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**REQUEST FOR INFORMATION (RFI) FROM Civil Society Organisation (CSO)**

**with perspective** **to become UNDP’s Responsible Party under Strengthening the Role of Local Communities/Mjesne zajednice (MZs) in Bosnia and Herzegovina Phase 2” project**

1. **OBJECTIVE**

This is a Request for Information (RFI) from national CSOs for potential partnership with UNDP in delivering outputs requiring expertise and experience under the “Strengthening the Role of Local Communities/Mjesne zajednice (MZs) in Bosnia and Herzegovina” Project (second phase).

1. **INFORMATION REQUESTED**

Interested CSOs (in the case of Consortium, all consortium members) are requested to fill out the below questionnaire, attaching all supporting documentation where specifically requested.

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 CSOs alignment with UNDP requirements.

Please fill out the below questionnaire, attaching all supporting documentation where specifically requested.

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| **Topic** | **Areas of Inquiry/ Supporting documentation** | **Response** |
| 1. Proscribed organizations | *1. Is the CSO listed in the UN’s list of proscribed organizations, UNDP Vendor Sanctions List, or indicted by the International or National Criminal Court?*  *2. Is the CSO banned by any other institution/governments? If, yes, please provide information regarding the institution/Government and reasons.* |  |
| 1. Legal status and Bank Account | 1. *Does the CSO 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 CSO?* *Please provide copies of all relevant documents evidencing legality of operations.*   *2. Does the CSO have a bank account? (Please Submit proof indicating latest date)* |  |
| 1. Certification/ Accreditation | *Is the CSO 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 |  |
| 1. Date of Establishment and Organizational Background | *1. When was the CSO established?*  *2. How has the CSO evolved since its establishment? (no more than 2 paragraphs)*  *3. Who are your main donor/ partners?*  *4. Please provide a list of all entities that the CSO may have an affiliation with.*  *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.* |  |
| 1. Mandate and constituency | 1. *What is the CSO’s primary advocacy / purpose for existence?* 2. *What is the CSO’s mandate, vision, and purpose? (no more than 2 paragraphs)*   3. *Is the CSO officially designated to represent any specific constituency?* |  |
| 1. Areas of Expertise | 1. *Does the CSO have expertise in the key areas identified specifically for this request for Proposal.* 2. *What other areas of expertise does the CSO have?* |  |
| 1. Financial Position and Sustainability | 1. *What was the CSO’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. 2. *What is the CSO’s actual and projected inflow of financial resources for the current and the following year?* 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).* |  |
| 1. Funding Sources | *1. Who are the CSO’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’s inception?*  *4. How much cumulative financial contribution was provided for each project by each donor?*  *5. How is the CSO’s management cost funded?* |  |
| 1. Audit | 1. *Did the CSO have an audit within the last two years?* 2. *Are the audits conducted by an officially accredited independent entity? If yes, provide name.* |  |
| 1. Leadership and Governance Capacities | *1. What is the structure of the CSO’s governing body? Please provide Organigramme.*  *2. Does the CSO have a formal oversight mechanism in place?*  *3. Does the CSO have formally established internal procedures in the area of:*  *• 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’s mechanism for handling legal affairs?*  *5. Ability to work (prepare proposals) and report in English* |  |
| 1. Personnel Capacities | *1. What are the positions in the CSO that are empowered to make key corporate decisions? Please provide CVs of these staff.*  *2. Which positions in the CSO lead the areas of project management, finance, procurement, and human resources? Please provide CVs of these staff.* |  |
| 1. Infrastructure and Equipment Capacities | *1. Where does the CSO 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 for transporting people and materials?* |  |
| 1. Quality Assurance | *Please provide references who may be contacted for feedback on the CSO’s performance regarding:*  *• Delivery compared to original planning*  *• Expenditure compared to budget*  *• Timeliness of implementation*  *• Timeliness and quality of reports*  *• Quality of Results* |  |
| 1. Public Transparency | 1. *What documents are publicly available?*   *2. How can these documents be accessed? (Pls provide links if web-based)* |  |
| 15. Consortium | 1. *Do you have the capacity to manage a consortium?* 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.*   *3. Do you have a formal alliance with other CSOs? If yes, pls. identify and provide details.* |  |
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Important note:

Please be adviced that for the purpose of this Call for Proposal **eligibility evaluation stage** against the eligibility criteria, are as follows:

**1.** **The Responsible Party is an Civil Society Organization - CSO registered in Bosnia and Herzegovina[[1]](#endnote-1).**

**2. The Responsible Party (i.e. in cases of a consortium, the lead organisation) must have a minimum 7 years of operation and have evidence of at least 5 years track record of provision of technical assistance and support to local governments, local communities and their socio-economic partners in the area of local governance, public service delivery and participatory policy-making (evidenced with copies of contracts for at least 3 projects/assignments in last 5 years, where the type, complexity and scope of relevant delivered assistance is clearly visible with minimum 1 contract of similar value to this CfP).**

**3. Aplicant (Lead consortium organization) must have at least 3 permanent emloyees.**

Evaluation is either “yes” or “no” for the above eligibility criteria.

**Proposals that fail the above eligibility criteria will be immediately eliminated.**

1. **CLOSING DATE**

A completed RFI with requested attachments must be submitted by December 24, 2020 at 4 p.m. with the aplicants proposals in one envelope to:

United Nations Development Programme

Zmaja od Bosne bb Street, 71 000 Sarajevo

Ref: Selection of Responsible Party under the project ‘Strenghetning the role of local communities/Mjesne Zajednice in Bosnia and Herzegovina’ – phase II.

Number of copies: 1 copy of all supporting documentation where specifically requested (hard copy) and 1 electronic form submitted on USB or CD. Please mark specifically supporting documents for RFI.

1. Law on associations and foundations of Bosnia and Herzegovina

   Law on Associations and Foundations of Republika Srpska

   Law on Associations and Foundations of Federaion BiH

   Brčko District Law on Associations and Foundations [↑](#endnote-ref-1)