



**RFI-BD-2022-001**  
**REQUEST FOR INFORMATION (RFI) FROM CSO/NGO**

**1. Background/Project Description**

Based on the success of the Strengthening Women's Ability for Productive New Opportunities (SWAPNO) project and the experience gained, UNDP in partnership with the Local Government Division (LGD) has designed SWAPNO II aiming to implement the project across the poorest ten districts: Gaibandha, Rangpur, Nilphamari, Lalmonirhat, Jamalpur, Sherpur, Gopalganj, Bagerhat, Pirojpur and Patuakhali. The project will be implemented in three years from July 2022 to June 2025. SWAPNO II will specifically target youth women groups (18 to 35 years) from hard-core poor families to ensure employability and sustainability of project outcomes. The project will harness the potential for financial inclusion and, in addition to self-employment, emphasize future employability by enhancing industry skills for job placements in the formal sector and local SMEs. Additionally, SWAPNO II will aim to attract investors for social enterprises that offer commercially viable solutions for social problems, encourage environment-friendly business, create employment, and collaborate with the private sector. The project will put further emphasis on the importance of disaster resilience and climate change adaption and train women to develop their life and soft skills. The project is being implemented by the LGD of MoLGRD&C with technical and financial support from UNDP, SIDA and Marico and others private sectors.

By integrating the lessons from previous phase, SWAPNO II adopt the strategies to support women's access to decent employment, ensure a discrimination-free environment in public workplaces, develop adaptive livelihoods, establish localised Small and Medium Enterprises (SMEs) and access to financial services for sustainable graduation from extreme poverty, and develop local government capacity to implement pro-poor projects.

To learn more about the project, interested organizations are requested to visit the below link:

<http://swapno-bd.org> for more details about the project.

**2. Objective:**

This is a Request for Information (RFI) from national and/or international CSOs/NGOs for potential partnership with UNDP in delivering outputs for Strengthening Women's Ability for Productive New Opportunities (SWAPNO) project requiring expertise and experience in the certain areas:

Overall objective of the project is "to lift rural extreme poor households out of extreme poverty". Under this objective the selected organisation needs to contribute to achieve the following outcome: Outcome 1: Increased Income and Assets engaging Local Economy and Skill Development Outcome 2: Strengthened Human Capabilities and Resilience Capacity Outcome 3: Strengthen institutional capacity for Sustaining SWAPNO benefits. The NGO/CSO will assist the Union Parishads (UPs) and the Project Team to implement

the SWAPNO II project in accordance with the operational guidelines formulated by the Government of Bangladesh and UNDP. The NGO/CSO will be involved in capacity development of UPs and selection of women beneficiaries from ultra-poor women, community mobilisation, and social audit and monitoring of the planned activities. The NGO/CSO will also organise and facilitate the training courses for the women beneficiaries, facilitate linkages between service providers, NGOs and the market, and counsel and monitor women engaged in income-generating activities.

In general, the key tasks expected from the selected NGOs are as follows:

- 1) Assistance in selection of women beneficiaries (ensuring selection criteria and process) and mobilization into crew groups for undertaking public works,
- 2) Establishing of close liaison with Union Parishad officials for an effective collaboration during selection and implementation of public works and collection of plastic garbages from different corners of the union,
- 3) Monitoring the progress of public works of women groups and scoring the work performance after assessment, and ensuring that these are recorded for reporting purposes and will undertake any other works entrusted by the Union Parishad,
- 4) Developing of mechanisms for ensuring the regular presence of women at the work sites during working hours,
- 5) Monitoring that adequate supply of tools for public asset repair/maintenance has been provided and that the tools are well maintained by the crew groups,
- 6) Monitoring the women beneficiaries' wages system through mobile banking,
- 7) Organizing and facilitating of awareness/orientation sessions for women beneficiaries on different life skills management aspects such as i) Health & Nutrition, ii) Disaster Preparedness, iii) Rights and Entitlement and Gender Development, iv) Volunteerism, v) Leadership Development and vi) Digital & Financial Literacy,
- 8) Assist in facilitation, follow-up, monitoring of livelihood-skill training and apprenticeship training, and involve in conducting Market Opportunities Survey (MOS) and Beneficiary Training Need Assessment (TNA),
- 9) Assisting in interviewing, selection, training facilitation (as required) and connecting women beneficiaries for formal sector employment,
- 10) Assist to organise pre-job workshop on psychosocial counselling and rapid job demand assessment of the productive age group of beneficiaries for formal sector employment,
- 11) Assisting beneficiary women to identify gainful income-generating activities; providing support to organisation(s) engaged by the project to conduct vocational skills training; counselling women engaged in income-generating activities,
- 12) Facilitating linkage between the beneficiaries and service providers as well as financial institutions and small & medium enterprises,
- 13) Assisting in assessment and selection of potential entrepreneurs among the eligible beneficiaries and organising business plan training,
- 14) Providing of beneficiaries socio-economic and IGA MIS data (both offline and online) on a regular basis (NGO should provide smart phones for Union Workers/Volunteers, POs and PCs and laptop for POs and PCs),
- 15) Organising and facilitating the health and nutrition campaigns at community level in coordination with other relevant agencies,
- 16) Assist in building linkages with community clinics and upazila hospitals,

- 17) Organizing co-ordination meetings with Union Parishads, Upazila and District level for smooth implementation of the project,
- 18) Creating linkages with service providers, microfinance institutions, including other initiatives of the Government at the UP level,
- 19) Assisting Union Parishads in the identification of service delivery block grant schemes that provide services essential for project beneficiaries' livelihood activities and family wellbeing,
- 20) Assisting the organisations/companies/institutions engaged by the project to impart vocational skills training to women beneficiaries and provide follow-up to make the training sustainable,
- 21) Focusing on the development of entrepreneurial skills and access to market opportunities,
- 22) Assist in scale up the micro health insurance policy in the project area,
- 23) Assist in implementation of disaster and climate change adaptation and mitigation related activities,
- 24) Assist in baseline, mid-term and end line survey and research/studies,
- 25) Assist any other activities required by the project.

The NGO will, in addition, support Union Parishads in:

- Keeping records of all work plans and public works activities on file for review and consolidated reporting on a quarterly basis,
- Ensuring that progress reports are submitted by UPs at regular intervals.

### 3. Information Requested

Interested CSOs/NGOs are requested to fill out the two forms (Annex I – RFI Questionnaire & Annex II- Capacity Assessment Checklist (CACHE) for CSO/NGO) below; attaching all supporting documentation where specifically requested. If you are an international NGO, please provide information and documentation relating to your work permit 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.

CSO NGO shall submit the questionnaire responses into two separate excel sheets in the same file labeled by the name of Organization and description of questionnaire (RFI and CACHE).

All CSOs/NGOs whose information are found to be consistent with UNDP programme needs, might be called for submitting proposal against a detailed Terms of Reference.

### 4. Working Area:

The NGO/CSOs are expected to demonstrate access and ability to work all in the Gaibandha, Rangpur, Nilphamari, Lalmonirhat, Jamalpur, Sherpur, Gopalganj, Bagerhat, Pirojpur and Patuakhali districts.

Target Beneficiaries:

- SWAPNO II will specifically target youth women groups from hard-core poor families (18 to 35 years) to ensure employability and sustainability of project outcomes

Sl.	Location (Districts)	Upazila (Nos)	Union (Nos)	Beneficiaries (Nos)
1	Lalmonirhat, Gaibandha, Rangpur, Nilphamari	12	131	4716
2	Jamalpur, Sherpur	06	64	2,304

3	Bagerhat, Gopalganj, Patuakhali, Pirojpur	10	88	3,168
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**Note:** Number and Name of District/Upazila might be changed but union wise number of beneficiaries will be same (i.e. 36 beneficiaries/UP)

#### 5. Clarifications:

CSOs/NGOs may request clarifications of the RFI. Any request for clarifications must be sent in writing to [bd.procurement@undp.org](mailto:bd.procurement@undp.org) not later than **20 September 2022** (Attn. BD Procurement- Queries on **RFI-BD-2022-001 Request for Information(RFI) from CSO/NGO**). If inquiries are sent to other person/s or email/s, even if they are UNDP staff, UNDP shall have no obligation to respond nor can UNDP confirm that the query was officially received. UNDP will respond in writing (including an explanation of the query but without identifying the source of inquiry). UNDP shall endeavor to provide such responses to clarifications in an expeditious manner, but any delay in such response shall not cause an obligation on the part of UNDP to extend the submission date of the RFI, unless UNDP deems that such an extension is justified and necessary.

### Annex-I: RFI Questionnaire

Topic	Areas of Inquiry/ Supporting documentation	Response
1. Proscribed organizations	<p>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> <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>	
2. Legal status and Bank Account	<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>	
3. Certification/ Accreditation	<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"> <li>• Leadership and Managerial Skills</li> <li>• Project Management</li> <li>• Financial Management</li> <li>• Organizational standards and procedures</li> <li>• Other</li> </ul>	

<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 list and indicate the size of the offices in each location.</i></p>	
<p>5. Mandate and constituency</p>	<p>1. <i>What is the CSO/NGO's primary advocacy / purpose for existence?</i></p> <p>2. <i>What is the CSO/NGO's mandate, vision, and purpose? (no more than 2 paragraphs)</i></p> <p>3. <i>Is the CSO/NGO officially designated to represent any specific constituency?</i></p>	
<p>6. Areas of Expertise</p>	<p>1. <i>Does the CSO/NGO have expertise in any of the key areas identified above in this RFI?</i></p> <p>2. <i>What other areas of expertise does the CSO/NGO have?</i></p>	
<p>7. Financial Position and Sustainability</p>	<p>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></p> <p>2. <i>What is the CSO/NGO's actual and projected inflow of financial resources for the current and the following year?</i></p> <p>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></p>	
<p>8. Public Transparency</p>	<p>1. <i>What documents are publicly available?</i></p> <p>2. <i>How can these documents be accessed? (Pls provide links if web-based)</i></p>	

9. Consortium	<p>1. Do you have the capacity to manage a consortium?</p> <p>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.</p> <p>3. Do you have a formal alliance with other CSOs/NGOs? If yes, pls. identify and provide details.</p>	

#### Annex II: Capacity Assessment Checklist (CACHE) for CSO/NGO

Topic	Areas of Inquiry Please Attach Supporting Documentation for Each Question	Response
1. Funding Sources	<p>1. Who are the CSO/NGO's key donors?</p> <p>2. How much percentage share was contributed by each donor during the last 2 years?</p> <p>3. How many projects has each donor funded since the CSO/NGO's inception?</p> <p>4. How much cumulative financial contribution was provided for each project by each donor</p> <p>5. How is the CSO/NGO's management cost funded</p>	
2. Audit	<p>1. Did the CSO/NGO have an audit within the last two years?</p> <p>2. Are the audits conducted by an officially accredited independent entity? If yes, provide name.</p>	
3. Leadership and Governance Capacities	<p>1. What is the structure of the CSO/NGO's governing body? Please provide organogram</p> <p>2. Does the CSO/NGO have a formal oversight mechanism in place?</p> <p>3. Does the CSO/NGO have formally established internal procedures in the area of;</p> <ul style="list-style-type: none"> <li>a. Project Planning and Budgeting</li> <li>b. Financial Management and internal control framework</li> <li>c. Procurement</li> <li>d. Human Resources</li> <li>e. Reporting</li> <li>f. Monitoring and Evaluation</li> <li>g. Asset and Inventory Management</li> <li>h. Other</li> </ul> <p>4. What is the CSO/NGOs mechanism for handling legal affairs?</p> <p>5. Ability to work (prepare proposals) and report in English</p>	
4. Personnel Capacities	<p>1. What are the positions in the CSO/NGO that are empowered to make key corporate decisions? Please provide CVs of these staff.</p>	

	2. Which positions in the CSO/NGO lead the areas of project management, finance, procurement, and human resources? Please 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/NGOs performance regarding: a. Delivery compared to original planning b. Expenditure compared to budget c. Timelines of implementation d. Timelines and quality of reports e. Quality of Results	

## 6. CLOSING DATE

The filled up RFI and CACHE to be submitted to the e-tendering platform by **26 September 2022**.

For e-tendering submission kindly use the following

link: <https://etendering.partneragencies.org>

using your username and password. If you have not registered in the system before, you can register now by logging in using (Follow the registration steps as specified in the system user guide).

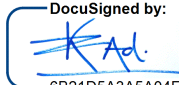
username: event.guest

Password: why2change

Attachment: Annexure- A for RFI and CACHE

Thank you and we look forward to receiving your Proposal.

Sincerely Yours

DocuSigned by:  
  
 6B21D5A3A5A04E9  
 Senior Operations Manager

12 September 2022

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