**Request for Information from NGO.**

1. **OBJECTIVE**

This is a Request for Information (RFI) from international NGOs for potential partnership with UNDP in delivering outputs for development projects requiring expertise and experience in the following areas: **“Strengthening capacity of municipality staff to provide basic services adopting conflict sensitivity analysis and gender mainstreaming approaches”.**

1. **INFORMATION REQUESTED**

Interested 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 NGO’s alignment with UNDP requirements.

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| **Topic** | **Areas of Inquiry/ Supporting documentation** | **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 or National Criminal Court?*  *2. Is the NGO banned by any other institution/governments? If, yes, please provide information regarding the institution/Government and reasons.* |  |
| 1. Legal status and Bank Account | 1. *Does the 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?* *Please provide copies of all relevant documents evidencing legality of operations.*   *2. Does the NGO have a bank account? (Please Submit proof indicating latest date)* |  |
| 1. Certification/ Accreditation | *Is the 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 * Other |  |
| 1. Date of Establishment and Organizational Background | *1. When was the NGO established?*  *2. How has the NGO evolved since its establishment? (no more than 2 paragraphs)*  *3. Who are your main donor/ partners?*  *4. Please provide a list of all entities that the NGO may have an affiliation with.*  *6. 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.* |  |
| 1. Mandate and constituency | 1. *What is the NGO’s primary advocacy / purpose for existence?* 2. *What is the NGO’s mandate, vision, and purpose? (no more than 2 paragraphs)*   3. *Is the NGO officially designated to represent any specific constituency?* |  |
| 1. Areas of Expertise | 1. *Does the NGO have expertise in any of the key areas identified above in this RFI?* 2. *What other areas of expertise does the NGO have?* |  |
| 1. Financial Position and Sustainability | 1. *What was the 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.* 2. *What is the NGO’s actual and projected inflow of financial resources for the current and the following year?* 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).* |  |
| 1. Public Transparency | 1. *What documents are publicly available?*   *2. How can these documents be accessed? (Pls provide links if web-based)* |  |
| 1. Consortium | 1. *Do you have the capacity to manage a consortium?* 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.*   *3. Do you have a formal alliance with other NGOs? If yes, pls. identify and provide details.* |  |
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