

CALL FOR PROPOSALS:

IMPLEMENTATION OF PUBLIC SPACE PROJECTS

Reference: CFP/1-2019/CPEDU-PSP

Size of grant: up to \$100,000

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Submission Deadline Date and time: 3 November 2019, 05:00 PM, East Africa Time

Address CFP response by email to the attention of: Rizwan Kasmani

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The email must quote the CFP reference in email subject: **CFP/1-2019/CPEDU-PSP**

Instruction to applicants:

1. Proposals received after the above deadline will not be considered.
2. Proposals and accompanying documents submitted to a different email address will not be considered. Any clarification queries and correspondences should also be sent to this email address.
3. Proposals failing to provide the requested information will be disregarded.
4. Applicant's proposal and accompanying documents must clearly indicate the CFP reference: CFP/1-2019/CPEDU-PSP
5. All prices must be in USD
6. Proposal language is English language.

Purpose of Call for Proposal:

UN-Habitat's Global Public Space Programme is launching a call for proposals (CFP) to seek partnership in the implementation of innovative public space projects in Bangladesh, Bolivia, Brazil, Ethiopia, Indonesia, Jamaica, Kenya, Kosovo, Kyrgyzstan, Lebanon, Mexico, Mongolia, Mozambique, Palestine, Peru, Senegal, South Africa, Syria and Vietnam.

Local authorities and non-profit organisations are invited to submit proposals which aim to achieve the following expected result:

- The effective creation, protection, design and management of public spaces, particularly in disadvantaged communities in rapidly urbanizing cities and towns, as critical preconditions for poverty reduction and the fulfilment of human rights in urban areas.

Proposal must demonstrate that they contribute to the following outcome:

- Improved local policies, plans and designs for safe, inclusive and accessible public spaces for all which supports more compact, better integrated and well connected, socially inclusive and resilient cities and neighbourhoods in partner cities.

Project Key Information

- UN-Habitat project title: Global Public Space Programme
- Locations:
 - Country/territory: Bangladesh, Bolivia, Brazil, Ethiopia, Indonesia, Jamaica, Kenya, Kosovo, Kyrgyzstan, Lebanon, Mexico, Mongolia, Mozambique, Palestine, Peru, Senegal, South Africa, Syria and Vietnam
- Anticipated start date: 1 February 2020
- Estimated duration of project in calendar months: 11 months
- Maximum proposed value in US\$: \$100,000 (One Hundred Thousand)
- Lead Organization Unit: City Planning, Extension and Design Unit, Public Space Programme

Brief Background of the Project

UN-Habitat's Global Public Space Programme, launched in 2012, works in collaboration with local governments, non-profit organisations and other partners to implement public space projects worldwide. To date, the programme is active in about 35 countries.

Public space is a vital ingredient of successful cities. Small public spaces are priceless as they can build a sense of community and create a safe and secure environment for everyone, including men, women, young people and older people. Such public spaces contribute to the building of social capital, encourage economic development and strengthen communities. Having access to public space improves quality of life and is a first step towards civic and economic empowerment and opens opportunities for greater institutional and political engagement. Public space leads to urban environments that are well maintained, healthy and safe, making the city an attractive place in which to live and work for everyone.

UN-Habitat's Charter of Public Space defines public space as the following:

‘Public spaces are all places publicly owned or of public use, accessible and enjoyable by all for free and without a profit motive. Public spaces are a key element of individual and social well-being, the places of a community's collective life, expressions of the diversity of their common, natural and cultural richness and a foundation of their identity.’

UN-Habitat takes a broad view of public space and the definition goes beyond traditional open public spaces such as parks and playgrounds, to also include streets, pavements, community spaces, markets and public transit hubs.

The Global Public Space Programme is implemented in collaboration with the Block by Block Foundation and the Swedish International Development Cooperation Agency (Sida). As part of this collaboration, UN-Habitat has developed an innovative community participation methodology for the design of public spaces which uses Minecraft. Minecraft is one of the world's most popular computer games, with over 100 million users, best imagined as a 'digital Lego', in which players build complex structures or compete against each other in community-designed competitions. Experience from 90 projects in 30 countries, including Nigeria, Kenya, South Africa, Peru, Mexico, Haiti, Nepal, Bangladesh, India, Lebanon and Kosovo show that Minecraft is a useful tool for engaging communities, particularly youth, women, disabled people, minority groups and slum dwellers in urban design processes. Through five-day participatory design workshops, UN-Habitat and partners bring people together to visualize their urban design ideas in Minecraft and present these to city authorities and local government officials. The Minecraft designs are then used as part of the process of implementing real public space improvement projects.

What are we looking for?

In this call for proposals, UN-Habitat is looking for implementing partnerships with local governments and non-profit organisations that can manage and deliver innovative public space upgrading and regeneration projects. The projects will demonstrate that multifunctional public spaces can contribute to meeting the Sustainable Development Goals, specifically SDG11.7: *“by 2030, provide universal access to safe, inclusive and accessible, green and public spaces, particularly for women and children, older persons and persons with disabilities”*.

Interested applicants can either propose a project that demonstrates the importance of stakeholder engagement, citizen participation, assessments, quality design, policy and management for the development of multifunctional public space or a series of smaller projects (around 5-10) that demonstrate how smaller public space interventions such as street furniture, parklets, street lighting, bicycle parking, market stalls and other types of public space can have a larger impact on neighbourhoods and cities. All projects proposed must also show how children and youth or girls and women or older people or disabled people (or all) will be fully included in site selection, design, construction and management of the public space(s).

All project proposals must have the potential to be used as a demonstration project to show how collaborative public space design and upgrading can be used to meet the Sustainable Development Goals. The aim is to show that public space projects can have a big impact on urban life.

Projects must be ready to start immediately and be completed within a period of 12 months. Each Implementing Partner can receive up to \$100,000 for the full portfolio, including administrative costs. The project or portfolio of projects should be implemented in the above selected countries.

Main activities and outputs

The Implementing Partners will be undertaking main activities as follows (but not limited to):

- Implementation of public space demonstration projects that illustrate how public space can be designed and improve use and overall quality of life;

- Public space surveys and assessments;
- Organization of meetings and capacity building workshops on the institutional and operational arrangements to facilitate public space planning, delivery and maintenance;
- Organization of participatory workshops that address the design, development, and maintenance of public spaces;
- Communications campaigns that highlight the important role public spaces play in the lives of citizens;
- Collaboration with both international and local planning/design experts in the production of concept designs for the pilot sites;
- Identification of opportunities for further scaling-up of the project;
- Supervision of public space construction works;
- Development and documentation of public space tools and methodologies;
- Provision of in-kind contribution to this implementing partnership.

Eligibility Criteria:

The applicant’s response should provide complete information and documents as outlined below. The proposal failing to fulfil this eligibility criteria will be considered as non-responsive.

Criteria	Submission Details/ Documents Required
Legal Status	<ul style="list-style-type: none"> ▪ Certificate of registration/incorporation i.e., ▪ Proof of registration in Country of Origin ▪ Proof of registration of Country of operation ▪ Proof of country operational presence
Organization profile and details	<p>Clear organization profile and structure of the organization indicating:</p> <ul style="list-style-type: none"> ▪ Organization’s vision, mission and objectives ▪ Management structure ▪ Members of the Governing Board and their Designations duly certified by the Corporate Secretary, or its equivalent document ▪ Proof of membership to professional associations if any.
Financial Capacity	<ul style="list-style-type: none"> ▪ Audited company financial statements (balance sheet and income statement) and auditors report for the last two years
Exclusive bank account	<ul style="list-style-type: none"> ▪ Is the organization willing and able to have a separate bank account for the funds provided by UN-Habitat?
Integrity and Governance	<ul style="list-style-type: none"> ▪ The organization should complete and submit a signed Partner Declaration Form (using the template Annex A) ▪ Provide the profiles of the Chairperson of the Board of Directors, Head of the Organization and Chief of Finance

Evaluation of Proposals:

A two-stage procedure will be utilized in evaluating the proposals, with evaluation of the Technical Proposal (comprising of technical capacity, financial and administrative management capacity and technical proposal) being completed prior to any Financial Proposal being opened and compared.

Applicant’s submission of technical proposal and accompanying documents submitted in template Annex B and financial proposal in Annex C will be evaluated using the below criteria.

Evaluation Criteria	Submission Details/ Documents Required
1. Technical capacity (score weight: 20%)	
<p>1.1. Does the organization have the relevant experience and proven track record in implementing activities in the areas of the project? Has it managed in the past projects of similar technical complexities and financial size? Is the project linked with the core business of the implementing partner?</p>	<ul style="list-style-type: none"> • List of similar projects executed in the last 5 years (value, location, donors, nature of projects, execution stage – completed or ongoing). • Demonstrate how the experiences in past projects are relevant in the execution of the current proposal • References from past donors
<p>1.2. Does the organization have qualified technical staff with the experience and the technical skills required by the project? What is the staff size, type, qualification and education background?</p>	<ul style="list-style-type: none"> • CVs of key management staff, technical and non-technical staff that will be involved on the project • How many technical staff do you have in the concerned Country for implementing the project? Is there reasonable assurance that such technical staff required by the project will continue to be available as needed in the Project?
<p>1.3. Does the organization have a clear and strong link with an identifiable constituency relevant to the targeted population of the project? Does it have the ability to impact on the targeted population and on the issues? Does it have strong presence in the field and for how long? Does it have adequate capacity to work in key areas/regions where the proposed field activities will be implemented?</p>	<ul style="list-style-type: none"> • Demonstrate, describe and provide proof of local operational presence, including link and ability to impact the targeted population.

<p>1.4.Does the organization possess adequate physical facilities, office equipment, transport, etc. to implement the activities?</p>	<ul style="list-style-type: none"> • Provide location and list of office facilities, vehicles and office equipment locally available to implement the project.
<p>1.5.Does the organization have formal procedures to monitor project execution (e.g. milestones, outputs, expenditures...)</p>	<ul style="list-style-type: none"> • Provide formal project monitoring policies and procedures
<p>2. Financial and administrative management capacity (scoring weight: 10%)</p>	
<p>2.1.Has the organization been in operation over a period of at least 2 years to demonstrate its financial sustainability and relevance?</p>	<ul style="list-style-type: none"> • State the years of operation • Financial statements for the last 2 years
<p>2.2.Does the organization have qualified staff in Finance? Is the current accounting system computerized and does have the capacity to collect and provide separate financial reports on the activities executed under the Agreement of Cooperation? Does it have systems and practices to monitor and report whether the project deliverables and expenditures are within agreed time and budget? Does it have minimum segregation of duties in place (separation between project management, finance/accounting and executive office)</p>	<ul style="list-style-type: none"> • CVs of key finance and accounting staff • Description and key features and controls of the accounting system used • Organization structure/ Organogram
<p>2.3.Does the organization have the capacity to procure goods and services on a transparent and competitive basis? (if applicable) check for procurement unit</p>	<ul style="list-style-type: none"> • Copies of procurement policies and procedures. The procedures should show how you procure locally and internationally.
<p>2.4.Does the organization have formal procedures and controls to mitigate fraud such as multiple signature signatories on bank accounts, reporting and prosecution of incidences of fraud?</p>	<ul style="list-style-type: none"> • Describe anti-fraud controls and provide formal procedures
<p>2.5.Does the organization have capacity to provide in-kind, financial, personnel contribution as UN-Habitat Implementing Partner in this present project? Please give details of contribution nature and size.</p>	<ul style="list-style-type: none"> • Describe nature and value of contribution (in-kind or cash). The applicant has to submit in-kind contribution proposal in the template provided in Annex C

3. Technical Proposal (score weight: 50%)	
<p>3.1. The technical proposal is sound and responds adequately to the specifications and requirements and is assessed on a comparative basis against the following criteria:</p> <p>3.1.1 Quality of proposal: State-of-the art multifunctional public space demonstration project that shows the importance of stakeholder engagement, citizen participation, assessments, quality design, policy and management. OR. High-quality portfolio of 5-10 public space projects that demonstrate how public spaces can improve the quality of life across a neighbourhood or city.</p> <p>3.1.2. Ownership/control of the land is clear.</p> <p>3.1.3. Connection of the project with plans or strategies of the local government.</p> <p>3.1.4. Capacity of partner to implement the proposed projects in the agreed timeframe.</p> <p>3.1.5. Positive impact of the project beyond the individual site(s), including for the community, neighbourhood or city.</p> <p>3.1.5. Multi-functionality of the project or projects.</p> <p>3.1.6. Inclusion of girls and women, children and youth, older people and disabled people.</p> <p>3.1.7. Sustainability of the project, management structure and maintenance plan.</p> <p>3.1.8. Financial proposal, including counterpart contributions.</p> <p>3.1.9. Link with existing/ongoing projects.</p> <p>3.1.10. Has high visibility</p>	<p>Technical Proposal document (Annex B)– The applicant must submit technical proposal using the template provided in Annex B</p>

4. Financial Proposal (score weight: 20%)	
<p>4.1. Is the budget for each component of the activity to be performed by the Implementing Partner?</p> <p>(i) cost-effective (i.e. the cost should be economical and prudently estimated to avoid any under/over estimation)</p> <p>(ii) justifiable/well supported and</p> <p>(iii) accurate and complete</p>	<p>Budget Proposal (Annex C) - The applicant must submit a budget proposal in the template provided in Annex C</p> <ul style="list-style-type: none"> • BOQ (if applicable) • Other supporting documents

This Call for Proposals does not entail any commitment on the part of UN-Habitat, either financial or otherwise. UN-Habitat reserves the right to accept or reject any or all proposals without incurring any obligation to inform the affected applicant(s) of the grounds.