



CALL FOR PROPOSALS (RE-ADVERTISED)

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

Project title:

Restoration of four public spaces in Dar'a city and safer access activities based on the community led design process and traffic safety campaigns.

Submission Start Date: **11 January 2021.**

Submission Deadline Date and time: **25 January 2021.**

Submission of proposal: **by email to unhabitat-syriaprourement@un.org**

Project Key Information:

- UN-Habitat Project title: UN Joint Program (JP) to strengthen urban and rural resilience and the conditions for recover in Syria.
- Locations
 - Town/City: Dar'a City
 - Country: Syria
- Anticipated start date: 15 February 2021.
- Estimated duration of project in calendar months: Four (4) Months
- Maximum proposed value in US\$: 130,000.
- Lead Organization Unit: UNHabitat – Syria Programme.

Purpose of CFP:

UN-Habitat is seeking for a complementary package to update the current design and rehabilitate four open spaces within the catchment area of the schools and secure safer access to be used by the students, the whole process of the design will be through consultation sessions with students, parents, teachers and other stakeholders to plan the most needed routs and activities, with special interest to disabled students facilities.

The goal of this intervention is to allocate spaces for the students as well as families for youth based and social activities. This intervention will enable the students as well mothers and families to have a space for some youth based and social activities, promote social cohesion between the residents and will secure the safety and comfortability of the students to their schools.



Five locations are proposed, the IP has to coordinate with local authorities and stake holders to select the most suitable four of them.

Background of the Project:

large scale of destruction on urban and rural areas all over the country was the result of ten years of crises and military operations, Dar'a city was one of the most affected areas.

Big portion of the city was exposed to different degree of damage that includes houses, productive urban and rural assets, markets, infrastructure and services (schools, health facilities) as well other social service facilities like gardens and social centers, The conflict also has caused displacements and unprotected homeless.

Supporting the people of Dar'a to have secured, stable lifestyle and enhance their chances to have sustainable decent opportunities for working and acquiring their basic needs was the main goal of the resilience joint programme.

Based on the area based recovery plan that was developed by the Municipality in coordination of UN-Habitat and participation of the local community representatives and based on the consultations with local stake holders, needs were prioritized and one of the essential needs was the rehabilitation of the gardens and open spaces especially that in the area of the schools, and securing a safe access for the students on the way to their schools or the gardens.

This intervention will enable the students as well mothers and families to have a space for some youth based and social activities, promote social cohesion between the residents and will secure the safety and comfortability of the students to their schools.

Main activities and outputs:

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

- 1- Conducting participatory sessions with parents, teachers and students for each location to develop and redesign of the open spaces and the safer access to the schools within the catchment area for each location, special measures on the design should be applied for the disabled students.
- 2- Organization of outreach and child awareness activities on traffic safety.
- 3- Required Rehabilitation works of the four open spaces and required works of safer access (including solar lighting) within the catchment area defined through the consultation participatory sessions.



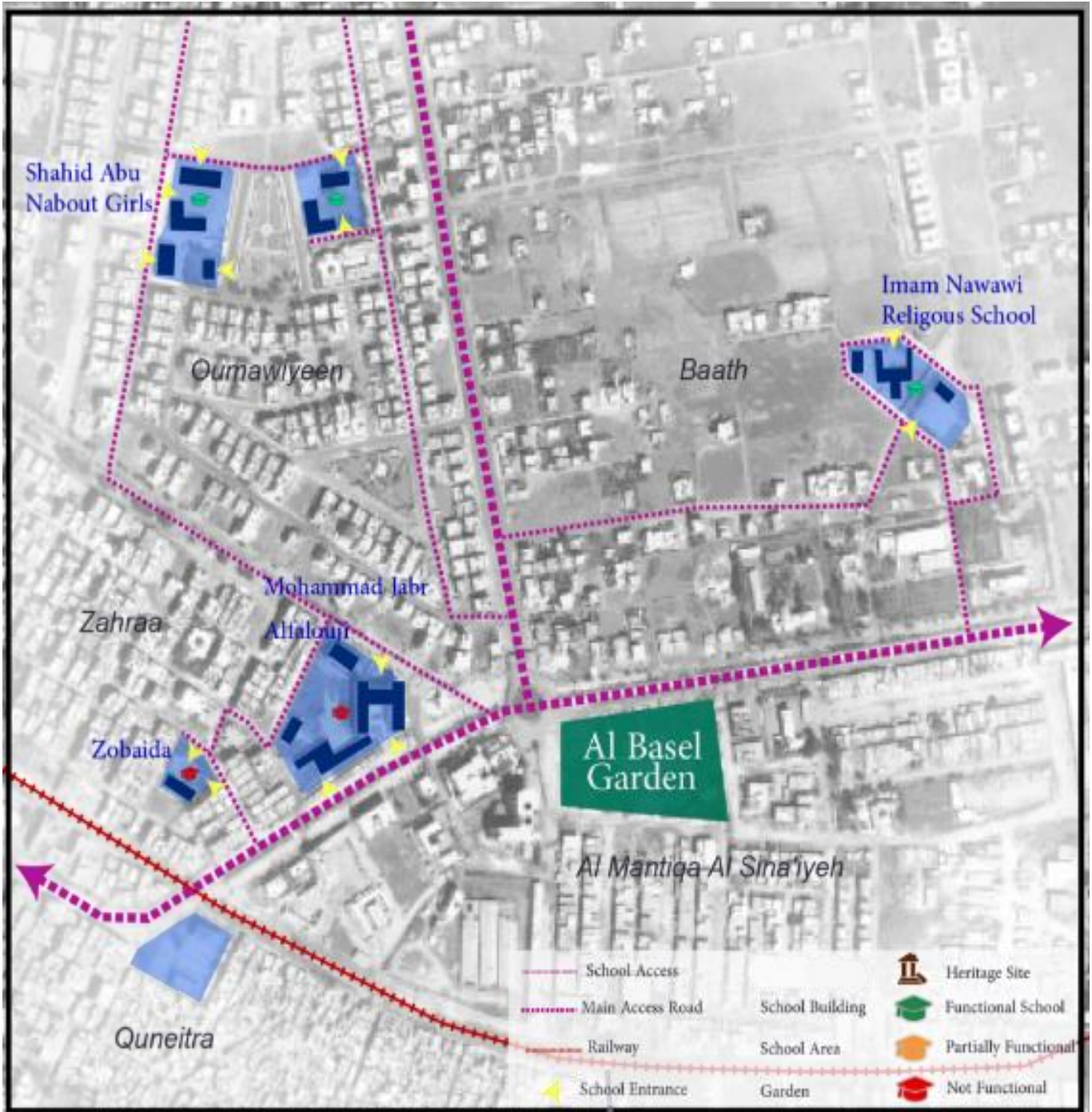
Expected Outputs:

Final outputs of the project are:

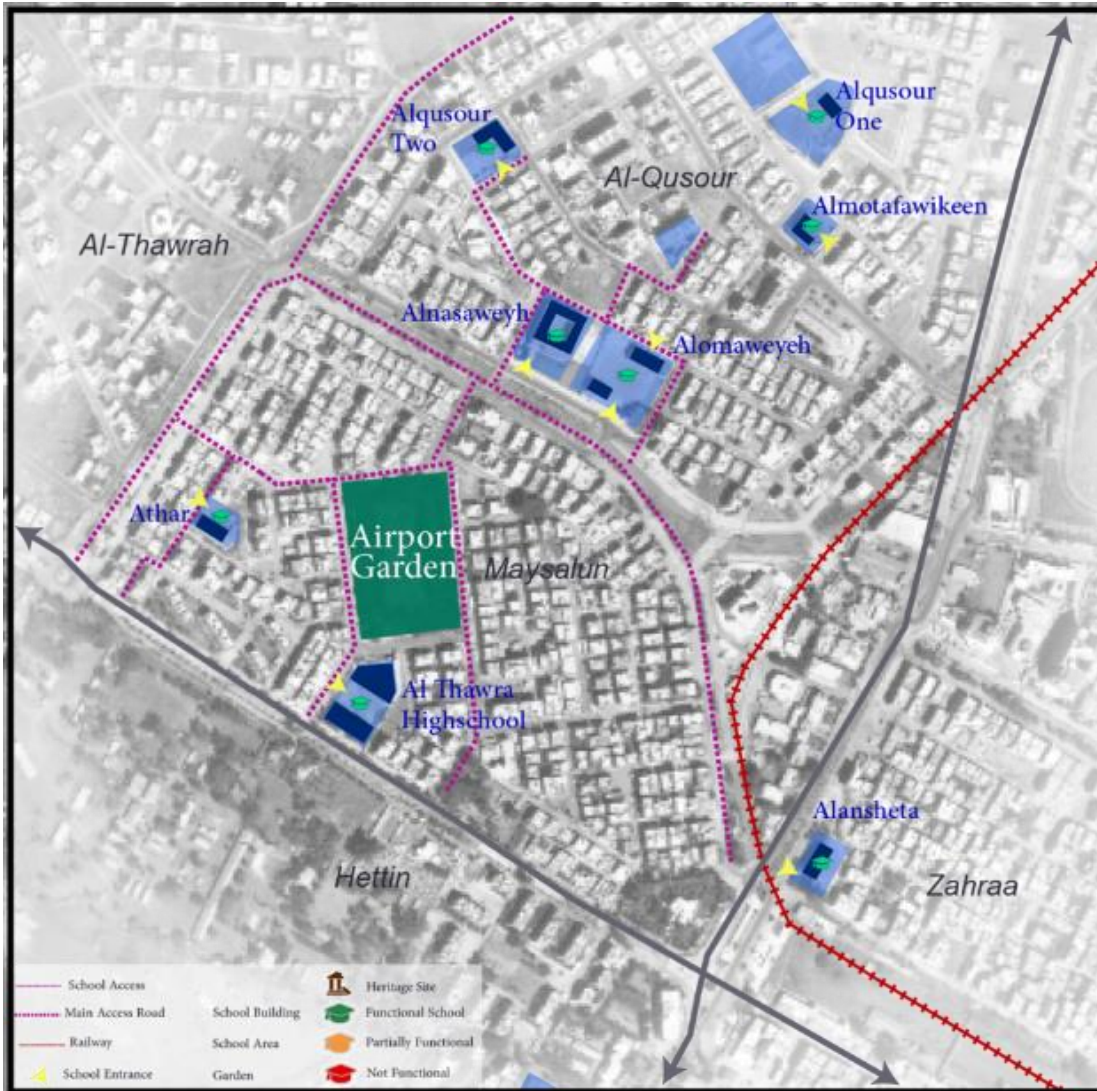
- Four public spaces from the proposed five below will be selected and designed and the safer access within the catchment area of the schools will be identified with needed works.
- Four open spaces will be rehabilitated.
- All required works to secure safer access to the schools within the defined catchment areas will be executed.
- 120 students from 8 schools will have traffic safety awareness.

What is needed in this step (from the technical perspective) is the modality and mechanism of the implementation of the activities (general workplan), defining with coordination of local stakeholders and community the targeted open spaces and access to be rehabilitated, main line and general estimated quantity of works.

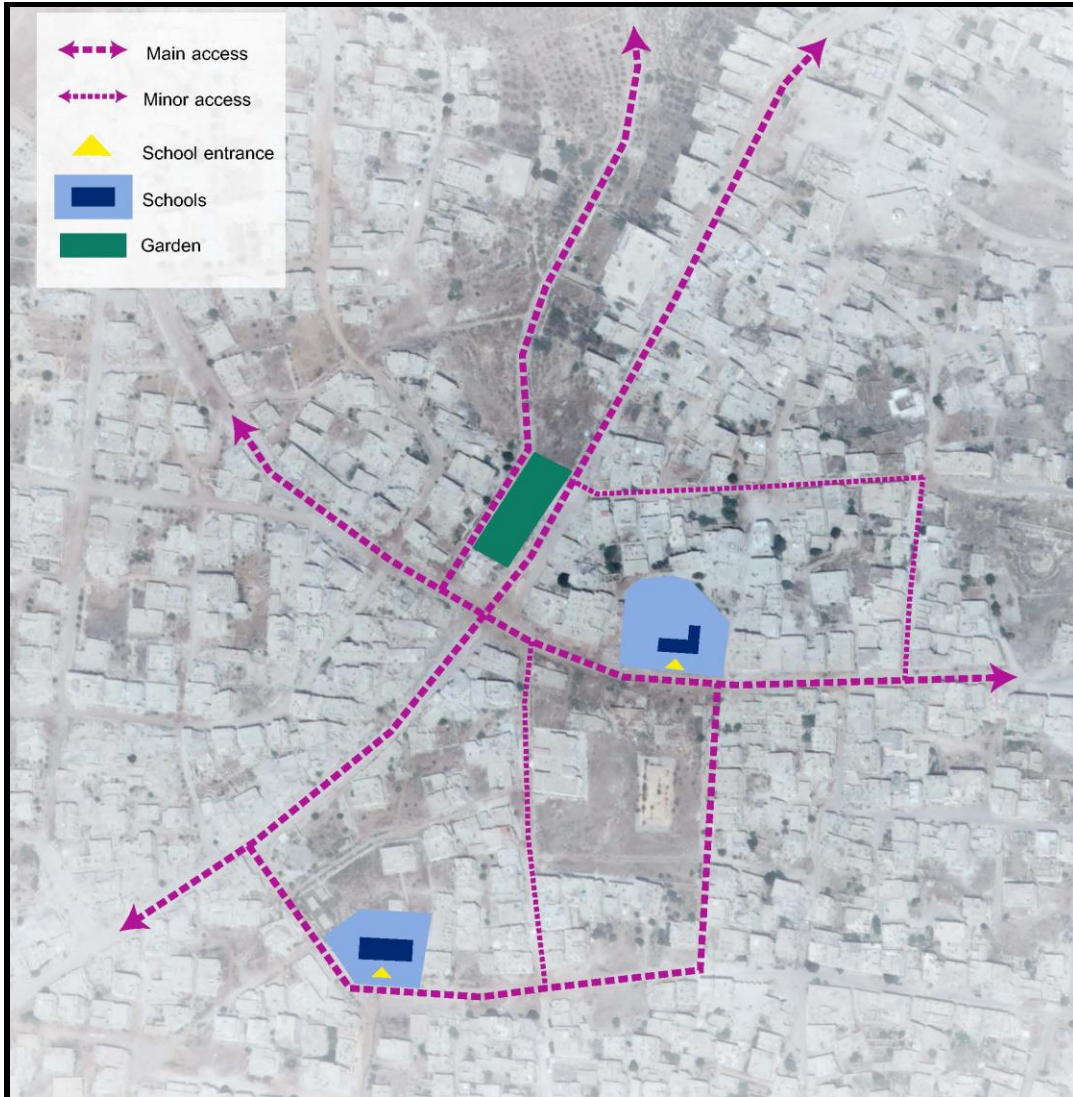
Location: Al Basel Garden:



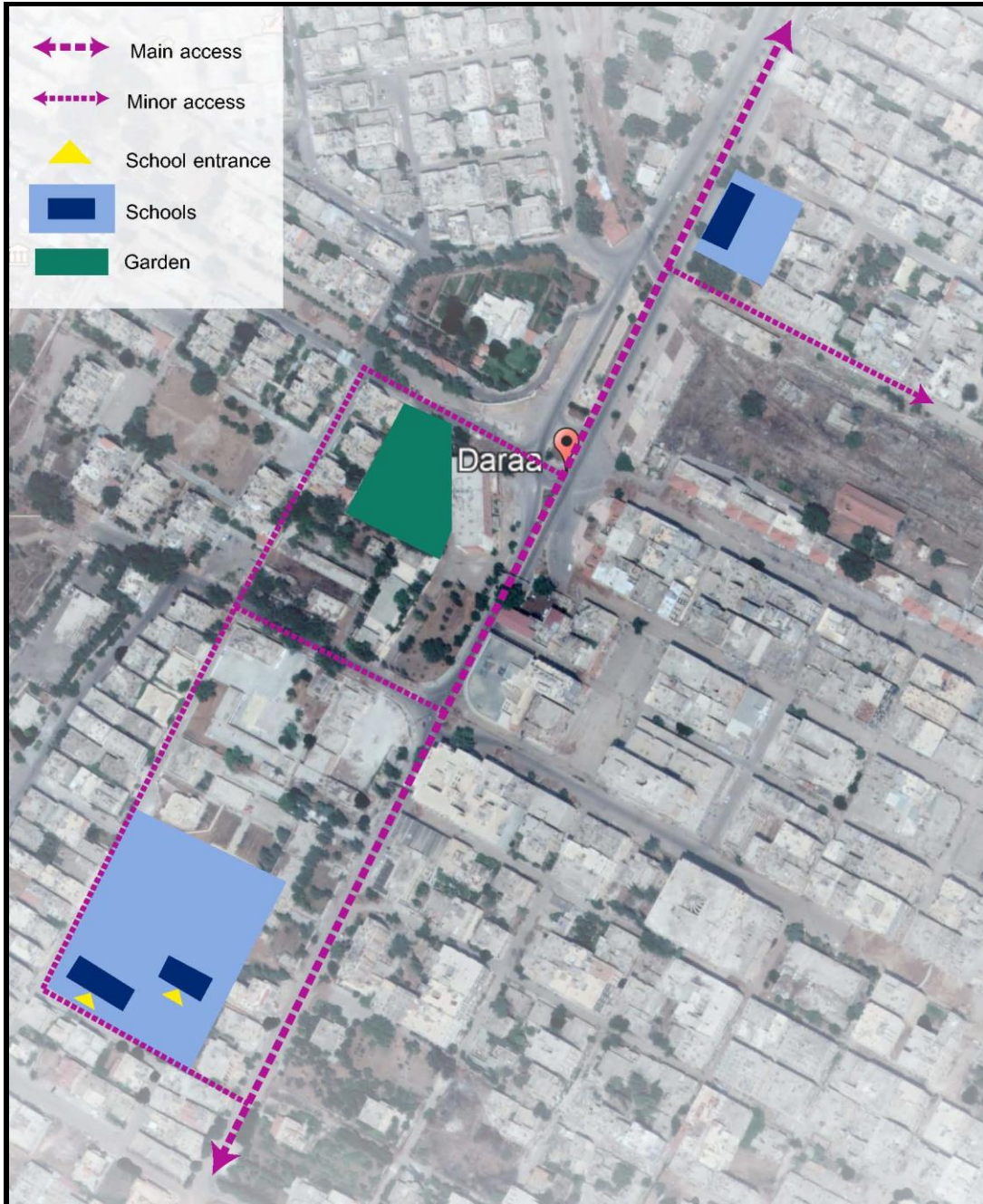
Airport Garden:



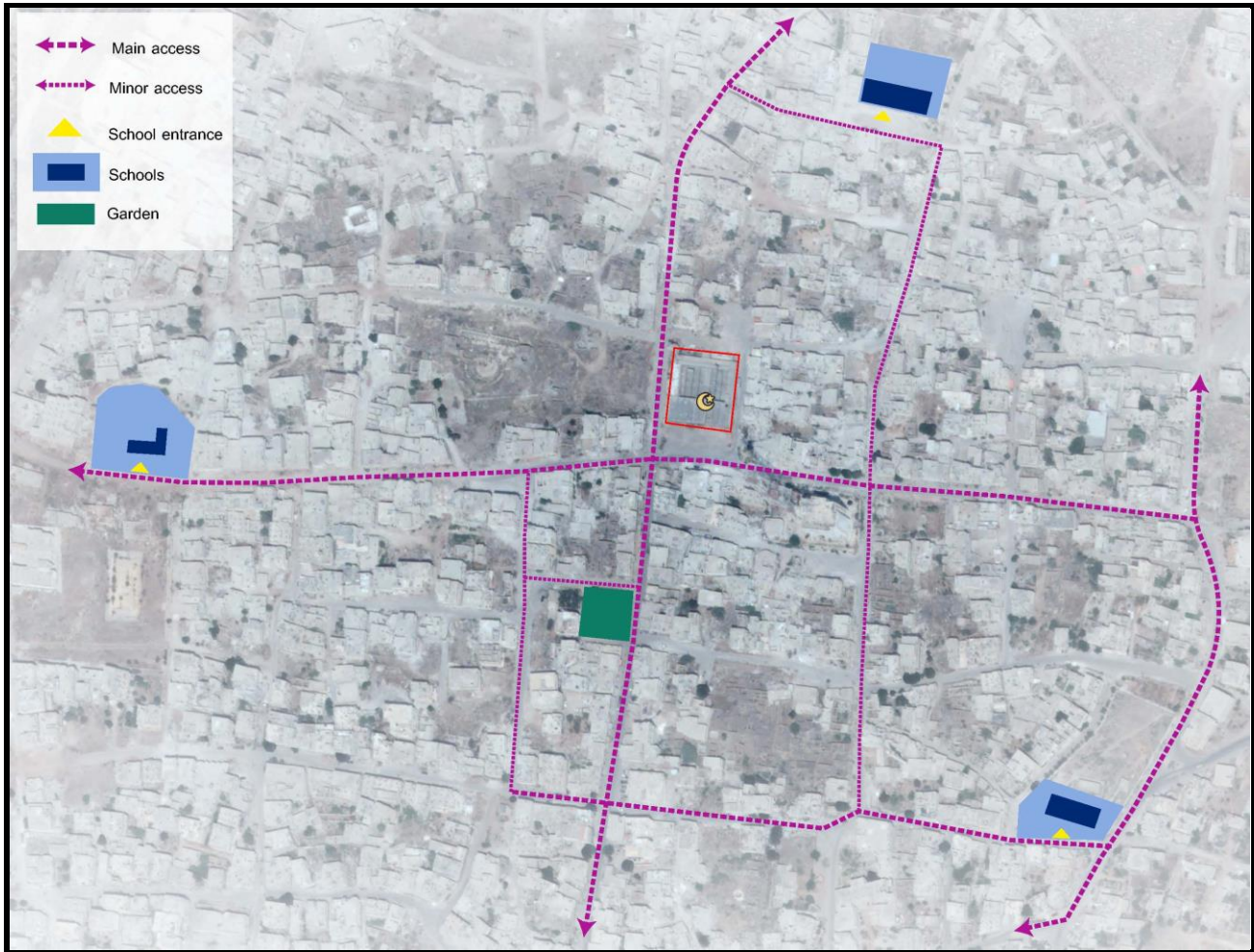
Al Masri Roundabout Garden:



Khalf Al Nadi Garden:



Al Omari Garden:



Risk Analysis

State the risks associated with this project and the mitigation factors as below table:

RISK CATEGORISATION QUESTIONS		ANSWERS	NOTES
1	Describe the project earmarked for financing		
2	What are the supply chains (e.g. contractor, labour supply; aggregates, etc.) for this project?		
3	What are the associated facilities (e. g. access to the project earmarked for financing but not part of the financing) necessary for project implementation?		
4	Describe the project area of influence (1, 2 and 3)		
5	Describe affected communities in the area of influence		
6	Are there any unplanned but predictable changes within the area of influence resulting from the project (e.g. risk to local government / capacity, risk to social cohesion, risk of disruption of local economy (formal or informal), risk of secondary displacement or illegal occupation of abandoned housing, risk of elite capture, hazard risks, etc.)?		
7	Are there adaptive or resilience capacities in the project to deal with climate change?		
8	Is this a public or private sector project or a public/private partnership?		
9	Are there potential KfW exclusion list considerations?		
10	Are communications with affected communities in the project area of influence satisfactory?		

RISK CATEGORISATION QUESTIONS		ANSWERS	NOTES
11	What are the key environmental, social, reputational and do no harm risks requiring management?		
OVERALL RISK CATEGORY:			

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
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Selection Criteria

Criteria	Submission Details/ Documents Required
1. Technical capacity	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 IP?</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

2. Financial and administrative capacity	20 %
<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	20%

<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><template provided></i></p> <ul style="list-style-type: none"> • Bill of Quantity (BoQ) for the main quantities • Other supporting documents
<p>4. Technical Proposal</p>	<p>40 %</p>
<p>4.1 The technical proposal is sound and responds adequately to the specifications and requirements?</p>	<p>Technical Proposal document <i><template provided></i></p>
<p>Cumulative score for ratios</p>	<p></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 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