REQUEST FOR INFORMATION (RFI) FROM CSO/NGO
Ref: UNDP/AFG/RFI/2021/00000010189

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 experience in the following thematic/sub-thematic areas

Thematic Area	Sub-Thematic Area
Prosperity – Economic Growth, Livelihoods	• Inclusive Economic Growth • Inclusive Employment and livelihood Creation/Skills development • Youth Engagement • Entrepreneurship / Business incubation • Urban Poverty Reduction • Urban Economic Development • Urban Governance/Municipal Governance • Financial Inclusion • Gender mainstreaming and Social Inclusion/Gender based violence • Micro/Small/medium Enterprise • Community infrastructure rehabilitation and development • Development Supply Chain/Supplier Development Program in agriculture and no agriculture sectors • E-commerce and marketing technology, financial media & data solutions, tele-insurance and tele health care blockchain , peer-to-peer social safety nets, digital lending, microfinance • Cash Transfer Schemes (Unconditional and Conditional), Cash for Work, Cash for Markets Social Entrepreneurship and Social Innovation
Peace – Governance, Human Rights and Access to Justice	• Conflict prevention and management, mediation and dispute resolution • Conflict sensitivity and peace promotion (promoting peaceful engagement) • Peace education and advocacy • Integration, and reconciliation • Building community social cohesion and resilience • Community security, including early warning and response, deradicalization and aftercare of former offenders • Women, peace and security • Security sector reform and governance, post-conflict governance and democratic transitions • Access to justice using community-based approaches; legal aid, legal awareness, clinical legal education • Anti-corruption (improving supply and demand side)

Thematic Area	Sub-Thematic Area
	• Social accountability (community-based monitoring, citizen charter, social audit, community score card, beneficiary monitoring) • Social behavior and communication change • Post-conflict governance and democratic transitions • Socio-economic empowerment for conflict-affected groups and areas (e.g., livelihoods, social enterprises) • Psychosocial support for communities affected by armed conflict/violence and violent extremism • Community peace dividends • Camps transformation • Security sector reform and governance • Access to justice • Anti-corruption (improving supply and demand side) • Social accountability (citizen charter, social audit, beneficiary monitoring) • Human rights and gender equality • Strengthening media, investigative journalism • Research support to peacebuilding, conflict studies and promoting governance including policy research • Voice and representation • E-governance and digital systems at national and sub-national level • Psycho-social and economic reintegration of ex-combatants with focus on governance and institutional arrangements. • Disarmament, Demobilization and Reintegration • Psychosocial support for communities affected by armed conflict/violence and violent extremism • Enhance accountability and responsiveness by deepening the roles of National Assembly of Afghanistan and CSOs using a bottom up approach
Sustainability - Energy, Environment & Climate Change	• Climate Change Adaptation (agriculture, water resources, coastal ecosystems, forest ecosystems, human security) • Climate Change Mitigation/Energy Efficiency/Renewable Energy/ Hydro-power Energy sources/low carbon or sustainable transport systems • Climate risk profiling/climate modelling • Environmental Management (solid wastes management, circular economy, chemicals management, management of ozone depleting substances) • Biodiversity Conservation/Eco-system Management/Protected Area Management/biodiversity assessments and conservation planning/wildlife management and protection • Indigenous community conservation and indigenous peoples land rights • Natural resources management/Watershed management/ENR Planning/community based natural resources management and planning/ Water resources management/ Water Sanitation • Institutional capacity development to integrate climate change into the planning and budgeting processes; Integration of environmental concerns and disaster risk reduction in the national and local

Thematic Area	Sub-Thematic Area
	development frameworks and processes; Integrated landscape management approach to reduce poverty, conserve biodiversity, and promote peace • Green jobs/Green Economy/Green Technology Transfer • Low carbon emissions • Climate-resilient Livelihoods (Green jobs/Green Economy/Green Technology Transfer/ Nature based solutions • Climate Finance/Climate and Disaster Risk finance/Environmental Finance/Green Finance • Disaster Risk Reduction (Mitigation and Preparedness), • Early Recovery/Reconstruction/Post disaster needs assessment (PDNA) • Resilience planning and development / urban resilience / sustainable cities • Climate and DRR enhanced comprehensive land use planning and local development planning • Business continuity management for public and private sector • Sustainability management and reporting for private sector • Environmental education/training/curriculum development • Urban development • Construction of the irrigation improved infra-structures • Climate-resilient Livelihoods • Institutional capacity development to integrate climate change into the planning and budgeting processes • Integration of environmental concerns and disaster risk reduction in the national and local development frameworks and processes • Enhancement of community resilience to environmental degradation, disasters, crises, and climate change • Integrated landscape management approach to reduce poverty, conserve biodiversity, and reduce promote peace • Strengthening of Early Warning System and Disaster Information System • Research, learning, relevant policy and capacity building support in the area of environment and innovation
Monitoring	For effective monitoring of implementation as well as on time delivery of programmes/projects, UNDP will leverage emerging technologies and integrated system of community based and third-party systems that will allow UNDP to effectively monitor in hard to access circumstances. These approaches include: • Third Party Monitoring of project implementation • Community Based Monitoring, Capacity Building of Community Monitors • Quantitative and Qualitative Research Methods • Rapid Assessments, Household Surveys, Perception Surveys, Key Informant Interviews, Focused Group Discussions Digital Data Collection Tools, Digital CAPI (Computer-Assisted Personal Interviews) tools, Open Data Toolkits • Web based Data Visualization, interactive web-based dashboards, Statistical and Data Analytics

Thematic Area	Sub-Thematic Area
	• High quality report writing and production of briefs and infographics • Application of Do No Harm, Inclusion and Protection principles in Monitoring
Cross Cutting Areas (Optional)	Gender Studies and Interventions Social mapping of market conditions Community Mobilization Employment generation Youth engagement Humanitarian Assistance Disaster Recovery Capacity Building of the differently abled.

Services
• Policy Research • Capacity building /Training/Workshop/Skills • Community mobilization / Community Monitor • Action Research/ ethnography • Agriculture/Non-Agriculture Livelihood Promotions • Advocacy/Awareness Campaign • Resilient Housing • Participatory planning, design and appraisal • Environmental Assessment/Biodiversity/livelihood • GIS • Loss and damage assessment • Shelter / Non-Food item distribution • Cash for work • Cash for training • Community infrastructure • Skills development, livelihood trainings and Employment • Baseline socio-economic surveys • Gender assessment and action planning • Social and environmental screening and preparation of SESP • Institutional analysis • Innovation Challenges/prototyping • Business Incubation • Technology Transfer • Service Delivery • Public Health • Data Science • Para-legal aid • Psycho-social aid • Mediator & Counsel • Resource Speakers/ Trainers • Knowledge management, communication & stakeholder engagement • Environmental communication • Building and maintaining platforms of dialogues for the youth, women, and religious leaders

- Development of learning modules and courses as well as non-traditional learning methods
- Facilitation, organizing, and/or management of collective intelligence sessions on behavioral insights, human-centered design etc.
- Experimentation on machine learning and artificial intelligence,
- Data collaboratives, digital transformation strategy
- Digital technology integration, data science & analytic Training on sustainable development practices
- GPS-based Monitoring Solutions
- Platform development and operations for dialogues/exchanges among community peace and security stakeholders (e.g., youth, women, and religious leaders)
- Operations, logistics and mobilization of peace process mechanisms
- Capacity-building on peacebuilding, prevention of violent extremism

Geographic Coverage: The NGOs/CSOs are expected to demonstrate either physical presence or access and ability to work all over the Country in Afghanistan, in the 8 Regions and 34 Provinces across Afghanistan.

2. INFORMATION REQUESTED

Interested CSOs/NGOs are required to fill out the below: (a) **Request for Information (RFI) Questionnaire,** and (b) **Capacity Assessment Checklist (CACHE)**, 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.

All CSOs/NGOs whose information in RFI are found to be consistent with UNDP programme needs will be considered for Capacity Assessment under CACHE. Based on the results of this Capacity Assessment Checklist (CACHE), UNDP will determine if the CSO/NGO may or may not be placed on a roster, for rapid engagement when required.

Request for Information (RFI) Questionnaire

| 1. Proscribed organizations | 1.1. 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? | Attachment 1.1: |
| | 1.2. Is the CSO/NGO banned by any other institution/governments? If, yes, please provide information regarding the institution/Government/NGO Bureaus and reasons. | (Please fill up as appropriate)

Attachment 1.2 |

2.	Legal status and Bank Account	2.1. 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? <u>Please provide copies of all relevant documents evidencing legality of operations. Verification from Deputy Commissioners Office in relation to NGO listing operating in District level obtained?</u> 2.2. Does the CSO/NGO have a bank account? (Please Submit proof indicating latest date)	(Please fill up as appropriate)
3.	Certification/ Accreditation	3.1 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 • Leadership and Governance: Executive Committee Members and status of Kinship relation among the board members. Written Disclosure • Other	(Please fill up as appropriate)
4.	Date of Establishment and Organizational Background	4.1 When was the CSO/NGO established? (certification from NGO Bureau) 4.2 How has the CSO/NGO evolved since its establishment? (no more than 2 paragraphs) 4.3 Who are your main donor/ partners? List of Donors or funding partner or source 4.4 Please provide a list of all entities that the CSO/NGO may have an affiliation with. 4.5 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.	(Please fill up as appropriate)
5	Mandate and constituency	5.1 What is the CSO/NGO's primary advocacy / purpose for existence? 5.2 What is the CSO/NGO's mandate, vision, and purpose? (no more than 2 paragraphs) 5.3 Is the CSO/NGO officially designated to represent any specific constituency?	(Please fill up as appropriate)
6	Areas of Expertise	6.1 Does the CSO/NGO have expertise in any of the key areas identified above in this RFI?	(Please fill up as appropriate)

		6.2 What other areas of expertise does the CSO/NGO have?	
7	Financial Position and Sustainability	7.1 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. 7.2 What is the CSO/NGO's actual and projected inflow of financial resources for the current and the following year? 7.3 Please provide a list of projects with description, duration, location and budget over the past 2 years (arrange from biggest budget to the lowest). 7.4 Previous Track Record of Thematic Area or function	(Please fill up as appropriate)
8	Public Transparency	8.1 What documents are publicly available? 8.2 How can these documents be accessed? (Please website available or not provide links if web-based)	(Please fill up as appropriate)
9	Consortium	9.1 Do you have the capacity to manage a consortium? 9.2 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. 9.3 Do you have a formal alliance with other CSOs/NGOs? If yes, pls. identify and provide details.	(Please fill up as appropriate)
Please use additional page/s if required			

Capacity Assessment Checklist (CACHE) For CSO/NGO

Topic	Areas of Inquiry Please Attach Supporting Documentation for Each Question	Response
1. Funding Sources	1.1 Who are the CSO/NGO's key donors? 1.2 How much percentage share was contributed by each donor during the last 2 years? 1.3 How many projects has each donor funded since the CSO/NGO's inception? 1.4 How much cumulative financial contribution was provided for each project by each donor? 1.5 How is the CSO/NGO's management cost funded?	
2. Audit	2.1. Did the CSO/NGO have an audit within the last two years? 2.2. Are the audits conducted by an officially accredited independent entity? If yes, provide name.	
3. Leadership and Governance Capacities	3.1. What is the structure of the CSO/NGO's governing body? Please provide Organigramme. 3.2. Does the CSO/NGO have a formal oversight mechanism in place? 3.3. 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 • Asset and Inventory Management • Other 3.4. What is the CSO/NGO's mechanism for handling legal affairs? 3.5. Ability to work (prepare proposals) and report in English	
4. Personnel Capacities	4.1 What are the positions in the CSO/NGO that are empowered to make key corporate decisions? Please provide CVs of these staff. 4.2 Which positions in the CSO/NGO lead the areas of project management, finance, procurement, and human resources? Please provide CVs of these staff.	
5. Infrastructure and Equipment	5.1 Where does the CSO/NGO have an official presence? Please provide details on duration and type of presence (e.g. field offices,	

Capacities	laboratories, equipment, software, technical data bases, etc.) 5.2 What resources and mechanisms are available by the CSO/NGO for transporting people and materials?	
6. Quality Assurance	6.1 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	

Note: Please submit (a) RFI along with its <u>referenced supporting documents</u>, and (b) CACHE along with its <u>referenced supporting documents</u> separately. Documents should be clearly labelled with a reference to the relevant question number

Section 3. Contact details for Clarification and asking questions:

Please send your queries to: procurement.af@undp.org this 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 officially received. All questions should be sent no later than 07 days prior to the submission deadline.

Section 4. Additional information on responding to RFI and closing date:

Contact Details for submitting clarifications/questions	E-mail address dedicated for this purpose: procurement.af@undp.org Note : The Subject Line of email should be: **UNDP/AFG/RFI/2019/00000010189**
Manner of Disseminating Supplemental Information to the RFI and responses/ clarifications to queries **Pre-submission /Orientation Meeting**: **Wed 8 September @11am via Zoom**	Uploading in the E-tendering system. Once uploaded, Prospective bidder (i.e. bidder that have accepted the bid Invitation in the system) will be notified via email that changes have occurred. It is the responsibility of the bidder to view the respective changes and clarifications in the system. The step by step instructions for registration and proposal submission through the UNDP ATLAS E-tendering system is available in the **"Instructions Manual for the Bidders"**, and a simplified slide attached with this RFI. **Pre-submission /Orientation Meeting**: **Wed 8 September @11am via Zoom link below** https://undp.zoom.us/j/83776509171?pwd=aFJqdndXY2FCdUZSdktna24xeS8vUT09

RFI submission deadline:	Date and Time: As specified in the E-Tendering system (note that time zone indicated in the system is New York Time zone). **All RFIs must be received in the system by 1700 on Sunday 19 September 2021** PLEASE NOTE: - 1. Date and time visible on the main screen of event (on e-tendering portal) will be final and prevail over any other closing time indicated elsewhere, in case they are different. Please also note that the bid closing time shown in the PDF file generated by the system is not accurate due to a technical glitch that we will resolve soon. The correct bid closing time is as indicated in the e-tendering portal and system will not accept any bid after that time. It is the responsibility of the bidder to make sure responses are submitted within this deadline. UNDP will not accept any document that is not submitted directly in the system. 2. Try to submit your RFI and supporting documents at least a day prior or well before the closing time. Do not wait until last minute. If you face any issue submitting your bid at the last minute, UNDP may not be able to assist.
Allowable Manner of Submitting Information	e-Tendering
Information Submission Address	https://etendering.partneragencies.org Business Unit: AFG10 and Event ID 00000010189 The step by step instructions for registration and proposal submission through the UNDP ATLAS E-tendering system is available in the **"Instructions Manual for the Bidders"**,
Electronic submission (email or eTendering) requirements	▪ Format: PDF files only ▪ File names must be maximum 60 characters long and must not contain any letter or special character other than from Latin alphabet/keyboard. ▪ All files must be free of viruses and not corrupted. ▪ Max. File Size per transmission: No Limit
Other Information	**Contracting Arrangements:** Successful NGOs/CSOs will be placed on the roster for a period of up to three years. It is to be noted that inclusion in the roster does not guarantee a partnership/contract during the period of three years. Applicable rostered NGOs/CSOs will be contacted when specific service requests arise and will be asked to indicate availability and interest against a specific Terms of Reference (ToR) outlining the outputs of the assignment.

	Upon secondary review, a contract/agreement will then be awarded for specific ToRs, incl. detailing the time frame.