

CALL FOR PROPOSALS

The purpose of the Call for Proposal 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:

Improving safe access to education facilities in Rural Damascus, Syria.

Submission Start Date: **29 July 2021**

Submission Deadline Date and time: **19 August 2021.**

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

Project Key Information:

UN-Habitat Project title: **Improving Safe Access to Education Facilities (Rural Damascus)**

- Location:
 - Town/City: Rural Damascus (Saqba & Al-Nashabieh)
 - Country: Syria
- Anticipated start date: 01 October 2021.
- Estimated duration of project in calendar months: Five (5) Months.
- Maximum proposed value in US\$: 155,000.
- Lead organization unit: UN-Habitat – Syria

Purpose of CFP:

UN -Habitat Syria is launching a call for proposal for the community led design and rehabilitation of safer access and public spaces in two municipalities of Saqba and Al-Nashabieh in Rural Damascus. This project also, will highlight the COVID-19 to ensure mainstreaming the prevention measures to become an essential part of making schools, their catchment areas, and education environment safe for students, teachers, and parents as well as wider community members. The whole process of the design will be conducted through consultation sessions with students, parents, teachers, municipality, neighborhoods committees and other stakeholders to identify the most needed routs and activities, with special care to women, youth safety in these places, besides to disabled students' facilities.

The goal of this intervention is to provide safe access to schools and clean rehabilitated open spaces for the use of students, parents, and other community members. Also, it will consider the safety and security of the public and open spaces to be used by women and girls.

Two locations around two schools are proposed within two municipalities of Saqba and Al-Nashabieh in Rural Damascus. The selected IP will coordinate with local authorities and stakeholders, incorporation with UN-Habitat, to identify the community priorities, design the project for each location, prepare the detailed BOQ and BOC of select activities and implement the project.

Table of schools and locations in Rural Damascus

City	School
Saqba	Saqba Baneen
Al-Nashabieh	Al-Nashabieh Al-Mouhdatheh

Background of the Project:

The COVID-19 pandemic has had a severe impact on the Syrian Arab Republic, especially following a 10-year protracted crisis which caused significant damage in rural and urban areas across the country and resulted in a decline in the functionality of basic services as well as a dramatic economic downturn. COVID-19 pandemic spread has significantly increased the vulnerability of the population. The two cities of Saqba and Al-Nashabieh were one of the most affected areas. The two cities were exposed to different degree of damage that includes houses, productive urban and rural assets, markets, infrastructure, and services such as schools as well other social service facilities like gardens, open and public spaces.

This intervention will enable the students as well parents 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 going to their schools.

Scope of works:

The project under this CFP comprises of three phases:

- 1- **Preparation phase** (Two weeks Approx.): The IP in cooperating with UN Habitat to organize and support the implementation of participatory sessions.

The following activities will be expected:

- Invite parents, teachers, students, and other stakeholders for each location to define the catchment area around the schools (Number and location of schools are shown in the following maps).
 - Develop and design of the open spaces and the safer access to schools; and
 - Especial measures of COVID-19 prevention and safety should be considered and applied to the design of all activities, besides to the other project components.
- 2- **Design phase** (Two weeks Approx.): the IP in consultation with the stakeholders (UN-Habitat, teachers, students, parents, community, and Municipality) in the first phase shall prepare and submit at the end of this phase a complete set of drawings and BoQ's for each location which identify the activities that shall be implemented in that location to achieve the goal of this project.
 - Drawings to show the prioritized activities which will be implemented in the open spaces and safer access in each location as designed and agreed by all stakeholders.
 - BoQ's which identify the items and quantities of the activities which will be implemented in each location.
 - BoC which governs the standards and specifications of the materials and works in this project.
 - A plan that shows the activities and details of the COVID 19 prevention measures and awareness campaigns in the locations which have been identified by the stakeholders.
 - 3- **Implementation phase** (Four months Approx.): the IP shall implement all activities which have been identified in the design phase under the supervision of Municipality and participatory monitoring of community.

The IP shall submit their scheme within the CFP documents which shall describe the steps on how they intend to achieve the tasks and deliverables of each phase, this plan should indicate:

- A workplan for the intended consultation sessions.
- The discussion topics and targeted groups in each session.
- Coordination plan during preparation and design phase.
- Participation plan for the community during implementation phase.
- Targeted participants in COVID 19 awareness campaigns in each location.

Locations:

1- Saqba, Rural Damascus



2- Al-Nashabieh – Rural Damascus



Eligibility Criteria

<u>Criteria</u>	<u>Submission details / Documents required</u>
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

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?</p> <p>Has it managed in the past projects of similar technical complexities and financial size?</p> <p>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
<p>2. Financial and administrative capacity</p>	<p>20 %</p>
<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 • Audited 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)
<p>3. Financial Proposal</p>	<p>20%</p>
<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 <template provided></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 <template provided></p>
<p>Cumulative score for ratios</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