

CALL FOR PROPOSAL

The purpose of the Call for Expression of Interest is to solicit interest from existing or prospective Implementing Partners that wish to participate in UN-Habitat operation and contribute complementary resources (human resources, knowledge, funds, in-kind contributions, supplies and/or equipment) to achieving common objectives as outlined below and subsequently agreed in an Agreement of Cooperation

**Rehabilitation of Sewage Network, Public Spaces and
the Main Transportation Corridors with the Centre of Daraa City.**

Purpose of CFP: The purpose of Call for Expression of Interest is to pre-qualify potential partners who will be invited to the upcoming Call for Proposal exercise. To be considered for the proposal stage, interested organizations must submit sufficient detail responses to the basic criteria listed below. Failure to submit the required details per criterion along with documentary evidence may be prejudicial to an organization's eligibility to participate in the subsequence related Call For Proposal.

Submission Start Date: 09 October 2019

Submission Deadline Date and time: 23 October 2019

Submission of proposals: By email to unhabitat-syriaprourement@un.org

Project Key Information

- UN-Habitat Project Title: Rehabilitation of Sewage Network, Public Spaces and the Main Transportation Corridors with the Centre of Daraa City.
- Locations
 - Town/City: Daraa city
 - Country: Syria
- Anticipated start date: 01 December 2019
- Estimated duration of project in calendar months: Six Months.
- Maximum proposed value in US\$: 500,000.
- Lead Organization Unit: UN Habitat- Syria Programme.

Brief Background of the Project:

As part of the inclusive urban area-based approach implemented by UN-HABITAT in various governorates in Syria, this project aims at restoring the basic level of functionality of services and infrastructure in Daraa city, with the objective of contributing to enhancing stability and facilitating the return of displaced families to their areas of origin.

The intervention area and proposed activities have been identified and prioritized through the local planning program supported by UN-Habitat titled as Municipality Technical Office Support (MTOS) in cooperation with the Ministry of Local Administration and Environment (MOLAE) during the participatory workshop resulted in Action Plan to revitalize the city as shown in the attachments.

Main activities and outputs:

The interested Implementing Partner will be undertaking (but not limited to) the qualification, technical design, budgeting, implementation, and monitoring the below activities.

- Restoration of secondary damaged road including curbstones, sidewalk tiles, Asphalt layer and infrastructure repairs.
- Installation of solar street lighting units (on metal columns with all required equipment and works).
- Provision and installation of cement pipelines including sewage facilities from manholes and inspection rooms from City Centre to UNRWA Palestinian Camp.
- Rehabilitation of parks and public spaces including provision and installation of solar lighting units, benches, planting and boundary walls.
- Restoration of road-side markets including rehabilitation of shops to restore economic life and activities of populations.

The work will be implemented under UN-Habitat’s program of “Support to Restoration of Minimal Functionality of Infrastructure in Urban Areas in Syria”. The project is being managed by UN-Habitat Syria Office and executed through engagement of implementing partners. The project represents one implementation component of UN-Habitat – MTOS program, therefore takes place in close collaboration with the respective municipal departments.

Additional details shall be provided in the Call For Proposal CFP documents to be issued subsequent to this expression of interest.

Risk Analysis

Risk	Likelihood	Impact if risk occurs	Mitigation Strategy
Inaccessibility	Medium	The project might be delayed due to security situation in the city	Close coordination with local authorities
Delays in securing official approvals	Low	The project could be delayed for implementation and donor’s deadlines.	Engage the respective ministries from the beginning of project phases and planning process
Social Tension	Low	Negative reaction from the community due to a neighborhood’s preference on the rest	Community consultations from the beginning to clarify all project objectives, outputs and targets.

All proposals are expected to follow UN Habitat Community Monitoring Guidelines.

The Call for Proposal process is divided into two steps:

Step1 – Pre-Qualification of potential implementing partners.

- Potential IPs are requested to submit the documentation as mentioned in the below eligibility criteria and selection criteria – section 1 & 2 Only.
- Do NOT submit a Financial or Technical proposal during this step.
- Implementing Partners not meeting the minimum Eligibility criteria will not be eligible.
- The submitted documentation will be evaluated against Selection Criteria 1: Technical Capacity; and Selection Criteria 2: Financial Capacity.

Step2 – Submission of Financial and Technical Proposal

- Pre-qualified IPs that pass Step 1, will be invited to submit a full Financial and Technical Proposal.
- The proposals will be evaluated against Selection Criteria 3: Financial Proposal; and Selection Criteria 4: Technical Proposal.

The works will be implemented under the UN-Habitat. This project is being managed by UN Habitat Syria Office and executed through the engagement of implementing partner.

Eligibility Criteria

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	<ul style="list-style-type: none"> • Clear organization profile and structure of the organization indicating: <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 • Provide the profiles of the Chairperson of the Board of Directors, Head of the Organization and Chief of Finance

Selection Criteria

Criteria	Submission Details/ Documents Required	Weighting
1. Technical capacity		25%
<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 IP?</p>	<ul style="list-style-type: none"> List of projects executed in the last 2 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 	

2. Financial and administrative capacity		15%
<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 with experienced staff</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) 	
3. Financial Proposal		30%

<p>3.1 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 (<i>Link will be provided at second stage</i>)</p> <ul style="list-style-type: none"> • BOQ (if applicable) • Other supporting documents 	
<p>4. Technical Proposal</p>		<p>30%</p>
<p>4.1 The technical proposal is sound and responds adequately to the specifications and requirements?</p>	<p>Technical Proposal document (<i>Link will be provided at second stage</i>)</p>	
<p>Cumulative score for ratios</p>		<p>100%</p>

Notes:

1. Interested Organizations must provide information indicating that they are qualified to perform the services (brochure, description of similar assignments, experience in similar conditions, availability of appropriate skills among staff, etc).
2. The CFP and accompanying documents must be received in accordance with instructions provided. CFP submitted to a different email address other than the specified one will not be considered.
3. CFP from applicants failing to provide the complete information to fulfill the basic eligibility criteria will be considered non-responsive.
4. CFP received after the above deadline will not be considered
5. Organizations will be selected in accordance with the procedure set out in the UN-Habitat IP Management policy and Standard Operating Procedures.
6. CFP from applicants failing to provide the requested information will be disregarded.
7. This CFP 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.
8. All prices must be in USD.