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**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 experience in the following areas: Implement Youth Business Acceleration Programs and provide technical support, goods, and/or services to enhance the socio-economic inclusion and well-being of young people by carrying out at least the following tasks:

1. **Design and implement an offline acceleration program, and provide technical support, goods and/or services for the following three lots, categorized by location**:
2. **Lot\_1: at least 20 selected businesses** in Bishkek, Kara-Balta of Chui province, Naryn and Kochkor cities of Naryn province, Karakol, Balykchy cities of Yssyk-Kul province.
3. **Lot\_2: At least 14 selected businesses** in Osh, Kara-suu, Uzgen cities of Osh province; Batken, Kadamzhai, Isfana, Kyzyl-Liya cities of Batken province.
4. **Lot\_3: At least 14 businesses** in Jalal-abad, Kerben cities, Suzak rayon of Jalal-Abad province; Talas city of Talas province.
5. **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. **Each CSOs/NGOs to be selected only for one Lot based on the comparative advantage based on the information provided**. **While each CSO is authorized to apply for all Lots, UNDP reserves the right to select the most advantageous option.**

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 are found to be consistent with UNDP programme needs will be sent a subsequent questionnaire to enable UNDP to conduct a Capacity Assessment. 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.

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| **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?*

[*https://main.un.org/securitycouncil/en/content/un-sc-consolidated-list*](https://main.un.org/securitycouncil/en/content/un-sc-consolidated-list)*2. Is the CSO/NGO banned by any other institution/governments? If, yes, please provide information regarding the institution/Government and reasons.* | 1. Please, indicate Yes or No:2.Please, indicate Yes or No: |
| 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 (certificate of registration in the Ministry of Justice).*

*2. Does the CSO/NGO have a bank account? (Please Submit proof indicating latest date/reference from the bank confirming bank account details in KGS)* | 1. 2. *Annex 3. Statement of account availability* |
| 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

If answer «Yes», please indicate in the response | Please, indicate Yes or No: |
| 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 donors/ partners?**4. Please provide a list of all entities that the CSO/NGO may have an affiliation with.*1. *In how many cities/provinces of the Kyrgyz Republic do you have capacity to operate in? Please provide a complete list and indicate the size of the offices/staff in each location. Please, indicate how many staff/employees you have in locations below:*
2. *Osh and/or Batken Province,*
3. *Jalal-Abad and/or Talas provice*
4. *Chui and/or Yssyk-Kul and/or Naryn provinces*
 | 1. A)B)C) |
| 1. Mandate and constituency
 | 1. *What is the CSO/NGO’s mandate, vision, and purpose? (no more than 2 paragraphs)*
 | 1.  |
| 1. Areas of Expertise
 | 1. *Does the CSO/NGO have relevant expertise in provision of technical or financial support, goods and/or services to business and/or startup projects at the community level?*
2. *If «yes», please elaborate in which provinces:*

*a) Osh and/or Batken Province,**b) Jalal-Abad and/or Talas provice**c) Chui and/or Yssyk-Kul and/or Naryn provinces*1. *What expertise does the CSO/NGO have in provision of business trainings, acceleration programs (e.g., MVPs, taxation, financing, marketing, startups etc.) in relevant indicated provinces:*
2. *Osh and/or Batken Province,*
3. *Jalal-Abad and/or Talas provice*
4. *Chui and/or Yssyk-Kul and/or Naryn provinces*
5. *Please, provide examples of the abovementioned expertise if any. (two paragraphs)*
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| 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. Financial results of

|  |  |  |  |
| --- | --- | --- | --- |
| **Year** | **Income** | **Expenses** | **Surplus/deficit** |
| 2023 | som | som |  |
| 2024  | som |  |  |

*Annex 4. Financial report 2023**Annex 5. Financial report 2024*2. Flow of projected financial resources: 2024: \_\_\_\_\_\_\_\_\_\_\_\_ soms2025: \_\_\_\_\_\_\_\_\_\_\_\_\_ soms3. see below |
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| --- | --- | --- | --- | --- | --- |
| **№** | **Donor** | **Project name (short project description)**  | **Implementation period** | **Project amount** | **Venue** |
| 1 |  |  |  |  |  |
| 2 |  |  |  |  |  |
| 3 |  |  |  |  |  |
| 4 |  |  |  |  |  |
| 5 |  |  |  |  |  |
| 6 |  |  |  |  |  |
| 7 |  |  |  |  |  |
| 8 |  |  |  |  |  |
| 9 |  |  |  |  |  |
| 10 |  |  |  |  |  |

*Annex 6. List of projects* |
| 1. Public Transparency
 | 1. *What documents are publicly available, proving transparency (e.g., audit or financial reports and etc.)?*

*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.* |  |
|  | *Please describe your experience in the following areas:* *Experience in working with local communities/authorities.* |  |
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1. **CLOSING DATE**

A completed RFI with requested attachments must be submitted to:

United Nations Development Programme

To: procurement.sdg.kg@undp.org

**Message title: Request for information on (name of your organization)**

They should be received no later than **June 5th, 2025 (Thursday), 11:00 am .**