wash hands that are visibly soiled.
- Avoid touching eyes, nose or mouth with unwashed hands.
- Practice good respiratory etiquette, including always wearing a mask.
- Avoid close contact with other people.
- Stay home if sick.
- Recognize personal risk factors.

ANNEX A

LOW VALUE GRANT PROPOSAL TEMPLATE

TO BE PREPARED BY THE RECIPIENT INSTITUTION. THIS PROPOSAL WILL BE SUBMITTED TO THE STEERING COMMITTEE/PROJECT BOARD FOR APPROVAL

Date: dd/mm/yyyy

Project Name:

Name of the RECIPIENT INSTITUTION: _____

Total Amount of the Grant (in IDR): _____

1- PURPOSE OF THE GRANT

- Indicate the purpose of the grant and describe the result(s) the grant is expected to achieve.
- Explain why the grantee is uniquely suited to deliver on the objectives

2- PROPOSED ACTIVITIES AND WORK PLAN

- Describe the activities that will be completed to achieve the objectives
- Elaborate if there are any targeted group(s)/ geographical area who will benefit from the grant, other than the Recipient Institution. If so, who are the targeted groups/geographical area and how will any potential beneficiaries be selected?

WORK PLAN

| PLANNED ACTIVITIES ¹ | Timeline ² | | | | Planned Budget for the Activity (in grant currency) ³ |
|---------------------------------|-----------------------|----|----|----|---|
| | T1 | T2 | T3 | T4 | |
| 1.1 Activity | | | | | \$ |
| 1.2 Activity | | | | | \$ |
| 1.3 Activity | | | | | \$ |
| Total | | | | | \$ |

1 State what activities will be completed with the grant Funds. Use as many activity lines as necessary

2 Define the time periods relevant for the grant and indicate when specific activities are expected to be completed. Typically, time periods relate to when the tranches of Funds are released (i.e., quarterly, six monthly, annually) Use as many time periods as necessary.

3 Indicate the budget amounts in the grant currency.

3- PERFORMANCE TARGETS

State the indicators for measuring results that will be achieved using the grant. At least one indicator is required. More can be used if useful to more fully measure the results that are expected to be achieved:

| INDICATOR(S) | DATA SOURCE | BASELINE | MILESTONES | | | |
|--------------|-------------|----------|------------|----------|------------|--------------|
| | | | Period 1 | Period 2 | Period ... | FINAL TARGET |
| 1.1 | | | | | | |
| 1.2 | | | | | | |

4- RISK ANALYSIS:

Indicate relevant risks to achieving the grant objectives and mitigation measures that will be taken. Risks include security, financial, operational, social and environmental or other risks.

| Risk | Risk rating* (High/Medium/ Low) | Mitigation measures |
|------|---------------------------------------|---------------------|
| | | |
| | | |
| | | |

*The risk rating is based on a reflection of the likelihood of the risk materializing and the consequence it will have if it does occur.

5- GRANT BUDGET OF RECIPIENT INSTITUTION (state currency)

PERIOD COVERING FROM _____ TO _____

| General Category of Expenditures | Tranche 1 | Tranche 2 | Tranche 3 | I. TOTAL |
|--------------------------------------|-----------|-----------|-----------|----------|
| Personnel | | | | |
| Transportation | | | | |
| Premises | | | | |
| Training/Seminar/ Workshops, etc. | | | | |
| Contracts (e.g., Audit) | | | | |
| Equipment/Furniture (Specify) | | | | |
| Other [Specify] | | | | |
| Miscellaneous | | | | |
| <i>TOTAL</i> | | | | |

* Please note that all budget Lines are for costs related only to grant Activities.

** These budget categories and number of tranches are suggested guidelines. The Recipient may choose alternates which more accurately reflect their expense items and needs.

*** Add as many tranches columns as necessary

**** The prevailing UN Guideline for Harmonized Cost Rates with Implementing Partners shall be used to implement this agreement.

ANNEX B

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 working experience Indonesia in the following thematic/subject areas: Immediate livelihood recovery, focusing on a) Community engagement and mobilization, b) life-skills and Income Generating Activities Training, c) Provision of productive inputs livelihood recovery activities.

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.

| Topic | Areas of Inquiry/ Supporting documentation | Response |
|----------------------------------|--|----------|
| 1. Prescribed 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> | |
| | 2. <i>Is the CSO/NGO banned by any other institution/governments? If, yes, please provide information regarding the institution/Government and reasons.</i> | |
| 2. Legal status and Bank Account | 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? Please provide <u>copies of all relevant documents evidencing legality of operations.</u></i> | |
| | 2. <i>Does the CSO/NGO have a bank account? (Please Submit proof indicating latest date)</i> | |
| 3. Certification/ Accreditation | <i>Is the CSO/NGO certified in accordance with any international or local standards (e.g., ISO), such as in:</i> <ul style="list-style-type: none">• Leadership and Managerial Skills• Project Management | |

| Topic | Areas of Inquiry/ Supporting documentation | Response |
|--|---|----------|
| | <ul style="list-style-type: none"> Financial Management Organizational standards and procedures Other | |
| 4. Date of Establishment and Organizational Background | 1. <i>When was the CSO/NGO established?</i> | |
| | 2. <i>How has the CSO/NGO evolved since its establishment? (no more than 2 paragraphs)</i> | |
| | 3. <i>Who are your main donors/ partners?</i> | |
| | 4. <i>Please provide a list of all entities that the CSO/NGO may have an affiliation with.</i> | |
| | 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> | |
| 5. Mandate and constituency | 1. <i>What is the CSO/NGO's primary advocacy / purpose for existence?</i> | |
| | 2. <i>What is the CSO/NGO's mandate, vision, and purpose? (no more than 2 paragraphs)</i> | |
| | 3. <i>Is the CSO/NGO officially designated to represent any specific constituency?</i> | |
| 6. Areas of Expertise | 1. <i>Does the CSO/NGO have expertise in any of the key areas identified above in this RFI?</i> | |
| | 2. <i>What other areas of expertise does the CSO/NGO have?</i> | |
| 7. Financial Position and Sustainability | 1. <i>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> | |
| | 2. <i>What is the CSO/NGO's actual and projected inflow of financial resources for the current and the following year?</i> | |
| | 3. <i>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> | |

| Topic | Areas of Inquiry/ Supporting documentation | Response |
|--|--|----------|
| 8. 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? | |
| 9. 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. | |
| 10. 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: <ul style="list-style-type: none"> • 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 | |
| 11. 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. | |

| Topic | Areas of Inquiry/ Supporting documentation | Response |
|---|--|----------|
| | 2. Which positions in the CSO/NGO lead the areas of project management, finance, procurement, and human resources? Please provide CVs of these staff. | |
| 12. 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.) | |
| | 2. What resources and mechanisms are available by the CSO/NGO for transporting people and materials? | |
| 13. Quality Assurance | <p>Please provide references who may be contacted for feedback on the CSO/NGO's performance regarding:</p> <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 | |
| 14. Public Transparency | 1. <i>What documents are publicly available?</i> | |
| | 2. <i>How can these documents be accessed? (Please provide links if web-based)</i> | |
| 15. Consortium | 1. <i>Do you have the capacity to manage a consortium?</i> | |
| | 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> | |
| | 3. <i>Do you have a formal alliance with other CSOs/NGOs? If yes, pls. identify and provide details.</i> | |
| Specific inquiry | | |
| 16. Working Experience in target geographical areas | 1. <i>Does the NGO have experience working in these geographical areas?</i> | |
| | 2. <i>Is there any limitation to the NGO for accessing and working in those planned locations?</i> | |

| Topic | Areas of Inquiry/ Supporting documentation | Response |
|-------|--|----------|
| | <p>3. <i>Please provide any brief program implementation updates or activity report being implemented in [...]</i></p> | |