

Request for Proposals

Participatory Slum Upgrading in Namibia | Urban diagnostics and slum upgrading strategies in Namibia

September 2021

- Reference:** RFP/9-2021-PSUP-NAMIBIA
Size of Grant: Up to 60.000 USD
Published: 24th September 2021
Submission Deadline: 08th October 2021, 05:00 PM, East Africa Time
Submission: Applicants shall submit their RFP response by email until the specified deadline above to the attention of Leila Khaldi to this E-mail address: leila.khaldi@un.org. Please **submit the financial proposal and the technical proposal in two separate emails using** the following e-mail subjects:
- 1) For the Technical Proposal: 'RFP/9-2021-PSUP-NAMIBIA - TECHNICAL PROPOSAL - NAME OF APPLICANT ORGANIZATION'
 - 2) for the Budget / Financial Proposal: 'RFP/9-2021-PSUP-NAMIBIA – FINANCIAL PROPOSAL - NAME OF APPLICANT ORGANIZATION'

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 be sent by email.
3. Proposals failing to provide the requested information will be disregarded.

4. Applicants shall submit their RFP response by email until the specified deadline above to the attention of Leila Khaldi to this E-mail address: leila.khaldi@un.org. Please submit the financial proposal and the technical proposal in two separate emails using the following e-mail subjects:
 - For the Technical Proposal: 'RFP/9-2021-PSUP-NAMIBIA - TECHNICAL PROPOSAL - NAME OF APPLICANT ORGANIZATION'
 - for the Budget / Financial Proposal: 'RFP/9-2021-PSUP-NAMIBIA – FINANCIAL PROPOSAL - NAME OF APPLICANT ORGANIZATION'
5. All prices must be in USD
6. The proposal language is English

Purpose of the Call for Proposals

The purpose of the Call for Proposals is to solicit proposals from interested Academia and research groups to support the Participatory Slum Upgrading Programme in Namibia in contribution to the Sustainable Development Goal 11 for Cities, Target 1 “By 2030, ensure access for all to adequate, safe and affordable housing and basic services and upgrade slums”.

Applicant organizations should wish to participate in UN-Habitat operation and be able to contribute complementary resources (human resources, knowledge, funds, in-kind contributions, supplies and/or equipment) to achieving the common objectives of the project as outlined below and subsequently agreed in an Agreement of Cooperation.

This call for proposals is addressing organizations that are specialized in participatory data collection in informal settlements, as well as in formulating strategies for slum upgrading and urban integration at local and national level.

Project Key Information

UN-Habitat Programme:	Participatory Slum Upgrading Programme (PSUP)
Lead Organization Unit:	Land, Housing & Shelter Section; Urban Practices Branch
Region/Country:	Namibia
Project:	PSUP III
Maximum proposed value:	Up to 60.000 USD
Project Partners:	Ministry of Urban and Rural Development, City of Windhoek
Anticipated start date:	October 2021
Estimated duration of project:	6 Months until March 2022

About UN-Habitat

UN-Habitat, the United Nations agency for human settlements, helps the urban poor by transforming cities into safer, healthier, greener places with better opportunities where everyone can live in dignity. UN-Habitat works with organizations at every level, including all spheres of government, civil society and the private sector to help build, manage, plan and finance sustainable urban development. Our vision is cities without slums that are livable places for all, which do not pollute the environment or deplete natural resources. At the dawn of a new urban era, with most of humanity now living in cities, UN-Habitat is at the frontline of the battle against fast growing urban poverty and the scourge of climate change that is caused by poorly planned urbanization and threatens the lives and livelihoods of entire cities and communities. As the United Nations gateway for cities, UN-Habitat is constantly improving its focus and responsiveness to the aspirations of cities and their residents. Please visit the UN-Habitat [here](#).

About the Participatory Slum Upgrading Programme (PSUP)

The United Nations Human Settlements Programme (UN-Habitat) together with the European Commission (EC), and the Secretariat of the African, Caribbean and Pacific Group of States (ACP) entered a tripartite partnership to address the challenge of slums in the Africa, Caribbean and Pacific Countries through the launch of the Participatory Slum Upgrading Programme (PSUP) in 2008. The PSUP is funded by the European Commission (EC) and slum upgrading projects are implemented through the PSUP and with co-financing contributions from the ACP partner governments. The PSUP implements strategies, policies and projects to address the widespread and chronic urban poverty in slums and informal settlements, in contribution to the Sustainable Development Goal 11 for Cities, Target 1 “By 2030, ensure access for all to adequate, safe and affordable housing and basic services and upgrade slums”.

The PSUP has two specific objectives:

- Strengthen global partnerships and policy dialogue for participatory slum upgrading and prevention in all ACP countries
- Improve knowledge and capacities of ACP stakeholders for participatory slum upgrading and prevention and slum dwellers living conditions

Its primary focus is to integrate slums communities into the urban fabric by addressing tenure security, increasing access to land and basic services, improving infrastructure and mobility and strengthening economic links.

Please visit the Participatory Slum Upgrading Programme (PSUP) [here](#). Download the PSUP Brochure [here](#).

What are we looking for?

In this call for proposals, UN-Habitat is looking for an implementing partner from academia that can **manage and deliver urban diagnostics, slum upgrading and financing strategies in Namibia**. We are looking for a partner experienced in **community mobilization and participation, data collection, neighbourhood planning, participatory methods and formulation of slum/ informal settlement upgrading strategies at local and national level**.

Interested applicants should present their portfolio and experience in the above areas. The grant provided will be up to 60.000 USD including operational and administrative cost.

Main Activities and Outputs

The implementing partner will be undertaking the following main activities highlighted in blue in the below project logframe (but not limited to):

Outputs	Activities	Responsible partner	Indicative timeline (Month)					
			1	2	3	4	5	6
Preparatory Activities								
	PA.1 Finalization of Agreement of Cooperation	Implementing Partner / UN-Habitat						
	PA.2 Elaboration of an action plan for implementation	IP						
	PA.3 Capacitation of the actors on the PSUP approach	Implementing Partner / UN-Habitat						
EA1: Strengthen global partnerships and policy dialogue for participatory slum upgrading and prevention								
Output 1.1: Urban diagnostics urban diagnostic of Windhoek and update of urban diagnostics of Aroab, Opuwo and Walvis Bay as well as at National level Themes : 1) Local economic development, land and slums/informal settlements, 2) Basic urban services and environment, and 3) Governance, municipal finance and gender.	1.1.1 Coalition at Local and National Level	IP / Municipality / Ministry						
	1.1.2 Urban diagnostic of Windhoek (data collection, validation with National and Local Authorities and communities)	IP						
	1.1.3 Update and validation of urban diagnostics for Opuwo, Aroab, Walvis Bay and National urban diagnostic	IP						
Output 1.2: Citywide Slum Upgrading Strategy for Windhoek	1.2.1 Design and validation of a Citywide Slum Upgrading strategy for Windhoek	IP						
	1.2.2 Participatory neighbourhood planning and action plans in selected informal settlements in Windhoek	IP						
EA2: Improved knowledge and capacities of ACP stakeholders for participatory slum upgrading and prevention and slum dwellers living conditions								

Output 2.1: National Strategy for Informal Settlement Upgrading in line with Harambee Prosperity Plan 2 2021-2025 (Social Progression Pillar, Activity 2, point a)	2.1.1 Review and/or establish inclusive urban and housing policy at National level	IP / Ministry							
Output 2.2: Financing strategies for PSUP up-scaling, participatory planning and strategic community-driven projects	2.2.1 Reviewing and formulating financing strategies for mobilizing co-financing for up scaling slum upgrading	IP / Municipality / Ministry							
	2.2.2 Community-led actions for service provision as well (Community Managed Funds set-up)	IP / Municipality							

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 (Annex A) <input type="checkbox"/> Provide the profiles of the Chairperson of the Board of Directors, Head of the Organization and Chief of Finance

Selection Criteria and Proposal Evaluation

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.

Criteria	Submission Details/ Documents Required
1. Technical capacity (Score Weight 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 implementing partner?</p>	<ul style="list-style-type: none"> <input type="checkbox"/> List of projects executed in the last 2 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
<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"> <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?
<p>1.3 Does the organization have a clear and strong link with an identifiable neighborhoods relevant to the targeted population of the project? Does the organization 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"> <input type="checkbox"/> 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"> <input type="checkbox"/> 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"> <input type="checkbox"/> Provide formal project monitoring policies and procedures
2. Financial and administrative capacity (Score Weight 10%)	
<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"> <input type="checkbox"/> State the years of operation <input type="checkbox"/> 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"> <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
<p>2.3 Does the organization have the capacity to procure goods and services on a transparent and competitive basis?</p>	<ul style="list-style-type: none"> <input type="checkbox"/> 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"> <input type="checkbox"/> 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"> <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 – Budget Template.
<p>3. Financial Proposal (Score Weight 20%)</p>	
<p>3.1 Is the budget for each component of the activity to be performed by the Implementing Partner</p> <ul style="list-style-type: none"> (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 	<ul style="list-style-type: none"> <input type="checkbox"/> Budget Proposal (Annex C) - The applicant must submit a budget proposal in the template provided in Annex C (Budget Template - Financial Proposal)
<p>4. Technical Proposal (Score Weight 50%)</p>	
<p>4.1 The technical proposal is sound and responds adequately to the specifications and requirements and is assessed on a comparative basis against the below criteria. A High-quality portfolio of similar projects that the applicant implemented in the area of activities of the project logframe, i.e. community mobilization and participation, data collection, neighbourhood planning, participatory methods and formulation of slum upgrading strategies at local and national level is to be submitted. For every below category 5% points are allocated each. Mandatory Fail/Pass Criteria are marked with (*):</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Technical Proposal Document (Annex B) – The applicant must submit a technical proposal using the template provided in Annex B.
<p>4.1.1 Stakeholder Identification, Identification / Registration of Beneficiaries & Data Collection (socio-economic and infrastructure data)</p>	
<p>4.1.2 Experience in community mobilization and participation*</p>	
<p>4.1.3 Experience in participatory data collection*</p>	
<p>4.1.4 Experience in the design and carrying out of community planning workshops and using participatory planning methods *</p>	

4.1.5	Experience in providing training / capacity building to community-based organizations *	
4.1.6	Experience in design and formulation of urban strategies *	
4.1.7	Experience in working with national & local governments and community-based organizations and/or associations in Namibia *	
4.1.8	Capacity to implement the project in the agreed timeframe of 6 months *	
4.1.9	Link with existing/ongoing projects or initiatives of similar nature	

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 RFP and accompanying documents must be received in accordance with instructions provided. RFP submitted to a different email address other than the specified one will not be considered.
3. RFP from applicants failing to provide the complete information to fulfill the basic eligibility criteria will be considered non-responsive.
4. RFP 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. RFP from applicants failing to provide the requested information will be disregarded.
7. This RFP 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
9. The technical proposal will be evaluated based on that is responds adequately to the specifications and requirements of the call for proposals. All proposals will be assessed on a comparative basis against the criteria specified in the call for proposals document.
10. **Along with this technical proposal please submit a high-quality portfolio of similar projects that the applicant implemented in the area of activities of the project logframe, i.e. community mobilization and participation, data collection, neighbourhood planning, participatory methods and formulation of slum upgrading strategies at local and national level. We have specified mandatory experience which must be demonstrated marked with an (*) in the call for proposals under 'Selection Criteria and Proposal Evaluation'. Please submit any relevant supporting documents verifying your organizations experience in the required areas.**
11. 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 criteria specified in the call for proposals.

12. Only successful applicant organizations will be notified.

How to Submit the Proposal

Applicants shall submit their RFP response by email until the specified deadline above to the attention of Leila Khaldi to this E-mail address: leila.khaldi@un.org. Please **submit the financial proposal and the technical proposal in two separate emails using** the following e-mail subjects:

- 1) For the Technical Proposal: 'RFP/9-2021-PSUP-NAMIBIA - TECHNICAL PROPOSAL - NAME OF APPLICANT ORGANIZATION'
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Annexes

Download key documents:

1. Full text of this [Call for Proposals](#)
2. Annex A - [Partner Declaration Form](#)
3. Annex B - [Technical Proposal](#)
4. Annex C - [Budget Template / Financial Proposal](#)

For more information contact

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