FORMs

NGO/CSO Information Form

Date: *[insert date (as day, month and year] of Proposal Submission*]

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| 1. Proposer’s Legal Name *[insert Proposer’s legal name]* | | |
| 2. Actual or intended Country/ies of Registration/Operation: *[insert actual or intended Country of Registration]* | | |
| 3. Year of Registration: *[insert Proposer’s year of registration]* | | |
| 4. Countries of Operation | 5. No. of staff in each Country | 6.Years of Operation in each Country |
| 7. Legal Address/es in Country/ies of Registration/Operation: *[insert Proposer’s legal address in country of registration]* | | |
| 8. Value and Description of Top two (2) Biggest grant programmes for the past two (2) years | | |
| 9. Latest Credit Rating (if any) | | |
| 10.Brief description of litigation history (disputes, arbitration, claims, etc.), indicating current status and outcomes, if already resolved. | | |
| 11. Proposer’s Authorized Representative Information  Name: *[insert Authorized Representative’s name]*  Address: *[insert Authorized Representative’s name]*  Telephone/Fax numbers: *[insert Authorized Representative’s name]*  Email Address: *[insert Authorized Representative’s name]* | | |
| 12. Are you in the UNPD List 1267.1989 or UN Ineligibility List ?  YES or  NO | | |

**Technical Proposal Form**

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| **APPROACH AND IMPLEMENTATION PLAN** |
| Approach to the Service/Work Required:  Please provide a detailed description of the management methodology and implementation of the medium-sized grants programme, which should include the following:   * A work plan with the proposed work schedule indicating the persons responsible for each area of activity; * Description of the management methodology and implementation of the small grants programme, which should include the following: * Communication strategy and plan for dissemination of information about the contest, placement of information via online resources and social networks; * Description of the online application system with a timeframe for its launch if not developed yet; * Description of organization of all stages of the project proposals evaluation process with proposed criteria for evaluating project proposals and evaluation procedures; * Description of the mechanism of transferring funds to grantees, a prerequisite of which is that no or minimal tax obligations of the grantees shall arise in connection with the grant funds receipt; * Procedure for monitoring and evaluation of the projects, including the admission procedures and inspection reports description, quality control methods; * Description of communication tools available for interaction with applicants and grantees, which should include but not limited to a telephone hotline; * Description of the grant funds returning procedure and brief on raised lawsuits within the previous projects and their results; * Copy of the Statute/Charter of applicant. * Copy of a certificate/excerpt from the Unified State Registry of Legal Entities and Private Entrepreneurs. * Copy of a certificate proving that the organisation is non-profit (if available). * Personal CVs of Project Team, including information about experience in similar projects / assignments; * Quality assurance plan; * At least 2 reference letters from the previous customers/clients/partners reflecting the nature of projects implemented, their results and the role of the applicant.   **1.**  **Proposed work schedule with a list of key activities and events;**  **2.** **Description of approach to conducting work on implementation of the small grants programme.**  2.1. Technical Quality Assurance Review Mechanisms: The methodology shall also include details of the Proposer’s internal technical and quality assurance review mechanisms.  2.2. Risks / Mitigation Measures: Please describe the potential risks for the implementation of this project that may impact achievement and timely completion of expected results as well as their quality. Describe measures that will be put in place to mitigate these risks.  2.3. Reporting and Monitoring: Please provide a brief description of the mechanisms proposed for this project for reporting to the UNDP and partners, including a reporting schedule.  2.4. Anti-Corruption Strategy: Define the anti-corruption strategy that will be applied in this project to prevent the misuse of funds. Describe the financial controls that will be put in place.  2.5. Partnerships: Explain any partnerships with local, international or other organizations that are planned for the implementation of the project. Special attention should be given to providing a clear picture of the role of each entity and how everyone will function as a team. Letters of commitment from partners and an indication of whether some or all have successfully worked together on other previous projects is encouraged.  2.6 Other: Any other comments or information regarding the project approach and methodology that will be adopted. |

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| **PERSONNEL**  ***Please provide a detailed description of human resources to be involved into the project, describing management arrangements and how coordination will be achieved for fulfillment different components of the ToR.***  Qualifications of Key Personnel. Provide the CVs for key personnel (**Team Leader/Manager, Grants Administrators, Finance Associates, M&E and Communications Associate**) that will be provided to support the implementation of this project. CVs should demonstrate qualifications in areas relevant to the Scope of Services. Please use the format below:   |  |  |  |  | | --- | --- | --- | --- | | **Name:** | |  | | | **Position for this Contract:** | |  | | | **Nationality:** | |  | | | **Contact information:** | |  | | | **Countries of Work Experience:** | |  | | | **Language Skills:** | |  | | | **Educational and other Qualifications:** | |  | | | **Summary of Experience:** *Highlight experience in the region and on similar projects.* | | | | | **Relevant Experience (From most recent):** | | | | | **Period: From – To** | **Name of activity/ Project/ funding organisation, if applicable:** | | **Job Title and Activities undertaken/Description of actual role performed:** | | *e.g. 2017- 2019* |  | |  | | *Etc.* |  | |  | | *Etc.* |  | |  | | **References no.1 (minimum of 3):** | *Name*  *Designation*  *Organization*  *Contact Information – Address; Phone; Email; etc.* | | | | **Reference no.2** | *Name*  *Designation*  *Organization*  *Contact Information – Address; Phone; Email; etc.* | | | | **Reference no.3** | *Name*  *Designation*  *Organization*  *Contact Information – Address; Phone; Email; etc.* | | | | **Declaration:**  I confirm my intention to serve in the stated position and present availability to serve for the term of the proposed contract. I also understand that any wilful misstatement described above may lead to my disqualification, before or during my engagement.  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Signature of the Nominated Team Leader/Member Date Signed | | | | |  | | | | |

**Annex II – Capacity Assessment Checklist for CSO/NGO**

Interested NGOs are requested to fill out the below questionnaire, attaching supporting documentation as much as possible.

**If you are an international NGO, please provide information relating to your local presence in this country only.**

**Please note that attachments should be provided to support each answer. Extraneous information not directly responding to the questions will constrain the ability of UNDP to positively assess the NGOs alignment with UNDP requirements.**

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| --- | --- | --- |
| **Topic** | **Areas of Inquiry**  **Please Attach Supporting Documentation for Each Question** | **Response** |
| 1. Proscribed organizations | 1. Is the NGO listed in the UN’s list of proscribed organizations, UNDP Vendor Sanctions List, or indicted by the International Criminal Court? |  |
| 1. Is the NGO banned by any other institution? If, yes, please provide information regarding the institution and reasons. |  |
| 1. Funding Sources | 1. Who are the CSO/NGO’s key donors? |  |
| 1. How much percentage share was contributed by each donor during the last 2 years? |  |
| 1. How many projects has each donor funded since the CSO/NGO’s inception? |  |
| 1. How much cumulative financial contribution was provided for each project by each donor? |  |
| 1. How is the CSO/NGO’s management cost funded? |  |
| 1. Audit | 1. Did the CSO/NGO have an audit within the last two years? |  |
| 1. Are the audits conducted by an officially accredited independent entity? If yes, provide name. |  |
| 1. Leadership and Governance Capacities | 1. What is the structure of the CSO/NGO’s governing body? Please provide Organigramme. |  |
| 1. Does the CSO/NGO have a formal oversight mechanism in place? |  |
| 1. 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 |  |
| 1. Asset and Inventory Management |  |
| 1. Other |  |
| 1. What is the CSO/NGO’s mechanism for handling legal affairs? |  |
| 1. Ability to work (prepare proposals) and report in English |  |
| 1. 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 |  |
| 1. Which positions in the CSO/NGO lead the areas of project management, finance, procurement, and human resources? Please provide CVs of these staff |  |
| 1. 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.) |  |
| 1. What resources and mechanisms are available by the CSO/NGO for transporting people and materials? |  |
| 1. Quality Assurance | 1. 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 |  |

Annex III Financial Proposal

**Cost Breakdown by Cost Component:**

The Proposers are requested to provide the cost breakdown based on the following format. UNDP shall use the cost breakdown for the price reasonability assessment purposes.

Cost breakdown for base case scenario (number of grants allocated and managed equals up to 85 grants).

The bidders are requested not to modify/alter line 1 (Grant Funds Pool) but keep it in their financial proposal.

Important! Payment of expenses in the organisation of Evaluation Committees associated with the lease of premises, organisation of coffee breaks and reimbursement for travel of the grant competition participants will be made by the UNDP contractor – organising company. These costs will NOT be included in the financial proposal.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| NO. | Activity / expenses | Quantity / duration | Description of expenses | Cost per unit | Total |
| 1 | Grant funds pool | 615,000.00 | | | |
| 2 | Personnel | | | | |
|  | Team Leader/Manager |  | month |  |  |
|  | Grants Administrator |  | month |  |  |
|  | Grants Administrator |  | month |  |  |
|  | M&E and Communications Associate |  | month |  |  |
|  | Finance Associate |  | month |  |  |
|  | Finance Associate |  |  |  |  |
|  | Other specialists (if any) |  |  |  |  |
|  | ... |  |  |  |  |
| 3 | Grant funds administration (transfer of funds, monitoring of projects, etc.) |  | USD |  |  |
|  | Other costs (please indicate if any) |  |  |  |  |
|  | … |  |  |  |  |
| 4 | Organization of application process | | | | |
|  | Design/update and launch of the online application tool |  | Item |  |  |
|  | Maintenance of the online application tool |  | month |  |  |
|  | Other costs (please indicate if any) |  |  |  |  |
|  | … |  |  |  |  |
| 5 | Dissemination of information about the grants contest | | | | |
|  | Development of a webpage for each Call for Proposals |  | item |  |  |
|  | Design and printing of info materials (if necessary) |  |  |  |  |
|  | Advertising campaign |  |  |  |  |
|  | Other (if applicable) |  |  |  |  |
|  | … |  |  |  |  |
| 6 | Office costs | | | | |
|  | Rent (if applicable) |  | month |  |  |
|  | Communication charges (telephone) |  | month |  |  |
|  | Internet |  | month |  |  |
|  | Consumables for office |  |  |  |  |
|  | Printing (if applicable) |  |  |  |  |
|  | Postal charges |  | item |  |  |
|  | … |  |  |  |  |
| 7 | Business trips | | | | |
|  | Travel |  | one travel |  |  |
|  | Accommodation |  | day |  |  |
|  | Daily allowance |  | day |  |  |
| 8 | Overhead costs (if any – outline activities / expenses) |  |  |  |  |
| 9 | Audit of activities under the project |  |  |  |  |
|  | Audit of grantees |  |  |  |  |
| 10 | ... |  |  |  |  |
|  | Total |  |  |  |  |

The total amount of administrative costs related to the implementation of the small business grants programme must not exceed 92,250.00 USD