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FOR A BETTER URBAN FUTURE

CALL FOR PROPOSAL

The purpose of the Call for Expression of Interest is to solicit interest from **national not for profit rural civil society organizations** or **Universities** as 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

Title: "Improving Tenure Security of Smallholder Farmers in Select Districts in South Western and West Nile, Uganda"

Purpose of CFP: To implement a project in Uganda to improve land and natural resources tenure security for rural poor smallholder farmers, including women, youth and vulnerable groups in select areas in West Nile and South Western Uganda using Global Land Tool Network tools and approaches.

Submission Start Date: 4th February 2020

Submission Deadline Date and time: 18th February 2020, 5 P.M. Nairobi Time

Project Key Information
- UN-Habitat Project Title : Secure Access to Land and Resources (SALaR)
- Locations
  - Uganda, Laos and Philippines
- Specific Location Site for this Call for Proposal
  - West-Nile and South Western, Uganda
  - Specific districts and sub-counties to be agreed upon
- Anticipated start date: 16th March 2020
- Maximum proposed value in US$: 300,000
- Estimated duration of project in calendar months: Eight (8) months
- Lead Organization Unit: Land, Housing and Shelter Section -Urban Practices Branch

Brief Background of the Project

The Global Land Tool Network, as facilitated by UN-Habitat, is an alliance of international, regional and national partners working together to "securing land and property rights for all" through the development of pro-poor and gender responsive land tools and approaches within the continuum of land rights framework. It supports the implementation of the Voluntary Guidelines on the Responsible Governance of Tenure of Land, Forests and Fisheries (VGGTs), Sustainable Development Goals (SDGs) and the New Urban Agenda.

UN-Habitat, through the Global Land Tool Network has received funding from the German Federal Ministry of Economic Cooperation and Development (BMZ) to implement a Project called "Secure Access to Land and Resources (SALaR). The Project aims to improve land and natural resources tenure security for rural poor smallholder farmers, including women, youth and vulnerable groups, in Uganda, the Philippines and Laos.

The scope of work aims to implement a project in Uganda to improve land and natural resources tenure security for about 7,000 rural poor smallholder farmers, including women, youth and vulnerable groups. The interventions are in line with customary land administration under the Land Act and the National Land Policy. A combination of situations or project areas is preferred and shall be agreed upon with the implementing partner. This specific project aims to customize and implement GLTN's pro-poor and gender sensitive land tools to improve tenure security of the smallholder farmers. As per above, the Project also aims to strengthen capacity of change agents and influence policy changes as appropriate towards achieving the objective. In addition, the intervention aims at strengthening partnerships, multi-stakeholder platforms and policy dialogues involving government, civil society and other key land actors. For the geographical scope, the Project aims to prioritize potential project areas in West-Nile and South Western Uganda given the inherent land issues and potential to contribute to economic growth particularly in agriculture. West-Nile is a refugee hosting sub-region and therefore presents some unique issues related to refugees' situation. Kigezi region is one of the most densely populated regions of Uganda as a result there is high fragmentation of land. Both sub-regions are predominantly customary tenure areas.

Main Outputs and Activities

In close collaboration with UN-Habitat (Land, Housing and Shelter Section, ROAf and GLTN Secretariat Secretariat), Government authorities (MLHUD and JLOS), district and cultural authorities, and other land stakeholders, the Implementing Partner will be undertaking the following key interventions and activities, but not limited to, as follows:

On Land Tools Implementation:

- To mobilize local communities to be project partners in addressing tenure insecurity issues.
- To identify and work with change agents in improving tenure security of smallholder farmers in select sub-counties.
- To implement select GLTN land tools and approaches.
- To develop related technical manuals and methodological guides.
- To strengthen existing governance mechanisms, practices, partnerships and community-based initiatives towards securing land and natural resources rights.
- To establish and/or strengthen Alternative Dispute Resolution mechanisms.

Expected Result: Increased uptake of land tools and approaches that are pro-poor, fit-for-purpose, and gender responsive towards tenure security improvement.

On Capacity Development Initiatives:

- To undertake capacity needs assessment.
- To identify capacity gaps and prepare and implement capacity development plan.
- To organize training and related events to implement land tools and disseminate good practices.
- To document all capacity development initiatives and events.

- To provide continuous technical support to field teams.
- To conduct Training of Trainers for targeted land administration institutions.

Expected Result: Strengthened capacity of change agents including rural poor women, men and vulnerable groups to implement pro-poor, fit-for-purpose and gender responsive land tools and approaches.

On Multi-stakeholder Partnerships and Knowledge Management:

- To organize consultation workshops, learning exchanges and related events to improve knowledge and awareness on issues and measures for improving tenure security of target groups and influence policy and practice.
- To establish or strengthen platforms, technical working groups and partnerships related to tenure security and customary land administration.
- To document key interventions and disseminate lessons learned.
- To ensure effectively working arrangements with government and traditional authorities and other relevant land stakeholders and institutions.
- To document the experience, good practices and lessons learned.
- To prepare technical manual and procedures for adjudication, mapping and registration of customary land rights in Uganda.

Expected Result: Improved awareness among stakeholders on issues and measures for improving land and natural resource tenure security for poor women, men and vulnerable groups.

On Overall Programme Management and Coordination:

- To prepare a detailed inception report in consultations with project stakeholders.
- To develop baseline research work in target areas.
- To develop and implement monitoring, documentation and evaluation plan.
- To prepare progress and monitoring reports including audit and financial reports.
- To develop and implement a communications strategy and risk management plan.
- To analyze, document and disseminate the experience, good practices and lessons learned.

Expected Result: Efficient and effective project management and coordination.

Risk Analysis

The following potential risks may occur so the suggested mitigation factors need to be considered. Constant monitoring is also essential.

Risk Assessment	Mitigating Factors
Inadequate commitment by government authorities, and key local partners and communities	Sensitization process and dialogues with government authorities, local partners and communities.
Inadequate time for implementation of project activities	In as much as possible, build on and maximise synergies with existing GLTN similar project activities
Inadequate interest and/or capacity of partners and key stakeholders to pilot and implement pro-poor land tools	GLTN and implementing partner to build awareness, knowledge and capacity of change agents and key partners to pilot and implement pro-poor land tools.
Inability to sustain the multi-stakeholder partnership and platform engagement	GLTN and implementing partner to support the development of a strategy and its implementation. Also to build and strengthen existing platforms or multi-stakeholder committees.
Potential security issues or inaccessibility of project sites	Implementing partner to closely monitor security situation in government. Selection of project sites must consider this aspect.

Eligibility Criteria

Criteria	Submission Details/ Documents Required
Legal Status	- 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	- Clear organization profile and structure of the organization indicating: - 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	Audited company financial statements (balance sheet and income statement) and auditors report for the last two years
Exclusive bank account	Is the organization willing and able to have a separate bank account for the funds provided by UN-Habitat?

| Integrity and Governance | • The organization should complete and submit a signed Partner Declaration Form (Form to be provided upon request) |
| | • Provide the profiles of the Chairperson of the Board of Directors, Head of the |

Submission of Technical and Financial Proposal

A technical proposal should be submitted presenting a detailed discussion of land issues in the Uganda, existing policies and programmes related to the project, proposed methodology to address the issues, suggested project sites, description and justifications, key milestones, outputs, activities and timelines for delivery (10 pages max). A template is available as a guide is available upon request.

A budget proposal should accompany the technical proposal which include the proposed budget per output/activity per different expense class or budget categories and estimated cash and/or in-kind contribution from implementing partners. A template is available as a guide upon request.

Selection Criteria

Criteria	Submission Details/ Documents Required	Weight
1. Technical capacity		**40%**
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?	• 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 (if available)	

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?	• 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? Will there be plans to recruit more technical staff? What would be the qualifications?	
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?	• Demonstrate, describe and provide proof of local operational presence, including link and ability to impact the targeted population. • If applicable, name local partner organizations in the proposed project sites	
1.4 Does the organization possess adequate physical facilities, office equipment, transport, etc. to implement the activities?	• Provide location and list of office facilities, vehicles and office equipment locally available to implement the project. • If applicable, provide plans to secure additional office facilities, vehicles and office equipment	
1.5 Does the organization have formal procedures to monitor project execution (e.g. milestones, outputs, expenditures…)	• Provide formal project monitoring policies and procedures • Provide a description on how the IP will monitor and document project activities	
2. Financial and administrative capacity		**15%**
2.1 Has the organization been in operation over a period of at least 2 years to demonstrate its **financial sustainability** and relevance?	• State the years of operation • Financial statements for the last 2 years	

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)	• CVs of key finance and accounting staff • Description and key features and controls of the accounting system used • Organization structure/ Organogram	
2.3 Does the organization have the capacity to procure goods and services on a transparent and competitive basis?	• Copies of procurement policies and procedures. The procedures should show how you procure locally and internationally. • Describe how to procure goods and services on a transparent and competitive basis	
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?	• Describe anti-fraud controls and provide formal procedures	
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.	• Describe nature and value of contribution (in-kind or cash) • Describe this in the budget proposal	
3. Financial Proposal		**15%**
3.1 Is the budget for each component of the activity to be performed by the Implementing Partner (i) cost-effective (i.e. the cost should be economical and prudently estimated to avoid any under/over estimation) (ii) justifiable/well supported and (iii) accurate and complete	**Budget Proposal** • BOQ (if applicable) • Other supporting documents	
4. Technical Proposal		**30%**

4.1 The technical proposal is sound and responds adequately to the specifications and requirements?	**Technical Proposal document**	
Cumulative score for ratios		**100%**

Expression of Interest must be delivered in electronic format no later than 17th February 2020 to Danilo Antonio at the following email address: danilo.antonio@un.org, with a copy to Simon Peter Mwesigye through the following e-mail address: simon.mwesigye@un.org. All related questions or clarifications must also be coursed through the same email addresses. Upon request to the same addresses, all related forms and templates will also be shared.

Disclaimer: Please note that this notice does not constitute a solicitation and UN-Habitat reserves the right to change or cancel this project at any time in the process. Submitting a reply to an EOI does not guarantee that the submitting organization will be selected to carry out the implementation of the project

Notes:

- 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).
- 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.
- CFP from applicants failing to provide the complete information to fulfill the basic eligibility criteria will be considered non-responsive.
- CFP received after the above deadline will not be considered.
- Organizations will be selected in accordance with the procedure set out in the UN-Habitat IP Management policy and Standard Operating Procedures.
- CFP from applicants failing to provide the requested information will be disregarded.
- 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.
- All prices must be in USD.