

TERM OF REFERENCE

LOCAL ECONOMIC DEVELOPMENT IN TUVA, GUMBASA, CENTRAL SULAWESI.

UNDER

RESPONSE TOWARD RESILIENCE PROJECT - RESTORE (PROJECT ID 00126825)

Title of Grant	Local Economic Development in Tuva Village, Central Sulawesi.
Project Name	Response Toward Resilience (RESTORE)
Grant Duration	from 22/03/2021 to 18/12/2021
Work Location	Tuva Village, Gumbasa Sub-district, Sigi District, Central Sulawesi
Supervisor	National Project Manager RESTORE

I. BACKGROUND AND EXPECTED OUTPUTS

GUIDANCE: Indicate the followings

- *The problem statement or challenge the grant intends to address.*
- *The primary objective and specific objectives of the proposed grant.*
- *The description of the rationale (justification) for the project in order to have an overall understanding that the grant is not a standalone activity.*
- *The specific results or outputs that the grant will achieve.*

The massive spread of the COVID-19 caused a decline in economic activity, and the pandemic has influenced in various sectors such as public services, household consumption, investment, and financial institutions in Indonesia. There is a threat of loss of community income because the people cannot work to fulfill their daily needs, especially for the poor and the vulnerable households, as well as the informal sector. The decline also occurred at Micro, Small and Medium Enterprises (MSMEs). This business actors cannot conduct their business activities so that their ability to fulfill obligations e.g. wages, rent, credit, other business expenses are impaired.

Based on Badan Pusat Statistik (BPS) survey which has released Social and Demographic Survey on Covid-19 Impact 2020. This survey reported that most of the business actors temporarily shut down their business. This condition implies to the large temporarily or permanently dismissals (PHK) of workers from the sectors mentioned above. It was mentioned that 18,34% of the 87.379 respondents were temporarily dismissed, 2,52% were permanently dismissed and 22,74% does not work for many reasons. On the income aspect, the Social and Demographic Survey reported that 44,67% male workers loss their job and female workers 38,55%. The below is the profile of income decline in Indonesia resulted from the survey¹.

UNDP Indonesia has been working together with the Government of Indonesia to build safer and resilient communities as well as relevant Government institutions at national and sub-national levels in normal and post-disaster settings. During the COVID-19 pandemic, UNDP have widely programs to support local government as well as local community in both of response and recovery phase. For economic recovery assistance in community, UNDP is also supporting MSMEs to enhance their economic-resilient in facing COVID-19 through Local Economic Development Program.

The Local Economic Development Program focused on promoting economic recovery at the community level, especially in the post-disaster and COVID-19 response. The main goal is to enhance the community's knowledge and

¹ Badan Pusat Statistik (BPS), Social and Demographic Survey on Covid-19 Impact 2020

capacity to recover from disaster and COVID-19 impacts. The main target is to enhance the MSMEs and community's capacity in resilient recovery through provision of assistances to develop local commodity, business diversification, enhance value chains and supply chains, digital marketing strategy, etc.

Programming Approach

The approach is based on a sustainable livelihood approach (SLA). The sustainable livelihood approach seeks to achieve fair and balanced social, economic, and ecological needs. Attainment of the level of social welfare is approached through a combination of activities and the utilization of capital in the living system (Ellis, 2000). The livelihood strategy includes the aspect of choosing several resources around the community. More various choices will open up greater opportunities for livelihood strategies.

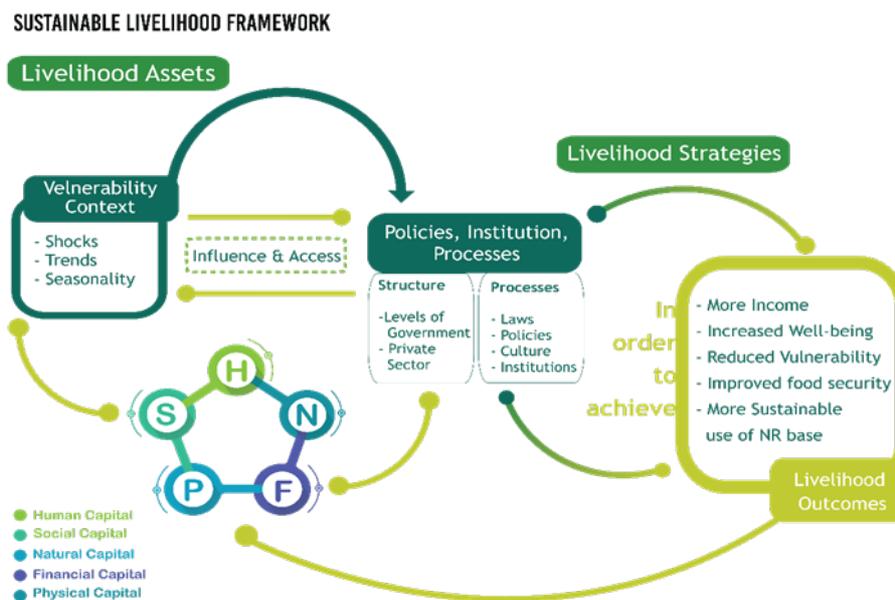


Figure 1. Sustainable Livelihood Framework

The ultimate objective of livelihoods strategy in context disaster recovery is to restore the elements of the SLF through which sustainable livelihoods outcomes can be achieved (productive assets, livelihood strategies, context, institutions and regulations). In this way, the SLF works as an operational umbrella for the planning, coordination and implementation of livelihood recovery interventions. The SLF provides an effective way for organising interrelated actions and sectors towards the rebuilding of livelihoods and strengthening of resilience in the face of new or recurrent hazards and climate risks².

To enable an effective, sustainable livelihood recovery response, implementor may consider activities from **three primary sets of actions**, all of them essential. These include:

- Activities for the recovery of SLF components:
 - Understanding livelihood damages and needs in their contexts.
 - Restoring and protecting productive assets.
 - Rehabilitating and protecting livelihood strategies and dynamics.
 - Enabling institutions, regulations and processes that are key to livelihood recovery.
- Activities intended to accomplish other priorities for risk reduction while recovering and rebuilding livelihoods:
 - Promoting a culture of safety and resilience among livelihood groups and sectors.
 - Assuring livelihood preparedness for timely responses in the face of disasters.

² ADPC. 2015. Guidance on Livelihood Recovery

- Activities to promote the recovery of sustainable livelihoods strategies along with the larger aim of reducing poverty.

Program Strategy

The project should apply a combination of policy and capacity development initiatives and grant mechanism through the followings approaches:

- **Advocacy and Promotion Strategy.** The programme requires support from community, local government, and non-government/government institutions. In order to gain support from all parties, advocacy, and promotion on the planned activities are conducted.
- **Capacity Building Strategy.** Capacity building of community and relevant institutions of the local government is significant to accomplish the programme's objectives and sustainability.
- **Participatory Strategy.** Active participation from the community and all parties involved in the programme is essential for the programme success. The community should always participate in every stage of the programme implementation starting from the initial assessment of their situation, design, implementation, management to monitoring and evaluation. Thus, the community takes responsibilities for the programme. The participatory method is also applied in workshops, FGDs, etc. The strategy empowers local resources as well.
- **Gender Equality and Social Inclusion Strategy.** The programme is to ensure that women and other vulnerable group are not only the direct beneficiaries but also having opportunities to actively participate in decisions making process. To accomplish such objectives, CSOs will develop gender equality policy in every stage of activity. All activities will consider the GESI measures and approaches to accommodate the participation of vulnerable groups. The lesson learn of GESI will be well documented and published in form of articles, stories, etc.
- **Sustainability Strategy.** Involvement of local organizations will ensure the sustainability of the programme. Intervention on policy advocacy to support MSMEs and its capacity building will be conducted, to ensure the integration of the program with local development agenda, especially at district and village level. Connection between beneficiaries and potential market will play critical roles to build the sustainability of intervention. The non-discriminatory to ensure No One Left Behind, will support the social inclusion and ensuring the ownership at community level.
- **Transparency and Accountability Strategy.** The strategy is applied by disseminating all available policies, conducting public test, and transferring fund for the community through selected CSOs' account.

The programme would be implemented in Tuva, Gumbasa, Sigi within following outputs: a) restored minimum community and MSMEs capacity for restarting and improving their livelihood and business strategy. and b) integrated local economic development into Village and District policies. The program targets are community/economic-groups/MSMEs affected by COVID-19.

II. KEY ACTIVITIES AND PERFORMANCE TARGETS

GUIDANCE: Specify the key activities that needs to be undertaken.

The selected CSO will be responsible to achieve following program results:

1. Detailed inception report on context analysis of targeted community / MSMEs
On this output, selected CSOs is expected to have depth analyses of the impact of COVID-19 in target areas, especially for MSMEs and economic activities of the community. Gender lens should be used in developing the inception report. In more detail, selected CSOs should prioritize beneficiary groups in disaggregated data (such as women, youth, PwDs, and elderly), determine the prioritized commodities, map out the value chain network, clearly identifying gender situational barriers and opportunities regarding to the intervene sector, and identifying key stakeholders. Thus, selected CSOs should compile the details of intervention activities that

refer to the program framework in this ToR. This achievement is expected delivered on the 1st month after signed the contract. Below are the key activities that needs to be undertaken:

- a. Selection of prioritized beneficiaries of community / MSMEs (segregated by gender)
 - b. Conduct value chain and supply chain analysis of selected commodities in target area (includes gender analysis in value chain).
 - c. Final detail implementation plan
 - d. Project orientation sessions with village and community leaders/representatives in the target locations (includes representation of vulnerable groups representative).
2. Restored minimum community and MSMEs capacity for restarting and improving their livelihood and business strategy

In this phase, CSOs are expected to implement activities to enhance MSME literacy and skills through the development of training modules, conduct training, and facilitate business planning. Through the CSO's assistance, beneficiaries (men and women) are also expected able to produce valuable commodities and efficiently through adequate training and proper post-production management so they could increase the quantity of product and selling values. In addition, CSOs should facilitate the development of a Business Continuity Plan (BCP) in order to build sustainable business and adapt to recurrent risk. This achievement is expected delivered on the 4th month after signed the contract. Below are the key activities that needs to be undertaken (gender and social inclusion measures or approaches should be applied during designing activities and implementation stages):

- a. Conduct basic training to enhance literacy of commodity production.
 - b. Conduct training and practices to develop production efficiency
 - c. Assistance in planning of commodity development
 - d. Technical assistance to improve post-production and processing techniques
 - e. Develop Business Continuity Plan (BCP)
3. Developed value chain and market access
- Based on the value chain analysis as well as market analysis, selected CSO is expected to perform by facilitating MSMEs to be engaged with market players and suppliers through mutually beneficial/balanced cooperation. The other output is to link the MSMEs to larger ventures that can benefit together by tackling the issues identified and create a sustainable business ecosystem. It could be defined that MSMEs should get in touch with the larger market network through developing innovative marketing not only by direct selling but also collective marketing to the market/factories or digital market. This achievement is expected delivered on the 6th month of the duration of program. Below are the key activities that needs to be undertaken:
- a. Engage supply chain actors for responsible sourcing
 - b. Improve access to market through facilitate direct selling and collective marketing to the market/factories or digital marketing.

4. Integrated local economic development into Village and District policies.

In order to obtain adequate business support, it is necessary to have a regulatory and policy that arises from the awareness of the local government to encourage local economic development, creating mutually beneficial and fair business relationships. In this regard, selected CSO is expected to identify regulatory and policy gaps and advocate for it as the government's agenda. The Selected CSO will take into account the perspective of GESI in the process of advocacy. In the final phase, CSO is expected to document lessons learned from the entire process of the program. This achievement is expected delivered on the 8th month of the duration of program. Below are the key activities that needs to be undertaken:

- a. Identification of policy gaps related to the local economy and MSMEs at both the village and district levels
- b. advocating local policies and regulation to support local economic development
- c. Lesson learned in Community Economic Development
- d. Final Report

Disbursement plan of cash grants shall be in line with technical oversight and assistance plan. To ensure quality of deliverables, they must also develop monitoring plan and undertake regular monitoring and reporting of implementation progress. Furthermore, to anticipate the spread of COVID-19, all activities are required to comply with health protocols by applying 3M (physical distance, wearing masks, and washing hands), please see the detail in chapter VI “PROTOCOL PREVENTION COVID-19”.

GUIDANCE: Specify the performance targets, which includes indicators for measuring results that will be achieved using the grant. At least one indicator is required. More can be used if useful to more fully measure the results that are expected to be achieved:

INDICATOR(S)*	DATA SOURCE	BASELINE	MILESTONES			
			Period 1	Period 2	Period 3	FINAL TARGET
1.1 Prioritized beneficiaries of community / MSMEs selected (xxx % are women and other vulnerable groups such as PwD)	Activity report	tbd	100 %			
1.2 Value chains and supply chains analysis of selected commodities in target area conducted	Document of value chain and supply chain analysis	tbd	100 %			
1.3 Final detailed implementation plan available	Final logframe - timeline	tbd	100 %			
1.4 Project orientation sessions with village and community leaders/representatives in the target locations conducted (Vulnerable group representative/stakeholders are engaged).	Activity report	tbd	100 %			
2.1 Basic training to enhance literacy of commodity production conducted	Guidelines	tbd	50 %	50 %		
2.2 Trainings to develop production efficiency conducted	Guidelines	tbd	50 %	50 %		
2.3 Assistance in planning of commodity development provided	Activity report	tbd		100 %		
2.4 Technical assistance to improve post-production and processing techniques provided	Activity report	tbd		100 %		
2.5 Develop Number of Business Continuity Plan (BCP) that considers	Guidelines	tbd		100 %		

INDICATOR(S)*	DATA SOURCE	BASELINE	MILESTONES			
			Period 1	Period 2	Period 3	FINAL TARGET
the gender needs/interests and social inclusion available						
3.1 Supply chains actors for responsible sourcing engaged	<i>Activity report</i>	tbd		100 %		
3.2 Access men and women to market through facilitation of direct selling and collective marketing to the market/factories or digital marketing Improved	<i>Activity report</i>	tbd		100 %		
4.1 Identification of policy gaps related to the local economy and MSMEs at both the village and district levels conducted	<i>Activity report</i>	tbd			100 %	
4.2 Local policies and regulation to support local economic development advocated	<i>Activity report</i>	tbd			100 %	
4.3 Lessons learned on Community Economic Development developed (include stories on GESI Best practices) in a form both stories and publication	Lessons learned document	tbd			100 %	

*These are minimum expected indicators and can be added by applicants as necessary and needed according to the program outputs.

III. LOCATION AND TARGET BENEFICIARIES

GUIDANCE: Specify the location of work and target beneficiaries.

The programme would be implemented in Tuva Village, Gumbasa Sub-district, Sigi District, Central Sulawesi

The Activity/ Sub-project is expected to cover about 542 beneficiary households in targeted village – Tuva. The geographic conditions of these areas are described as follow:

Tuva village is part of Gumbasa Sub District, in Sigi District. Located at the border of Kulawi Sub-District, Tuva is the furthest village, 52 kilometers from Palu. There are 528 households and 1.870 people (979 men and 873 women) reside in the village, spread in 3 sub-villages (Dusun) and 10 neighborhood group (RT). There are 6 people with disabilities (deaf, vision impairment, and physical disability).

Tuva Village has estimated land width 34,24 Km² with densely population rate of 52 people/Km². The geographic condition of Tuva Village is variant, 50% of the land is flat, while the other 50% are hilly and mountainous.

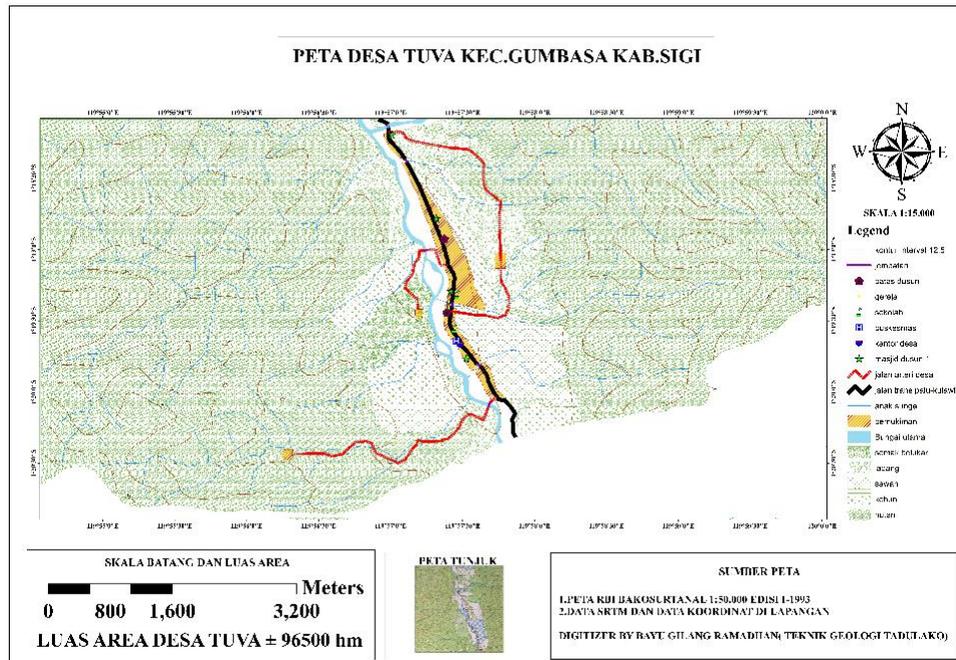


Figure 2. Map of Tuva

Most of Tuva villagers depend their livelihood on farming and plantation. They sell the harvested commodities for living. Prior to the earthquake last year, the farmers could produce 600 Kg of chocolate fruit/year. They also planted coconut which could produce more than 500 Kg/year. In average every household in Tuva owns 500 m² of farmland.

COVID-19 has an impact on people's economic activities, especially for traders (15 traders) and MSMEs (41 units). During COVID-19, Village government provide cash assistance through PKH, BST, and Village Funds for all households as detailed below.

Table 1 Cash Assistance during COVID-19

Type beneficiaries	Amount
Based on DTKS data	
- PKH - BPNT	65 HHs
- PKH adaptive	45 HHs
- BST	73 HHs
Village Fund Cash Assistance	345 HHs

The project intervention aims to benefit the most vulnerable households and MSMEs in the target villages. It prioritizes female-headed households, and those currently supporting the elderly people, persons with disability, and fostering the orphans. Due to the fact that different locations have its own characteristics, any required detail criteria and mechanism of identification, selection, and prioritization of beneficiaries will be developed and finalized jointly between UNDP and the CSO, and to be followed with community consultations that involve village authorities, community leaders, and representatives of community members.

IV. ELIGIBILITY AND SELECTION PROCESS

The grant recipient (civil society or non-governmental organization) with experiences in community development, livelihood, local development planning and stakeholder coordination in disaster prone areas, shall complete and submit the Grant Proposal in accordance with UNDP's Low Value Grant Proposal Template (**ANNEX A**) and the Request

for Information (RFI) From CSO/NGO (**ANNEX B**) by email to: bids.id@undp.org Attention: **Andrys Erawan**, Cc: andrys.erawan@undp.org

The proposal should be received by UNDP no later than 17:00 hours, **04 March 2021**, Palu Local Time and should you require further clarifications, kindly communicate with the contact person identified above as the focal point for this requirement. The queries related to proposal submission can be conveyed until **03 March 2021**.

All grant proposals shall be subject to grant selection processes, which consist of a Pre-screening against the selection criteria and Full Review by the CSO Steering Committee.

The Selection Criteria are as follows:

- a) Method (**30%**): Proposed methodology, workplan, approach, timeline, completeness of deliverables.
- b) Identity (**20%**): Registration status, having a specific status if that is necessary in the country context, etc.
- c) Capacity (**25%**): specialized knowledge and experience on similar engagement, standard operating procedure, financial report (audit report if available)
- d) Utilization of resources (20%): financial SOP, realistic budget for how funds will be spent (in accordance with UNDP standard cost: UN Harmonized Cost Rates, etc.).
- e) Submission Requirements (**5%**): ideas presented including any requirements with regards to utilization of resources, reporting, duration, and other formal criteria.

V. REPORTING

GUIDANCE: Specify the reporting requirements.

1. Monthly report
2. Milestone report (based on payment tranches)
3. Report shall be written in Bahasa Indonesia and English

The CSO will provide a finalized work plan prior to implementation. The CSO needs to provide monthly progress report including cumulative updates on implementation progress, results against targets, challenges and forward planning, within 7 days following the end of the month. The reports should be provided with photos documentation and case study that reflect community and government positive feedback on the program. The CSO will submit a comprehensive narrative and financial completion report including lessons learned and recommendation at the end of the assignment.

The CSO will maintain regular communication with UNDP Palu Office to provide regular feedback on implementation progress, results, challenges and bottlenecks; as well as collaborate with UNDP to facilitate regular or ad hoc monitoring visit to the project sites.

VI. PROTOCOL PREVENTION COVID-19

1. Introduction
 - a. This protocol is intended as a general guide for user with implementing partner, in preventing COVID-19 outbreak in the construction project site.
 - b. This protocol is part of the overall policy to realize the safety of construction. Safety of construction is occupational safety and health; Public safety; and safety of the environment in every phase of design and supervision of construction.

- c. Each stakeholder in a construction project can follow up on the implementation of this Protocol following their respective agency policies.
2. Prevention of COVID-19
Members of implementing partner have the duties and responsibilities to:
 - a. Learn and undergone standard health check procedure and condition in prior to team deployment in the field.
 - b. Provide method/procedure of implementing COVID-19 prevention in the field.
 - c. Monitoring the health conditions of workers and controlling the mobilization/demobilization of workers.
 - d. Provisions of personal protection equipment (PPE) for the workers.
 - e. Report to the supervisor and UNDP if a positive worker and Patient Under Supervision (PDP) status has been found and recommends temporary suspension of activities.
 3. Identification of COVID-19 Hazard Potential in the field
 - a. Coordinating with local authority or COVID-19 Task Force on conformity or identification of potential project location risks and follow up on the reconstruction process.
 - b. Locating health facilities referral in the field with COVID-19 treatment protocol issued by the Government.
 - c. If implementation of construction identified:
 - Has a risk due to the location of project at the epicenter of contagion.
 - Positive workers and patient under supervision (PDP) found
 - The Head of the Ministry/Institution/Agency/Regional Head has issued a regulation to stop activities due to force majeure temporarilyThen the implementing partner may be suspended temporarily from work due to Force
 - d. Suspension of program implementation, as referred to in letter (a) above, is carried out under the provisions in agreement later.
 - e. In the case of the implementation of construction because of nature and urgency must be carried out as part of the handling of the social and economic impacts of COVID-19, the construction continued with the following provisions:
 - Obtain approval from the local authority (Health Agency and BPBD Sigi)
 - Implement the COVID-19 prevention protocol with high discipline and regularly reported by the Prevention Task Force COVID-19
 - Temporarily stop when there is a conformity of health facilities in the field with COVID-19 treatment protocol issued by the government
 4. Provision of health facilities in the field
The implementing partner is required to provide additional facilities, including handwashing (water, soap, and hand sanitizers), tissues, masks at the office or field for all workers and guests.
 5. Implementation of COVID-19 Prevention in the field
 - a. The implementing partner installs posters (flyers) both digital and physical about the appeal/recommendations for COVID-19 prevention to be disseminated or installed in strategic places at its office.
 - b. The implementing partner prohibits people (all workers) who indicated to have a body temperature of 38 degrees Celsius from coming to the job site
 - c. If a worker finds in the field as a COVID-19 Patient Under Supervision (PDP), the work must be stopped temporarily for at least 14 working days
 - d. It is responsible to evacuate and spray disinfectants on all worksites, facilities, and equipment; and
 - e. Temporary termination carried out until the evacuation and disinfectant spraying process, as well as the implementation of health checks and isolation of workers who have made physical contact with workers exposed, have finished.

For all workers, regardless of specific exposure risks, it is always a good practice to:

- Frequently wash hands with soap and water for at least 20 seconds. When soap and running water are unavailable, use an alcohol-based hand rub with at least 60% alcohol. Always wash hands that are visibly soiled.
- Avoid touching eyes, nose or mouth with unwashed hands.
- Practice good respiratory etiquette, including always wearing a mask.
- Avoid close contact with other people.
- Stay home if sick.
- Recognize personal risk factors.

LOW VALUE GRANT PROPOSAL TEMPLATE

TO BE PREPARED BY THE RECIPIENT INSTITUTION. THIS PROPOSAL WILL BE SUBMITTED TO THE STEERING COMMITTEE/PROJECT BOARD FOR APPROVAL

Date:

Project Name:

Name of the RECIPIENT INSTITUTION: _____

Total Amount of the Grant (in USD): _____

1- PURPOSE OF THE GRANT

- Indicate the purpose of the grant and describe the result(s) the grant is expected to achieve.
- Explain why the grantee is uniquely suited to deliver on the objectives

2- PROPOSED ACTIVITIES AND WORK PLAN

- Describe the activities that will be completed to achieve the objectives
- Elaborate if there are any targeted group(s)/ geographical area who will benefit from the grant, other than the Recipient Institution. If so, who are the targeted groups/geographical area and how will any potential beneficiaries be selected?

WORK PLAN

PLANNED ACTIVITIES ¹	Timeline ²				Planned Budget for the Activity (in grant currency) ³
	T1	T2	T3	T4	
1.1 Activity					\$
1.2 Activity					\$
1.3 Activity					\$
Total					\$

1 State what activities will be completed with the grant Funds. Use as many activity lines as necessary

2 Define the time periods relevant for the grant and indicate when specific activities are expected to be completed. Typically, time periods relate to when the tranches of Funds are released (i.e., quarterly, six monthly, annually) Use as many time periods as necessary.

3 Indicate the budget amounts in the grant currency.

3- PERFORMANCE TARGETS

State the indicators for measuring results that will be achieved using the grant. At least one indicator is required. More can be used if useful to more fully measure the results that are expected to be achieved:

INDICATOR(S)	DATA SOURCE	BASELINE	MILESTONES			
			Period 1	Period 2	Period ...	FINAL TARGET
1.1						
1.2						

4- RISK ANALYSIS:

Indicate relevant risks to achieving the grant objectives and mitigation measures that will be taken. Risks include security, financial, operational, social and environmental or other risks.

Risk	Risk rating* (High/Medium/ Low)	Mitigation measures

*The risk rating is based on a reflection of the likelihood of the risk materializing and the consequence it will have if it does occur.

5- GRANT BUDGET OF RECIPIENT INSTITUTION (state currency)

PERIOD COVERING FROM _____ TO _____

General Category of Expenditures	Tranche 1	Tranche 2	Tranche 3	TOTAL
Personnel				
Transportation				
Premises				
Training/Seminar/ Workshops, etc.				
Contracts (e.g., Audit)				
Equipment/Furniture (Specify)				
Other [Specify]				
Miscellaneous				
<i>TOTAL</i>				

* Please note that all budget Lines are for costs related only to grant Activities.

** These budget categories and number of tranches are suggested guidelines. The Recipient may choose alternates which more accurately reflect their expense items and needs.

*** Add as many tranches columns as necessary

**** The prevailing UN Guideline for Harmonized Cost Rates with Implementing Partners shall be used to implement this agreement.

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 development projects requiring expertise and working experience Indonesia in the following thematic/subject areas: Immediate livelihood recovery, focusing on a) Community engagement and mobilization, b) life-skills and Income Generating Activities Training, c) Provision of productive inputs livelihood recovery activities.

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.

Topic	Areas of Inquiry/ Supporting documentation	Response
1. Prescribed organizations	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>	
	2. <i>Is the CSO/NGO banned by any other institution/governments? If, yes, please provide information regarding the institution/Government and reasons.</i>	
2. Legal status and Bank Account	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>	
	2. <i>Does the CSO/NGO have a bank account? (Please Submit proof indicating latest date)</i>	
3. Certification/ Accreditation	<i>Is the CSO/NGO certified in accordance with any international or local standards (e.g., ISO), such as in:</i> <ul style="list-style-type: none"> • Leadership and Managerial Skills 	

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

Topic	Areas of Inquiry/ Supporting documentation	Response
	<i>over the past 2 years (arrange from biggest budget to the lowest).</i>	
8. 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?	
9. 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.	
10. Leadership and Governance Capacities	1. What is the structure of the CSO/NGO's governing body? Please provide Organigramme.	
	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: <ul style="list-style-type: none"> • 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	

Topic	Areas of Inquiry/ Supporting documentation	Response
11. 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.	
12. 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?	
13. 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"> • Delivery compared to original planning • Expenditure compared to budget • Timeliness of implementation • Timeliness and quality of reports • Quality of Results 	
14. Public Transparency	1. <i>What documents are publicly available?</i>	
	2. <i>How can these documents be accessed? (Please provide links if web-based)</i>	
15. Consortium	1. <i>Do you have the capacity to manage a consortium?</i>	
	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>	
	3. <i>Do you have a formal alliance with other CSOs/NGOs? If yes, pls. identify and provide details.</i>	
Specific inquiry		
	1. <i>Does the NGO have experience working in these geographical areas?</i>	

Topic	Areas of Inquiry/ Supporting documentation	Response
16. Working Experience in target geographical areas	2. <i>Is there any limitation to the NGO for accessing and working in those planned locations?</i>	
	3. <i>Please provide any brief program implementation updates or activity report being implemented in [...]</i>	