



Call for proposals

Public space implementation projects |
City-wide programme and COVID-19 recovery

October 2020

CPF/1-2020/PFES-GPSP

UN  **HABITAT**
FOR A BETTER URBAN FUTURE

CALL FOR PROPOSALS

Public space implementation projects | City-wide programme and COVID-19 recovery

Reference: CPF/1-2020/PFES-GPSP

Size of grant: up to \$80,000

Published on date: 1 October 2020

Submission deadline date and time: 2 November 2020, 05:00 PM, East Africa Time

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

E-mail address: christelle.lahoud@un.org and Rizwan.kasmani@un.org

The email must quote the CFP reference in email subject: CFP/1-2020/PFES-GPSP

Instruction to applicants

1. Proposals received after the above deadline will not be considered.
2. Proposals and accompanying documents submitted to a different email addresses will not be considered. Any clarification queries and correspondences should also be sent by email.
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/1-2020/PFES-GPSP
5. All prices must be in USD
6. Proposal language is English language. We also accept submissions in French and Spanish 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 **Afghanistan, Bangladesh, Colombia, Egypt, Indonesia, Iraq, Jordan, Kenya, Kosovo, Kyrgyzstan, Lebanon, Malaysia, Mexico, Mongolia, Nepal, Palestine, Peru, Senegal, South Africa, Syria, Tanzania and Vietnam**. National and local authorities as well as non-profit organisations are invited to submit proposals which aim to achieve the following expected result:

- Influence cities to recognize the importance of localized city-wide public space network and policies and to maximize public space areas at a city level.
- 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.
- Re-build confidence about being out in urban and public spaces following the COVID-19 pandemic.

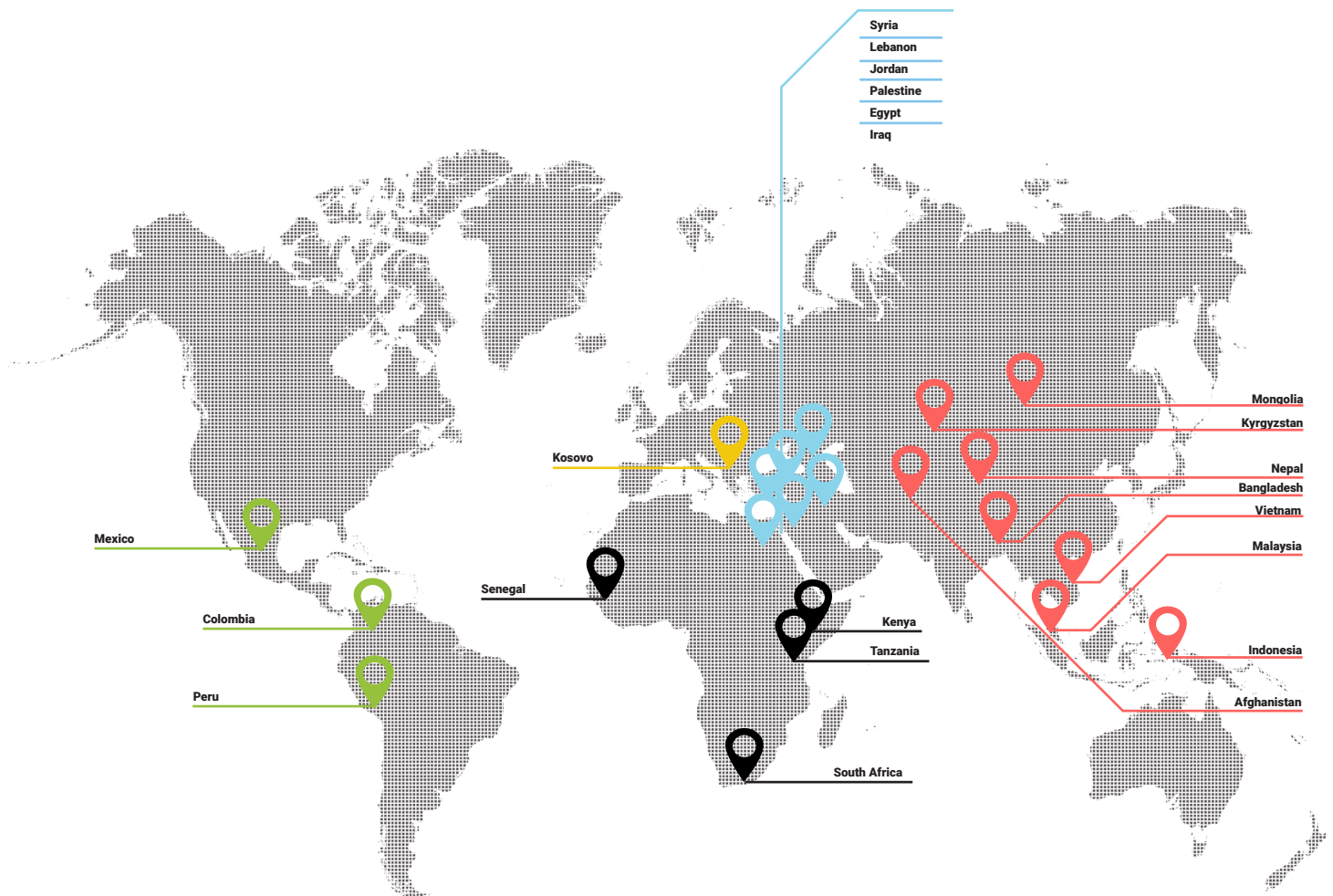
Proposal must demonstrate that they contribute to the following outcome:

- 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: Public space implementation projects | City-wide programme and COVID-19 recovery
- Anticipated start date: 1 March 2021
- Estimated duration of project in calendar months: 14 months
- Maximum proposed value in US\$: \$80,000 (Eighty Thousand)
- Lead Organization Unit: Planning, Finance and Economy section, Global Public Space Programme
- Country/territory: Afghanistan, Bangladesh, Colombia, Egypt, Indonesia, Iraq, Jordan, Kenya, Kosovo, Kyrgyzstan, Lebanon, Malaysia, Mexico, Mongolia, Nepal, Palestine, Peru, Senegal, South Africa, Syria, Tanzania, and Vietnam.





Global Public Space Programme

Launched in 2012 and currently active in around 40 countries, UN-Habitat's Global Public Space Programme aims to improve the quality of public spaces worldwide. Despite a recent tendency to overlook and undervalue them, public spaces are again being recognised by cities as a key element of inclusion and sustainability. UN-Habitat adopts a definition of public spaces as sites that are accessible and enjoyable by all without a profit motive and take on various spatial forms, including parks, streets, sidewalks, markets, and playgrounds. Good public spaces enhance community cohesion and promote health, happiness, and well-being for all citizens.

The Programme helps cities become more sustainable by providing policy advice, capacity building, knowledge sharing and support for public space regeneration and improvement. More concretely, it maps public spaces and works with cities to develop city-wide public space strategies and urban development frameworks. Good policies and practices are shared through its global network of around 100 partner organizations.

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, people with disabilities 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 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.

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.'

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 methodology for the design of public spaces which uses Minecraft as a participatory tool.

What is Minecraft?

Minecraft is one of the world's most popular computer games, with over 170 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 109 projects in 40 countries and territories, including Nigeria, Kenya, South Africa, Mexico, Haiti, Nepal, Bangladesh, Palestine, Lebanon and Kosovo show that Minecraft is a useful tool for engaging communities, particularly youth, women, people with disabilities, minority groups and slum dwellers in urban design processes. Through three to five-day participatory design workshop, 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.

To know more about Block by Block:

Visit the official website: blockbyblock.org

Check out the below videos:

- [Introduction to Block by Block](#)
- [Meet a minecrafter: Ethiopian Park Project](#)



What are we looking for?

In this call for proposals, UN-Habitat is looking for implementing partnerships with national and local governments as well as non-profit organisations that can manage and deliver innovative public space upgrading and regeneration projects at the city level. 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 can have a larger impact on neighbourhoods and cities. Applicants can also apply for small-scale projects that support Covid-19 recovery through public space implementation and placemaking.

All projects proposed must also show how children and youth or girls and women or older people or people with disabilities (or all) will be fully included in site selection, design, construction and management of the public space(s).

Option 1: Grant Supporting country or city's approach to public spaces - up to \$80,000 including administrative costs

Public space can fulfil its role as a promoter of equity when cities correct imbalances in its supply, distribution and quality in different neighbourhoods and settlements within the city. Public space provides access to and connectivity between the key places in a city --e.g. places of home, work and services--as well as protection from crime, shelter from climate, seclusion from traffic and the opportunity to rest, work and meet. Through its multi-functional and multi-disciplinary nature, public space also functions as a holistic integrator, actively promoting wider outcomes such as social inclusion, gender equality, ecosystem services, governance, public health, safety, education, mitigation of climate change, public transport, energy and a local urban economy that includes small and medium enterprises. The New Urban Agenda urges cities and local governments to take a transdisciplinary approach to providing inclusive, safe and accessible public spaces for all. A city-wide public space strategy is a comprehensive, action-orientated strategy to secure, plan, implement and maintain public spaces in a city or town.

For maximum positive effect on the neighbourhood, public spaces should be connected through networks that enable people to move around freely and easily. This requires policy makers take a holistic view of the city and seek to maximize the potential of existing infrastructure. Policies coupled with good urban planning and design can offer better physical and social connectivity for urban residents. Some public space benefits are unachievable through a site-based approach to public space, such small-scale interventions, whilst admirable in their intentions, are sometimes not enough to address the huge task of healing societies divisions. Certainly amenity, cleanliness, safety and vitality can be scaled up to many sites across a city but simply adding all of these does not generally provide the higher outcomes of distribution, connectivity, locational accessibility or programmatic diversity. These require a city-wide system of public spaces, which, when well-coordinated, portends benefits totalling more than the sum of its parts.

The benefit of working on city-wide public space programme is the protection and creation of a network of high-quality public spaces, which, with city-wide distribution, can help governments to reduce inequalities. Without a clear strategy, however, it is difficult for local governments to prioritize, spend and plan resources and to show how much public space is valued, and to mitigate the negative impacts of site-specific interventions. City-wide policies and strategies should ensure planning, design and management of public spaces at different scales, from the site to the block to the neighbourhood to the whole city and

even beyond to the functional preparing a city-wide public space strategy is one that takes the whole city into consideration and where a pro-poor focus, good local governance and gender equity are important foundations.

The Global Public Space Programme is known for its park activations, street redesigns and other site-based approaches to the improvement of urban public space. Lately, the programme has been emphasizing on the necessity of adopting a city-wide public space approach to maximize impact. Distribution, connectivity, locational accessibility, and programmatic diversity usually require a networked, city-wide approach that is supported by a strong strategy. The 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 by linking these projects to country or city initiatives and broader programmes.

Option 2: Grant for Covid-19 recovery through public space implementation – up to \$25,000 including administrative costs

The COVID-19 pandemic has drastically changed our relationship with our streets, public spaces and public facilities. The imposed restrictions are disrupting normal life, although absolutely necessary to prevent the worst public health outcomes from becoming a reality, it is nonetheless impacting on people's quality of life and more disproportionately hurting the urban poor, many of whom have lost their livelihoods, pushing them to the edge and threatening the economy, safety and security, peace and stability. The fight against coronavirus has brought many cities to a standstill.

The impact of COVID-19 is most devastating in poor and densely populated urban areas, especially for the one billion people living in informal settlements and slums worldwide, with a focus on the most vulnerable including older persons, persons living with disabilities, women, youth and children as well as refugees, internally displaced people and migrants. Meanwhile, stay at home orders are putting women and girls and children at a greater risk of violence and preventing them from accessing protection services and social networks.

Worldwide measures cannot be generalized and should rather be contextualized to adapt with the reality on the ground. If not addressed properly, the impact of COVID-19 could exacerbate inequalities once the crisis is over. Alternative use of public spaces for emergency and livelihood purposes would reduce the adverse impact of COVID-19 on the urban poor. As the urban poor have no financial buffer, the need to combine the best possible health response with socio-economic mitigation measures will be extremely acute in poor neighbourhoods, informal settlements and slums. The lack of pre-crisis resilience and lack of progress against the SDGs calls for a strong focus on early recovery planning and the comprehensive strengthening of resilience against all hazards (pandemics, economic shocks, climate) ensuring we do not "leave anyone behind".

As cities start to open up from lock-down, there is a need to re-build confidence about being out in urban and public spaces. Public spaces are an important asset in a time of crisis, not only for mental health, but also they can be spaces for the swift and rapid establishment of temporary and secondary facilities (e.g. for health care, safe spaces, for food and resource distribution and livelihood opportunities). Following the pandemic, UN-Habitat has been supporting local government to embrace flexibility of functions in public spaces and to continually adapt to the situation. For example, transforming small neighbourhood spaces into pop-up community health centres, providing space for livelihood opportunities, and providing a platform for sharing (connecting places and people).

For the present proposal, applicants can apply for small-scale funds (up to \$25,000) that supports the re-opening of public spaces in their neighbourhoods/cities.



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 at the city level and site-specific 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 using Minecraft and other means of participation;
 - UN-Habitat's public space team will support the facilitation of one Minecraft workshop either remotely or through an official travel. UN-Habitat will cover the cost of travel for one facilitator to the partner city.
- 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	<input type="checkbox"/> Certificate of registration/incorporation i.e., <input type="checkbox"/> Proof of registration in Country of Origin <input type="checkbox"/> Proof of registration of Country of operation <input type="checkbox"/> Proof of country operational presence
Organization profile and details	<input type="checkbox"/> Clear organization profile and structure of the organization indicating: <input type="checkbox"/> Organization's vision, mission, and objectives <input type="checkbox"/> Management structure <input type="checkbox"/> Members of the Governing Board and their Designations duly certified by the Corporate Secretary, or its equivalent document <input type="checkbox"/> Proof of membership to professional associations if any.
Financial Capacity	<input type="checkbox"/> Audited company financial statements (balance sheet and income statement) and auditors report for the last two years
Exclusive bank account	<input type="checkbox"/> Is the organization willing and able to have a separate bank account for the funds provided by UN-Habitat?
Integrity and Governance	<input type="checkbox"/> The organization should complete and submit a signed Partner Declaration Form (using the template Annex A) <input type="checkbox"/> 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 the 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%)	
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?	<input type="checkbox"/> List of similar projects executed in the last 5 years (value, location, donors, nature of projects, execution stage – completed or ongoing). <input type="checkbox"/> Demonstrate how the experiences in past projects are relevant in the execution of the current proposal <input type="checkbox"/> References from past donors
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?	<input type="checkbox"/> CVs of key management staff, technical and non-technical staff that will be involved on the project <input type="checkbox"/> 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?
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?	<input type="checkbox"/> Demonstrate, describe, and provide proof of local operational presence, including link and ability to impact the targeted population.
1.4. Does the organization possess adequate physical facilities, office equipment, transport, etc. to implement the activities?	<input type="checkbox"/> Provide location and list of office facilities, vehicles, and office equipment locally available to implement the project.
1.5. Does the organization have formal procedures to monitor project execution (e.g. milestones, outputs, expenditures...)	<input type="checkbox"/> Provide formal project monitoring policies and procedures

Evaluation Criteria	Submission Details/ Documents Required
2. TECHNICAL PROPOSAL (SCORE WEIGHT: 50%)	
<p>2.6. 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>2.6.1. 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>2.6.2. Ownership/control of the land is clear.</p> <p>2.6.3. Connection of the project with plans or strategies of the local or national government.</p> <p>2.6.4. Capacity of partner to implement the proposed projects in the agreed timeframe.</p> <p>2.6.5. Positive impact of the project beyond the individual site(s), including for the community, neighbourhood, or city.</p> <p>2.6.6. Multi-functionality of the project or projects.</p> <p>2.6.7. Inclusion of girls and women, children and youth, older people, and people with disabilities.</p> <p>2.6.8. Sustainability of the project, management structure and maintenance plan.</p> <p>2.6.9. Financial proposal, including counterpart contributions.</p> <p>2.6.10. Link with existing/ongoing projects or initiatives.</p> <p>2.6.11. Has high visibility</p> <p>2.6.12. Knowledge management and communications.</p> <p>2.6.13. Monitoring and evaluation</p> <p>2.6.14. Project being suitable to apply the Block by Block methodology and the use of Minecraft as a participatory tool</p>	<p><input type="checkbox"/> Technical Proposal document (Annex B)– The applicant must submit technical proposal using the template provided in Annex B</p>

Evaluation Criteria	Submission Details/ Documents Required
3. FINANCIAL AND ADMINISTRATIVE MANAGEMENT CAPACITY (SCORING WEIGHT: 10%)	
3.1. Has the organization been in operation over a period of at least 2 years to demonstrate its financial sustainability and relevance?	<input type="checkbox"/> State the years of operation <input type="checkbox"/> Financial statements for the last 2 years
3.2. 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)	<input type="checkbox"/> CVs of key finance and accounting staff <input type="checkbox"/> Description and key features and controls of the accounting system used <input type="checkbox"/> Organization structure/ Organogram
3.3. 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	<input type="checkbox"/> Copies of procurement policies and procedures. The procedures should show how you procure locally and internationally.
3.4. 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?	<input type="checkbox"/> Describe anti-fraud controls and provide formal procedures
3.5. 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.	<input type="checkbox"/> Describe nature and value of contribution (in-kind or cash). The applicant must submit in-kind contribution proposal in the template provided in Annex C
4. FINANCIAL PROPOSAL (SCORE WEIGHT: 20%)	
4.1. 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	<input type="checkbox"/> Budget Proposal (Annex C) - The applicant must submit a budget proposal in the template provided in Annex C

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.

For more information contact: Christelle Lahoud

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**Regular updates on UN-Habitat's work are available on
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UNITED NATIONS HUMAN SETTLEMENTS PROGRAMME

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