



REQUEST FOR INFORMATION (RFI) FROM CSO/NGO

1. OBJECTIVE

UNDP is in the process of updating its Implementing Agents/Responsible Parties Roster and is soliciting potential Civil Service Organisations (CSOs), international and national Non-Governmental Organizations (NGOs) to submit their profiles for pre-qualification and inclusion in the roster for the following two areas:

1. **Capacity development** for local and central authorities on effective and transparent accountability frameworks
2. **Rehabilitation and construction** of community facilities and infrastructure – schools, clinics, water systems, renewable energy systems etc. for restoration/improvement of essential services

2. INFORMATION REQUESTED

Interested CSOs/NGOs are requested to fill out the below questionnaire “*Request for Information*”, attaching all supporting documentation and copies of their **Valid License** and **Registration** with the respective authorities.

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 contacted for further processes.

3. Request for Information

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, the UN Global Marketplace Ineligibility 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	<p>Does the CSO/NGO have the legal capacity to operate in Yemen, 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.</p> <p>2. Does the CSO/NGO have a bank account? (Please Submit proof indicating latest date)</p>	
3. Certification/ Accreditation	<p>Is the CSO/NGO certified in accordance with any international or local standards (e.g., ISO), such as in:</p> <ul style="list-style-type: none"> • Leadership and Managerial Skills • Project Management • Financial Management • Organizational standards and procedures • Other 	
4. Date of Establishment and Organizational Background	<p>1. When was the CSO/NGO established?</p> <p>2. How has the CSO/NGO evolved since its establishment? (no more than 2 paragraphs)</p> <p>3. Who are your main donors/ partners?</p> <p>4. Please provide a list of all entities that the CSO/NGO may have an affiliation with.</p> <p>5. In how many cities/districts/governorates/ do you have capacity to operate in? Please provide a complete list and indicate the size of the offices in each location</p> <p>6. Please provide a recent organigram of the organisation</p>	
5. Mandate and constituency	<p>What is the CSO/NGO's primary advocacy / purpose for existence?</p> <p>What is the CSO/NGO's mandate, vision, and purpose? (no more than 2 paragraphs)</p> <p>3. Is the CSO/NGO officially designated to represent any specific constituency?</p>	

6. Areas of Expertise	<p>Does the CSO/NGO have expertise in the key areas identified above in this RFI? Specify and attach evidence</p> <p>What other areas of expertise does the CSO/NGO have? Specify and attach evidence</p> <p>Does the CSO/NGO have the ability to work (prepare proposals) and report in English</p>	
7. Financial Position and Sustainability	<ol style="list-style-type: none"> 1. What was the CSO/NGO's total financial delivery in the preceding 2 years? Please provide an audited financial statement for the last 2 years. 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, donor, duration, location and budget over the past 2 years (arrange from biggest budget to the lowest). 4. How is the CSO/NGO's management cost funded? 	
8. Project Management	<ol style="list-style-type: none"> 1. Has the CSO/NGO been assessed by a UN entity in the past 3 years, if yes, please attach evidence. 2. Does the CSO provide its stakeholders and beneficiaries with an annual or periodic programme performance report and do they have an opportunity to provide feedback on the programme performance (no more than 2 paragraphs and attach evidence) 3. Does the CSO have protocols and safeguards in place to minimize the risk of harm to project-affiliated people, the environment and assets? (e.g., sexual exploitation and abuse, physical safety & security, social & environmental safeguards, etc). Please provide evidence 4. Does the CSO/NGO have formally established internal procedures in the area of: 	

	<ul style="list-style-type: none"> • Project Planning and Budgeting • Financial Management and Internal Control Framework • Procurement • Human Resources • Reporting • Monitoring and Evaluation • Asset and Inventory Management • Other 	
9. Public Transparency	<ol style="list-style-type: none"> 1. What documents are publicly available? 2. How can these documents be accessed? (Pls provide links if web-based) 	
10. Consortium	<ol style="list-style-type: none"> 1. <i>Do you have the capacity to manage a consortium?</i> 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> 3. <i>Do you have a formal alliance with other CSOs/NGOs? If yes, pls. identify and provide details.</i> 	

Additional required information for construction/rehabilitation

Topic	Areas of Inquiry/ Supporting documentation	Response
Capacity	What internal technical expertise is available to the CSO/NGO to ensure that construction specifications are adequately defined for efficient, effective and transparent construction management	
Processes/Procedures	If the CSO/NGO will rely on other partners to implement aspects of the construction work, what processes and procedures are in place to	

	assess/select these partners (not more than 2 paragraphs)	
	What quality assurance mechanisms does the CSO/NGO have in place to ensure construction is safe and meets national/international quality standards (not more than 2 paragraphs)	
	What protocols and safeguards are in place to identify and manage any risks associated with potential harm to people and/or the environment specifically related to the construction (not more than two paragraphs and attach document if available)	
	What procedures are in place to ensure compliance with national building codes and standards and any other applicable local law or requirement	

4. CLOSING DATE

A completed RFI with requested attachments must be submitted to UNDP YEMEN office by no later than **Thursday, 09. June 2022** at 4.30pm Sana'a time.

Manner of submission of Request for information (RFI): The vendor must submit the RFI with documents to the following email address: ngos.roster@undp.org


NOTES:

1. Only Electronic Submissions through the above email will be considered. **The NGO/CSO has the option to submit the required RFI by using the English Form.**
2. Submissions received after the due date will not be considered.
3. Responses should be provided in the table format as presented above. Application format should not be modified. Submissions with unilaterally modified template will not be considered.
4. UNDP reserves the right not to place on a roster any NGO/CSO arising from this Request for Information.

Approved by:

Samira Alfarah

Procurement Analyst

DocuSigned by: 5

09F42136226B4BA...