

CALL FOR PROPOSALS

The purpose of this Call for Proposals is to seek existing or prospective Implementing Partners - current and/or potential - that wish to participate in UN-Habitat operations and contribute complementary resources (human resources, knowledge, funds, in-kind contributions, supplies and/or equipment) to achieving common objectives as outlined below. The selection process will lead to an Agreement of Cooperation with UN-Habitat.

Recruitment of consultancy service from Legal Entity

(non-profit organisation such as national, state and local governments, public institutions, international organisations, non-governmental organisations, public universities, foundations, research institutions, etc.)

to facilitative the implementation of an Observatory of Public Policies in Alagoas, its Indicators Framework and corresponding Monitoring System, one experimental Thematic Report, and the systemization of Alagoas' Strategic Projects

Maximum amount of the grant: 95,000 USD (ninety-five thousand American dollars)

Purpose of the Call for Proposals (CFP): Recruitment of consultancy services from a legal entity (non-profit organisation) to support the conceptualization and early implementation of an Observatory of Public Policies of Alagoas in collaboration with local stakeholders – particularly the Government of the State of Alagoas – including the development of an Indicators Framework, a Monitoring System, a Thematic Report, and the systemization of Alagoas' Strategic Projects. This project aims to promote the localization of the Sustainable Development Goals (SDGs) and the principals of the New Urban Agenda, and facilitate a more effective and evidence-based policy making and project implementation, monitoring and evaluation in the State of Alagoas.

Submission Start Date: 29 March 2021

Submission Deadline: 25 April 2021, at 11:59 pm, Rio de Janeiro local time (GMT -3:00)

Key Information about the Project

- **UN-Habitat Project title:** Sustainable and inclusive urban prosperity in the state of Alagoas - An integrated initiative
- **Location**
 - Town/City: Maceió, state of Alagoas
 - Country: Brazil
- **Expected start date:** May, 2021
- **Estimated duration of the project:** 12 (twelve) months
- **Maximum proposed amount:** 95,000 USD (ninety-five thousand American dollars)
- **Lead UN-Habitat Unit in charge of the project:** Regional Office for Latin America and the Caribbean, Rio de Janeiro Office

Brief Background of the Project

The main mandate of the United Nations Human Settlements Programme (UN-Habitat) is to promote sustainable development of human settlements and policies conducive to adequate housing for all. Within this framework, UN-Habitat supports central and state governments, as well as local authorities and other partners for the implementation of the 2030 Agenda for Sustainable Development and the New Urban Agenda (NUA).

UN-Habitat has regarded the provision of timely and adequate data as a key strategy to turn decision-making based on evidence and more transparent, just and accountable. However, traditional data sources and methodologies employed by national statistics offices – e.g. census, household surveys and administrative sources – are expensive and in many instances fall short of providing timely information at the local level. These “data gaps” also stem from a “national bias” of these methodologies, that often prioritize data that respond to the strategic needs of nationwide policies but do not address local needs neither are adequately disaggregated to support local policies.

These obstacles increase the challenges faced by city authorities and often leave large populations and important aspects of their lives unaccounted for. In a context of fast urbanization and rising social demands – particularly those posed by the COVID-19 pandemic – a faulty data ecosystem can reinforce patterns of invisibility and exclusion that harm disproportionately slum dwellers, women and girls, children and other disfranchised segments of society.

These obstacles are being tackled by new trends and technologies that have increased the availability of data everywhere, decreasing the costs associated with data production – a global movement that has been called “data revolution”. These innovations include the open data movement, crowdsourcing, new ICTs for data collection, big data, data mining, etc. Satellite data and remote sensing have also contributed to an extraordinary development of Geographical Information Systems (GIS) technologies, improving the processing, interpretation and analysis of spatial data, which are key to environment studies and urban planning. These advances have the potential to support and complement official statistics and survey data, adding depth and nuance to knowledge produced by traditional methodologies. However, despite these new opportunities, there remain challenges as to the uneven reach of these technologies, particularly in developing countries.

UN-Habitat has been positioned at the forefront of innovation and has sought data-based solutions to the urban information crisis, helping countries and cities to close “data gaps”. The Data and Analytics Unit of UN-Habitat has been leading the development of tailor-made urban monitoring solutions that support the understanding and measurement of urban development trajectories and conditions at the local level. The urban observatory model is one of these solutions and it aims to address these difficulties and explore the potentials associated with the data revolution.

In order to close “data gaps” in the local public data ecosystem and promote the alignment between local public policies and the international agendas of sustainable development – chiefly the Agenda 2030 and the Sustainable Development Goals (SDGs) and the NUA – UN-Habitat has been requested by the Government of the State of Alagoas to support the creation of an Observatory of Public Policies and a systematized report on Alagoas’s Strategic Projects.

These two outputs will be elaborated in the scope of the project “Sustainable and inclusive urban prosperity in the state of Alagoas - An integrated initiative”, a partnership with the Government of the State of Alagoas that aims to support Alagoas with data, knowledge and assessments to promote sustainable urban development in

the state. A first phase of the project was implemented from October 2017 until April 2020¹ and a second phase was agreed upon in August 2020, building up on the knowledge and outputs of the previous phase.

The Observatory of Public Policies in Alagoas is one of the outputs of this project and should be implemented as an umbrella for all other outputs and initiatives related to data and information. The following activities concerning the implementation of the Observatory are envisaged:

- Meetings with government's decision makers to prepare a work plan for the implementation of the Observatory;
- Diagnosis and assessment of the availability of spatial and urban data and information in the state;
- Proposal of a framework and governance model for territorial and urban data and information, according to the state government's needs and identified challenges;
- Implement systematization, display and monitoring tools for territorial and urban data and information, including the data produced by UN-Habitat in the first stage of the Project (elaboration of webpage and other tools).

The implementation of the Observatory can benefit another output of the above-mentioned project: the Report on Alagoas's Strategic Projects, which will systematize Alagoas's main projects and policies, and create appropriate and tailored key performance indicators and impact indicators. UN-Habitat will elaborate both outputs at the same time in order to explore synergies, providing the Government of Alagoas with instruments to monitor and evaluate the achievement of the SDGs and contributions to the principles of the NUA specifically at the project and/or policy level. The following activities concerning the implementation of this Report on Alagoas's Strategic Projects are expected:

- Selection of priority projects in dialogue with the state government;
- Meetings with the state agencies and secretariats responsible for the prioritized projects to work together in the systematization;
- Collection of all supporting information available on these projects;
- Preparation of a project systematization template;
- Realization of workshops with civil servants at technical and managerial levels, where each project will be aligned with the SDGs and the NUA;
- Elaboration of systematization documents of the projects;
- Validation of the final project systematization documents to the staff of state agencies and secretariats;
- Translation into English and Spanish of the approved version.

Both outputs should explore synergies with the implementation of another product named Laboratory of Planning and Projects for the Sustainable Urban Development of Alagoas that will be produced by UN-Habitat Brazil team in partnership with the Government of the State of Alagoas.

In view of the above, this call for proposals aims to identify an **organisation interested in providing:**
(i) technical advice and support for the design of a concept and a proposal of a strategy and roadmap for the implementation of an Observatory of Public Policies in Alagoas, including an Indicators Framework, a Monitoring System and one thematic report, and
(ii) technical advice and support for the systematization of Alagoas' Strategic Projects.

¹ The outputs of this first phase are currently being made available in the state's official data repository "Alagoas em Dados e Informações" and can be found in the following link: <https://dados.al.gov.br/catalogo/organization/onu-habitat>.

3. Main activities and outputs of this Call for Proposals

Objective: Support UN-Habitat and the Government of the State of Alagoas, through a combination of consultative, participative and collaborative approaches, in the conception and early implementation of the **Observatory of Public Policy in Alagoas, an Indicators Framework, a Monitoring System, a Thematic Report** and the systematization of a **Report on Alagoas' Strategic Projects**.

The Observatory should be conceived as a permanent platform shared by all interested stakeholders and dedicated both to the production and analysis of data, information and knowledge, and to the promotion of evidence-based decision-making processes at all levels of governance, contributing to improved accountability, dialogue and transparency in policy making in Alagoas. As fundamental pieces of the Observatory, an Indicators Framework and Monitoring System should be elaborated with the collaboration of a diversity of players of Alagoas' public data ecosystem and help in the provision of inputs for periodic Thematic Reports and other outputs that can support more effective policy-making in the state.

Under the umbrella of the Observatory, the Report on Alagoas' Strategic Projects will also be the end result of a process of aligning key policies, projects, actions and other initiatives of the State of Alagoas with the principles of sustainable development. This process will aim to provide a stronger framework for monitoring and evaluating the achievement of these principles at the project and/or policy level with the support of a matrix of key performance indicators and impact indicators.

All products should be elaborated in close collaboration with UN-Habitat team members in Maceió and Rio de Janeiro. The organisation will be required to include a variety of stakeholders in the elaboration of the products listed above, such as: state and municipal civil servants, members of civil society organisations, universities and other educational institutions, and other public and private organisations working in the field of data production and analysis. This approach aims to include relevant stakeholders at the table from the onset of all processes, ensuring long-term institutional commitment to these initiatives.

The organisation will be required to familiarise with and include the following topics and issues in the planning and execution of both bilateral and collective activities:

- The importance of evidence-based policy making and of open and effective monitoring frameworks and data governance systems;
- The existing public data ecosystem in Alagoas operating at both the state and municipal levels, including traditional and innovative data sources and public policies monitoring systems, and the main challenges that decision makers and civil society face vis-à-vis data gaps and their impacts in the monitoring of strategic policies in Alagoas;
- New technologies and approaches to data production and the importance of innovation and participation to close the “data gaps” found in the public data ecosystem of Alagoas;
- The findings and conclusions of UN-Habitat methodologies implemented in the first phase of the project “Sustainable and inclusive urban prosperity in the state of Alagoas - An integrated initiative” – including the Quick Participatory Maps of the grotas of Maceió, the Socioeconomic Profile of the dwellers of the grotas of Maceió, the City Prosperity Index of Maceió and others – and how these can support the definition of strategic public policy interventions in Alagoas and, as a result, priority areas for monitoring by the Observatory;
- Existing government initiatives and policies in Alagoas – including the project of digital transformation led by the State Secretariat of Planning, Management and Properties (Seplag) – that are contributing

to a stronger public data ecosystem, including monitoring and evaluation mechanisms in different sectors;

- Existing government policies, projects, actions and other initiatives in Alagoas and how they contribute to the achievement of the principles and goals of the Agenda 2030 and the New Urban Agenda;
- Localizing and monitoring the implementation of international development agendas, including the Agenda 2030 and the SDGs and the NUA;
- State-of-the-art indicators monitoring systems, new trends in digital government, including national and international good practices in the architecture of open, transparent and collaborative public data management systems;
- Gender mainstreaming and the importance of data disaggregation and innovative low-cost participatory approaches (including citizen-generated data using online technologies) for the promotion of a human rights and leave-no one behind approach to public policy.

4. Results and Expected Products

During the project, the selected organisation must deliver the following products:

1. *Work Plan*, according to the submitted Technical Proposal, containing the expected delivery dates of all activities and products;
2. *Concept of the Observatory of Public Policy in Alagoas and report of activities* containing:
 - a. A list and brief description of relevant stakeholders operating in the public data ecosystem of Alagoas, including their activities and mandates in this field;
 - b. A list and brief description of key existing databases and data sources relevant for the Observatory;
 - c. Detailed report of all consultative, participative and collaborative activities proposed by the Technical Proposal and Work Plan (e.g. bilateral meetings and workshops) held to collaboratively elaborate a concept for the Observatory, including an agreed vision, goal(s), priority policy areas, geographical scope, and other milestones deemed relevant;
 - d. Other key findings, reports and/or intermediary outputs detailed in the Technical Proposal and Work Plan as a result of the methodological approach proposed by the organisation;
 - e. A systemized Concept Note for the Observatory of Public Policy in Alagoas, including the definition of priority policy areas and geographical scope(s) of the Observatory.
3. *Strategy and Roadmap for the Implementation of the Observatory of Public Policy in Alagoas* containing:
 - a. Technical advice on an overall institutional and legal framework for the Observatory, including governance structure and routines, key stakeholders and participants, necessary resources and prospective financial sources aiming at long-term sustainability, and other aspects relevant for the full operation of the Observatory;
 - b. A map of risks and opportunities relevant for the process of implementation of the Observatory as a permanent platform embedded and fully operational in the local data ecosystem;
 - c. A step-by-step description of the processes, methodologies and tools suggested for the full implementation and operation of the Observatory;
 - d. A list of key references and bibliographic work relevant for the implementation of Observatory.

4. *Report on Alagoas's Strategic Projects* containing:
 - a. Detailed report of all activities proposed by the Technical Proposal and Work Plan held with the Government of the State of Alagoas and its departments/secretariats (e.g. fact-finding and consultative bilateral meetings and other participative activities) to map relevant information on at least 10 (ten) state's Strategic Projects;
 - b. Description of at least 10 (ten) ongoing state's Strategic Projects following a project description template agreed with UN-Habitat containing each's projects data, such as background information on the areas/municipalities benefitted; justification and background on the problems and challenges the project intends to address; list and description of actions, interventions, projects and other activities comprised within each project; executed and planned budget; achieved direct and indirect results, including estimation of beneficiaries; and other information deemed relevant;
 - c. Proposed matrix of each project's key performance indicators (KPIs) and impact indicators aligned with the principles of the New Urban Agenda and the Sustainable Development Goals, including the calculation of these indicators using available qualitative and quantitative databases;
 - d. Systematized online report (website) on the State of Alagoas's Strategic Projects;
 - e. Systematized, designed, diagrammed and printed publication on the State of Alagoas's Strategic Projects, including an executive summary and PowerPoint presentation, translated into English and Spanish.

5. *Indicators Framework and Monitoring System* containing:
 - a. A basket of key indicators (Indicators Framework) suggested by the organisation in close dialogue with UN-Habitat and the Observatory's stakeholders, aligned with international development agendas – such as the SDGs and the NUA – and the Observatory's priority policy areas;
 - b. Indicators' baseline calculation, time series (when relevant/available) and metadata (definition, justification, data sources and/or data collection methodologies, and other relevant information required for the Observatory's autonomous monitoring of the Indicators Framework);
 - c. A Monitoring System based on online/digital tools such as data dashboards and/or data visualization solutions (website) aiming at providing public and transparent access to data and indicators produced in the scope of the Observatory.

6. *First Thematic Report of the Observatory of Public Policy of Alagoas* containing at least 1 (one) brief thematic assessment and expert analysis of the performance of selected Observatory's indicators concerning at least one (1) policy area or cross-cutting theme (e.g. health, education, gender equality, Covid-19, others)

Table 1 - Deadlines and delivery schedule of products.

Product	Deadline
Product 1: Work plan	Up to 15 days after the signature of the contract
Product 2: Concept of the Observatory of Public Policy in Alagoas and report of activities	Up to 75 days (2 and a half months) after signing the contract
Product 3: Strategy and Roadmap for the Implementation of the Observatory of Public Policy in Alagoas	Up to 90 days (3 months) after signing the contract
Product 4: Report on Alagoas's Strategic Projects	Up to 120 days (4 months) after signing the contract
Product 5: Indicators Framework and Monitoring System	Up to 240 days (8 months) after signing the contract
Product 6: First Thematic Report of the Observatory of Public Policy of Alagoas	Up to 270 days (9 months) after signing the contract

For this purpose, the selected organisation should, among others:

1. Participate in meetings and prepare reports:

- 1.1. Participate in meetings, workshops and trainings whenever requested by UN-Habitat or one of the partners;
- 1.2. Participate in meetings and other activities with the Government of Alagoas to list initiatives, actions, policies and programmes in order to create a short list of key Strategic Projects;
- 1.3. Upon request, prepare periodic reports, to be delivered to UN-Habitat, for follow-up of the work, describing the activities carried out and the stage of development of the products;
- 1.4. Prepare all the material to guide meetings, workshops and other activities, including supporting materials such as PPT presentations and printed materials;
- 1.5. Keep constant dialogue and consult with the technical staff of the UN-Habitat and Government of the State of Alagoas during the implementation of activities and particularly in the revision of preliminary versions of deliverables listed in these terms of reference and in the Work Plan;
- 1.6. Organise feedback activities with interested stakeholders, particularly the Government of the State of Alagoas, to collect inputs and suggestions in order to validate reports and other products before delivery for approval;
- 1.7. Systematize and consolidate the results of all activities in reports following the format agreed with UN-Habitat;
- 1.8. Prepare all reports according to the Portuguese standard norms, following the norms of the Brazilian Association of Technical Norms (ABNT);
- 1.9. Maintain an orderly and accessible information file system on the information and data produced.

2. Meet quality of work and deadlines:

- 2.1. Provide the professionals of the technical team required for the execution of the activities and be responsible for the support and monitoring during the performance of the activities;
- 2.2. Revise available methodologies, references and good practices both in Brazil and abroad concerning urban and public policy observatories, as well as other initiatives dedicated to innovation in public data

management and governance, particularly those led by local governments and dedicated to urban topics;

- 2.3. Map relevant stakeholders currently working with data production in Alagoas within and outside official government institutions;
- 2.4. Ensure that the technical activities are aligned with the quality expectations of UN-Habitat and the project counterparts;
- 2.5. Procure and/or consult with external specialists to gather technical advice and substantial knowledge required for the adequate completion and delivery of all products;
- 2.6. Explore synergies between the implementation activities of the Observatory of Public Policies in Alagoas and the activities carried out by other UN-Habitat staff related to other outputs, in particular those concerning the implementation of the Laboratory of Planning and Projects for the Sustainable Urban Development of Alagoas;
- 2.7. Coordinate all methodological and practical/logistical preparation of any activities proposed, including workshops, consultations and meetings;
- 2.8. Be responsible and attend to changes requested if the products do not meet the minimum quality expected by UN-Habitat and follow all agreed deadlines.

3. Conduct data collection:

- 3.1. Provide the equipment and materials required to perform the planned services, including the activities related to data collection;
- 3.2. Take responsibility for the provision and utilization of any equipment and materials used during the performance of activities by data collection teams;
- 3.3. Ensure that the data and information produced are compatible with the data infrastructure of the Government of the State of Alagoas, in order to enable its transfer at the end of the project;
- 3.4. Identify and map opportunities to engage with local stakeholders that can contribute with innovative data sources and new technologies of data production, analysis and visualization;
- 3.5. Map existing public statistics, open databases and other sources of information to create an Indicators Framework for the Observatory of Public Policies in Alagoas and for the matrix of KPIs and impact indicators of Alagoas' Strategic Projects;
- 3.6. Conduct initiatives to map and identify priority areas, adequate and strategic needs of data and public policy monitoring mechanisms, and a list of key indicators that should be developed/implemented by the Observatory of Public Policies in Alagoas and the systematization of Alagoas' Strategic Projects;
- 3.7. Map required competencies, abilities and human resources required for the implementation and operation of the Observatory of Public Policies in Alagoas, according to the agreed structure and priority areas/subjects;
- 3.8. Carry out fact-finding meetings and other activities with the Government of Alagoas to map, systematize and produce existing qualitative and quantitative data and information related to key Strategic Projects;
- 3.9. Provide technical support to the local UN-Habitat team in the process of certification of the Observatory of Public Policies of Alagoas in the Global Urban Observatory network².

² Please refer to the Step 6, Phase I of the methodology outlined in UN-Habitat (2020) A Guide to Setting up an Urban Observatory. Available at: https://unhabitat.org/sites/default/files/2020/06/urban_observatory_guide.pdf.

4. Realize awareness and capacity buildings activities:

- 4.1. Propose an engagement methodology and carry out participatory activities (e.g. workshops or others) with relevant stakeholders mapped, in order to collaboratively design a structure for the Observatory of Public Policies in Alagoas that includes: common agreed goals, vision, expected results, work methodology, activities and outputs, governance model and decision making structures, and other aspects deemed relevant for the full implementation and sustainable operation of the Observatory;
- 4.2. Carry out initiatives to raise awareness on the importance of evidence-based public policies and of public, open, shared and collaborative monitoring and data management systems;
- 4.3. Carry out initiatives to raise awareness of the importance of the SDGs and the NUA for public policies and for data production in Alagoas;
- 4.4. Organise capacity building activities (e.g. workshops) about sustainable development, the SDGs and NUA with civil servants and other stakeholders.

The chosen format, file extensions, length and solutions/tools for presenting all products, data and other outputs shall be agreed between the selected organisation and the UN-Habitat technical team at the time of elaboration of the Work Plan (product 1) or at a later agreed time.

All products must meet the UN-Habitat quality criteria, including formatting, grammatical, spelling and vocabulary adequacy, cohesion and coherence, and terminological standardization.

Products and deliveries shall be submitted to UN-Habitat representatives in draft form for approval. A final version containing all requested adjustments must only be submitted after this analysis.

5. Disbursements

About the disbursements, it is clarified that:

- Disbursements will only take place after approval by UN-Habitat of the mentioned products;
- Payments will comply with the maximum disbursement limits as set in the Schedule below (Table 2);
- The payments will be made only in an exclusive bank account for receival of the resources of this project, according to the Eligibility Criteria;
- If additional measures are required by the selected organisation, the flow of payment may be interrupted;
- No payment will exonerate the selected organisation from contractual responsibilities or imply acceptance of the services.

Table 2 - Schedule of disbursements:

	Disbursement
Contract signature	30%
After delivery and approval of product 1	15%
After delivery of the financial report and approval of products 2 and 3	25%
After delivery of the financial report and approval of product 4	15%
After delivery of the financial report and approval of products 5 and 6	15%

6. Supplies

All supplies necessary for the proper execution of this project will be provided by the contracted organisation.

7. Properties and responsibilities

All information produced within the scope of the contract is property of UN-Habitat and must be treated in a **confidential** manner, with strict data security management methods. The selected organisation is not authorized to disclose, transfer, assign, sell, publish or make available such materials in any form, in part or in full, to any other institution or individual, unless expressly written permission is provided by UN-Habitat via mutually agreed official communication channels.

The selected organisation will assume all travel and accommodation expenses of the persons working under its aegis to produce the above-mentioned products.

The responsible person indicated by the selected organisation may be called at any time to solve the problems resulting from the project, correction of construction details, clarifications of omissions of failure to specifications etc., until the conclusion and definitive delivery of products under this call.

The organisation is exclusively liable for any damage or loss caused to UN-Habitat, the Government of the State of Alagoas or to third parties by the execution of services and by noncompliance and/or disobedience to the recommendations of good technique.

8. Minimum requirements of the organisation and team

Minimum experience of the Organisation and partners:

- Have a minimum of 10 year-experience in the production of statistical and/or socioeconomic analysis and indicators based on public statistics and innovative sources of data, and also in monitoring and evaluation methodologies for public policies and crosscutting programmes;
- Have a minimum of 5 year-experience in projects of promotion of innovative methodologies and tools for data and information production, analysis, visualization and dissemination within state/municipal governments in Brazil;
- Have acted in projects of promotion of international sustainable development agendas for state/municipal governments in Brazil, chiefly the localization of the Millennium Development Goals (MDGs), the SDGs and/or the NUA;
- Have experience in local governance, human and community development is an asset;
- International experience is an asset.

Specification of the Core Team:

The Core Team should include at least two professionals with the following characteristics:

- One Senior Project Coordinator with university degree and proven experience of at least 15 years in public administration and policy implementation, monitoring and evaluation methodologies for public policy, and project management in local governments;
- At least one Project Analyst with university degree and proven experience of at least 5 years in public statistics, data science and innovation and monitoring and evaluation methodologies for public policy.

Other required team’s skills:

The Technical Proposal should include the provision of in-house or outsourced professionals with the following proven experience:

- Geographic Information System software for spatial data production, analysis, processing and visualization;
- Statistical packages for processing, analysis and visualization of public statistics and indicators;
- Website design and front-end and back-end development;
- Graphic design and communications.

9. Risk Analysis

The implementation of the project, including data collection, action planning, monitoring and evaluation, depends on the political will of the Government of the State of Alagoas and local partners. UN-Habitat has already over three and half-year project implementation experience and local presence in Alagoas and will cooperate as much as possible with the selected organisation and facilitate its dialogue with third partners who are familiar with local conditions and possess local networks. The risks associated with this consultancy and the forms of mitigation are systematized in the table below:

Risk	Probability	Mitigation Strategy
Insufficient engagement with state public servants	Low	<ul style="list-style-type: none"> ✓ Increase the number of meetings and participative approaches to increase engagement of public servants in mapping data and information sources; ✓ Use effective and multiple communication strategies to encourage participation; ✓ Make expectations clear with regards to the result of the work and provide feedback whenever possible; ✓ Strengthen dialogue with the Governor’s Office and the Secretariat of Finance to ensure internal political sponsorship of the project.
Political pressure on the choice of data and information sources and on analysis results	Low	<ul style="list-style-type: none"> ✓ Use data from official and safe sources to elaborate diagnoses and strategies; ✓ Ensure an adequate number of participative and collaborative activities (e.g. open workshops) with a variety of stakeholders to foster public oversight on processes and results.
Insufficient engagement with civil society and other external stakeholders (e.g. municipalities)	Medium	<ul style="list-style-type: none"> ✓ Increase the number of meetings and participative approaches to increase engagement of public servants in mapping data and information sources;

		<ul style="list-style-type: none"> ✓ Use effective and multiple communication strategies to encourage participation; ✓ Make expectations clear with regards to the result of the work and provide feedback whenever possible
Insufficient availability of official state data and information	High	<ul style="list-style-type: none"> ✓ Increase the number of meetings and participative approaches to increase engagement among public servants in the efforts to map data and information sources; ✓ Use effective and multiple communication strategies to encourage participation; ✓ Explore alternative data collection methodologies and formats, including qualitative information and innovative data sources.

10. Eligibility Criteria

Criteria	Details for submission of proposal/documentation required
Legal Status	<ul style="list-style-type: none"> ● Certificate of registration/incorporation (By-laws); ● CNPJ – National Registry of Legal Entities; ● Proof of registration in Country of Origin, ● Proof of registration of Country of operation (if different from the country of origin), ● Proof of country operational presence (if different from the country of origin).
Organisation profile and details	<ul style="list-style-type: none"> ● Clear organisation profile and structure of the organisation indicating: <ul style="list-style-type: none"> ○ Organisation’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. (For public institutions, present reports from respective Courts of Auditors).
Exclusive bank account	<ul style="list-style-type: none"> ● The organisation must have an exclusive bank account to receive the resources of this project.
Integrity and Governance	<ul style="list-style-type: none"> ● The organisation should complete and submit a signed Partner Declaration Form, as provided in Annex 1. ● Provide mini CVs of the teams involved in the project, including the contract manager and the members of the management of the institution.

	<ul style="list-style-type: none"> • Provide the profiles of the Chairperson of the Board of Directors, Head of the Organisation and Chief of Finance, besides the identification document.
--	--

11. Selection Criteria

Criteria	Details for proposal presentation/ Required documentation	Weighting
1. Technical capacity		25 points
<p>1.1 Does the organisation 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?</p>	<ul style="list-style-type: none"> • Documentation that evidences a minimum of 10 year-experience in the production of statistical and/or socioeconomic analysis and indicators based on public statistics and innovative sources of data, and also in monitoring and evaluation methodologies for public policies and crosscutting programmes; • Documentation that evidences a minimum of 5 year-experience in the promotion of innovative methodologies and tools for data and information production, analysis, visualization and dissemination within state/municipal governments in Brazil; • Documentation that proves experience in the promotion of international sustainable development agendas for state/municipal governments in Brazil, chiefly the localization of the Millennium Development Goals (MDGs), the Sustainable Development Goals (SDGs) and/or the New Urban Agenda; • 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 to the execution of the current proposal; • References from at least three past donors. 	

<p>1.2 Does the organisation 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 in the project; ● Number of technical staff that you have in the country for implementing the project. Indicate if your organisation assure that such technical staff required by the project will continue to be available as needed in the Project. <p>The required experience will be proven through a CV signed by each member of the key team, containing references (name, email or telephone) that can be contacted by the contractor to verify the veracity of the information on the services performed. Certificates of technical capacity or contracts will be accepted as proof of experience.</p>	
<p>1.3 Does the organisation 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 a 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"> ● Documentation demonstrating proof of local operational presence, including link and ability to reach the target population. 	
<p>1.4 Does the organisation 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 organisation have formal procedures to monitor project execution (e.g. milestones, outputs, expenditures...)</p>	<ul style="list-style-type: none"> ● Provide the monitoring policy and procedures manual used by the organisation. 	

2. Financial and administrative capacity		15 points
<p>2.1 Has the organisation 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; ● Audited Reports and Balance Statements. 	
<p>2.2 Does the organisation 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; ● Organisation structure/ Organogram. 	
<p>2.3 Does the organisation 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 (if applicable). 	
<p>2.4 Does the organisation 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 organisation 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) that your organisation can 	

	provide in the framework of the implementation of the consultancy. ³	
3. Financial Proposal		30 points
<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><in the template provided in Annex 2></i></p> <ul style="list-style-type: none"> ● Budget Proposal⁴; ● Other supporting documents (indicated in other parts of this call). 	
4. Technical Proposal		30 points
<p>4.1 The technical proposal is sound and responds adequately to the specifications and requirements?</p>	<p>Technical Proposal document <i><in the template provided in Annex 3></i></p> <p>UN-Habitat will evaluate if the proposed methodology is clear, if the work plan is realistic and can be implemented; if the overall composition of the team is balanced and has an appropriate combination of skills; and if the work plan has the right number of experts.</p>	<p>Accordance to the Terms of Reference (10 Points);</p> <p>Level of detail and technical-methodological proposal (10 points);</p> <p>Coherence and consistency of activities, teams and schedule of the</p>

³ A common practice at the UN-Habitat regarding Cooperation Agreements is to have implementing partners who provide financial or in kind contributions. These are encouraged whenever possible and according to the needs of the project. They have to be specified in the proposal's budget and reported in the financial reports of the project. General expenses and indirect costs (such as office expenses, basic equipment and time of the organisation staff) must be considered as minimum counterparts by the implementing partners and should not be funded by the amount transferred by UN-Habitat.

⁴ The budget lines considered by UN-Habitat are indicated in the budget template provided. These can present a variation of up to 10% during the project execution. Financial reports must be provided every four months. This service and its costs have to be included in both the technical and budget proposals. Lastly, any amount that is not executed must be returned to the UN-Habitat within 30 (thirty) days after the end of the project's activities.

		preliminary work plan with the technical-methodological proposal (10 points)
--	--	--

12. Final comments:

1. Interested Organisations must provide information indicating that they are qualified to perform the services (brochures, description of similar assignments, experience in similar conditions, availability of appropriate skills among staff, etc);
2. Proposals and accompanying documents must be received in accordance with instructions provided. Proposals submitted to a different email address will not be considered;
3. Proposals from organisations that fail to provide the complete information to fulfill the basic eligibility criteria will not be considered;
4. Proposals received after the above deadline will not be considered;
5. Organisations will be selected in accordance with the procedure set out in the UN-Habitat IP Management Policy and Standard Operating Procedures;
6. Proposals from applicants that fail to provide the requested information will be disregarded;
7. This CFP does not entail financial or any other commitment on the part of UN-Habitat. UN-Habitat reserves the right to accept or reject any or all proposals without incurring any obligations to provide justifications to the applicant(s);
8. All prices must be in USD (American dollars);
9. The technical proposal may be submitted in Portuguese or English. If submitted in Portuguese, a summary sheet (1 page) in English is mandatory.

All documents should be sent, within the indicated deadline, to the following email address:

alagoas@onuhabitat.org

addressed to the “UN-Habitat Brazil Team” with the following subject title:

ALAGOAS PROJECT - TECHNICAL PROPOSAL :: ORGANISATION’S NAME/ACRONYM