

## REQUEST FOR INFORMATION RFI-527-12-001

### Description of Information Requested:

USAID/Peru requests information from Peruvian<sup>1</sup> not-for-profit and for-profit organizations regarding their capacity development needs. Capacity development refers to improving an organization's ability to perform and sustain itself.

USAID/Peru is undertaking efforts to strengthen the capacity of local civil society (not-for-profit and private sector organizations) to improve their sustainability. Towards this objective, USAID/Peru would like to first assess the capacity needs of the local civil society, particularly in Amazonas, Huanuco, Loreto, Madre de Dios, San Martin, and Ucayali.

USAID/Peru requests information on the type of capacity development services that Peruvian not-for-profit and for-profit organizations would find useful. For example, these services could target any of the following areas<sup>2</sup> or other areas considered important for an organization to perform and sustain itself.

- Oversight/Vision (board of directors, mission, autonomy)
- Management (leadership style, planning, management systems, service delivery, participatory management, monitoring and evaluation)
- Human Resources (personnel capacity, staff development, organizational diversity)
- Financial Resources (financial management, financial vulnerability, financial viability)
- External Resources (public relations, advocacy, constituent orientation, ability to work with other institutions)

Specifically, we would like to learn from local organizations (1) what their main weaknesses or challenges are, (2) what types of services they require in order to become strong, long-lasting organizations, (3) what style of support services they prefer (such as formal courses, online modules, consulting and coaching, and so on), and (4) what kinds of support services are currently available. We also welcome descriptions of best practices or lessons learned while undertaking a capacity development process.

### Method of Submission:

The preferred method of transmission for responses to this Request for Information is via this online survey (<http://www.surveymonkey.com/s/NPM3GYL>) or via e-mail to [limasolicitations@usaid.gov](mailto:limasolicitations@usaid.gov) with copy to [cyanez@usaid.gov](mailto:cyanez@usaid.gov), which must be received no later than May 9, 2012 at 5:00 p.m., local time. Any questions regarding this request for information should be submitted in writing and sent via e-mail to the above addresses.

USAID reserves the right to use any comments received in response to this Request for Information in its future plans and documents; however, USAID/Peru is not obligated to do so. This Request for Information in no way obligates USAID/Peru to issue a solicitation, nor does it

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<sup>1</sup> **A Peruvian Organization** is defined as an organization that must: (1) be organized under the laws of Peru; (2) have its principal place of business in Peru; (3) be majority owned by individuals who are citizens or lawful permanent residents of Peru or be managed by a governing body, the majority of whom are citizens or lawful permanent residents of Peru; (4) not be controlled by a foreign entity or by an individual or individuals who are not citizens or permanent residents of Peru; The term "controlled by" means a majority ownership or beneficiary interest as defined at (3), above, or the power, either directly or indirectly, whether exercised or exercisable, to control the election, appointment, or tenure of the organization's managers or a majority of the organization's governing body by any means, e.g., ownership, contract, or operation of law. "Foreign entity" means an organization that fails to meet any part of the above definition.

<sup>2</sup> For more information on organizational capacity development and the Institutional Development Framework, please refer to <http://www.ngoconnect.net/resources/idf>.

commit USAID/Peru to pay any cost incurred in the preparation and submission of information to this Request. Any and all expenses incurred in responding to this Request for Information shall be the responsibility of the individual or organization that provides the information and not USAID/Peru.

Thank you for your interest in USAID/Peru's programs.