DocuSign Envelope ID: 0F692A78-D003-489B-BB2E-424C84F36F4B

REQUEST FOR INFORMATION (RFI) FROM CSO/NGO

RFI-2022-01

Training Programme for the Application of Foresight to Policymaking

1. OBJECTIVE

This is a **Request for Information (RFI)** from **national and/or international CSOs/NGOs or the Academic Institution** for potential partnership with UNDP in delivering outputs for development projects requiring expertise and experience in the following areas: **Foresight Training for Policymakers**

- Design a tailor-made, high quality training curriculum / programme on the application of Futures Thinking and Strategic Foresight for policymakers at the NESDC and other organisations, focusing on the concept and application of Foresight and Futures Thinking to policymaking, using both conceptual and practical approaches.
    - The training should be tailored to the NESDC and Thai policymakers' learning experience to fit the actual policymaking context in Asia, so what the participants gain is relevant and applicable to their work in policy design and formulation.
    - The training should enable strong, long-lasting bonds that are created between fellow participants attending the training, so they become a valuable network, a source of support in their work, and form the critical mass that fosters cultural change in the workplace.
- Deliver the Foresight training for policymaking to approximately 30 NESDC staff (in English) through a hybrid model of online and physical formats (in Thailand) that is designed for maximum efficiency and engagement, for instance:
    - 1-2 conceptual and introductory sessions can be held online over the course of 1 week
    - 4-days in-person workshop to allow participants the opportunity to practice and apply foresight tools to policy issues to produce policy insights
- Design and distribute the programme evaluation for participants to assess their learnings from the training, following the completion of the training.
- Provide in a post-training infrastructure and resources for participants to access in order to support learning and application of such an approach to policymaking

Key qualifications needed to be demonstrated with the documents submitted are the following:

- At least 7 years of proven academic-level experience, with expertise in public policy, foresight and futures thinking
- Proven experience in delivering similar projects on foresight and futures training as proposed above, in part or in whole (delivered at least 5 similar projects over past three years)

DocuSign Envelope ID: 0F692A78-D003-489B-BB2E-424C84F36F4B

- Proven experience and understanding in working with policymakers in the Thai or South-East Asian context (delivered at least 3 projects over the past projects, not necessarily on foresight)

2. INFORMATION REQUESTED

Interested CSOs/NGOs and Academic Institution are requested to fill out the below questionnaire, attaching all supporting documentation where specifically requested. If you are an international CSO/NGO/Academic Institution, 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.

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 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? <u>Please provide copies of all relevant documents evidencing legality of operations.</u>* 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	

DocuSign Envelope ID: 0F692A78-D003-489B-BB2E-424C84F36F4B

	• Project Management • Financial Management • Organizational standards and procedures • Other	
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 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.* *2. What is the CSO/NGO's actual and projected inflow of financial resources for the current and the following year?*	

DocuSign Envelope ID: 0F692A78-D003-489B-BB2E-424C84F36F4B

	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? (Pls 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.*	

Capacity Assessment Checklist (CACHE) For CSO/NGO

Topic	Areas of Inquiry Please Attach Supporting Documentation for Each Question	Response
1. Funding Sources	*1. Who are the CSO/NGO's key donors?* *2. How much percentage share was contributed by each donor during the last 2 years?* *3. How many projects has each donor funded since the CSO/NGO's inception?* *4. How much cumulative financial contribution was provided for each project by each donor?* *5. How is the CSO/NGO's management cost funded?*	
2. Audit	*1. Did the CSO/NGO have an audit within the last two years?* *2. Are the audits conducted by an officially accredited independent entity? If yes, provide name.*	
3. Leadership and Governance Capacities	*1. What is the structure of the CSO/NGO's governing body? Please provide Organigramme.*	

DocuSign Envelope ID: 0F692A78-D003-489B-BB2E-424C84F36F4B

	2. Does the CSO/NGO have a formal oversight mechanism in place? *3. Does the CSO/NGO have formally established internal procedures in the area of:* • *Project Planning and Budgeting* • *Financial Management and Internal Control Framework* • *Procurement* • *Human Resources* • *Reporting* • *Monitoring and Evaluation* • *Asset and Inventory Management* • *Other* *4. What is the CSO/NGO's mechanism for handling legal affairs?* *5. Ability to work (prepare proposals) and report in English*	
4. Personnel Capacities	*1. What are the positions in the CSO/NGO that are empowered to make key corporate decisions? Please provide CVs of these staff.* *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	*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.)* *2. What resources and mechanisms are available by the CSO/NGO for transporting people and materials?*	
6. Quality Assurance	*Please provide references who may be contacted for feedback on the CSO/NGO's performance regarding:* • *Delivery compared to original planning* • *Expenditure compared to budget* • *Timeliness of implementation* • *Timeliness and quality of reports* • *Quality of Results*	

3. CLOSING DATE

A completed RFI and CACHE Form with requested attachments must be submitted through online ETendering system. For the first time registrants, use the following details to login and create access:

DocuSign Envelope ID: 0F692A78-D003-489B-BB2E-424C84F36F4B

Link: https://etendering.partneragencies.org

Username: event.guest

Password: why2change

Deadline of submission: **as indicated in eTendering system. Note that system time zone is in EST/EDT (New York) time zone.**

Kindly note that the above is the general username and password that all bidders use to first login to register the company. Once you have finished your registration, you will receive a confirmation email with your own username and temporary password. Sign in and you will be prompted to change this temporary password to your own password. Please remember and note down your new user id and password as this will be used to view and submit all UNDP bids. Kindly be gently reminded again that bidder must register your company in our ERP Module to submit and view the event. Quotation submitted by email will not be accepted.

Contact Person for Inquiries (Written inquiries only)

Please send your questions regarding the procedure of e-tendering and the clarification to the email address provided below.

Name: Onanong Wuthimonkolkul
Position: Procurement Associate
Email: onanong.wuthimonkolkul@undp.org

Requests for clarifications must be submitted to UNDP by email to the address mentioned above until 3 days before submission deadline. Answers to clarifications will be uploaded to the Procurement Notices Website and on the e-tendering platform.

This contact person and 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 received.

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

DocuSigned by:
Varisara Anansiribovorn
EF7FCAA67C5C4B3...
Varisara Anansiribovorn

Procurement and Administrative Analyst