

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 CSOs/NGOs 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

	<ul style="list-style-type: none"> • 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 • Child Rights • Freedom of information • Disability access and rights
Training Programmes	<ul style="list-style-type: none"> • Regenerative Tourism • 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 • Blue economy • 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

	<ul style="list-style-type: none"> ○ 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 ● 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 the below: **Request for Information (RFI) 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. Proscribed 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>	

	<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>	
<p>2. Legal status and Bank Account</p>	<p>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></p> <p>2. <i>Does the CSO/NGO have a bank account? (Please Submit proof indicating latest date)</i></p>	
<p>3. Certification/ Accreditation</p>	<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"> • Leadership and Managerial Skills • Project Management • Financial Management • Organizational standards and procedures • Other 	
<p>4. Date of Establishment and Organizational Background</p>	<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 donor/ partners?</i></p> <p>4. <i>Please provide a list of all entities that the CSO/NGO may have an affiliation with.</i></p> <p>6. <i>In how many cities/provinces/regions/ countries do you have capacity to operate in? Please provide a complete</i></p>	

	<i>list and indicate the size of the offices in each location.</i>	
5. Mandate and constituency	<ol style="list-style-type: none"> 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	<ol style="list-style-type: none"> 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	<ol style="list-style-type: none"> 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 over the past 2 years (arrange from biggest budget to the lowest).</i> 	
8. Public Transparency	<ol style="list-style-type: none"> 1. <i>What documents are publicly available?</i> 2. <i>How can these documents be accessed? (Pls provide links if web-based)</i> 	
9. Consortium	<ol style="list-style-type: none"> 1. <i>Do you have the capacity to manage a consortium?</i> 	

	<p>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></p> <p>3. <i>Do you have a formal alliance with other CSOs/NGOs? If yes, pls. identify and provide details.</i></p>	

Note: Please submit RFI along with its referenced supporting documents

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.

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.

NGOs who have already submitted an RFI previously or have worked with UNDP will still need to resubmit and complete the two annexes for this notice to ensure they are included in the 2022-2024 roster.

- Request for Information template – Annex I
- Capacity Assessment Checklist (CACHE) – Annex II

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 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. Additional Information

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

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

1. Attend **“UNDP CSO/NGO Roster Information Session”** on either the 28th September 2021 or 07th October 2021 – RSVP Youle Beatty youle.beatty@one.un.org by COB 27th September 2021.

2. Submission via email to UNDP Samoa MCO Procurement registry.ws@undp.org

Subject line: RFI2021/WSM/01 UNDP Roster NGOs/CSOs

Interested CSOs/NGOs are required to fill out the (a) Request for Information (RFI) Questionnaire attaching all supporting documentation where specifically requested. Extraneous information that do not directly respond to the questions will only serve to limit the ability of UNDP to positively assess the CSO/NGO compliance with the requirements.

Documents should be clearly labelled with a reference to the relevant question number in the RFI. The responses to the RFI questionnaire form must be submitted only at the Attachment section of the e-Tendering site. All supporting documents and forms 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 Requirements:

- 1) Completed forms Annexes I and II
- 2) Documentation requested in the Request for Information (RFI) and CACHE
- 3) If available audited financial statements for past two years, including management report and footnotes that accompany the financial statements

Only one submission per organization is allowed.

8. CLOSING DATE

They should be received no later than **Close of business Samoa time, 12 October 2021** (previous applicants from the previous procurement notice in April/May 2021 need to reapply to this notice) to be considered in the 2022-2024 roster.