



## 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 in delivering outputs for **the Initiative on Social Cohesion for SDGs in Southern Border Provinces** requiring expertise and experience in the following areas: ***Developing a Digital Solution for Local Food System Management in Southern Border Provinces of Thailand***

#### Background

UNDP Thailand has been in close collaboration with the Royal Thai Government in the sustainable, resilient, and inclusive contribution to the development of southern border provinces over the past decade. Since 2020, going beyond traditional community participation and consultation mechanisms, UNDP Thailand in collaboration with Agirre Lehendakaria Center for Social and Political Studies have been facilitating an active listening process in the southern border provinces to gather narratives through deep listening exercises with a diverse set of key stakeholders both governments, civil society, and private sector to define real local needs and opportunities. Such deliberative process has identified food and agricultural sector as both significant barriers and windows of opportunities to accelerate the progress in livelihood, poverty and inequality reduction, and social cohesion in the region. Moreover, listening, combined with sense-making exercises conducted by UNDP over the past couple years, have been harnessing collective intelligence, and generating a process of co-creation that results in an extensive portfolio of investment prototypes that interconnects multiple development issues for a shift from single-point solutions and linear projects to an open innovation platform (variety of actors, methodologies, and interconnected actions) for local transformation and integration.

Currently, UNDP is promoting a “Social Innovation Platform (SIP)” process focused on transforming existing local food system management to an efficient food system using a portfolio approach and multi-stakeholder partnerships with local authorities, local academic institutions, young creative groups, local incubators, schools, farmers, food entrepreneurs, consumers, local business associations, and market managers in the southern border provinces of Thailand holistically framed by SDG Integration.

Across the southern border provinces of Thailand, accessibility to healthy and quality food is an issue largely due to an absence of a reliable digital system in place which could have increased traceability of quality of food production and its supply to the consumers using e-commerce. A sound digital solution is expected to support for improving the supply chain efficiency, building consumer-trust, upgrading public service delivery, and enabling sustainable consumption. Digital solutions can also play a key role in strengthening food supply chain, promoting local food products, and improving transparency through upgraded public monitoring services.

UNDP Thailand, through its initiative on “Social Cohesion for SDGs in Southern Border Provinces”, is

seeking expert services from a qualified national civil society or not-for-profit organization (referred as contractors) through an institutional contract to support for transformation of local food system using digital solution in southern border province of Thailand. The potential digital solution is expected to help the poor and vulnerable groups to increase economic opportunities and reduce poverty and inequalities through digitalization of local food system (production, supply, marketing, and consumption). The digitalization will also support the local governments and the public institutions to effectively monitor quality of food produced and supply chain efficiency through improved traceability.

#### **Expected outputs:**

The national CSOs/NGOs are expected to be able to develop a digital solution for local food system management in southern boarder province of Thailand is: a) to strengthen a gender balanced cross-community network of local farmers, food suppliers, local governments, private sector, and CSOs including women's organizations to be able to assess, manage, share information on food quality and food security, b) to improve traceability of quality of food and effectiveness of food chain supply and c) to enhance business partnerships and collaboration through e-commerce. The digital solution shall consist of following features and functions that:

1. Address efficiency and accessibility to the organic food certification/ guarantee systems for small scale farmers/ fisher community focusing on community participation and empowerment;
2. Adopt traceability to promote food supply chain efficiency, safety and quality certification, and establishing consumer-trust through transparency and open data;
3. Facilitate organic future market transactions, provincial food production plans, fair business partnerships between farmer cooperatives/networks and market demand at provincial and sub-national levels;
4. Optimize food supply from food producers/processors/retail shops to cater to the needs among vulnerable groups such as poor families, people with disabilities, unemployed youth, women groups in local communities;
5. Increase effectiveness of municipalities and local governments in public procurement to improve accessibility to locally sourced, healthy, and quality food in their local fresh markets as well as local institutions such as hospitals and schools;
6. Allow data collection and analysis using big data to measure impacts on SDGs relating to sustainable consumption and production, poverty reduction, health, and effectiveness of relevant public service delivery; and
7. Ensure compatibility of the digital solutions and its operation within the framework of social innovation platform and SDG integration being promoted by UNDP.

The digital solution shall be developed and tested with users in the southern border provinces where UNDP has a strong network of local food systems' stakeholders. However, the digital solution must be open for general users and ensure the possibility to scale up in other provinces/regions of Thailand. It must also comply with Thailand's Personal Data Protection Act to ensure the protection of personal data and privacy of users.

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

1. The valid organization license;

2. The service provider must be financially stable;
3. The service provider must have at least 3 years of proven experience developing and/or operating digital solutions/platforms for public sector and local communities in Thailand;
4. The service provider must have a proven track record in working with minimum 1 subnational multi-stakeholder network on capacity building, digital literacy, traceability, or relevant initiatives.

## 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.

### Request for Information (RFI)

| Topic                            | Areas of Inquiry/ Supporting documentation   | Response |
|----------------------------------|--|----------|
| 1. Proscribed organizations      | <ol style="list-style-type: none"> <li>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></li> <li>2. <i>Is the CSO/NGO banned by any other institution/governments? If, yes, please provide information regarding the institution/Government and reasons.</i></li> </ol>  |          |
| 2. Legal status and Bank Account | <ol style="list-style-type: none"> <li>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></li> <li>2. <i>Does the CSO/NGO have a bank account? (Please Submit proof indicating latest date)</i></li> </ol> |          |
| 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> </ul>   |          |

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|  | <ul style="list-style-type: none"> <li>• Financial Management</li> <li>• Organizational standards and procedures</li> <li>• Other</li> </ul>  |  |
| 4. Date of Establishment and Organizational Background | <ol style="list-style-type: none"> <li>1. <i>When was the CSO/NGO established?</i></li> <li>2. <i>How has the CSO/NGO evolved since its establishment? (no more than 2 paragraphs)</i></li> <li>3. <i>Who are your main donor/ partners?</i></li> <li>4. <i>Please provide a list of all entities that the CSO/NGO may have an affiliation with.</i></li> <li>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></li> </ol>  |  |
| 5. Mandate and constituency                            | <ol style="list-style-type: none"> <li>1. <i>What is the CSO/NGO's primary advocacy / purpose for existence?</i></li> <li>2. <i>What is the CSO/NGO's mandate, vision, and purpose? (no more than 2 paragraphs)</i></li> <li>3. <i>Is the CSO/NGO officially designated to represent any specific constituency?</i></li> </ol>  |  |
| 6. Areas of Expertise                                  | <ol style="list-style-type: none"> <li>1. <i>Does the CSO/NGO have expertise in any of the key areas identified above in this RFI?</i></li> <li>2. <i>What other areas of expertise does the CSO/NGO have?</i></li> </ol>   |  |
| 7. Financial Position and Sustainability               | <ol style="list-style-type: none"> <li>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></li> <li>2. <i>What is the CSO/NGO's actual and projected inflow of financial resources for the current and the following year?</i></li> <li>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></li> </ol> |  |

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| 8. Public Transparency | <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. <i>Do you have the capacity to manage a consortium?</i></p> <p>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></p> <p>3. <i>Do you have a formal alliance with other CSOs/NGOs? If yes, pls. identify and provide details.</i></p> |  |
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#### Capacity Assessment Checklist (CACHE) For CSO/NGO

| Topic              | Areas of Inquiry<br><br>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>   |          |

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|  | 2. Are the audits conducted by an officially accredited independent entity? If yes, provide name.  |  |
| 3. Leadership and Governance Capacities    | <p>1. What is the structure of the CSO/NGO's governing body? Please provide Organigramme.</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>• Project Planning and Budgeting</li> <li>• Financial Management and Internal Control Framework</li> <li>• Procurement</li> <li>• Human Resources</li> <li>• Reporting</li> <li>• Monitoring and Evaluation</li> <li>• Asset and Inventory Management</li> <li>• Other</li> </ul> <p>4. What is the CSO/NGO's 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> <p>2. Which positions in the CSO/NGO lead the areas of project management, finance, procurement, and human resources? Please provide CVs of these staff.</p>  |  |
| 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,  |  |

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|                      | 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 | <p>Please provide references who may be contacted for feedback on the CSO/NGO's performance regarding:</p> <ul style="list-style-type: none"> <li>• Delivery compared to original planning</li> <li>• Expenditure compared to budget</li> <li>• Timeliness of implementation</li> <li>• Timeliness and quality of reports</li> <li>• Quality of Results</li> </ul> |  |

### 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:

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

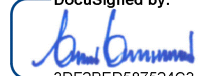
Position: Procurement Associate

Email: [procurement.th@undp.org](mailto:procurement.th@undp.org) / [onanong.wuthimonkolkul@undp.org](mailto: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 eTendering 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:  
  
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Tanya Janjarasskul  
OIC, Manager, Operations Support Team