



Foundation for Community Development and Empowerment

The Foundation for Community Development and Empowerment (FCDE) is an international NGO focused on building the capacity of developing world communities. FCDE works as a Grassroots Support Organization (GSO), providing technical training, consulting, intern placements, seed funds and program support to local NGOs and CBOs. Through partnerships with local organizations, FCDE works to enhance a community's development efforts.

The purpose of the Request for Partnership (RFP) form is to enable FCDE to identify and to obtain basic information about potential partners. This RFP also gives organizations an opportunity to express interest in a partnership. It is the initial step of FCDE's partnership assessment process where further visits, interviews, and reviews will help determine whether there's a mutual fit for collaboration.

Please fill out the form to the best of your knowledge and ability and email it to fcde.sylvia@gmail.com or drop off a hard copy at the FCDE office in Kilembe Quarters.

To learn more about our organization, please visit: www.internationalcommunitydevelopment.org. For any additional questions or concerns, please contact us at: 0772-696 989 or 0702-455 470.

REQUEST FOR PARTNERSHIP (RFP)

1. General Organization Information

- Organization name:
- Number of paid staff:
- Number of volunteers:
- Provide the names and contacts of the following:

Founders

1. Name.....Phone No.....
Email.....
2. Name.....Phone No.....
Email.....
3. Name.....Phone No.....
Email.....

Executive Director, Director, Coordinator or other Management Personnel

1. Name.....Phone No.....
Email.....
2. Name.....Phone No.....
Email.....
3. Name.....Phone No.....
Email.....

- Location (*Specify physical address, any major landmarks nearby, and email & office telephone if any.*):
- Date of establishment:

2. Type of organization (*Circle the appropriate.*)

- a) International Non-Governmental Organization (INGO)
- b) National Non-Governmental Organization (National NGO)
- c) Community Based Organization (CBO)
- d) SACCO
- e) Self Help Group
- f) Cooperative
- g) Other, specify:_____

- Website (if applicable):

3. Organization History: *(List here a brief history on why the organization was started.)*

4. Organization Mission & Objectives *(List your organization's mission, vision and any specific goals and objectives.)*

5. Which of the following focus areas does your organization work in?
(Tick all relevant ones.)

- Health
- Education
- Small Business Development
- HIV/AIDS
- Environment
- Social Justice
- Women's Empowerment

6. Organization's Major Programs *(Briefly summarize your organization's major programs, including program overview, beneficiary information, and any major achievements and challenges since program establishment. Use separate sheets if necessary.)*

7. Partnerships & Networks *(List here current and previous partnerships and networks that the organization has participated in, detailing the support provided by the partner.)*

- Current Partnerships:

- Previous Partnerships:

8. How is your organization's finances managed? *(Tick as many as appropriate.)*

- We have an operational budget.
- We have a bank account with just one signatory.
- We have a bank account with more than one signatory.
- We have a computerized bookkeeping and accounting system.
- We have a manual bookkeeping and accounting system.
- We do not have any financial tracking system.
- Other, specify:

9. How does your organization monitor and evaluate (M&E) its programs? *(Circle the closest match.)*

- a) We have an effective M&E system where we continuously monitor our programs' objectives and the various processes and evaluate the impact as necessary.
- b) We have a fairly systematic M&E system where we occasionally monitor and evaluate our programs.
- c) We do not have a systematic M&E system where we monitor and evaluate our programs.
- d) Other:

10. How does your organization document the progress and impact of its programs? *(Circle the closest match.)*

- a) We regularly compile reports on the progress and impact of our programs.
- b) We rarely compile reports on the progress and impact of our programs.
- c) We do not compile reports on the progress and impact of our programs.
- d) Other:

11. Do you have a strategic or business plan? *(Circle the appropriate.)*

- a) Yes, we have a strategic and/or a business plan in place.
- b) No, but it is in the process of being developed.
- c) No, we do not have a strategic or business plan but we are interested in developing one.
- d) No, we do not have a strategic or business plan and we don't have plans of developing one in the near future.
- e) Other:

12. Has your organization conducted a beneficiary/community needs assessment? *(Circle the appropriate.)*

- a) Yes, we have conducted formal community needs assessments for each of our programs.
- b) Yes, we have conducted formal community needs assessments but only for some of our programs.
- c) Yes, we have conducted informal community needs assessments for each of our programs.
- d) Yes, we have conducted informal community needs assessments but only for some of our programs.
- e) No, we have never conducted any formal or informal community needs assessments.

13. FCDE does not finance partners to attend capacity building workshops, trainings, and mentoring sessions (mostly to be held in our office in Kilembe Quarters, Kasese Municipality). Are you willing and able to cover possible associated costs (e.g. transport, meals and lodging) that may be incurred from attending select, mandatory capacity building workshops? (Circle the appropriate.)

- a) Yes, our organization is able and willing
- b) No, our organization is not able, but we are willing to raise funds.
- c) No, our organization is not willing.
- d) Depends. Please explain:

14. Other comments:

15. Please attach any additional documents, brochures or business/strategic plans that may help us further understand your organization.