



REQUEST FOR INFORMATION (RFI) FROM NOT-FOR-PROFIT ORGANIZATIONS/NGOs/CBOs

REF: RFI/UNDP/NEP/2026

1. Background

Pokhara Metropolitan City (PMC) generates 198 metric tons of waste per day considering per capita municipal waste generation 0.354 kg/person/day, including the waste generated by the fluctuating population. Out of this, 70 percent is domestic and 30 percent are commercial and institutional. Out of the total waste, 128 metric tons/day is being disposed of in the dumping site in Laamey Aahal (Ward 32) (Baseline Survey Report, GCRU 2024). However, the dumping site fails to meet the required standards for a landfill, as it lacks a protective bottom liner to prevent groundwater contamination, a gas collection system to control air pollution, and leachate treatment facilities to safeguard nearby surface water (such as rivers). As the capital city of Gandaki Province and a prominent tourist destination, Pokhara ranks among Nepal's fastest-growing cities. Rapid population growth driven by migration, the influx of tourists, and expanding commercial activities has placed significant strain on the city's existing waste management infrastructure.

Currently, the Pokhara Metropolitan City (PMC) lacks a permanent solution for sustainable solid waste management. Recycling and upcycling present viable options to address the growing volume of waste. In this context, the Green Job Creation Through Recycling and Upcycling (GCRU) Project in Pokhara—supported by UNDP and KOICA in collaboration with PMC—has been designed to foster a green economy rooted in the principles of the circular economy. This approach seeks to replace the prevailing 'throw-away' linear model, while simultaneously generating green jobs and advancing sustainable solid waste management. The project's objectives will be realized through three interlinked areas of intervention: i) Policy and coordination, ii) Promoting of RU enterprises, and iii) Empowering communities for increased awareness and community-level RU initiatives.

The limited number of recycling and upcycling (RU) enterprises in Pokhara Metropolitan City (PMC) currently process only a small fraction of the daily generated waste, leaving a significant portion unmanaged. Existing RU enterprises and community groups play an important role in managing recyclable waste; however, their capacity is insufficient due to the small number of such entities and their narrow focus on specific waste fractions. This gap highlights the need for additional RU enterprises and groups capable of managing diverse waste fractions. To address this, targeted awareness-raising activities and skill development training are envisioned to equip aspiring and potential entrepreneurs with the necessary knowledge and technical skills. These interventions will support entrepreneurs from the ideation and early stages through to the

finalization of business plans and access to post-training support, enabling them to establish sustainable RU enterprises and contribute to improved waste management in PMC.

2. Objective

This Request for Information (RFI) seeks to identify potential partnerships with national Not-for-Profit Companies, Non-Governmental Organizations (NGOs), and Community-Based Organizations (CBOs) to support the successful implementation of awareness-raising activities, skill development programs, and post training support (machineries, equipment and tools) for Recycling and Upcycling (RU) Groups under the UNDP GCRU project. This initiative contributes to Output 3: Enhancing the capacity of selected communities by creating green jobs and managing waste in an environmentally friendly manner.

By 2029, the project aims to provide trainings, awareness campaigns, and behavior change interventions across 136 selected TLOs (Tole Lane Organizations) in Pokhara Metropolitan City. Furthermore, the project envisions forming 136 RU groups in selected TLOs to engage in recycling and upcycling, either by contributing to the value chain (collection, cleaning, processing) or establishing enterprises that transform waste into valuable products.

To support these RU groups, the project plans to provide entrepreneurship/skill development training to 69 selected TLO members of East Cluster and offer technical, equipment, and marketing assistance to help them operationalize their RU enterprises.

In 2024-25, the project achieved:

- Established 7 RU groups
- Conducted basic awareness sessions on sustainable solid waste management for 9912 HHs, 7776 equipped with waste segregation kits
- Delivered skill development training to 507 TLO members

In 2025-2026, the project targeted:

- Provide Awareness raising training for 2176 TLO's members and Skill Development Training for 716 in 136 TLOs
- Formation of total 82 RU groups after conducting entrepreneurship development training (SDT 0, SDT-1 and SDT 2) based on Skill Development Training (SDT) Manual developed by GCRU Project
- Identify specialized skill development trainings (SDT 3) for finalized 82 RU groups
- Identify all necessary tools, machinery, equipment, and other support (hardware and software) for the RU groups to operationalize
- Selection of additional 26 RU groups after conducting Entrepreneurship Development Training (SDT 0, SDT-1 & SDT-2), identification of SDT-3 and preparation of specification of necessary machinery, equipment and tools for 26 RU groups.

In 2026-2027, the project targeted:

- Provide specialized skill development training SDT-3 for additional 26 RU groups
- Machinery and equipment support for additional 26 RU groups

The Specific objectives of this assignment are to:

Provide Specialized Skill training (SDT – 3) for selected RU groups in East Cluster (**Wards 7, 10, 11, 12, 13, 14, 15, 17, 21, 26, 27, 28, 29, 30, 31, 32, 33**) of Pokhara

- Coordinate with existing service providers of GCRU Project who have identified potential RU groups and selected them for the specialized skill training and review/verify detail need assessment of specialized skill training.
- Facilitate to provide SDT-3 for selected RU groups.

Provide post-training support (machineries and equipment) for selected RU groups in East cluster of Pokhara

- Review detail specification of equipment, tools and BOQ prepared.
- Procure equipment and tools as per specification.
- Assessment and verification of sites for operation of RU groups
- Delivery, installation, commissioning, testing of equipment and tools
- Conduct handover contract with selected RU groups in coordination with local government (the ward office)
- Quarterly monitoring of equipment and tools of RU groups and provide necessary technical support on repair and maintenance, however, need-based support shall be provided throughout the contract period.
- Prepare quarterly progress report for each RU group
- Facilitate the operationalization of RU groups by providing need based one-to-one coaching and mentoring in product development, marketing, branding, legal compliance and finance until one year after handover of tools and equipment.
- Validate installation of machinery and equipment and certify payments against achieved milestones.

Provide awareness raising training and entrepreneurship development training (SDT Module 0,1&2) for 69 TLOs of East Cluster to select additional 13 RU groups

- Conduct awareness-raising sessions for 240 people from 69 TLOs based on skill development module 0 based on the skill development training manual developed by GCRU project
- Deliver Skill Development Module 1 training based on the skill training manual developed by the GCRU project to 80 TLO members, through a total of 2 events and each with 40 participants
- Select 30 participants for SDT Module 2 training, focusing on business development aligned with their acquired skills, interests, and market demand 1 events
- Through SDT 2 identify and finalised additional 13 RU groups.
- Support for the development of the detailed business plan of the selected RU groups.
- Identify all the necessary machineries, equipment, and other support (software and hardware) for the RU groups to operationalise.
- Prepare the detailed specification and cost estimation of machineries, equipment, and specialised training (SDT 3).

Coordination with PMC, ward offices and TLOs for construction related activities

- Coordination for selection and finalization of sites for community waste collection center, and waste bins in the public places of selected wards

Specific Objectives for 2027: (Details are as above, with different targets to achieve)

- Provide Specialized training (SDT – 3) for 13 selected RU groups of 2026.
- Provide post-training support (machineries and equipment) for 13 RU groups of 2026.

1. The Target Groups/Beneficiaries:

The project aims to provide Skill Development Training-3 and provide them with the necessary Start Up Support (equipment and tools) for selected RU groups of East Cluster.

Additionally, the project also aims to provide awareness raising training for 240 individuals (primarily women, informal waste workers, youth, and members of poor and vulnerable communities) from 69 TLOs of East Cluster and provide Skill Development Training -1 and -2 for 80 individuals to form 13 RU groups.

2. Scope of Work

The selected service provider will facilitate skills development training based on the manual developed by the GCRU project and provide guidance on solid waste value chain and supply chain management through RU in the PMC. During the assignment, the service provider will work under the overall supervision of the National Project Manager (GCRU), with strategic guidance from the Portfolio Manager, UNDP (Inclusive Economic Growth), and in close coordination with the GCRU team.

The activities to be implemented within each of the program components are listed below:

Planning Phase:

- Contract Signing and Initial Engagement: Formalize the partnership through contract signing, followed by an inception meeting between the project team and the service provider to align on objectives, expectations, and timelines.
- Recruit necessary human resources including social mobilizers
- Office/Workplace Set up in Pokhara
- Review Skill Development Training Manual prepared by GCRU and prepare training manual based on it.

Provide Skill Development training (SDT) - 3 for selected RU groups formed in East cluster of Pokhara:

- Coordinate with existing service providers of GCRU Project who have identified potential RU groups and selected them for the specialized skill training and review/verify detail need assessment of specialized skill training.
- Facilitate to provide SDT-3 for selected RU groups.

Provide post-training support (machineries and equipment) for selected RU groups

- Review detail specification of equipment, tools and BOQ prepared.
- Procure equipment and tools as per specification.
- Assessment and verification of sites for operation of RU groups
- Delivery, installation, commissioning, testing of equipment and tools
- Conduct handover contract with selected RU groups in coordination with local government (the ward office)
- Quarterly monitoring of equipment and tools of RU groups and provide necessary technical support on repair and maintenance, however, need based support shall be provided throughout the contract period.
- Prepare quarterly progress report for each RU group
- Facilitate for the operationalization of RU groups by providing need based one to one coaching and mentoring in product development, marketing, branding, legal compliance and finance until one year after handover of tools and equipment.
- Validate installation of machineries and equipment and certify payments against achieved milestones.

Provide awareness raising training and skill development training (SDT Module 0,1&2) in 69 TLOs to form additional 13 RU groups

- Conduct awareness-raising sessions for 240 people from 69 TLOs based on skill development module 0 based on the skill development training manual developed by GCRU project
- Deliver Skill Development Module 1 training based on the skill training manual developed by the GCRU project to 80 TLO members, through a total of 2 events and each with 40 participants
- Select 30 participants for SDT Module 2 training, focusing on business development aligned with their acquired skills, interests, and market demand 1 events
- Through SDT 2 identify and finalised 13 RU groups.
- Support for the development of the detailed business plan of the selected RU groups.
- Identify all the necessary machineries, equipment's, and other support (software and hardware) for the RU groups to operationalise.
- Prepare the detailed specification and cost estimation of machineries, equipment, and specialised training (SDT 3)

Scope of work for year 2027

Provide Specialized skill training (SDT-3) for additional 13 RU groups

- Refer to detail as above

Provide post-training support (machineries and equipment) to additional 13 RU groups

- Refer to detail as above

3. Key Deliverables

Deliverables/Outputs	Timeline	Due date
<p>1. Inception report: The inception report should cover the plans that include:</p> <ul style="list-style-type: none"> • Background • Objective • Scope of Work • Methodology • Team Composition • Role Divisions • Methodology, Workplans, participants' selection process, • SDT-3 training • Equipment and tools procurement and handover process • Session delivery plans and RU group selection criteria • Selection Criteria to move from SDT 1 to SDT 2. 	Q1	15 March 2026
<p>2. Specialized Skill Training (SDT –3) for selected RU groups of East Cluster Report</p> <ul style="list-style-type: none"> • Detail report on SDT-3 training 	Q 2	May 30, 2026
<p>3. Skill Development training for selection of additional 13 RU groups of the year 2027</p> <ul style="list-style-type: none"> • A detailed report on SDT-0, 1, and 2 	Q 2 and Q3	September 31, 2026
<p>4. Post-training Support (machineries and equipment) for selected RU Groups of East Cluster of the year 2026</p> <ul style="list-style-type: none"> • Report on detailed specifications and handover of equipment and tools for 41 RU Groups of East clusters 	Q 2, Q3 and Q4	December 31, 2026
<p>5. Specialized Skill Training (SDT –3) for selected additional 13 RU groups of East Cluster</p> <ul style="list-style-type: none"> • Detail report on SDT-3 training 	Q 1 & Q2	April 31, 2027
<p>6. Post-training support (machineries and equipment) for additional 13 RU groups formed in East cluster of Pokhara</p>	Q1 and Q2	June 30, 2027

<ul style="list-style-type: none"> • Procure equipment and tools for 7 RU groups based on organization norms and regulation • Delivery, installation, commissioning, testing of equipment and tools for 7 RU groups 		
<p>7. A final consolidated report</p> <ul style="list-style-type: none"> • Consolidated report including overall outcomes, success stories, and recommendations • Consolidated report including overall monitoring, supervision, and final report. 	Q2	June 30, 2027

4. Information Requested

Interested Not-for-profit companies/NGOs/CBOs are requested to fill out the below questionnaire, attaching all supporting documentation where specifically requested.

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 Not-for-profit company/ NGO's/CBO's alignment with UNDP requirements.

All Not-for-profit/NGOs whose information are found to be consistent with UNDP programme needs and are technically qualified will be contacted for conducting a Capacity Assessment. Based on the results of the Capacity Assessment of the organization, UNDP will determine if the Not-for-profit organization/NGO/CBO may or may not be placed on a roster, for rapid engagement when required.

Request for Information (RFI) Questionnaire

Topic	Areas of Inquiry/ Supporting documentation	Response from the Applicants	Guiding notes to the applicants
1. Proscribed organizations	<p>1. <i>Is the NOT FOR PROFIT/NGO/CBO listed in the UN's list of proscribed organizations, UNDP Vendor Sanctions List, or indicted by the International or National Criminal Court?</i></p> <p>2. <i>Is the NOT FOR PROFIT/NGO/CBO banned by any other</i></p>		Organization should submit a letter of self-declaration

	<i>institution/governments? If, yes, please provide information regarding the institution/Government and reasons.</i>		
2. Legal status and Bank Account	<p>1. <i>Does the NOT FOR PROFIT/NGO/CBO 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/NOT FOR PROFIT/CBO? Please provide copies of all relevant documents evidencing legality of operations.</i></p> <p>2. <i>Does the NOT FOR PROFIT/NGO/CBO have a bank account? (Please Submit proof indicating latest date)</i></p>		<p>Please submit latest SWC affiliation and agreements, PAN, latest clearance certificate, registration in local government.</p> <p>Please provide a proof of bank account</p>
3. Certification/ Accreditation	<p>1. <i>Is the NOT FOR PROFIT/NGO/CBO certified in accordance with any international or local standards (e.g., ISO), such as in:</i></p> <ul style="list-style-type: none"> • Business development • Leadership and Managerial Skills • Project Management • Financial Management • Organizational standards and procedures <p>2. <i>Explanation of quality assurance mechanism and internal control mechanism (no more than 2 paragraphs)</i></p>		Please provide the proof of certification (if any)
4. Date of Establishment and Organizational Background	<p>1. <i>When was the NOT FOR PROFIT/NGO/CBO established?</i></p> <p>2. <i>How has the NOT FOR PROFIT/NGO/CBO evolved since its establishment? (no more than 2 paragraphs)</i></p> <p>3. <i>Is the NOT FOR PROFIT/NGO/CBO led by Women and their involvement</i></p>		Please also attach the organization profile included disaggregated data and full name of the board members

	<p>4. <i>Who are your main donor/partners?</i></p> <p>5. <i>Please provide a list of all entities that the NOT FOR PROFIT/NGO/CBO may have an affiliation with.</i></p> <p>6. <i>In how many provinces/districts/local levels do you have capacity to operate in? Please provide a complete list and indicate the size of the offices in each location.</i></p> <p>7. <i>Copies of organizational policies (Human resources, Finance, Procurement, Operational, Gender Equality and Social Inclusion, Protection from sexual exploitation, Environment protection, and Abuse and anti-corruption)</i></p>		<p>Please submit all policies</p>
<p>5. Mandate and constituency</p>	<p>1. <i>What is the NOT FOR PROFIT/NGO's/CBO's primary advocacy / purpose for existence?</i></p> <p>2. <i>What is the NOT FOR PROFIT/NGO's/CBO's mandate, vision, and purpose? (no more than 2 paragraphs)</i></p> <p>3. <i>Is the NOT FOR PROFIT/NGO/CBO officially designated to represent any specific constituency?</i></p>		
<p>6. Areas of Expertise</p>	<p>1. <i>Does the NOT FOR PROFIT/NGO/CBO have expertise in any of the key areas identified above in this RFI?</i></p> <p>2. <i>Does the NOT FOR PROFIT/NGO/CBO have expertise in entrepreneurship /skill development training especially in Recycling and Upcycling?</i></p> <p>3. <i>Does the NOT FOR PROFIT/NGO/CBO have</i></p>		

	<p><i>expertise awareness raising activities focusing on promotion of recycling upcycling enterprises?</i></p> <p>4. <i>Does the NOT FOR PROFIT/NGO/CBO have expertise in procurement, distribution and installations of equipment and machinery ?</i></p> <p>5. <i>What other areas of expertise does the NOT FOR PROFIT/NGO/CBO have?</i></p> <p>6. <i>Describe the structure and qualifications of the team/personnel and the work tasks which would be assigned to each.</i></p>		Disaggregated data and the full name of staff
7. Financial Position and Sustainability	<p>1. <i>What was the NOT FOR PROFIT/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></p> <p>2. <i>What is the NOT FOR PROFIT/NGO's actual and projected inflow of financial resources for the current and the following year?</i></p> <p>3. <i>Please provide a list of projects with description, duration, location and budget over the past 2 years (arrange from biggest budget to the lowest.</i></p>		Please provide the audit report of past two years
8. Public Transparency	<p>1. <i>What documents are publicly available?</i></p> <p>2. <i>How can these documents be accessed? (Pls provide links if web-based)</i></p>		Documents and link as reference
9. Consortium	<p>1. <i>Do you have the capacity to manage a consortium?</i></p> <p>2. <i>Do you currently, or have you in the past, managed or been involved with a consortium? If</i></p>		

	<p><i>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></p> <p><i>3. Do you have a formal alliance with other NOT FOR PROFITS/NGOs? If yes, pls. identify and provide details.</i></p>		
10. GESI	<p><i>1. Brief statement on how Gender Equality and Social Inclusion (GESI) will be ensured in overall assignment.</i></p>		

CLOSING DATE

A completed RFI with requested attachments must be submitted only through email to:

United Nations Development Programme, Nepal

Email: registry.np@undp.org

Please note submission other than through the above email will be disqualified and will not be considered for further processing.

They should be received no later than 5.30 PM, **January 27 ,2026.**

UNDP Nepal reserves the right to accept or reject any or all RFI submissions.