

CALL FOR PROPOSALS: SCOPE OF WORK

Implementing home-garden activities for targeted households in Bethlehem Governorate

Within the ambit of the project entitled:
**“Alleviating Quarantine Effects Amongst the Elderly: Home-Garden
Interventions”**

Managed by: United Nations Human Settlements Programme (UN-Habitat) in Palestine



Partnerships with: Bethlehem, Beit Jala, and Beit Sahour municipalities

Funded by: The Swedish Development Cooperation Agency (SIDA)

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1. General background

Since the outbreak of the novel corona virus (COVID-19) in Palestine in March 2020, the country has been suffering from the impacts of the spread on an individual and collective levels. For approximately four months, the country has been under full lockdown, followed by measures to open up cities and return some momentum in the economic cycle. However, many families are still suffering from the negative impacts of the lockdown which linger until today; this includes the loss of the main sources of income, the restrictions on movement and social interactions, and the consequent accumulation of stress and negative emotions which are severely affecting the mental and physical health of people. While COVID-19 has proven to be a real threat to all age groups, the elderly have been especially hard-hit, with about three of every four deaths due to the coronavirus are elderly persons in Palestine¹, noting that 5 per cent of the population in Palestine are aged 60 years and above, with a sex ratio of 92 males per 100 females. Data indicated that the percentage of poverty amongst the elderly in 2017 reached 27 per cent of the total number of the elderly, which is equivalent to 5 per cent of the total number of the poor people in Palestine. Furthermore, about 39 per cent of the total number of the elderly in Palestine are living with at least one difficulty, with the most common difficulty being mobility.

The area of Bethlehem was among the most affected communities in Palestine, where its once vital tourism sector has not been functioning since March 2020, and many families have lost their main source of income and many people have become unemployed. These effects were multiplied for elderly people, whom are still facing limitations on movement and social interactions and are facing the need to maintain spatial distancing given that it is the most effective and recommended practice for protection, as per national and international guidelines. Even as cities are opening up to resume private and public life, the elderly are still the most vulnerable group and need to maintain strict levels of spatial distancing. This situation has created a crucial need for intervening to mitigate the traumatic effect of COVID-19, whether physical or mental, and to create new economic solutions that could contribute to the livelihood of affected households and individuals (especially the elderly). Mainly, the proposed interventions will focus on enhancing the mental health coping capacity of elderly people whom were most affected by this crisis and whom are vulnerable to developing anxiety and stress in light of the current situation that places them in a vulnerable position.

Towards that end, this intervention aims at enhancing the mental and physical health and wellbeing of the elderly whilst simultaneously enabling self-sufficiency of households by introducing new agro-technologies which will enable the targeted individuals to introduce home-gardens, utilizing front-yards, backyards, rooftops, etc. Moreover, the intervention seeks to enhance the livelihood and food security of households, by providing them with opportunities to be more food-secure and self-sufficient in terms of access to basic vegetables and greens during the pandemic and in light of the continued restrictions on mobility of goods, food and people. At the same time, the intervention will be supporting the contributions of households towards a sustainable circular economy; a pilot of 30 out of the 60 selected households will be provided with composting bins, which will allow them to reuse their bio-waste as soil improvers and organic fertilizers.

¹ Palestinian Central Bureau of Statistics (PCBS) (2020). On the Occasion of the International Day of Older Persons 1 October 2020: http://www.pcbs.gov.ps/portals/_pcbs/PressRelease/Press_En_1-10-2020-elder-en.pdf

2. Scope of the agreement

UN-Habitat is seeking to identify and enter into Agreement of Cooperation (AoC) with one **non-profit and nongovernmental organisation with relevant experience**, technical abilities and resources to implement the interventions in the targeted cities in Bethlehem governorate. The main area of the AoC is to support 60 households with vulnerable elderly through the implementation of home-based agro-technologies such as home-gardening and composting units. The proposed home-planting technology is the wicking bed method. The process should be undertaken in a participatory and collaborative manner in partnership with the relevant municipalities, and through consultations with the Ministry of Social Development (MoSD), Bethlehem University, and the Food and Agriculture Organization of the United Nations (FAO)

3. Objectives

The overall objective of the project is to support 60 households with vulnerable elderly in Bethlehem, Beit Sahour and Beit Jala, through the implementation of home-based agro-technologies such as home-gardening and composting units.

The specific objectives of the project are as follows:

- Implementation of 60 planting systems for 60 families and installation of 30 compost units for 30 families in the targeted communities
 - Aligning and adopting vulnerability-focused criteria to choose the families.
 - Assessing available space in each selected household.
 - Designing the home garden planting system (wicking bed method).
 - Distributing and installing home gardens in cooperation with the targeted municipalities; this includes training of targeted households on the maintenance of the garden.
- Awareness raising materials are developed and good practices are documented.
 - Fully document the whole planting process and utilizing it as a learning experience for other households in other Palestinians cities.
 - Produce an informative video on urban farming and the project interventions.
 - Produce and disseminate COVID-19 awareness materials.

4. Responsibilities of UN-Habitat

- Coordinating at the beginning of the project with the main partners, especially the municipalities of Bethlehem, Beit Sahour and Beit Jala, the MoSD, FAO, and Bethlehem University.

- Providing support through heading the project steering committee and facilitating a timely coordination mechanism with the project stakeholders, including the municipalities of the targeted cities and other relevant local authorities and key stakeholders.
- Providing support through advancing of gender-responsive interventions, taking into consideration the specific needs of the targeted communities.
- Providing substantive support through the development of awareness materials on the importance of urban farming as a COVID-19 coping strategy.
- Commitment to participate in meetings and workshops and help in mobilising stakeholders in the project in various activities.
- The payment of financial obligations as specified in the signed AoC, between UN-Habitat and the selected organisations as implementing partners

5. Responsibilities of the implementing partner

The work of the implementing partner rallies around the provision of technical support to the implementation of the project activities.

Chiefly, the implementing partner will perform the following main tasks:

- Undertaking the selection of beneficiaries in a gender-sensitive, evidence-based and consultative manner.
- Conducting a baseline study of the targeted households.
- Providing home-based agro-technology to the targeted households.
- Conducting regular follow up/ supervisory support to the targeted communities.
- Monitoring, documenting and evaluating the project's activities.

6. Timeline

A. Commit to the timeline: The implementing partner will commit to submit a detailed work plan aligned with a detailed timeline outlining all activities, deliverables, workshops, community consultations, within 1 week from signing the AoC, and after consultation with UN-Habitat.

B. Both parties commit to the below proposed timeline that should not exceed 3 months.

Proposed Timeline	
Main Activities	Duration (Weeks)
Undertaking the selection of beneficiaries in a gender-sensitive, evidence-based and consultative manner	2 weeks
Conducting a baseline study of the targeted households	2 weeks

Providing home-based agro-technology to the targeted households	4 weeks
Conducting regular follow up/ supervisory support to the targeted communities	2 weeks
Monitoring, documenting and evaluating the project's activities	2 weeks
Total	12 weeks (3 months)

7. Deliverables

The implementing partner should submit all documents related to the project activities, and the deliverables that are conditional to payments (Annex 2), as per the below table:

Table of Deliverables		
No.	Report	Due date (from Contract signature)
1	Initial report – workplan and field logistics (timeline, baseline and endline questionnaires, and beneficiary selection criteria)	1 week
2	List of selected beneficiaries	2 weeks
3	Baseline report	4 weeks
4	Provision of the home-based agro-technology	8 weeks
5	Preparing field follow up report	10 weeks
6	Preparing end line report	12 weeks
7	Final progress report	2 weeks after the end of the agreement

8. Required qualifications of the implementing partner

1. The implementing partner must be a registered non-profit organisation with relevant experience in implementing emergency urban and/or rural development projects.
2. The implementing partner must provide a multidisciplinary team to address and accomplish the required tasks. The team must have members holding university degrees and practical experience and skills in implementing development and/or emergency projects; they should have excellent communications skills, familiarity and knowledge of the local targeted communities, as well as familiarity with and experience in community mobilising and motivating the community on participatory community activities, and including gender mainstreaming.
3. The implementing partner is required to form the required staff as per the following table, additionally to attach CVs for the proposed staff, together with their signed commitment to participate in the project.

The required staff for implementation		
No.	Degree and academic specialisation	Number of years of actual experience in the field
1	Project manager	More than 5 years
2	Project assistant	More than 3 years
3	Field worker (s)	More than 3 years
4	Other: Whichever specialisations are needed according to the project interventions (e.g. gender specialist)	Undefined

4. The implementing partner must provide a schedule of the proposed technical staff, tasks and activities for each member of the staff, taking into consideration that their experience and specialisation are commensurate with the proposed tasks for such. According to Annex (3) / activities and tasks form for the implementing partner.
5. The implementing partner is not entitled to replace any of the members of the proposed advisory staff except after submitting an official request and receiving a written approval of that by UN-Habitat, as long as the member is replaced by someone with the same efficiency and experience or more. Taking into account that the consultant is required to submit a written letter from the person who is being replaced stating his/her agreement to it and explaining the reasons.

9. Annexes

Annex (1): Technical and Financial Appraisal

Annex (2): Payment Schedule

Annex (3): Form of activities and tasks for the implementing partner

Annex (4): Financial Offer Form

Annex (1): Technical and Financial Appraisal

Organisations must deliver technical and financial submissions separately in electronic format addressed for the attention of UN-Habitat (in two separate documents clearly titled) at: unhabitat-palestine@un.org by the deadline of 6 November 2020.

Organisations are required to submit the following for the technical submission:

- Certified true copy of original certificate of registration
- Certified true copy of proof of non-profit
- Copy of the Constitution or by-laws
- Governance and organisational structure; experience and qualifications of key professional staff and infrastructure facilities of the organisation
- The Project Document and Implementation Schedule to include detailed analysis of the project to be implemented, the methodology, and approach

Organisations are required to submit the following for financial submission:

- Certified true copy of original Audited Account Statement for the last two years
- Certified true copy from a bank on the details of account of the organisation, including name, address, account number, wire instructions, etc
- A signed letter stating agreement to the terms of the [UN General Conditions form](#) and [Agreement of Cooperation](#), and confirming the validity of the financial offer for 90 days
- The financial offer in the currency of United States Dollars (USD) using the form in Annex 4.

The Technical and Financial Appraisal consists of four phases:

Phase 1: Evaluation of the mandatory criteria of the three sections with Pass/Fail scores. Only organisations who score "Pass" to all mandatory criteria will move on to the next phase and be evaluated against the point-scale criteria

Phase 2: Evaluation of the three sections against the point-scale criteria. Only organisations who pass each of the three sections and score 500/1000 points or more will move on to the next phase of the Financial Evaluation

Phase 3: Evaluation of the mandatory criteria of the financial evaluation criteria with Pass/Fail scores. Only organisations who score "Pass" to all mandatory criteria will move to the next phase and be evaluation on their financial offer

Phase 4: Evaluation of the financial offer in comparison to lowest qualifying offer received

The technical evaluation covers three sections, namely:

Section 1: Organisation’s qualification, capacity and experience

Section 2: Proposed Methodology, Approach and Implementation Plan

Section 3: Management Structure and Key Personnel

Upon completion of the technical evaluation, and passing of the mandatory commercial evaluation criteria, the financial assessment will be carried out as follows:

- The technical evaluation will weigh 65 per cent, while 35 per cent will be allocated for the financial offer.
- Financial offers from organisations with a total technical score of 500 /1000 points or more, and passing all sections, will only be considered. Organisations with a total technical score of less than 500 points, or failing any of the sections, will be excluded, and the financial offers will not be opened.
- The Financial Evaluation: Financial score = Maximum number of points for the financial proposal / Price of proposal being evaluated x Lowest price.
- The technical and financial evaluation points will be combined for each offer that has not been excluded. The tender will be then offered to the organisations with the highest number of financial and technical evaluation points for each lot separately, and as agreed by UN-Habitat.

Annex (2): Payment Schedule

The payments for undertaking the abovementioned activities shall be paid to the consultant according to the following:

First instalment: 30 per cent of the value of the contract after signature of the agreement.

Second/ Final instalment: 70 per cent of the contract value after completing all the project activities and deliverables.

Annex (3): Form of activities and tasks for the consultant team

No.	Name	Experience/ Area of Specialisation	Years of Experience	Activities and Responsibilities	Working Days		
					Office	Field	Total
1							
2							
...							

Annex (4): Financial Offer Form

Description	Unit	Quantity	Unit price USD	Total Price USD
1. Human Resources				
1.1 Project Manager				
1.2 Project assistant				
1.3 Field worker (s)				
1.4 ...				
Total human resources				
2. Equipment and supplies				
2.1 Wicking bed				
2.2 Composting units				
2.3 ...				
Total equipment and supplies				
Office				
3.1 Vehicle costs (Operation)				
3.2 Consumables, Project Office supplies				
3.3 Telecommunication, security, and internet costs				
3.4 ...				
Total office				
Total bid Value				
Total number () in US dollars				
The sum in writing..... US dollars				
Name of applicant / consultant company:				
Person authorised to sign..... :				
Job title:				

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