**Annex III: RFI Template**

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**REQUEST FOR INFORMATION (RFI) FROM CSO/NGO**

1. **Objective**

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

* + Community Systems Strengthening
  + Health Implementation Support
  + Community mobilization.
  + Community Based Monitoring
  + Community Empowerment
  + Community led advocacy and research
  + Institutional Capacity Building, planning and leadership
  + Social Mobilization, building community linkages and coordination
  + Providing training in conflict resolution (focusing on transitional justice, human rights protection, community policing, formal and informal justice mechanisms, planning, M&E, procurement, reporting, financial management.)
  + Carrying out human rights campaigning and advocacy activities.
  + Monitoring of humanitarian and early recovery activities.
  + Carrying out impartial and credible documentation and reporting of human rights, gender based, and international humanitarian law violations and abuses.

1. **Information Requested**

Interested National 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.

All National 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), the vendor requested to fill the attached CACHE checklist.

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.

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| **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. |  |
| 1. 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) |  |
| 1. 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 |  |
| 1. 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. |  |
| 1. 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? |  |
| 1. 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? |  |
| 1. Financial Position and Sustainability | 1. What was the CSO/NGO’s total financial delivery in the preceding 2 years? Please provide a 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, duration, location and budget over the past 2 years (arrange from biggest budget to the lowest). |  |
| 1. Public Transparency | 1. What documents are publicly available?   2. How can these documents be accessed? (Pls provide links if web-based) |  |
| 1. 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. |  |
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