

TERM OF REFERENCE

Strengthening GBV Referral Pathway In the Context of COVID 19 Pandemic Phase 2

UNDER

RESPONSE TOWARD RESILIENCE (00126825)

Title of Grant	Strengthening GBV Referral Pathway in the COVID 19 Pandemic Context, Phase 2
Project Name	RESPONSE TOWARD RESILIENCE (00126825)
Grant Duration	from 15/03/2021 to 20/08/2021
Work Location	Jakarta , West Java, East Java, Papua
Supervisor	Under Supervision Gender and Results Officer

I. BACKGROUND AND EXPECTED OUTPUTS

***GUIDANCE:** Indicate the followings*

- *The problem statement or challenge the grant intends to address.*
- *The primary objective and specific objectives of the proposed grant.*
- *The description of the rationale (justification) for the project in order to have an overall understanding that the grant is not a standalone activity.*
- *The specific results or outputs that the grant will achieve.*

The economic and social impact of COVID 19 will therefore be heavy, multi-sectoral and while having immediate effects, it will also span over a medium to long period of time. A concern during the COVID-19 pandemic is the escalation in the number of Gender Based Violence (GBV) cases. Emerging data shows that since the outbreak of COVID-19, violence against women and girls (VAWG), particularly domestic violence, has intensified. In France, reports of domestic violence have increased by 30% since the lockdown on March 17, 2020. There have been reports of similar situations in Cyprus, Singapore and Argentina. On average, the number of domestic violence cases increased by 35-33%. While in Canada, Germany, Spain, the United Kingdom and the United States, cases of domestic violence and demand for emergency shelter are also increasing. ¹ The same situation has been seen in Indonesia according to the National Commission on Women.²

The large number of Covid-19 cases seems to move in tune with the increase in cases of violence against women and children, although there has been no further study on this matter. The Local Women and Child Protection (P2TP2A) Jakarta data, shows that cases of violence against women had increased by 22% in March 2020 compared to the previous month.³ In following months the trend shown the decreasing GB/VAW reporting cases in reporting channels that it may indicate the silent of the survivors/victims to report their cases to the protection services and access the

¹ COVID-19 and Ending Violence against Women and Girls , UN Women, 2020

² <https://www.komnasperempuan.go.id/read-news-siaran-pers-dan-lembar-fakta-komnas-perempuan-catatan-tahunan-kekerasan-terhadap-perempuan-2020>

³ UNDP Rapid Assessment on Supply Side GBV Prevention and Reporting Channels During the Covid-19 in DKI Jakarta , 2020

justice services. For women who are experiencing domestic violence, the mandatory of large scale social distancing, may risk to trap them in their homes with their abusers, isolated from the people and the resources that could help them. Remote working schemes as part of COVID19 health protocol also may hinder individual's ability to seek help.

In the intervention of *Strengthening GBV Referral Pathway In the Context of COVID 19 Pandemic Phase 1*, UNDP was success in assisting local government, especially the local hospitals, P2TP2A and Police to more resilient services to protect both the survivor of violence against women/GBV and the service officers themselves in handling the cases of GBV/VAW during pandemic. SOPs on GBV case handling has been adjusted with situation of COVID19. Online services have been designed to keep the victims/survivors are safe while reporting their cases. The Reporting desks have been supported by Health Protocols procedures to ensures the services remain open, safe for the officials and the service provider's users.

While the operating procedures at some locations were legalised, some other are still drafted and for process legalisation, consider the challenging situation of pandemic and buying-in from the policy's owner. The SOPs in certain location and institutions, such as in P2TP2A, local hospitals in Jakarta, and local police of Jakarta and surrounding areas of west java legalised and has helped to maintain services safely open during outbreaks . Awareness raising has been given to more than 2.500 direct beneficiaries at 9 target cities, including youth, cadre, teachers at universities, and few pilots to religious leaders. Capacity building were given to service providers officials to handle the cases in complex situation of crisis. Communication tools were developed to maximise the socialisation the reporting channels during pandemic.

In the framework of COVID19 response program, under the Rehabilitation and Reconstruction Unit (RRU), the phase 2 intervention will be conducted to continue the works of phase 1 and scale up the strategy & coverage of target groups. With UNDP's experiences, we will support the strengthening public services for vulnerable and marginalised group including people with disability, especially who have risks to violence against women and girl. In phase 2 , the project's intervention will set more condense strategy on GESI (Gender and Social Inclusion) and set pool best rpactices and roles model via the establishment of centre of excellence.

Objectives

The 2nd phase intervention of Strengthening GBV Referral pathway will focus to;

1. Continue the 1st phase intervention, that aims to seek the legalization of drafted SOPs on GBV case handling in COVID19 pandemic situation, at 9 target locations, facilitated previously by UNDP together with UHAMKA.
2. Scale up the assistances to the Justice Institution i.e. Police in target locations, to conduct operating standard and procedure of GBV/VAWG case handling, with specific target beneficiaries of people with disability
3. To build networks and advocacy with relevant Government, at national and local governments/institutions, Gender Stakeholders, People with Disability Organization, Religious leaders, Education stakeholders, Community leaders, and Men groups.
4. To develop communication strategies, tools, and conducting outreach to target groups, for raising awareness and knowledge in target locations. The communication strategy/model, tools/products should be inclusive and consider the needs of the target group audiences.
5. Extent the campaign and awareness raising on GBV/VAWG prevention, and VAWG Referral/Reporting Channels to youth, community at grass root level, and other key actors/community leaders/agent of changes.
6. UNDP will support the development *Centre of Excellence* on Inclusive Prevention of VAWG, that able to offer sustainable and innovative solutions in strengthening the GBV referral Pathways and contributing the strengthening ecosystem to prevent GBV during crisis and beyond crisis.

Expected Output

1. Finalization and Legalized operation procedure on GBV case handling, consider the pandemic COVID19, as a continuation of intervention in *Phase 1*;
2. Standard and procedure of VAWG case handling of People with Disability in Police Unit, is developed
3. Technical assistances are provided for GBV /VAW service provider in Jakarta, POS SAPA-DPPA, to reach coverage of its target beneficiaries such as youth group in target universities and Community members in target sub district
4. Gender and social inclusive communication strategies, tools/products, and the socialization events conducted to outreach 10,000 target group of people
5. The establishment *Centre of Excellence*, especially to offer solutions in outreaching massive youth groups and gather young people's contribution for the prevention VAWG, and to showcase best practices in building the resilient of GBV referral pathway. The *Centre of Excellence* will play role as pool of best practices and communication channels in relevant to VAWG prevention, using digital technology when is required.

Target Beneficiaries

Learning from the success of 1st phase, UNDP will scale up to outreach 10,000 vulnerable people and agent of changes to receive benefits, including raised knowledge from the project. On the other hand, UNDP will support the enhancing skills of the apparatus, officers at reporting desks in Police, local hospitals, Women and Child Protection units, including reporting channels in communities' level and Campus/University-base.

Target group of beneficiaries will include women, youth, people with disability, who are at vulnerable risk of GBV/VAW. The intervention will engage representation of gender machinery, the MOWECP and Local Agency Women's Protection, gender key stakeholders and other representative of vulnerable group such as Organisation of People with Disability.

The intervention will apply the gender and social inclusion strategy and approach, and fully consider the principle of NOLB (No One Left Behind)

II. KEY ACTIVITIES AND PERFORMANCE TARGETS

GUIDANCE: Specify the key activities that needs to be undertaken.

No	Expected Outputs	Activities	Target Locations
1	Finalization and Legalized operation procedure on GBV case handling, consider the pandemic COVID19, as a continuation of intervention on Phase 1	<ol style="list-style-type: none"> a. Finalization the drafted SOPs GBV Case handling during the Pandemic COVID19 at target location, as a continuation of phase 1 Strengthening GBV Referral Pathway, facilitated by UNDP together with its project's partners b. The legalized Operating Procedure/SOPs VAWG Case Handling in target locations c. Coordinate, Consult and Socialize the legalized SOPs in all target locations, that are developed during Phase 1 and Phase 2 durations, to the Ministry of Women's Empowerment 	<p>Local Hospitals;</p> <ul style="list-style-type: none"> - Bekasi City (West Java) - Jayapura City (Papua) <p>Police;</p> <ul style="list-style-type: none"> - Bogor City (West Java) - Surabaya City - Palu City <p>P2TP2A;</p> <ul style="list-style-type: none"> - Surabaya City (East Java), - Bekasi City (West Java),

		& Child Protection, local government, and relevant Institution/agencies.	
2	Standard and procedure of VAWG case handling of People with Disability in Police Unit, is developed	<ul style="list-style-type: none"> a. Conduct advocacy and assistance to target Police Office, to help the developing the SOPs on GBV Case Handling for People with Disability Group, during pandemic and for build back better the protection services after pandemic COVID19. b. Legalised SOPs GBV/VAWG Case Handling for People with Disability Group c. Coordinate and Socialize the legalized SOPs to the Ministry of Women's Empowerment & Child Protection, local government, and relevant Institution/agencies 	Jakarta (DKI Jakarta)
3	<p>Technical assistances are provided for GBV /VAW service provider in Jakarta (POS SAPA DPPA) to reach coverage of its target beneficiaries as follow;</p> <ul style="list-style-type: none"> - Youth group in target universities and - Community members in target sub district 	<p>Providing assistance to POS SAPA DPPA (the Local Agency on Protection for Women and Children) in Jakarta. It includes.</p> <ul style="list-style-type: none"> - IEC (Information, Education, and Communication) materials to support outreach to target groups outreach, aims to prevent GBV/VAW and socialisation the access to Referral/reporting channels. It may include sticker, flyers, education & socialisation board, calenda, posters, etc. All IEC products that will be developed must be supported by rapid preliminary target groups-based needs assessment (i.e. target group audiences of youth and community members). - Capacity building modules and pilot facilitation to officials in local reporting channels (POS SAPA) in target districts and universities, defined by UNDP and DPPA DKI Jakarta - The procurement service to provide Health Protocols standards in the target POS SAPA, aims to conduct sage services during case handling. It includes thermo-gun, mask, face shield, reporting desk partition/acrylic divider, etc that relevant 	Jakarta (DKI Jakarta)

		- In collaboration with POS SAPA DPPA, define and reach target beneficiaries should cover 10 Private Universities and pilot sub district (Kecamatan) in target location.	
4	Gender and social inclusive communication strategies, tools/products, and the socialization events conducted to 3500 target group of people, outside coverage through intervention with POS SAPA DPPA Jakarta, mentioned above	<ul style="list-style-type: none"> a. Conduct Communication outreach using various platform such as workshops or trainings, and/or other socialization events, to youth at universities in target locations and community members including PwD, Religious leaders, teachers/lectures, etc. b. Archiving all activities and results documentation in sustainable public platform, such as website, or learning academy platform, etc. c. The Public launch <i>the Centre of Excellence</i> to enable Ecosystem for Young People in preventing the VAWG 	DKI Jakarta Province East Java Province West Java Province Papua South Sulawesi Province
5	Extend to which the capacity of Centre of excellence, able to support building ecosystem for youth to prevent GBV	Building center of excellence to raise awareness and support the ecosystem for the prevention GBV ie. Platform for awareness raising, etc.	Jakarta

***GUIDANCE:** Specify the performance targets, which includes 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	BASE LINE	MILESTONES			
			Period 1 (Maret-April)	Period 2 (May-June)	Period 3 (June-August)	FINAL TARGET
1.1 Numbers of legalized Operating Procedure/SOPs VAWG Case Handling developed during COVID19 pandemic	P2TP2A	0	0	3	2	5
1.2 Number SOPs VAWG Case Handling, specific for People with Disability Group	Jakarta Police Unit	0	0	0	1	1
1.3 Extend to which the service provider in target location of Jakarta (POS SAPA/DPPA), increase capacity to serve the survivors of violence against women/girls	DPPA	0	3 (inadequately)	3 (Largely)	4 (largely)	4 (largely)
1.4 Numbers of IEC (Information, Education, and Communication) Products are developed (i.e. Flyer, Stickers, Posters, Education boards, Video, etc)	DPPA Jakarta	0	2	1	1	4
1.5 Numbers of young people raised knowledge on GBV prevention and information reporting channels	Pre-and Post-test	0	1000	2000	1000	4000
1.6. Numbers of community members, including People with Disability, religious communities, stakeholders—are raised knowledge on prevention GBV and information GBV referral channels.	Pre-post survey	0	1000	2500	2500	6000
1.7 Extend to which the capacity of Centre of excellence, able to support building ecosystem for youth to prevent GBV	DPPA	0	2 (very partially)	3 (Partially)	3 (partially)	3
1.8 Numbers of OPD (organization of People with Disability) and religious organization engaged in Consultation and Other relevant activities (Segregated by type of organization)	Project Report	0	10	10	10	30

III. LOCATION AND TARGET BENEFICIARIES

***GUIDANCE:** Specify the location of work and target beneficiaries.*

No	Expected Outputs	Activities	Target Locations	Target Beneficiaries
1	Finalization and Legalized operation procedure on GBV case handling, consider the pandemic COVID19, as a continuation of intervention on Phase 1	a. Finalization the drafted SOPs GBV Case handling during the Pandemic COVID19 at target location, as a continuation of phase 1 Strengthening GBV Referral Pathway, facilitated by UNDP together with its project's partners b. The legalized Operating Procedure/SOPs VAWG Case Handling in target locations. c. Coordinate, Consult and Socialize the legalized SOPs in all target locations, that are developed during Phase 1 and Phase 2 durations, to the Ministry of Women's Empowerment & Child Protection, local government, and relevant Institution/agencies.	Local Hospitals - Bekasi City (West Java) - Jayapura City (Papua) Police; - Bogor City (West Java) - Surabaya City - Palu City P2TP2A; - Surabaya City (East Java), - Bekasi City (West Java),	GBV-VAWG Referral Channel/institutions (Local Hospital, Police and P2TP2A)
2	Standard and procedure of VAWG case handling of People with Disability in Police Unit, is developed	a. Conduct advocacy and assistance to target Police Office, to help the developing the SOPs on GBV Case Handling for People with Disability Group, during pandemic and for build back better the protection services after pandemic COVID19. b. Legalised SOPs GBV/VAWG Case Handling for People with Disability Group c. Coordinate and Socialize the legalized SOPs to the Ministry of Women's Empowerment & Child Protection, local government, and relevant Institution/agencies	Jakarta (DKI Jakarta)	Police Unit Jakarta
3	Technical assistances are provided for GBV /VAW service provider in Jakarta (POS SAPA DPPA) to reach coverage of its target beneficiaries as follow; - Youth group in target universities and - Community members in target sub district	Providing assistance to POS SAPA DPPA (the Local Agency on Protection for Women and Children) in Jakarta. It includes. - IEC (Information, Education, and Communication) materials to support outreach to target groups outreach, aims to prevent GBV/VAW and socialisation the access to Referral/reporting channels. It may include sticker, flyers, education & socialisation board, calenda, posters, etc. All IEC products that will be developed must be supported by rapid	Jakarta (DKI Jakarta)	DPPA Jakarta /POS SAPA in Universities and Sub Districts

		<p>preliminary target groups-based needs assessment (i.e. target group audiences of youth and community members).</p> <ul style="list-style-type: none"> - Capacity building modules and pilot facilitation to officials in local reporting channels (POS SAPA) in target districts and universities, defined by UNDP and DPPA DKI Jakarta - The procurement service to provide Health Protocols standards in the target POS SAPA, aims to conduct sage services during case handling. It includes thermo-gun, mask, face shield, reporting desk partition/acrylic divider, etc that relevant. - In collaboration with POS SAPA DPPA, define and reach target beneficiaries should cover Private Universities and pilot sub -district (Kecamatan) in target location. 		
4	Gender and social inclusive communication strategies, tools/products, and the socialization events conducted to 10,000 target group of people.	<p>d. Conduct Communication outreach using various platform such as workshops or trainings, and/or other socialization events, to youth at universities in target locations and community members including PwD, Religious leaders, teachers/lectures, etc.</p> <p>e. Archiving all activities and results documentation in sustainable public platform, such as website, or learning academy platform, etc.</p> <p>f. The Public launch <i>the Centre of Excellence</i> to enable Ecosystem for Young People in preventing the VAWG</p>	<p>DKI Jakarta Province East Java Province West Java Province Papua South Sulawesi Province</p>	
5	The establishment <i>Centre of excellence</i> , to support building ecosystem for youth to prevent GBV	Building center of excellence to raise awareness and support the ecosystem for the prevention GBV ie. Platform for awareness raising, etc.	Jakarta	University-based.

IV. ELIGIBILITY AND SELECTION PROCESS

The grant recipient (civil society or non-governmental organization, academia) with experience as follows:

- at least 10 years or more of work experience in conducting research in the area of gender, poverty and other development issues in Indonesia. The proposal must include structure of Team Leader and members and their educational background and areas of expertise.

- Have experience in providing policy inputs to government in area of gender, poverty and other development issues in Indonesia
- Should at least have strong networks with government, institution and stakeholders in area of gender equality and GBV prevention and referral mechanism in Indonesia
- Have strong network with community-based organization, members, etc. including religious-based institutions such as in education sector, community development, women organization.
- Have familiarity with gender, including GBV, policies in selected target areas

Civil society or non-governmental organization, academia 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**).

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.
- b) Identity (15%): Registration status, having a specific status if that is necessary in the country context, etc.
- c) Capacity (30%): specialized knowledge and experience on similar engagement, standard operating procedure, financial report (audit report if available)
- d) Submission Requirements (25%): ideas presented including any requirements with regards to utilization of resources, reporting, duration, and other formal criteria.

V. REPORTING

[GUIDANCE: Specify the reporting requirements.](#)

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 USD): _____

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				
TOTAL				

* 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.

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? <u>Please provide 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 	

Topic	Areas of Inquiry/ Supporting documentation	Response
	<ul style="list-style-type: none"> • Project Management • 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</i>	

Topic	Areas of Inquiry/ Supporting documentation	Response
	<i>over the past 2 years (arrange from biggest budget to the lowest).</i>	
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	

Topic	Areas of Inquiry/ Supporting documentation	Response
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.	
	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		
	1. <i>Does the NGO have experience working in these geographical areas?</i>	

Topic	Areas of Inquiry/ Supporting documentation	Response
16. Working Experience in target geographical areas	2. <i>Is there any limitation to the NGO for accessing and working in those planned locations?</i>	
	3. <i>Please provide any brief program implementation updates or activity report being implemented in [...]</i>	