****

**REQUEST FOR INFORMATION (RFI) FROM CSO/NGO**

**Strengthening livelihood opportunities for vulnerable population through support to women and youth (Manyoro (Kasena Nankane Municipality), Nsunia (Bole) , Pido/Buffiama (Sissala East)**

**OVERVIEW**

UNDP is looking for interested CSO/NGOs as per the request for Information (RFI).

1. **OBJECTIVE**

This is a Request for Information (RFI) from national local CSOs/NGOs for potential partnership with UNDP in delivering outputs for development projects requiring expertise and experience in the following areas:

1. Strengthen the socio-economic resilience targeting at-risk youth and other vulnerable populations in Northern Ghana in the above listed localities, through the provision of employment and livelihoods support opportunities, including holistic skills-building, mentorship and leadership initiatives to foster a sense of purpose and cohesion
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. Proscribed organizations
 | *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?**2. Is the CSO/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 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?* *Please provide copies of all relevant documents evidencing legality of operations.*

*2. Does the CSO/NGO have a bank account? (Please Submit proof indicating latest date)* |  |
| 1. Certification/ Accreditation
 | *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
* Other
 |  |
| 1. Date of Establishment and Organizational Background
 | *1. When was the CSO/NGO established?**2. How has the CSO/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 CSO/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 CSO/NGO’s primary advocacy / purpose for existence?*
2. *What is the CSO/NGO’s mandate, vision, and purpose? (no more than 2 paragraphs)*

3. *Is the CSO/NGO officially designated to represent any specific constituency?* |  |
| 1. Areas of Expertise
 | 1. *Does the CSO/NGO have expertise in any of the key areas identified above in this RFI?*
2. *What other areas of expertise does the CSO/NGO have?*
 |  |
| 1. Financial Position and Sustainability
 | 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.*
2. *What is the CSO/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 CSOs/NGOs? If yes, pls. identify and provide details.* |  |
|  |

1. **CLOSING DATE**

A completed RFI with requested attachments must be submitted to UNDP GHANA office (through the email below) by no later than **16th April 2024 before 6:00pm GMT.**

For any clarification request please send your request to melody.azinim@undp.org

Manner of submission of Request for information (RFI): melody.azinim@undp.org