



## REQUEST FOR INFORMATION (RFI) FROM CSO/NGO, RFI/PNG/001-2021

### 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 experience in the following areas:

1. Facilitating the process to establish protected areas in Papua New Guinea;
2. Implementing biodiversity conservation actions within either existing or prospective protected areas in Papua New Guinea;
3. Developing conservation-compatible livelihood and/or sustainable biodiversity financing opportunities with communities in Papua New Guinea; and,
4. Experience operating within or nearby one of the three sites of Mount Wilhelm, Sepik Wetlands or Kimbe Bay in Papua New Guinea.

A summary of the identified project sites is provided below:

**Sepik Wetlands.** The Sepik Wetlands cover an area of 2.4 million ha<sup>1</sup> and are associated with the Sepik river as it meanders across a broad floodplain towards the sea. There are numerous communities that live within the wetland – including along the river itself.

**Mt Wilhelm National Park.** Mt Wilhelm is the highest peak in PNG, ascending to 4,509m asl. The area above approximately 3,200m asl is protected as a national park (Mt Wilhelm National Park) with the lower reaches of the massive falling under customary ownership.

**Kimbe Bay.** Kimbe Bay lies on the northern side of the island of New Britain. It is part of the Coral Triangle and is known to harbour more than 400 species of hard coral and an estimated 900 species of fish.

### 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.

All CSOs/NGOs whose information are found to be consistent with UNDP programme needs will be sent a subsequent questionnaire 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 or may not be placed on a roster, for rapid engagement when required.

A copy of the CACHE is attached **for information only**. **Please do not submit the CACHE form at this stage.**

Topic	Areas of Inquiry/ Supporting documentation	Response
1. Proscribed organizations	<p>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></p> <p>2. <i>Is the CSO/NGO banned by any other institution/governments? If, yes, please provide information regarding the institution/Government and reasons.</i></p>	
2. Legal status and Bank Account	<p>1. <i>Does the CSO/NGO have a legal capacity to operate in the UNDP programme country of Papua New Guinea, 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></p> <p>2. <i>Does the CSO/NGO have a bank account? (Please Submit proof indicating latest date)</i></p>	
3. Certification/ Accreditation	<p><i>Is the CSO/NGO certified in accordance with any international or local standards (e.g., ISO), such as in:</i></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. <i>When was the CSO/NGO established?</i></p> <p>2. <i>How has the CSO/NGO evolved since its establishment? (no more than 2 paragraphs)</i></p> <p>3. <i>Who are your main donors/ partners?</i></p>	

	<p>4. Please provide a list of all entities that the CSO/NGO may have an affiliation with.</p> <p>6. In how many provinces in Papua New Guinea 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	<p>1. Does the CSO/NGO have expertise in the four key areas identified above in this RFI? Please provide evidence in answering against each of the four key areas, indicating the locations and geographical size of interventions as well as the number of years. A table format will be sufficient to clearly indicate the results.</p>	
7. Financial Position and Sustainability	<p>1. What was the CSO/NGO's total financial delivery in the preceding 2 years? Please provide audited financial statements for the last 2 years. If audited financial statements are not available, please provide an explanation regarding why it is not possible to obtain them.</p> <p>2. What is the CSO/NGO's actual and projected inflow of financial resources for the current and the following year?</p> <p>3. Does the CSO/NGO have proven experience managing single grants of more than \$250,000 USD? Please provide a list of projects with description, duration, location and budget of more than \$250,000 (arrange from biggest budget to the lowest).</p>	
8. Public Transparency	<p>1. What documents are publicly available?</p> <p>2. How can these documents be accessed? (Pls provide links if web-based)</p>	



### 3. CLOSING DATE

A completed RFI with requested attachments must be submitted to :

United Nations Development Programme  
Level 14, UN House Kina Bank Haus  
Douglas St, Town  
Port Moresby

Email: [procurement.png@undp.org](mailto:procurement.png@undp.org)  
Attention: Procurement Officer

They should be received no later than 5:00pm (PNG Time )17th May 2021 .