

CALL FOR PROPOSAL (Re-Advertised)

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:

Restore the functionality of three public spaces in Deir Ez Zor city with a view to improving accessibility to nearby schools within the catchment area of the targeted public spaces, based on a community led design process.

Submission Start Date: 28 June 2022.

Submission Deadline Date and time: 5 July 2022.

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 recovery in Syria.
- Locations
 - Town/City: Deir Ez Zor city.
 - Country: Syria.
- Anticipated start date: Mid of August 2022.
- Estimated duration of project in calendar months: Four (4) Months
- Maximum proposed value in US\$: 190,000 US\$
- Lead Organization Unit: UN-Habitat – Syria Programme.

Background:

Deir Ez Zor has witnessed significant destruction in urban and rural areas and was exposed to different degrees of damage to include damage to housing, productive urban and rural assets, markets, infrastructure and services (schools, health facilities) as well other social service utilities like gardens and social centers, the crisis also has caused large scale displacement.

The main goal of the Joint Programme (JP) on Urban and Rural resilience is to support the resilience of vulnerable populations in the targeted areas and support them to rebuild their lives.

Through the JP, participating UN organizations can address critical needs within targeted communities while also strengthening the resilience of displaced populations and host communities, promote social and economic recovery, strengthen rural-urban linkages, support local planning and community participation and contribution to overall social cohesion within communities

Based on the area-based recovery plan that was developed in coordination with JP UN agencies and local stakeholders with participation of community representatives, needs were prioritized focusing on restoration of normal life of the population.

The rehabilitation of public spaces and city parks are an important part of allowing for people to return to normal life patterns in the aftermath of conflict. Public spaces enable social cohesion, trust building and reinforce a sense of normalcy. Similarly, improved access to schools through light interventions to enhance connectivity, lighting, paving etc. can be an important enabler of sustainable access to education. The activity will be undertaken in coordination with UNICEF to support on the selection of schools within the catchment areas, to ensure a needs-orientated assessment process.

Purpose of CFP:

UN-Habitat is intending to rehabilitate three public open spaces thereby providing secure and safer access for students on their way to/from schools which fall within the catchment areas of the targeted public spaces. The activity also includes the consultative processes of designing improvements for the main routes and access corridors which serve to connect students to school facilities, with special attention given to disabled student's facilities.

The goal of this intervention is to achieve secure accessing of the students to the schools in addition to families for recreation, engaging in social activities with a view to enhancing cohesion between the residents in targeted areas.

Based on the community consultations for four public spaces, three will be chosen as the targeted areas for interventions. The implementing partner (IP) are expected to coordinate with local authorities and community stakeholders to guide the process of selection of the most suitable **three locations**.

Expected outputs:

the expected outputs of the project are as follows:

- Three public spaces from the nominated four selected, and the routes to be rehabilitated within the catchment area of the schools spatially determined
- Three public spaces rehabilitated based on a community led design and community participation, all required works implemented.
- All required works to secure safer access for the students of the selected schools within the defined catchment areas executed.
- At least 120 students of the schools from the selected location will participate in awareness activities on traffic safety.

Main activities:

The proposers shall be undertaking main activities as follows:

For all proposers:

- 1- Conduct initial assessment and consultation sessions with community representative and local stakeholders to; a) selected three priority public spaces out of four options previously identified through UN-Habitat led public consultation processes, b) propose routes for safer access

rehabilitation, c) determine the primary challenges and needs for the selected public spaces in relation to enhanced access to nearby schools.

- 2- Prepare and provide maps for the selected public spaces and proposed rehabilitation works within the catchment area.
- 3- Based on consultation and initial assessment determine the main line activities and the estimated cost for each line.
- 4- Provide a detailed methodology for the implementation process, with an emphasis on the approach and delivery of the community engagement and participation aspect which will be used to inform the identification of works to be carried out.

For the selected proposes (Implementing Partner, IP):

- 1- Conduct participatory consultative sessions (at least two for each location) with parents, teachers and students to engage them in the design of the gardens, defining safer access routes and required works. Special measures should be taken for the disabled students.
- 2- Based on the initial design with the community, the IP will develop a detailed design of the three approved public spaces, as well as safer access detailed design within the school's catchment areas.
- 3- The IP will prepare a detailed Bill of Quantities BoQ for all the activities, for the garden and the safer access.
- 4- Organize outreach and child awareness activities on traffic safety, to include at least 120 students from the schools within the catchment area of the gardens.

The IP have a imply close coordination and discussion with UN-Habitat team during the preparation of the workshops, tools will be discussed and approved by UN-Habitat technical team, and also the final design of the project and the detailed BoQ will be shared and approved by UN-Habitat team before signing the Agreement of Cooperation (AOC).

Note: The proposer are expected to: 1) define “with coordination of local stakeholders and community” the targeted open spaces and the routes proposed to be rehabilitated, 2) main lines of needed works and general estimated quantity of works with estimated cost. 3) a clear and detailed methodology and modality for how the project will be designed and implemented (general workplan) with a strong focus on community participation, *while* the selected I/L NGO (implementing partner) required to prepare detailed project documents.

Location map:

Below four Proposed locations, proposers to select three of them:

Al Mua'lemin Park



Bou Saraya Park



Al Nasara Park



Ber Ma'jon Park



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	Audited company financial statements (balance sheet and income statement) and auditors report for the last two years.
Exclusive bank account	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 %
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?	<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
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?	<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>	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)
<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 (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</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:

- 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).
- The CFP and accompanying documents must be received in accordance with instructions provided. CFP submitted to a different email address will not be considered.
- CFP from applicants failing to provide the complete information to fulfill the basic eligibility criteria will be considered non-responsive.
- CFP received after the above deadline will not be considered
- Organizations will be selected in accordance with the procedure set out in the UN-Habitat IP Management policy and Standard Operating Procedures.
- CFP from applicants failing to provide the requested information will be disregarded.
- 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.
- All prices must be in USD.