

## REQUEST FOR INFORMATION (RFI) FROM CSO/NGO UNDP-RFI-2021-PAKISTAN

### 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 thematic/sub-thematic areas:

Thematic Area	Sub-Thematic Area
HIV & AIDS - Work with Key Populations, specifically Men who have Sex with Men (MSM), People who inject drugs (PWID), Transgender persons (TG) and Female Sex workers (FSW)	Gender Rights/ Women's Rights/ non-binary genders Key Populations – MSM, PWID, TG, FSW Stigma and Discrimination/Human Rights Chem Sex Access to services – health services, justice Living with HIV & AIDS
Health	Provision of preventative and/or curative treatment services Provision of services for people living with HIV and AIDS Confidentiality of information Patient rights Management of health commodities Management of communicable diseases

Services
<ul style="list-style-type: none"> <li>• Programme management</li> <li>• Financial management</li> <li>• Risk management</li> <li>• Monitoring</li> <li>• Capacity building /Training/Workshop/Skills, including non-traditional learning methods</li> <li>• Community mobilization / Community Monitoring</li> <li>• Action Research</li> <li>• Advocacy/Awareness Campaigns</li> <li>• Participatory planning, design and appraisal</li> <li>• Service Delivery</li> </ul>

- Public Health
- Knowledge management, communication & stakeholder engagement
- Building and maintaining platforms of dialogues
- Digital technology integration, data science & analytic

**Geographic Coverage:** The NGOs/CSOs are expected to demonstrate either physical presence or access and ability to work all over the Country [or any particular area]

## 2. INFORMATION REQUESTED

Interested CSOs/NGOs are required to fill out the below: (a) **Request for Information (RFI) Questionnaire**, and (b) **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 Pakistan.

Please note that attachments should be provided to support each answer to the questions. All questions must be answered directly and clearly. Documentation provided in response to each question must be clearly labelled with reference to the question it is being provided for. 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.

Based on the results of RFI and CACHE, UNDP will determine if the CSO/NGO may or may not be placed on a roster, for rapid engagement when required.

### Request for Information (RFI) Questionnaire

Topic	Areas of Inquiry/ Supporting documentation	Response
1. Proscribed organizations	<p>1.1 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?</p> <p>1.2 Is the CSO/NGO banned by any other institution/governments? If, yes, please provide information regarding the institution/Government/NGO Bureaus and reasons.</p>	<p>Attachment 1.1:</p> <p>(Please fill up as appropriate)</p> <p>Attachment 1.2</p>
2. Legal status and Bank Account	<p>2.1 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? <u>Please provide copies of all relevant</u></p>	<p>(Please fill up as appropriate)</p>

	<u>documents evidencing legality of operations.</u> <u>Verification from Deputy Commissioners Office</u> <u>in relation to NGO listing operating in District</u> <u>level obtained?</u> 2.2 Does the CSO/NGO have a bank account? (Please Submit proof indicating latest date)	
3. Certification/ Accreditation	3.1 Is the CSO/NGO certified in accordance with any international or local standards (e.g., ISO), such as in: <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>• Leadership and Governance: Executive Committee Members and status of Kinship relation among the board members.</li> <li>Written Disclosure</li> <li>• Other</li> </ul>	(Please fill up as appropriate)
4. Date of Establishment and Organizational Background	4.1 When was the CSO/NGO established? (certification from NGO Bureau) 4.2 How has the CSO/NGO evolved since its establishment? (no more than 2 paragraphs) 4.3 Who are your main donor/ partners? List of Donors or funding partner or source 4.4 Please provide a list of all entities that the CSO/NGO may have an affiliation with. 4.5 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.	(Please fill up as appropriate)
5 Mandate and constituency	5.1 What is the CSO/NGO's primary advocacy / purpose for existence? 5.2 What is the CSO/NGO's mandate, vision, and purpose? (no more than 2 paragraphs) 5.3 Is the CSO/NGO officially designated to represent any specific constituency?	(Please fill up as appropriate)
6 Areas of Expertise	6.1 Does the CSO/NGO have expertise in any of the key areas identified above in this RFI? 6.2 What other areas of expertise does the CSO/NGO have?	(Please fill up as appropriate)

7 Financial Position and Sustainability	<p>7.1 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>7.2 What is the CSO/NGO's actual and projected inflow of financial resources for the current and the following year?</p> <p>7.3 Please provide a list of projects with description, duration, location and budget over the past 2 years (arrange from biggest budget to the lowest).</p> <p>7.4 Previous Track Record of Thematic Area or function</p>	(Please fill up as appropriate)
8 Public Transparency	<p>8.1 What documents are publicly available?</p> <p>8.2 How can these documents be accessed? (Please website available or not provide links if web-based)</p>	(Please fill up as appropriate)
9 Consortium	<p>9.1 Do you have the capacity to manage a consortium?</p> <p>9.2 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.</p> <p>9.3 Do you have a formal alliance with other CSOs/NGOs? If yes, pls. identify and provide details.</p>	(Please fill up as appropriate)
<b>Please use additional page/s if required</b>		

#### Capacity Assessment Checklist (CACHE) For CSO/NGO

Topic	Areas of Inquiry Please Attach Supporting Documentation for Each Question	Response
1. Funding Sources	<p>1.1 Who are the CSO/NGO's key donors?</p> <p>1.2 How much percentage share was contributed by each donor during the last 2 years?</p> <p>1.3 How many projects has each donor funded since the CSO/NGO's inception?</p> <p>1.4 How much cumulative financial contribution was provided for each project by each donor?</p>	

	1.5 How is the CSO/NGO's management cost funded?	
2. Audit	2.1. Did the CSO/NGO have an audit within the last two years? 2.2. Are the audits conducted by an officially accredited independent entity? If yes, provide name.	
3. Leadership and Governance Capacities	3.1. What is the structure of the CSO/NGO's governing body? Please provide Organigramme. 3.2. Does the CSO/NGO have a formal oversight mechanism in place? 3.3. Does the CSO/NGO have formally established internal procedures in the area of: <ul style="list-style-type: none"> <li>• Project Planning and Budgeting</li> <li>• Financial Management and Internal Control Framework</li> <li>• Procurement</li> <li>• Human Resources</li> <li>• Reporting</li> <li>• Monitoring and Evaluation</li> <li>• Asset and Inventory Management</li> <li>• Other</li> </ul> 3.4. What is the CSO/NGO's mechanism for handling legal affairs? 3.5. Ability to work (prepare proposals) and report in English	
4. Personnel Capacities	4.1 What are the positions in the CSO/NGO that are empowered to make key corporate decisions? Please provide CVs of these staff. 4.2 Which positions in the CSO/NGO lead the areas of project management, finance, procurement, and human resources? Please provide CVs of these staff.	
5. Infrastructure and Equipment Capacities	5.1 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.) 5.2 What resources and mechanisms are available by the CSO/NGO for transporting people and materials?	
6. Quality Assurance	6.1 Please provide references who may be contacted for feedback on the CSO/NGO's performance regarding: <ul style="list-style-type: none"> <li>• Delivery compared to original planning</li> <li>• Expenditure compared to budget</li> <li>• Timeliness of implementation</li> <li>• Timeliness and quality of reports</li> </ul>	

	<ul style="list-style-type: none"> <li>• Quality of Results</li> </ul>	
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Note: Please submit (a) RFI along with its referenced supporting documents, and (b) CACHE along with its referenced supporting documents separately. Documents should be clearly labelled with a reference to the relevant question number

### **Section 3. Contact details for Clarification and asking questions:**

Please send your queries to: [mustafa.mahmood@undp.org](mailto:mustafa.mahmood@undp.org) this address is officially designated by UNDP. If inquiries are sent to other person/s or address/es, even if they are UNDP staff, UNDP shall have no obligation to respond nor can UNDP confirm that the query was officially received. All questions should be sent no later than 07 days prior to the submission deadline

### **Section 4. CLOSING DATE**

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

United Nations Development Programme  
**bids.pk@undp.org**  
**Focal Person: Mustafa Mahmood**

They should be received no later than **27th Sept 2021 at 12:30 PM (Pakistan Standard Time)** . Please mention **UNDP-RFI-2021-PAKISTAN** in subject of your email submission