

**REQUEST FOR INFORMATION (RFI) from CSO/NGO**  
**(RFI-141-IND-2020) – Re-advertised**

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## **1. PROJECT BACKGROUND**

The Climate Change, Resilience and Energy portfolio of UNDP is organized around the thematic areas of climate change adaptation and mitigation; disaster management and resilience; and access to clean and efficient energy. The Green Climate Fund funded project on “Enhancing Climate Resilience of India’s Coastal Communities” supports the Government of India to enhance the resilience of the lives and livelihoods of the most vulnerable populations, particularly women, in the coastal areas of India to climate change and extreme events, using an ecosystem-centred and community-based approach. This project also aims to contribute towards the achievement of climate priorities outlined in India’s National Action Plan on Climate Change (2008), the State Action Plans, as well as commitments outlined in India’s Nationally Determined Contribution (NDC2015).

This project will help in integrating climate change adaptation – particularly ecosystem restoration and climate-adaptive livelihoods – into coastal management and planning in three states (Andhra Pradesh, Maharashtra and Odisha) whose coastal populations are vulnerable to extreme events and slow onset climate impacts. The project will also establish pathways to scale up ecosystem-based adaptation across all of India’s 13 coastal states, islands and union territories, where coastal districts house 14.2% of India’s total population., (NDC,2015).

With this holistic vision, planned project interventions will provide direct benefits to 1,744,970 people in the 24 target landscapes in Andhra Pradesh, Maharashtra and Odisha States and indirect benefits to 10 million people in these landscapes. The above will be achieved through following:

- Conducting vulnerability assessment of the coast to inform planning of ecosystem and-community-based adaptation interventions in 13 coastal states
- Conservation and restoration of coastal ecosystems for increasing ecosystem resilience in 3 target states
- Building climate resilient livelihoods and enterprises through value chains and strengthened access to markets in 24 landscapes,
- Improving capacities of local communities for community-based adaptation and climate-adaptive livelihoods in 24 target landscapes
- Network of institutions for enhanced climate resilience and integrated planning and governance in all 13 coastal states
- Integrating ecosystem-centric approaches to climate change adaptation into public and private sector policies, plans and budgets, and scaling up finance for EbA in 13 coastal states
- Knowledge management for coastal resilience

(For more information refer :<https://www.greenclimate.fund/projects/fp084> )

## 2. OBJECTIVE

This is a Request for Information (RFI) from national NGOs/CSOs for potential partnership with UNDP. Objective of this assignment is to carry out landscape level work related to ecosystem restoration (Table 1), livelihood support (Table 2), capacity building and awareness generation among target populations in the coastal state of Andhra Pradesh, Maharashtra and Odisha. A total of Twelve NGOs will be selected (1 per district). ***The duration of this assignment is 4 years.***

Districts and 24 target landscapes		
Name of state	District	Target landscape
Andhra Pradesh	Nellore	1. Pulicat Lake, 2. Nelapattu Bird Sanctuary and surrounding communities
	Krishna	3. Krishna Wildlife Sanctuary, 4. Bantumilli Wetlands
	East Godavari	5. Coringa Wildlife Sanctuary and surrounding communities
	Srikakulam	6. Telineelapuram, 7. Sompeta
Maharashtra	Sindhudurg	8. Devgad, 9. Malvan, 10. Vengurla
	Ratnagiri	11. Dapoli, 12. Guhagar, 13. Rajapur,
	Raigad	14. Panvel, 15. Uran
	Palghar	16. Dahanu, 17. Palghar,
Odisha	Ganjam	18. Chilika-Ganjam, 19. Bahuda
	Puri	20. Chilika-Puri, 21. Mahanadi Mouth, 22. Devi Mouth
	Baleshwar	23. Talasari
	Kendrapara	24. Bhitarkanika

The NGO/CSO is expected to have experience in the below:

- Experience in working with the communities on issues of Ecosystem conservation/ restoration and /or Sustainable Livelihoods, and Climate Change.
- NGO/CSO should have implemented projects on environmental/ climate change issues in coastal regions of India with focus on coastal ecosystem restoration and / or corresponding livelihood enhancement of communities.
- Experience of work in the State for which the NGO/CSO is interested to apply (Andhra Pradesh, Maharashtra and Odisha).
- Experience of working with government and funding agencies in accessing and managing grants.
- Experience in nurturing and capacity building of Women driven groups for implementation of development activities (eg SHGs, village/panchayat level committees).
- NGO/CSO should be part of list of NITI Aayog's DARPAN for NGOs and should be registered with FCRA (proof of registration should be submitted).

- NGO/CSO should be in operation for a minimum of 5 years from the date of registration (Registration Certificate with organization profile to be submitted).
- NGO/CSO should have an office in the selected project District for which this application is being submitted and/or State. (In case the NGO does not have an office in the State, they should sign a Letter of Undertaking to set-up an office within 1 month of award of contract) – (Office address proof (or) Letter of Undertaking to set-up office should be submitted).
- The bidder should have an average annual turnover of Rs. 1 Crore or above in the last 3 financial years (Audited statements of accounts; including Balance Sheet and Profit and Loss Account to be submitted).

**The selected agency is expected to:**

### **1. Manage manpower and logistics**

- Be responsible for implementing all activities under this assignment and all logistics related to the completion of this assignment including Remuneration of Staff / Trainers / Experts / cost of equipment to be procured, installation and maintenance fees of different equipment; all materials and tools required for activities completion; all logistical fees for trainings and sessions including fee for training venue; transportation; all travel cost; management fees; rental; communication; food and beverages; accommodation; allowances etc.;
- Engage proper and needed skilled personnel to carry out the activities in order to meet the project outputs

### **2. Implementation of project activities**

Activities included under the purview of the NGO/CSO will include ecosystem restoration (detailed out at table 1) and livelihood support (details furnished under table 2); coordination at State, District and landscape level; documentation and reporting; knowledge management and awareness generation; and capacity building. Implement and constantly monitor activities taking place at ground level.

- Participatory planning in target landscapes of site-specific, ecosystem-based adaptation measures for conservation and restoration of ecosystem, based on the vulnerability of the system/region to climate change.
- Establishing working group in association with Gram Sabha and identified volunteers in the target landscapes to foster community support for and participation in conservation and restoration activities, including management of non-climatic factors if any to minimize impact on ecosystems and its services.
- Undertaking ecosystem conservation, restoration and management (including pollution control) activities, in association with the working group, in the project sites in the three states.
- Developing a monitoring mechanism for implementation of community-based/participatory maintenance programmes through the Working group to maintain restored ecosystems.
- Training and supporting communities in the target landscapes – with a focus on women, vulnerable groups and local youth – to use the coastal adaptation Decision-Support Tool developed under the project.
- The NGO should be in a position to hire local resources / local level agencies wherever necessary (example for earth work, crab hatchery), for undertaking activities.

### **3. Documentation and Reporting**

- Systematically document project results and outcomes; and monthly reporting of progress
- Consolidate learnings and experiences from the landscapes for sharing with project Stakeholders. This will include case studies, best practices etc.

#### 4. Knowledge sharing

- Collect local/traditional knowledge from local community and compile for best use during implementation of restoration activities at land scape level. Make a collection of such local/traditional knowledge on relevant activities.
- Provide relevant information collected from field to project stakeholders.

#### 5. Capacity building:

Supporting the State Nodal Department in improving capacities of local communities for community-based adaptation and climate-adaptive livelihoods in the target landscapes. Provide support at district level to ensure that women, youth and marginalized groups are participating adequately in livelihoods activities and decision-making processes, by facilitating proper participation from these groups in planning meetings and trainings.

- Undertaking village-level capacity building on climate change and EbA in target landscapes in light of existing and projected climate risks - involving women's groups, self-help groups, producer and fisher organizations, CBOs, NGOs and Panchayat Raj institutions, with focus on women, youth, and marginalized groups
- Delivering training courses for climate-adaptive aquaculture, ecotourism and non-timber forest products, as well as climate-smart intensification and climate-adapted crops through relevant community-based organizations (e.g. self-help groups) and local self-governance institutions (e.g. Gram Panchayats) and adaptive capacity
- Facilitating sharing of lessons between target landscapes on successful techniques for climate-adaptive livelihoods
- Build capacity of local communities through training at facilitation centers at landscape level
- Identify youth / volunteers / women SHG groups who could be trained to further involve in such activities in the area and disseminate knowledge and experience at landscape level
- Support in State-wide awareness campaigns; and multimedia public education and awareness campaigns.

**TABLE 1**

SI No	Ecosystem restoration	Ecosystem maintenance for 3 years
1	Restoration of mangrove ecosystems <ul style="list-style-type: none"><li>• Restoration of hydrological functioning from upper catchment areas as well as tidal inflow</li><li>• Construction of fishbone and feeder channels</li><li>• Construction of permeable "dams" controlling tidal flow in areas being restored</li><li>• Planting of mangrove propagules in degraded areas</li><li>• New protection status / enforcement of restrictions on resource extraction to allow recovery of vulnerable areas</li></ul>	Maintenance of restored mangrove ecosystems
2	Restoration of seagrass ecosystems <ul style="list-style-type: none"><li>• On-site seed planting</li><li>• Transplanting seedlings or mature plants from donor sites</li></ul>	Maintenance of restored seagrass ecosystems
3	Restoration of saltmarsh ecosystems <ul style="list-style-type: none"><li>• Restoration of tidal flushing regimes</li><li>• Removal of sediment from the saltmarsh area</li></ul>	Maintenance of restored saltmarsh ecosystems

	<ul style="list-style-type: none"> <li>Planting of saltmarsh species such as <i>Salicornia</i> spp. and <i>Spartina</i> spp.</li> <li>Removal of invasive species</li> </ul>	
4	Restoration of coral ecosystems <ul style="list-style-type: none"> <li>Coral gardening, transplanting living coral fragments</li> <li>Artificial reef creation through structure placement</li> </ul>	Maintenance of restored coral ecosystems
5	Restoration of degraded watersheds <ul style="list-style-type: none"> <li>Soil conservation through control of gullies and other badly eroded areas</li> <li>Reforestation through planting of tree and shrub species</li> <li>Restoration of hydrological functioning, including breaching of silted estuaries and enhancing natural recharge of soil water and aquifers.</li> <li>Rehabilitation of wetlands, ponds and wet meadows.</li> <li>Planting of shelterbelts and coastal dune vegetation.</li> </ul>	Maintenance of restored watersheds

**TABLE 2**

1	Livelihoods support for system for rice intensification : Technical advice and support on new climate adaptive methods including paddy drainage and flooding, propagation and transplanting, weeding and fertilizing
2	Livelihoods support for crab fattening: Rearing mangrove crab hatchlings in enclosures with mesh nets, natural diet of barnacles and oysters supplemented by feeding waste-fish, harvested after approx. 8 months, include technical and business training for units to become self-sustaining
3	Livelihoods support for system for mussel farming: Seed collection from natural mussel beds, seeds attached to ropes suspended from rafts moored in estuaries and creeks, mussels feed on phyto- and zooplankton, harvested after 6-10 months. Technical and business training for units to become self-sustaining
4	Livelihoods support for system for oyster farming: Oyster spats attach themselves to substrates (empty oyster shells), suspended on ropes from rafts, oysters feed on plankton and detritus, 1,5 – 2-year period to grow to harvestable size. Technical and business training for units to become self-sustaining
5	Livelihoods support for system for crab hatchery: One for each of 3 States, supplying all project beneficiaries doing crab farming, total of 45 direct jobs in the 3 hatcheries. Full-scale crab hatchery facilities producing batches of crab “seeds” or instars over 30-45 day periods for distribution to crab farmers. Facility does crab broodstock receiving and quarantine, maintenance, spawning and hatching, live feed production, and larval rearing. Construction and equipping of hatchery facility, ongoing supply of electricity, artificial feed, chemicals, fuel. Technical and business training for hatcheries to become self-sustaining.
6	Livelihoods support for ornamental fishery: Technical advice and support for sustainable production of ornamental fish, care and breeding, transportation and market access. Business training for units to become self-sustaining.

7	Livelihoods support for seaweed farming: Technical advice and support for production of seaweed using long line method, harvesting and drying, and market access. Business training for units to become self-sustaining.
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### 3. INFORMATION REQUESTED

Interested CSOs/NGOs 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's alignment with UNDP requirements.

All CSOs/NGOs 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 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 e-Tendering 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 only. RFI submitted by “**for profit**” organizations will not be accepted.

## **7. CONTACT PERSON**

For any query, please write to [manikandan.srinivasan@undp.org](mailto:manikandan.srinivasan@undp.org)

## Questionnaire

Topic	Areas of Inquiry/ Supporting documentation	Response
1. Proscribed organizations	<p>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?</p> <p>2. Is the CSO/NGO 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 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 have a bank account? (Please Submit proof indicating latest date)</p>	
3. Certification/ Accreditation	<p>Is the CSO/NGO certified in accordance with any international or local standards (e.g., ISO), such as in:</p> <ul style="list-style-type: none"> <li>• Leadership and Managerial Skills</li> <li>• Project Management</li> <li>• Financial Management</li> <li>• Organizational standards and procedures</li> <li>• Other</li> </ul>	
4. Date of Establishment and Organizational Background	<p>1. When was the CSO/NGO 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 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>	
5. Mandate and constituency	<p>1. What is the CSO/NGO's primary advocacy / purpose for existence?</p> <p>2. What is the CSO/NGO's mandate, vision, and purpose? (no more than 2 paragraphs)</p> <p>3. Is the CSO/NGO officially designated to represent any specific constituency?</p>	



6. Areas of Expertise	<ol style="list-style-type: none"> <li>1. Does the CSO/NGO have expertise in any of the key areas identified above in this RFI?</li> <li>2. What other areas of expertise does the CSO/NGO have?</li> </ol>	
7. Financial Position and Sustainability	<ol style="list-style-type: none"> <li>1. What was the CSO/NGO's total financial delivery in the preceding 2 years? Please provide a financial statement for the last 2 years.</li> <li>2. What is the CSO/NGO's actual and projected inflow of financial resources for the current and the following year?</li> <li>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).</li> </ol>	
8. Public Transparency	<ol style="list-style-type: none"> <li>1. What documents are publicly available?</li> <li>2. How can these documents be accessed? (Pls provide links if web-based)</li> </ol>	
9. Consortium	<ol style="list-style-type: none"> <li>1. Do you have the capacity to manage a consortium?</li> <li>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.</li> <li>3. Do you have a formal alliance with other CSOs/NGOs? If yes, pls. identify and provide details.</li> </ol>	

**Capacity Assessment Checklist (CACHE)**

<b>Topic</b>	<b>Areas of Inquiry Please Attach Supporting Documentation for Each Question</b>	<b>Response</b>
1. Funding Sources	<p>1. Who are the CSO/NGO's key donors?</p> <p>2. How many projects has each donor funded since the CSO/NGO's inception?</p>	
2. Audit	<p>1. Did the CSO/NGO have an audit within the last two years?</p> <p>2. Are the audits conducted by an officially accredited independent entity? If yes, provide name.</p>	
3. Leadership and Governance Capacities	<p>1. What is the structure of the CSO/NGO's governing body? Please provide Organigramme.</p>	
4. Personnel Capacities	<p>1. What are the positions in the CSO/NGO that are empowered to make key corporate decisions? Please provide CVs of these staff.</p> <p>2. Which positions in the CSO/NGO lead the areas of project management, finance, procurement, and human resources? Please provide CVs of these staff.</p>	
5. Infrastructure and Equipment Capacities	<p>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.)</p>	
6. 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"> <li>• Delivery compared to original planning</li> <li>• Expenditure compared to budget</li> <li>• Timeliness of implementation</li> <li>• Timeliness and quality of reports</li> <li>• Quality of Results</li> </ul>	