Call for Proposals from NGOs

INSTRUCTIONS

I. BACKGROUND

UNDP partners with people at all levels of society to help build nations that can withstand crisis, and drive and sustain the kind of growth that improves the quality of life for everyone. On the ground in 177 countries and territories, we offer global perspective and local insight to help empower lives and build resilient nations. For UNDP, creating equal opportunities for women and men is critical for equitable, sustainable development and poverty reduction. Hence, gender equality is at the core of UNDP mandate globally and nationally.

UNDP has continuously implemented projects on women empowerment and youth development. Currently, UNDP Armenia’s Women Empowerment and Gender Equality Programme is comprised of four parallel projects working on political leadership of women, economic empowerment of women, innovative public services, youth leadership advancement, and strengthening gender equality in the public administration system of Armenia. Projects are implemented in strong synergy and coordination with one another building on the ongoing activities, relying on the cadre of women and youth already capacitated from previous projects and joining forces to upscale number of support schemes countrywide.

This Call for Proposals (CFP)\(^1\) is specifically designed to meet the requirements of the Armenian component of “Women’s Economic Empowerment in the South Caucasus, Phase II” project (2021-2024), implemented jointly by UN Women and UNDP.

UN Women, grounded in the vision of equality enshrined in the Charter of the United Nations, works for the elimination of discrimination against women and girls; the empowerment of women; and the achievement of equality between women and men as partners and beneficiaries of development, human rights, humanitarian action and peace and security.

“Women’s Economic Empowerment in the South Caucasus, phase II” Project (hereafter Project), initiated by UN Women, is supported by the Swiss Agency of Development and Cooperation and Austrian Development Agency in three countries of South Caucasus. The purpose of the project is to ensure that women, particularly the poor and socially excluded, in Armenia are economically empowered and participate in relevant decision-making. UNDP is carrying out interventions of the Armenian component of the project that contribute to the achievement of the following Outcome and Outputs:

**Outcome 1:** Women, particularly the poor and socially excluded, use skills, networks, information, economic opportunities and support services to become farmers/entrepreneurs or to join the formal labour sector in Armenia.

**Output 1.1:** Women, particularly the poor and socially excluded, obtain skills and access information, networks, economic opportunities and support services to become farmers/entrepreneurs or to join the formal labour sector.

**Output 1.2:** Women and women’s groups are empowered to participate in local planning and budgeting (e.g. Gender-Responsive Budgeting discussions), and greater awareness around the harmful social norms is created in the communities.

**Output 1.3:** Businesses have an increased understanding of the Women’s Empowerment Principles (WEPs) and have the skills to implement measures that benefit women, specifically in rural areas.

UNDP Armenia will implement the project activities in partnership with RA Ministry of Territorial Administration and Infrastructure (MTAI) and Ministry of Labor and Social Affairs (MLSA). Partnerships and synergies will be ensured with the province and local governments, private companies, civil society organizations, other women empowerment initiatives in the country and region.

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II. OBJECTIVES AND EXPECTED OUTPUTS/ DELIVERABLES

The objective of the present Call is to **advance gender equality, women’s economic empowerment and civic activism at grassroot level through collaboration with NGOs having proven capacity in relevant technical areas.**

The geographical areas to be covered by proposals shall include:

- Enlarged communities of Chambarak, Shoghakat, Vardenis and Martuni in Gegharkunik Marz,
- Enlarged communities of Akhuryan, Amasia, Ani, Ashotsk and Artik in Shirak Marz,
- Yerevan.

With an overarching objective of “Women, particularly poor and socially excluded, use skills, economic opportunities, and relevant information to be self-employed and/or to join formal labour sector and participate in local decision-making”, proposals should contribute to the following outputs and activities:

1. **Women, particularly poor and socially excluded, are mobilized to obtain skills and access information, networks, economic opportunities and support services to become farmers/entrepreneurs or to join formal labour sector**

Under this output, the project should use social mobilization and context-specific social cohesion schemes in target communities to reach out to and activate women, including the poor, socially excluded as well as economically relatively active women, in abovementioned communities of Gegharkunik and Shirak Marzes and Yerevan, to obtain social support as well as information and knowledge on women’s rights, public services, educational and income-generating opportunities offered by the state, private and development partners. Applicants are free to choose a methodological approach most applicable to the Armenian context. The following resources can be used as methodological references: **“No one left behind: lessons learned from the grassroots social mobilization of women in Georgia”** [https://tinyurl.com/yahteuef](https://tinyurl.com/yahteuef), and here: **“Strengthening social cohesion: conceptual framing and programming implications”** [https://bit.ly/UNDP-Cohesion](https://bit.ly/UNDP-Cohesion).

Using approaches of social mobilization to encourage domestic workers, particularly in Yerevan, the project should form networks/associations (i.e.: community action groups, self-help groups, etc.) to enhance their opportunities and build their capacities around women’s rights, especially as stipulated by ILO C 189 on Domestic Workers. In more detail, under this component the following activities shall be implemented (not exhaustive, can include more activities):

1.1. Select beneficiaries based on predefined criteria (agreed with UNDP), sign individual agreements.

1.2. Form community action (self-help) groups through introductory meetings.

1.3. Regularly collect beneficiary data (monthly updates, quarterly reporting), using templates and database provided by UNDP, including acquiring beneficiary progress data from project partners (on agricultural and business assistance).

1.4. Hold regular meetings, awareness sessions and workshops with the action groups on women’s rights, women leadership, public services, educational and income-generating opportunities. Timing to be coordinated with community planning and budgeting processes and livelihood/marketing activities of beneficiaries. This includes disseminating respective information to beneficiaries to benefit from activities of UNDP WEESC project other partners (agricultural and business assistance).

1.5. Hold online calendar to inform project beneficiaries and other stakeholders on upcoming events, while coordinating with project partners the timeline of organizing those events (trainings, workshops, meetings with LSG, advocacy actions, experience exchanges, etc.).

2. **Women and women’s groups are empowered to participate in local planning and budgeting, and greater awareness around the harmful social norms is created in the communities.**

Under this output, the project should contribute to creating a favorable environment for women and women’s groups to participate in formal and informal processes of community development and local decision making through participation to drafting and preparation of annual work plans (AWP), annual budgets as well as monitoring of budget performance. To this end, the project should equip local women with relevant competences and facilitate their engagement in participatory processes with LSG, Marzpetarans, policy makers, with focus on
community economic development and women empowerment schemes. In more detail, under this component the following list of activities shall be implemented (not exhaustive, can include more activities):

2.1. Have the project staff trained on participatory processes with LSG, Marzpetarans and policy makers, using an online training module recommended by UNDP.

2.2. Jointly with and guided by UNDP, organize mixed (on-line and face-to-face) trainings for beneficiary women on participatory processes with LSG, Marzpetarans, policy makers, with focus on community economic development and women empowerment schemes.

2.3. Jointly with and guided by UNDP, organize trainings for relevant employees of LSGs and related structures on gender mainstreaming in local development programs, specifically relating to economic opportunities for women.

2.4. Jointly with and guided by UNDP, employ a Small Grants Scheme to support women-led projects and socially innovative initiatives tackling community development issues that hinder women’s economic empowerment.

2.5. Facilitate the engagement of local women in participatory processes: i.e. discussions on draft AWPs, budgets and budget performance.

2.6. Facilitate joint learning, networking and dialogue between LSGs and community women on local development programs relating to economic opportunities for women.

Project beneficiaries and performance targets

Eligible proposals should target women, including the poor, socially excluded as well as economically relatively active women in abovementioned communities of Gegharkunik and Shirak Marzes and Yerevan. Within 24 months, the project shall ensure accomplishment of the performance targets described in the table below: in milestones by Year 1 (Y1) and Year 2 (Y2). The “Targets” section of the table provides the approximate scope of targets per selected areas in case the project is implemented by different NGOs covering those areas.

<table>
<thead>
<tr>
<th>Performance indicators</th>
<th>Targets (per areas - indicative)</th>
</tr>
</thead>
<tbody>
<tr>
<td>● Number of women mobilized into community (self-help) groups (120-Y1).</td>
<td>Gegharkunik 50  Shirak 50  Yerevan 20  Total 120</td>
</tr>
<tr>
<td>● Number of women with increased information on women’s rights, public services, educational and income-generating opportunities (200-Y1,150-Y2).</td>
<td>Gegharkunik 130  Shirak 130  Yerevan 90  Total 350</td>
</tr>
<tr>
<td>● Number of women contributing to local planning and budgeting discussions aimed at addressing their socio-economic concerns (60-Y1, 40-Y2).</td>
<td>Gegharkunik 50  Shirak 50  Yerevan 0  Total 100</td>
</tr>
<tr>
<td>● Number of community issues (advocacy objectives) raised by women beneficiaries addressed through AWPs, to overcome their socioeconomic challenges (25-Y1, 20-Y2)</td>
<td>Gegharkunik 25  Shirak 20  Yerevan 0  Total 45</td>
</tr>
<tr>
<td>● At least % share of draft budget allocations (2023, 2024) of target municipalities addressing the community development priority needs brokered through women’s mobilization and/or meeting Gender-Responsive Budgeting principles.</td>
<td>20% 20% 0 20%</td>
</tr>
<tr>
<td>● Number of small grant projects implemented and led by women, addressing community development issues</td>
<td>Gegharkunik 8  Shirak 8  Yerevan 0  Total 16</td>
</tr>
</tbody>
</table>

III. ELIGIBILITY & QUALIFICATION CRITERIA

The parameters that will determine whether an NGO is eligible to be considered by UNDP will be based on the NGO Request for Information (RFI) template (Annex C). NGOs who already submitted the information requested in the RFI do not have to resubmit it.

Applicants with the following expected and desirable profiles will be specifically considered:

- Organizations with a demonstrated success in working with women’s organizations/groups at grassroots level and Women Empowerment networks.

- Track record in developing and implementing innovative and transformational interventions towards mobilizing women and generating social cohesion in communities towards promoting gender equality.
and women empowerment and engagement in local decision-making processes.

- Proven experience in capacity development activities in communities of Armenia.
- Knowledge of Gender Responsive Budgeting methodology is a distinct asset.
- Having presence (an office with staff capacity) in the target regions/communities is an asset. Alternatively, applicants should demonstrate that they have existing partnerships or clear plan of establishing partnerships with CSOs/NGOs based in the target districts. In such cases, applicants will indicate potential partnerships and will subsequently need to enter into an MoU as part of this engagement.
- Either one or more organizations in consortium (with geographical distribution) can apply proposing activities in Yerevan and either one or two of the indicated Marzes.
- In case organizations apply in consortium, the lead organization will be expected to have at least 5 years of experience in similar project interventions. UNDP will sign contracts with and disburse funds to the leading organization only.
- Eligible organizations currently partnering with UNDP may apply under this call for proposals.
- Private companies can apply in alliance with NGOs but cannot be the lead.

Any of following applicants will be considered as non-eligible:

- Government agency or institution
- UN agency
- Bilateral or multilateral organization, financial institution, development agency
- Private company as lead applicant (but they can be part of a consortium led by an NGO)
- Private individual.

IV. PROPOSAL

Applicants are invited to fill in and submit the “Low Value Grant Proposal” template provided in Annex A, in line with the requirements and scope of work described in the section “II. OBJECTIVES AND EXPECTED OUTPUTS/DELIVERABLES” of the current call. The proposal should describe how the chosen methodology, approach, quality assurance and implementation plan respond to the call, by a) identifying the specific components proposed, how the outputs/delivery shall be addressed, as specified; b) providing a detailed description of the essential performance characteristics proposed; c) if applicable, identifying the works/portions of the work that will be subcontracted to consortium partners or external service providers.

Moreover the proposal should demonstrate how the chosen methodology helps meet or potentially exceed the deliverables, while ensuring appropriateness of the approach to the local conditions and the project operating context generally. The methodology must be laid out in an implementation timetable and a quality assurance.

The proposals should also reflect partnerships among civil society organizations and Government institutions, women’s organizations/groups and Women Empowerment networks.

The Management Structure and Resource (Key Personnel) section of the proposal should include a comprehensive description of the project’s management structure and information regarding required resources including curriculum vitae (CVs) of key personnel that will be assigned to support the implementation of the proposed methodology, clearly defining the roles and responsibilities vis-à-vis the proposed methodology. CVs should establish competence and demonstrate qualifications in areas relevant to the proposed scope of work. For consortia, clearly indicate which organization will take lead responsibility for project management, followed by a clear description of roles and responsibilities of the lead and subcontractor(s). Attaching an organigram of project management and team structure would be appreciated.

V. EVALUATION CRITERIA & METHODOLOGY

Proposals will be evaluated based on the criteria outlined in the table 1 below:

<table>
<thead>
<tr>
<th>Selection criteria</th>
<th>Criteria Description</th>
<th>Points obtainable</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. NGO eligibility</td>
<td>NGO (consortium) has a demonstrated success in working with women’s</td>
<td>200</td>
</tr>
</tbody>
</table>
Call for Proposals for NGOs

and qualification

- Track record in developing and implementing innovative and transformational interventions towards mobilizing women and generating social cohesion in communities towards promoting gender equality and women empowerment and engagement in local decision-making processes.
- Proven experience in capacity development activities in communities of Armenia.
- Having presence or a project associate/partner in the target regions/communities.

2. Proposed Methodology, Approach and Implementation Plan

- The proposal is technically sound and consistent, with detailed description of implementation methods and approaches to deliver the set targets and activities/deliverables.
- The proposal offers high quality, innovative and transformational interventions that are reasonable, coherent and responsive to the grant objectives, while maximize the value transfer to the beneficiaries.
- The proposal employs smart approaches to beneficiary selection and engagement criteria, while complying with "Do No Harm" principle.
- The proposed grant implementation plan clearly demonstrates how it will support achievement of grant goals. The action plan for implementing the grant activities is clear, feasible and time realistic.

3. Management Structure and Key Personnel

- The project has a well-designed management structure and an optimum staffing to implement the project effectively and efficiently. The project team’s roles and responsibilities are clearly defined.
- The proposed team CVs demonstrate relevant level of expertise and experience in similar interventions and technical functions.

4. Budget

- Size of budget requested is commensurate with the organization’s proven administrative and financial management capacity.
- The grant budget is relevant and in line with the proposed scope of work and budget thresholds.

<table>
<thead>
<tr>
<th>Total points</th>
</tr>
</thead>
<tbody>
<tr>
<td>1000</td>
</tr>
</tbody>
</table>

Budget size and duration

The implementation period of the proposed project is expected to be **March 2022 – February 2024 (24 months)**.

The grant amount requested from UNDP cannot exceed **$130,000 USD** if covering target communities of both Gegharkunik and Shirak marzes and Yerevan and cannot exceed **$60,000 USD** if covering the target communities of only one marz.

The amount requested in the proposal should be commensurate with the organization’s administrative and financial management capabilities. The total amount of "Indirect costs"(overhead) or shared administrative and management costs (i.e. staff salaries, office space, etc.) should not exceed 25% of the total requested funds. Applicants with higher contribution to the project budget (monetary or in-kind) will be given preference.

**VI. SELECTION PROCESS:**

The UNDP will review proposals through a five-step process: (i) determination of eligibility; (ii) technical review of eligible proposals; (iii) scoring and ranking of the eligible proposals based on the assessment criteria outlined in the previous section to identify highest ranking proposal; (iv) round of clarification (if necessary) with the highest scored proposal; and (v) Low Value Grant Agreement (LVGA) signature.

**VII. SUBMISSION PROCESS**

Applicants shall bear all costs related to proposal preparation and submission.

Applicants must submit a complete application package, containing:
1) Complete “Low Value Grant Proposal” template (Word document)
2) Complete Budget template (Excel document)
3) Documentation requested in the Request for Information (if not already provided/updated).

Only one submission per organization is allowed. Once the application is accepted, no revisions in proposal documents will be allowed.

Submission Deadline

The complete application package should be submitted to kristina.tereshchatova@undp.org with cc to tenders.armenia@undp.org by 17:00, 15 Feb 2022 (see detailed timeline below).

Note: UNDP reserves the right not to fund any proposals arising from this Call for Proposals.

Detailed Competition Timeline
Below is an estimated timeline for this Call for Proposals.

Jan 27, 2022: Call for Proposal opens and relevant documents are posted online,
Feb 3, 2022: Online consultation and training on proposed social cohesion/mobilization approach. Please complete the following Google form to attend: https://forms.gle/GwjZmwP6BoPQgARA,
Feb 15, 2022: Deadline for organizations to submit proposals under this Call,
Feb 21, 2022: Assessment and selection processes will take place,
Feb 24, 2022: Selected applicant is notified to proceed with contracting.

IMPORTANT ADDITIONAL INFORMATION
UNDP implements a policy of zero tolerance on proscribed practices, including fraud, corruption, collusion, unethical practices, and obstruction. UNDP is committed to preventing, identifying and addressing all acts of fraud and corrupt practices against UNDP as well as third parties involved in UNDP activities. (See http://www.undp.org/content/dam/undp/library/corporate/Transparency/UNDP_Anti_Fraud_Policy_English_FINAL_june_2011.pdf and http://www.undp.org/content/undp/en/home/operations/procurement/protestandsanctions/ for full description of the policies)

In responding to this Call for Proposals, UNDP requires all Applicants to conduct themselves in a professional, objective and impartial manner, and they must at all times hold UNDP’s interests paramount. Applicants must strictly avoid conflicts with other assignments or their own interests, and act without consideration for future work. All Applicants found to have a conflict of interest shall be disqualified. Without limitation on the generality of the above, Applicants, and any of their affiliates, shall be considered to have a conflict of interest with one or more parties in this solicitation process, if they:

- Are or have been associated in the past, with a firm or any of its affiliates which have been engaged UNDP to provide services for the preparation of the design, Terms of Reference, cost analysis/estimation, and other documents to be used in this competitive selection process;
- Were involved in the preparation and/or design of the programme/project related to the services requested under this Call for Proposals; or
- Are found to be in conflict for any other reason, as may be established by, or at the discretion of, UNDP.

In the event of any uncertainty in the interpretation of what is potentially a conflict of interest, proposers must disclose the condition to UNDP and seek UNDP’s confirmation on whether or not such conflict exists.
ANNEX A.

Low Value Grant Proposal

TO BE PREPARED BY THE RECIPIENT INSTITUTION. THIS PROPOSAL WILL BE SUBMITTED TO THE STEERING COMMITTEE/PROJECT BOARD FOR APPROVAL

Project Title: ________________________________

Name of the NGO: ________________________________

Total Amount of the Grant (in USD): ________________

Submission date: __________

1- PROJECT RATIONALE AND PURPOSE
(1-2-page max.)

Contexts and problem statement
(Briefly describe the local socio-economic and political context, supporting and hindering conditions regarding social mobilization and civic engagement of women in target communities, as well as underlying causes.)

Objectives and results
(Describe the objective (outcome) and the expected results (outputs) of the project)

Organizational background and capacity
(Explain why the NGO is uniquely suited to deliver on the objectives and results).

Partnership and cooperation
(How the project will collaborate with other locally active stakeholder and potential partnerships with civil society organizations, Government institutions, women’s organizations/groups and alike?)

2- PROPOSED ACTIVITIES AND IMPLEMENTATION PLAN

Beneficiaries
(Who are the targeted groups/geographical area, what smart criteria will be used to select potential beneficiaries, while complying with “Do No Harm” principle? – up to 1-page max.).

Activities
(Describe project activities along with respective methods of work/approaches for each result: i.e. how and why the interventions would strengthen the supporting conditions and tackle the barriers discussed in the “Context” section, how the proposed approach is innovative or different from ‘business as usual’, what will be done and where, and who will do it – up to 2-pages max.).

Source, Annex A to “Low Value Grant Agreement”
### DETAILED IMPLEMENTATION PLAN

<table>
<thead>
<tr>
<th>Output 1</th>
<th>1.1 Activity</th>
<th>1.2 Activity</th>
<th>1.3 Activity</th>
<th>1.4 Activity</th>
<th>1.5 Activity</th>
<th>1.6 Activity</th>
<th>1.7 Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>Output 2</td>
<td>2.1 Activity</td>
<td>2.2 Activity</td>
<td>2.3 Activity</td>
<td>2.4 Activity</td>
<td>2.5 Activity</td>
<td>2.6 Activity</td>
<td></td>
</tr>
</tbody>
</table>

1. State what activities will be completed with the grant Funds. Use as many activity lines as necessary.
2. Define the time periods relevant for the grant and indicate when specific activities are expected to be completed (X-mark or shadow cells).
3. Indicate the budget amounts in the grant currency, referring to Annex B: Detailed budget.
3- PERFORMANCE TARGETS
(State the indicators for measuring results that will be achieved using the grant. The indicators described in the Call for Proposal must be included, at least. More can be used if useful to more fully measure the results that are expected to be achieved.)

<table>
<thead>
<tr>
<th>INDICATORS</th>
<th>DATA SOURCE</th>
<th>BASELINE</th>
<th>Targets</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Year 1</td>
<td>Year 2</td>
</tr>
<tr>
<td>1 Number of women mobilized into community (self-help) groups</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2 Number of women with increased information on women’s rights, public services, educational and income-generating opportunities</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3 Number of women contributing to local planning and budgeting/GRB discussions aimed at addressing their socio-economic concerns</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4 Number of community issues (advocacy objectives) raised by women beneficiaries addressed through AWPs, to overcome their socioeconomic challenges</td>
<td></td>
<td></td>
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<tr>
<td>5 At least % share of draft budget allocations (2023, 2024) of target municipalities addressing the community development priority needs brokered through women’s mobilization and/or meeting Gender-Responsive Budgeting principles.</td>
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</tr>
<tr>
<td>6 Number of small grants implemented, led by women, addressing community development issues</td>
<td></td>
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<td></td>
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</tbody>
</table>

4- PROJECT MANAGEMENT

Management Structure and Resource (Key Personnel)
(For instructions, please refer to the last paragraph of section IV of the call for proposal).

Monitoring and Evaluation
(Describe how the project progress will be monitored internally vis-à-vis the implementation plan and performance targets: i.e. who will do what, how and in what frequency.)

5- RISK ANALYSIS:
(Indicate relevant risks to achieving the grant objectives and mitigation measures that will be taken. Risks may be political, security, financial, operational, social and environmental or other risks.)

<table>
<thead>
<tr>
<th>Risk</th>
<th>Rating <em>(H/M/L)</em></th>
<th>Mitigation measures</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Probable</td>
<td>Impact</td>
</tr>
</tbody>
</table>

* What is the probability that the risk may occur and what would be the level of impact if it does occur? *(H=high, M=Medium, L=Low)*
6- **GRANT BUDGET OF RECIPIENT INSTITUTION** (state currency here)

*(Please fill in both the table below and the detailed budget template (MS Excel), provided in *Annex B*)

PERIOD COVERING FROM ____________ TO ____________

<table>
<thead>
<tr>
<th>General Category of Expenses **</th>
<th>Tranche 1</th>
<th>Tranche 2</th>
<th>Tranche 3</th>
<th>Tranche 4</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Consultants/Expert</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Travel/transportation</td>
<td></td>
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<tr>
<td>Event/workshop/training, etc.</td>
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<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Printouts/Publications</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Supplies/Stationery</td>
<td></td>
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</tr>
<tr>
<td>DPC Other [Specify]</td>
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<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Personnel (% /shared)</td>
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<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Office space (% /shared)</td>
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</tr>
<tr>
<td>Phone, internet (% /shared)</td>
<td></td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Other [Specify]</td>
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<tr>
<td><strong>Total</strong></td>
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</tbody>
</table>

* Please note that all budget lines are for costs related only to grant Activities.

** The budget categories and number of tranches are suggested guidelines. The Recipient may choose alternates which more accurately reflect their expense items and needs (to be aligned with Annex B budget categories).

** ANNEX B.**

[Annex B_Budget template.xlsx]
REQUEST FOR INFORMATION (RFI) FROM CSO/NGO

1. OBJECTIVE

This is a Request for Information (RFI) from national and/or international CSOs/NGOs for potential partnership with UNDP Armenia in delivering outputs for development projects requiring expertise and experience at grassroots level in the following areas:

- Promoting gender equality and women empowerment through social mobilization and/or public education, advocacy and networking, etc.
- Implementing and/or supporting activities towards civic engagement, social cohesion, community development and/or local community participatory processes.
- Organizing and facilitating trainings, workshops and seminars relevant to abovementioned areas.

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.

The CACHE form is referenced here for information only. Please do not submit it unless requested.

<table>
<thead>
<tr>
<th>Topic</th>
<th>Areas of Inquiry/ Supporting documentation</th>
<th>Response</th>
</tr>
</thead>
</table>
| 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 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  
- Other | |
| 4. Date of Establishment and | 1. When was the CSO/NGO established?  
2. How has the CSO/NGO evolved since its establishment? (no more than 2 paragraphs) | |
### Organizational Background

<table>
<thead>
<tr>
<th>Question</th>
</tr>
</thead>
<tbody>
<tr>
<td>3. Who are your main donor/ partners?</td>
</tr>
<tr>
<td>4. Please provide a list of all entities that the CSO/NGO may have an affiliation with.</td>
</tr>
<tr>
<td>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.</td>
</tr>
</tbody>
</table>

### Mandate and constituency

<table>
<thead>
<tr>
<th>Question</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. What is the CSO/NGO’s primary advocacy / purpose for existence?</td>
</tr>
<tr>
<td>2. What is the CSO/NGO’s mandate, vision, and purpose? (no more than 2 paragraphs)</td>
</tr>
<tr>
<td>3. Is the CSO/NGO officially designated to represent any specific constituency?</td>
</tr>
</tbody>
</table>

### Areas of Expertise

<table>
<thead>
<tr>
<th>Question</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Does the CSO/NGO have expertise in any of the key areas identified above in this RFI?</td>
</tr>
<tr>
<td>2. What other areas of expertise does the CSO/NGO have?</td>
</tr>
</tbody>
</table>

### Financial Position and Sustainability

<table>
<thead>
<tr>
<th>Question</th>
</tr>
</thead>
<tbody>
<tr>
<td>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, including management report and footnotes that accompany the financial statements. If audited financial statements are not available, please provide an explanation regarding why it is not possible to obtain them.</td>
</tr>
<tr>
<td>2. What is the CSO/NGO’s actual and projected inflow of financial resources for the current and the following year?</td>
</tr>
<tr>
<td>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).</td>
</tr>
</tbody>
</table>

### Public Transparency

<table>
<thead>
<tr>
<th>Question</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. What documents are publicly available?</td>
</tr>
<tr>
<td>2. How can these documents be accessed? (Pls provide links if web-based)</td>
</tr>
</tbody>
</table>

### Consortium

<table>
<thead>
<tr>
<th>Question</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Do you have the capacity to manage a consortium?</td>
</tr>
<tr>
<td>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.</td>
</tr>
<tr>
<td>3. Do you have a formal alliance with other CSOs/NGOs? If yes, pls. identify and provide details.</td>
</tr>
</tbody>
</table>

### CLOSING DATE

A completed RFI with requested attachments must be submitted to kristina.tereshchatova@undp.org. They should be received by the submission deadline indicated in section “VII. SUBMISSION PROCESS” of the current Call for Proposal.