ANNEX B

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. *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.*	
2. 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.*	

Topic	Areas of Inquiry/ Supporting documentation	Response
	2. Does the CSO/NGO have a bank account? (Please Submit proof indicating latest date)	
3. 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	
4. 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 donors/ partners?	
	4. Please provide a list of all entities that the CSO/NGO may have an affiliation with.	
	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.	
5. 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?	

Topic	Areas of Inquiry/ Supporting documentation	Response
6. 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?*	
7. 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).*	
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.	

Topic	Areas of Inquiry/ Supporting documentation	Response
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: • 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	
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.)	

Topic	Areas of Inquiry/ Supporting documentation	Response
	2. What resources and mechanisms are available by the CSO/NGO for transporting people and materials?	
13. Quality Assurance	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	
14. Public Transparency	1. *What documents are publicly available?*	
	2. *How can these documents be accessed? (Please provide links if web-based)*	
15. 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.*	
Specific inquiry		
16. Working Experience in target geographical areas	1. *Does the NGO have experience working in these geographical areas?*	
	2. *Is there any limitation to the NGO for accessing and working in those planned locations?*	

Topic	Areas of Inquiry/ Supporting documentation	Response
	3. *Please provide any brief program implementation updates or activity report being implemented in [...]*	

ANNEX C

PERSONNEL DETAIL AND CRITERIA

1. Staffing Arrangements

Applicants shall propose a team capable of delivering community activities, coordinating with local stakeholders, monitoring results and managing grant funds.

The team shall cover the three functions below. These do not need to be separate, full-time positions. One person may cover more than one function where the workload is manageable and appropriate financial checks are maintained.

Existing staff, part-time personnel and community facilitators may be proposed. Applicants shall explain each person's responsibilities, availability and level of involvement throughout the assignment.

2. Personnel Functions and Criteria

Function	Main Responsibilites	Minimum Criteria
Project Coordinator/ Team Leader	• Lead planning and implementation • Coordinate with UNDP, the service provider, local government and community partners • Supervise activities • Track progress against targets; oversee assessment and reporting • Address implementation issues.	• Hold Bachelor Degree on Social Sciences and related areas • Have minimum four years of experience • Experience coordinating community-based projects or activities • Ability to organize a team, work with local stakeholders and maintain implementation records • Experience working with relevant local government and related institutions on waste management • Familiarity with Medan's community context • Working proficiency in Bahasa Indonesia.
Community Facilitator	• Mobilize participants • Deliver learning sessions and practical activities using UNDP-provided materials;	• Hold Bachelor Degree on Social Sciences and related areas • Have minimum two years of experience

	• Support women's and youth participation • Conduct follow-up • Connect participants with waste-management services • Collect attendance and assessment data	• Practical experience facilitating community activities, training or outreach • Ability to communicate clearly in Bahasa Indonesia and, where needed, the local language • Familiarity with the target communities • Ability to maintain accurate participant and activity records.
Finance and Administration Officer	• Prepare budgets and expenditure records • Maintain supporting documents • Arrange activity logistics • Monitor spending • Prepare financial reports in coordination with the Project Coordinator.	• Hold Diploma Degree on Social Sciences and related areas • Have minimum two years of experience • Experience in bookkeeping, financial administration or managing funds for community activities • Ability to use spreadsheets, maintain supporting records and prepare expenditure reports • Familiarity with basic financial controls.

Experience in environmental awareness, waste management, plastic circularity, livelihoods, WASH or behaviour-change activities is desirable. Previous experience specifically in plastic circularity is not mandatory.

Relevant practical experience may be demonstrated through employment, community projects, volunteer work or organizational responsibilities. No specific academic degree is required where the proposed person can demonstrate the skills needed for the role.

3. Team Requirements

The proposed team shall:

- Have sufficient availability for preparation during January–March 2027, onboarding and Training of Trainers beginning in April, and implementation and follow-up during April–September.
- Include personnel who can regularly work in the target communities.
- Assign designated personnel to complete onboarding and Training of Trainers before delivering campaign activities.
- Assign responsibility for participant records, initial and follow-up assessments, data protection and reporting.
- Apply the safeguarding requirements provided or approved by UNDP, including those relevant to activities involving children.
- Maintain financial checks so that no individual is solely responsible for requesting, approving, paying and recording the same expenditure.

Applicants are encouraged to include women in coordination and facilitation roles and involve people familiar with the target communities.

4. Personnel Details to Be Submitted

Applicants shall complete the table below and attach a brief CV for each proposed core team member.

Name	Proposed role	Main responsibilities	Relevant experience and local knowledge	Languages	Proposed time allocation and availability	Employment status (*)

(*) Indicate whether the person is existing staff, a proposed recruit, a part-time associate or a volunteer.

Each CV should briefly describe relevant assignments, the person's responsibilities and experience working with communities or local institutions. Applicants may use their own CV format.

Where additional community facilitators will be selected during preparation, applicants shall state the proposed number, selection criteria, responsibilities and recruitment schedule. Their details shall be confirmed in the implementation plan.

5. Changes to Personnel

Any proposed replacement of the Project Coordinator shall be submitted to UNDP for prior approval. Changes to other personnel shall be communicated to UNDP and shall not reduce the team's capacity to meet the agreed requirements. Replacement facilitators shall complete the required orientation before delivering activities.