REQUEST FOR INFORMATION (RFI)
Ref: UNDP/SOM/RFI/POQA/2021/01 - Engagement with CSOs/NGOs

BACKGROUND

The United Nations Development Programme (UNDP) Somalia Country Office works with government partners, Non-Governmental Organizations (NGOs), Community Based Organizations (CBO's) and Civil Society Organizations (CSOs) to design and implement projects in a highly sensitive and complex political and socio-economic environment.

The UNDP Country Programme Document (CPD) 2021-2025 is aligned with the United Nations Sustainable Development Cooperation Framework (UNSDCF) and is designed to support the efforts of Somalia to achieve the Sustainable Development Goals (SDGs) as articulated in the National Development Plan, 2020-2024 (NDP-9).

UNDP will also support the government's work towards achieving the SDGs with broad civil society participation to ensure inclusivity of interventions, while targeting women, youth, Internally Displaced Persons (IDPs), other minority groups, and vulnerable groups to ensure no one is left behind.

For more information, refer to: http://www.so.undp.org/content/somalia/en/home.html.

1. OBJECTIVE

This is a Request for Information (RFI) from national and/or international CSOs/NGOs and CBO's for potential partnership with UNDP Somalia in delivering outputs for development projects requiring expertise and experience in any of the following areas:

A. CPD Programme Priority 1. Governance, Inclusive Politics & Reconciliation
- Raising awareness on constitutional reform and capacity building of the institutions, citizens, and civil society on the constitutional reform
- Raising awareness on state building processes
- Supporting the work of community reconciliation process
- Building network of community insider mediators and capacity building of insider mediators
- Raising awareness on federalism and women and youth political participation.

B. CPD Programme Priority 2: Enhanced Rule of Law and Access to Justice
- NGO/CSO coalitions working on documentation of human rights issues; CSOs providing human rights training to NGOs and university students.
- To work with CSO's and CBOs to report on human rights issues, gender justice and alternative dispute resolution (ADR), women in peace and security.
- Social cohesion and community engagements/community networks
- Security sector trainings for police and government officials; organising interface with local community and security sector actors.
- CSOs working on legal aid and legal awareness.

C. CPD Programme Priority 3: Sustainable Natural Resources Management for Inclusive Economic Growth
- Community led Natural Resources Management.
- Awareness on climate Change Adaptation.
- Awareness on use of sustainable energy.
- Biodiversity Conservation and Sustainable Use.
- Disasters Risk Reduction and Management.
- Environmental Education and awareness.
- Innovative green technologies .
- Transparency integrity/anti-corruption.
- Gender mainstreaming into area-based development programming.
- Online citizen dialogue for development and social accountability.
- Green jobs and livelihoods; enterprise development and digital marketing.
- Durable solutions – community-based service delivery; in displacement affected communities.
- Innovation for Development.

D. Cross Cutting
- awareness raising and advocacy   on key gender equality policies, plans, strategies, guidance, development of SOPs and undertaking studies.
- Implementation/use of behavioural insight tools such as community conversations, adaptive leadership, and positive deviance approach.
- Development of ICT support database and digital engagement portals, mobile applications, and GIS.
- Gender sensitive communication, infographic, digital stories, and other multimedia products, reporting, monitoring, and evaluation systems.

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 Somalia.

Please note that attachments, where requested, 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. Submissions failing to provide the requested information will be disregarded.

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	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?*	
	2. *Is the CSO/NGO banned by any other institution/governments? If, yes, please*	

Topic	Areas of Inquiry/ Supporting documentation	Response
	provide information regarding the institution/Government and reasons.	
2. Legal status and Bank Account	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?* ***Please provide copies of all relevant documents evidencing legality of operations.*** 2. *Does the CSO/NGO have a bank account?* ***(Please Submit proof indicating latest date)***	
3. Certification/ Accreditation	*Is the CSO/NGO 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 • Gender equality or gender mainstreaming • Other ***If yes, please provide copies of the documents.***	
4. Date of Establishment and Organizational Background	1. *When was the CSO/NGO established?* 2. *How has the CSO/NGO 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/NGO may have an affiliation with.* 6. *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.***	
5. Mandate and constituency	1. *What is the CSO/NGO's primary advocacy / purpose for existence?* 2. *What is the CSO/NGO's mandate, vision, and purpose? (no more than 2 paragraphs)* 3. *Is the CSO/NGO officially designated to represent any specific constituency?*	
6. Areas of Expertise	1. *Does the CSO/NGO have expertise in any of the key areas identified above in this RFI?* 2. *What other areas of expertise does the CSO/NGO have?*	
7. Financial Position and Sustainability	1. *What was the CSO/NGO's total financial delivery in the preceding 2 years?* Please provide audited financial statements (including all related notes, and income statements) or equivalent for Financial Years	

Topic	Areas of Inquiry/ Supporting documentation	Response
	2019 and 2020). If not available, please provide an explanation for non-submission. 2. *What is the CSO/NGO'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).	
8. Public Transparency	1. *What documents are publicly available?* 2. *How can these documents be accessed?* (**Please provide links if web-based**)	
9. 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/NGOs? If yes, pls. identify and provide details.*	

3. CLOSING DATE

A completed RFI with requested attachments **must be submitted electronically via email to**:

Mandatory Bid Submission email address: programme.proposals@undp.org
Mandatory Email Submission Subject Line: 'UNDP/SOM/RFI/POQA/2021/01 - Engagement with CSOs/NGOs'.

They should be received no later than **6 September 2021, 13:00H, East Africa Time (GMT+3)**.

Applicants may send as many emails as needed but the size of each email should not exceed 5MBs and the first and subsequent messages should state the total number of messages comprising the submission, e.g., Email 1 of 4, Email 2 of 4, Email 3 or4, Email 4 of 4, etc.

Applicants are advised to submit applications well in advance of the submission deadline. Do not wait until the last minute because an email submission may take some time to arrive after it is sent, especially if it is more than 5MBs. UNDP will not accept applications that are received after the submission deadline.

Hard copy submissions will not be accepted.

This RFI does not entail any commitment on the part of UNDP, either financial or otherwise. UNDP reserves the right to accept or reject any or all submissions without incurring any obligation to inform the affected applicant/s of the grounds.

Note: Please do not submit any form of financial offer at this stage. The UNDP will send Call for Proposals for implementation of specific services at a later stage, should your organization be considered for potential partnership with UNDP Somalia.

If you require any clarification, please send an email to the below contact email address at least five days before the submission deadline with the **subject line: "UNDP/SOM/RFI/POQA/2021/01-Engagement with CSOs/NGOs"**. Applicants are required to submit their queries in writing. Telephone enquiries will not be accepted.

Focal Person in UNDP: Amren Yasin
Email address: amren.yasin@undp.org

Note: This email address is officially designated by UNDP for clarification purposes only. If inquiries are sent to any other UNDP email address, even if they are UNDP staff, UNDP shall have no obligation to respond nor can UNDP confirm that the query was officially received.   Nevertheless, Applications must be submitted to the mandatory submission email address provided, i.e., programme.proposals@undp.

Any delay in UNDPs response shall not be used as a reason for extending the submission deadline, unless UNDP determines that such an extension is necessary and communicates a new submission deadline in writing to all applicants.

The UNDP looks forward to your participation.

<div align="center">

Yours sincerely,

Jacqueline Olweya
Deputy Resident Representative - Programme
Somalia Country Office

</div>