

REQUEST FOR INFORMATION (RFI) FROM CSOs-NGOs

1. OBJECTIVE

This is a Request for Information (RFI) from national and/or international CSOs/NGOs, who have not yet participated in the UNDP Samoa MCO CSO/RGO Roster List for potential partnership with UNDP in delivering outputs for development projects requiring expertise and experience in some of the following areas:

Thematic Area	Sub-Thematic Area
Gender	<ul style="list-style-type: none"> • Gender Equality • Gender Based Violence • Education and Policy Support
Social Protection	<ul style="list-style-type: none"> • Employment generation activities • Community Mobilizing • Nutrition • Child protection and development • Social mapping of market conditions • Humanitarian assistance • National ID development • Labour Market Intervention
Governance and Leadership	<ul style="list-style-type: none"> • Women in Leadership • Youth in leadership • Assistance to National Elections • Anti-Corruption - Transparency, Integrity and Openness • Access to Information and Investigative Journalism • Public Service Delivery and E-Governance
Economic Development	<ul style="list-style-type: none"> • Entrepreneurship • Economic Growth • Baseline survey on Socioeconomic status • Training on sustainable development practices • Employment Creation • Livelihood security • Blue/Green Economy
Youth development	<ul style="list-style-type: none"> • Youth Employment & Entrepreneurship • Career pathways
Health and Sanitation	<ul style="list-style-type: none"> • Access to clean water • Safe disposal of waste • Recycling methods • Sexual reproductive health • Mental health and drug addiction • Crisis prevention and recovery
Human Rights	<ul style="list-style-type: none"> • Rule of Law and Access to Justice • LGBTQ+ Rights

	<ul style="list-style-type: none"> • Child Rights • Freedom of information • Disability access and rights
Training Programmes	<ul style="list-style-type: none"> • Leadership • Governance • Peacebuilding • Gender Equality • Entrepreneurship • Project Management • ICT training and development
Digital Transformation	<ul style="list-style-type: none"> • Access to information • Online safety, awareness and literacy • Digital development • Cyber Security • Biometrics development • GPS/GIS development • Computer coding and programming • Digital policy and legal frameworks • Data mining and visualisation • Digitalisation
Energy, Environment and Climate Change	<ul style="list-style-type: none"> • Block chain technology • Environment Management <ul style="list-style-type: none"> ○ Waste management and innovation ○ Environmental Policy ○ Circular Economy ○ Access and benefit sharing frameworks to implement Nagoya protocol • Natural Resource Management <ul style="list-style-type: none"> ○ Invasive species management ○ Sustainable agriculture and fisheries ○ Payment for ecosystems services ○ Management of Key biodiversity areas and marine protected areas ○ Green jobs ○ Sustainable land management ○ Small grants projects • Climate change adaptation <ul style="list-style-type: none"> ○ Water (flood management) forestry, agriculture, health, environment sectors ○ Coastal management, food and water security. • Climate change mitigation <ul style="list-style-type: none"> ○ Renewable energy ○ Energy Efficiency • Disaster Risk Reduction • Crisis prevention and recovery

	<ul style="list-style-type: none"> • Knowledge management and capacity building • Climate finance • Climate risk profiling • Climate projections
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Geographic Coverage: The NGOs and CSOs are required to provide information about their presence and their ability to work in various Countries namely: Samoa, Cook Islands, Tokelau and Niue.

2. INFORMATION REQUESTED

Interested CSOs/NGOs are required to fill out attached annexes, Annex I **Request for Information (RFI) Questionnaire**, and Annex II **Capacity Assessment Checklist (CACHE)**, 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 the 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.

3. OBJECTIVES

This RFI is issued with the intent to:

- Survey Samoa, Cook Islands, Niue and Tokelau CSOs/NGOs to obtain information on the advocacies, capabilities, and services that are relevant to the UNDP MCO and provides guidance, which may be used in the preparation of a detailed UNDP solicitation process later;
- Build a roster of innovative NGOs and CSO's who may later be invited by UNDP to submit proposal/s, under traditional or non-traditional solicitation processes.

4. ELIGIBILITY AND QUALIFICATION

Eligibility:

The parameters that will determine whether an NGO/CSO is eligible to be considered by UNDP will be based on the NGO Request for Information (RFI) template and Capacity Assessment Checklist (CACHE).

NGOs who already submitted the information requested in previous RFI floated by UNDP Samoa MCO in 2020 do not have to resubmit it. These NGOs may opt to send communication to UNDP that they have undertaken a similar RFI or requirement submission process in the past.

Qualifications:

- Proven track record in one or more thematic, sub-thematic, functional areas and geographical coverage mentioned above;
- Proven track record of experience working directly with communities, government, other NGOs/CSOs especially regional or local ones, people's/community-based organizations and cooperatives, and INGOs or international development partners;
- NGOs/CSOs who are engaged in multi-stakeholder consortia, coalitions, or networks, whether formal or informal, that advocate for the SDGs;
- NGOs/CSOs who have created or utilized innovative methodologies or tools in research, advocacy, program and project development and implementation, social accountability, etc..

5. EVALUATION CRITERIA (Roster)

Based on the analysis of the information and documentation provided in response to this RFI and CACHE, UNDP will determine if a CSO or NGO may or may not be placed on the roster for rapid engagement when required. After completion of the process only the selected entities will be informed.

Being part of the roster does not confirm or guarantee any potential engagement of UNDP with the selected entities. A secondary selection process will be conducted whenever there is a specific need or requirement of engagement.

6. PROPOSAL

CSOs/NGOs who are interested will be expected to showcase the following in their proposals:

1. Geographic Coverage: The NGOs/CSOs are expected to demonstrate either physical presence or access and ability to work in either one or more of the four countries (Samoa, Niue, Tokelau and Cook Islands), whether directly or through their network of members and affiliates.
2. NGOs/CSOs that have experience working with local governments;
3. NGOs/CSOs that have undertaken innovative projects or approaches to policy advocacy
4. Track record of projects involving any or a combination of the thematic and functional areas, following the format below.

7. Submission Process

Submission of interest to be sent via email to procurement.ws@undp.org only by due date.

The subject line is to be clearly labelled as below;

RFI 2021 for CSOs/NGOs for UNDP Samoa MCO

Interested CSOs/NGOs are required to fill out attached annexes, Annex I **Request for Information (RFI) Questionnaire**, and Annex II **Capacity Assessment Checklist (CACHE)**, 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.

Documents should be clearly labelled with a reference to the relevant question number in the RFI and CACHE. All supporting documents should be uploaded along with the filled in forms.

If you are an international NGO, please provide documentation relating to your permits and licenses for your **local presence**. Applicants shall bear all costs related to proposal preparation and submission.

Summary of Required Documents:

- 1) Completed Annex I & Documentation requested in the Request for Information (RFI) where applicable;
- 2) Completed Annex II & Documentation requested in the Capacity Assessment Checklist (CACHE);
- 3) Audited financial statements for **past two years, including** management report and footnotes that accompany the financial statements;
- 4) Certifications and other required supporting documents.

Only one submission per organization is allowed.

8. CLOSING DATE

Interested CSOs/NGOs should submit proposals to be received by **Monday 31 May 2021, Samoa time 11:59pm.**