

CALL FOR PROPOSAL

The purpose of the Call for Expression of Interest is to solicit interest from existing or prospective Implementing Partners that wish to participate in UN-Habitat operation and contribute complementary resources (human resources, knowledge, funds, in-kind contributions, supplies and/or equipment) to achieving common objectives as outlined below and subsequently agreed in an Agreement of Cooperation

<Basic Studies of Risk Management of the Municipalities of Manzanares and Marquetalia in the department of Caldas>

Size of grant: 60,000 USD

Purpose of CFP: The United Nations Human Settlement Programme (UN-Habitat) requests the presentation of expressions of interest to celebrate a Cooperation Agreement, which will contemplate the Formulation of Basic Studies of Risk Management as part of territorial planning instruments of the Municipalities of Manzanares and Marquetalia in the department of Caldas.

Submission Start Date: TBC

Submission Deadline Date and time: TBC

Project Key Information

- UN-Habitat Project title: Strengthening of territorial planning processes in the department of Caldas within the framework of the New Urban Agenda and the Sustainable Development Goals.
- Locations
 - Town/City: Municipalities of Manzanares and Marquetalia in the department of Caldas.
 - Country: Colombia.
- Anticipated start date: TBC
- Estimated duration of the project in calendar months: 6 months
- Maximum proposed value in US\$: 60,000
- Lead Organization Unit: UN-Habitat Andean Countries Hub

Brief Background of the Project

(State the purpose, main goal, and specific objectives of the project)

UN-Habitat, whose approach promotes transformative change in cities and human settlements through knowledge, advice on public policies, technical assistance and collaborative action, has signed a collaboration agreement with the Government of Caldas for the promotion of planning instruments at the municipal level of the Department of Caldas, through the consolidation of risk management in the municipalities of Manzanares and Marquetalia, which includes the development of a National Urban Forum for the exchange of knowledge and the positioning of initiatives.

As part of a previous analysis of the land use situation in Caldas, it has been possible to observe to date the outdatedness of many POTs in the department, which makes evident the urgency with which the municipalities of the region require support and advice for the development of their risk management plans, which would allow them not only to consolidate the planning instruments, but also, would allow them a better knowledge and analysis of their territory for decision-making, project implementation and the investment prioritization. Taking into account the above, UN-Habitat has structured a cooperation proposal, specifically focused on providing support and technical assistance to the Government of Caldas, for the strengthening of its policies, plans, strategies and instruments for territorial ordering and planning. The components proposed to achieve the objective of the project are the following:

COMPONENT 1. *Technical assistance in the development of basic risk management studies for the municipalities of Manzanares and Marquetalia - Department of Caldas*

This component seeks to generate the information required to update the POT/EOT of the municipalities, a fact that has been delayed due to the difficulty that some administrations have had in implementing risk management plans, an element that is required to formulate and consolidate their planning instruments.

It should also be noted that these municipalities have populations of less than 30,000 inhabitants, therefore, in this case, they must later establish Land Management Schemes, which are established by law for this type of population. Consequently, reference is made to this characteristic, due to the technical and financial limitations that these municipalities may have due to their size, which prevents them from resolving or carrying out large-scale studies autonomously.

COMPONENT 2. *Implementation of the National Urban Forum in the Department of Caldas.*

With this component, the development of an event in the Department of Caldas is proposed, in order to promote the exchange of regional, national and international experiences, together with the exchange of knowledge, and the increase of institutional capacities. Likewise, this space will be used to share tools at a broader level and in a simpler and more direct way, such as the New Illustrated Agenda, together with relevant projects and successful experiences developed by both the government and the agency.

In accordance with the above, the project pursues the following results and products:

RESULT 1: *The Government of the Department of Caldas has consolidated territorial planning tools, instruments and processes, within the framework of the New Urban Agenda and the Sustainable Development Goals. The product associated with this result is:*

PRODUCT 1: *Basic Studies of Risk Management of the Municipalities of Manzanares, and Marquetalia - Caldas*

RESULT 2: *National and international positioning of relevant plans, programs and projects in relation to territorial planning issues implemented or formulated in the department.*

PRODUCT 2: Conceptualization and Implementation of the National Urban Forum in the Department of Caldas; and International Accompaniment to the World Urban Forum

Responsibilities and activities

- The organization will work under the supervision of the UN-Habitat Coordinator of the Andean Countries (hereinafter the Coordinator) as well as in close communication with other consultants assigned to the project to ensure coordination and achievement of objectives.
- To ensure the adequate planning of activities for the execution of the project, under the supervision of the Coordinator.
- Generate technical and administrative inputs to support management in accordance with the requirements, policies, and processes of the Agency and the United Nations System and by instruction of the Coordinator.
- The organization will be responsible for ensuring compliance with its activities and the processes that impact its performance and certainty of execution.
- Collaborate in the compilation, integration, and generation of technical content necessary for the development of reports or products, as well as providing inputs for the preparation of technical presentations, guaranteeing coherence, quality, and alignment with the cross-cutting themes promoted by the United Nations.
- The organization will be responsible for preparing the reports and progress reports on the execution of the project, as necessary and requested for the proper verification of its activities and providing inputs for the drafting of project completion and closure documents.
- The organization will be responsible for ensuring that the services and goods to be delivered are in line with the quality expectations of UN-Habitat.
- The organization will be responsible for ensuring optimal and timely delivery of the services entrusted in the Cooperation Agreement within the stipulated deadlines.
- Integrate documents of conclusions aimed at different audiences, among which decision-makers and technical or specialized officials stand out, and for mass dissemination aimed at the general or less specialized public.
- The organization will be in charge of facilitating and executing, together with other consultants appointed to the project, when applicable, the five responsibilities/methodologies/strategies, based on a work program approved by UN-Habitat.
- The organization will be responsible for moving its staff or members by its own means to target territories as necessary in accordance with the activities framed in these terms of reference.

- To address requests for information required by the different UN-Habitat units and any other information required by other project consultants or the counterpart without prejudice to their responsibilities.
- Carry out the necessary activities to generate the expected products.
- Assistance and accompaniment to meetings with local and environmental authorities, both in instances of preparation, monitoring and presentation of final results, as well as in making adjustments that arise from such meetings. Most of these will be sought to be carried out virtually, but minimal visits such as team presentation, field recognition and presentation of results are expected.

Main activities and outputs

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

- *List activities and outputs*
- **Note:** The cartography and technical documents must be adjusted and comply with the requirements established by the regulatory framework established in Laws 388 of 1997 and 1454 of 2011, and Decrees 1807 of 2014, 1077 of 2015 and 308 of 206 mainly; in addition, any other Law. That is, they must comply with all the requirements established for their incorporation and approval by the corresponding entities.
- **PRODUCT 1:** Document by municipality (Manzanares and Marquetalia) that contains results of analysis of the existing studies for the mentioned territories, by the national, departmental, regional, municipal, university environmental authorities, etc., related to risk management.

Delivery: Month 1 after the entry into force of the agreement.

- **PRODUCT 2:** Basic studies of hazard due to large movements of land mass, torrential floods, and flooding for each of the 2 municipalities. These studies must include the following:
 - a. Basic Risk Management Report incorporating methodology and results according to guidelines of Decree 1077 of 2015 and its modifications.
 - b. Basic zoning maps of hazard due to mass movements, torrential floods and flooding that includes the description of the physical characteristics of the units in each established category, the predominant types of processes and the possible modes of affectation and/or stress on the exposed elements.

Delivery: Month 5 after the entry into force of the agreement.

- **PRODUCT 3:** Analysis and processing of secondary information available on vulnerability and the definition of specific technical guidelines for the 2 municipalities that allow compliance with the provisions of Decree 1077 of 2015 and its modifications in detailed studies including:
 - a. Report Document incorporating methodology and results.

b. Analysis maps for the incorporation of vulnerability in risk management.

Delivery: Month 5 after the entry into force of the agreement.

- **PRODUCT 4:** Risk analysis for the 2 municipalities under the terms previously established and the contents defined in Decree 1077 of 2015 and its modifications, which includes:
 - a. Report Document incorporating methodology and results.
 - b. Maps with specified specifications and scales.

Delivery: Month 6 after the entry into force of the agreement.

- Minimum team members of the company to develop the object of this action and technical description of the work.:

Job Title	Work Experience	Undergraduate Studies	Postgraduate Studies
Coordinator	Environmental management, risk management, territorial or urban planning, territorial development. Planning instruments (specific experience in project management and coordination)	Engineering, Urbanism, land use planning, development or environmental management, environmental engineering, Risk Management	Environmental management, risk management, urban and regional planning, sustainable development
Hydrological or hydraulic engineer	Territorial or environmental planning, risk management, environmental management, hydrological or hydraulic studies, projects with a territorial and environmental focus.	Hydrological or hydraulic engineering, water resources engineer, environmental management, water resources management.	Territorial development, risk management, water resources management, hydrology.
Geotechnical civil engineer	Geotechnical engineering, civil engineering, infrastructure projects, geology, geomorphology, environmental impact and risk studies.	Civil engineering, geological sciences, geology, environmental geotechnical engineering.	Geotechnical civil engineering
Geologist	Soil studies, geological risk management, environmental impact studies, territorial planning, geological and geotechnical studies, geological control studies.	Geology, geothermal energy, environmental geology, engineering, mining, geological engineering.	Geology
Consultant in Geographic Information System (GIS)	Geographic information systems, territorial analysis, natural risks, land use planning, and development and management of related databases.	Engineering, Urbanism, land use planning, development or environmental management, environmental engineering, Risk Management, social sciences	Geography, environmental management, risk management, urban and regional planning.
Surveyor Consultant	Topographic surveys, topographic measurements, analysis and control of environmental impacts, risk management, territorial planning.	Civil Engineering, Environmental Engineering, Geomatics Engineering, Topographical Engineering, Topography	Engineering or surveying

Payment Calendar

Payment	Percentage
Payment 1	30% upon signing of the Agreement and the delivery of the workplan and schedule.

Payment 2	35% against delivery and approval of Product 1 and interim financial report.
Payment 3	25% against delivery and approval of Product 2 and 3 and interim financial report.
Payment 4	10% against delivery and approval of Product 4 and final financial report.

Risk Analysis

(State the risks associated with this project and the mitigation factors)

The main risks associated with the implementation of this project are:

Time: The organization must be responsible for the execution of the activities and presentation of the expected products in a timely manner. Mitigating factors for any non-agreed deviation from the work program and schedule are ensuring timely and effective communication with the organization, time management both operationally and administratively, as well as adequate supervision.

Scope and quality: It is identified as a risk that the services and products provided by the organization do not meet the expected quality or scope standards. In this sense, the mitigating factors are verifying both the work program and the project execution progress reports. Timely supervision is crucial to minimize this risk.

Information access: During the development of the activities, it must be ensured that the information generated in the development of the objective of the contract is easily accessible by the team. To mitigate this risk, Agency guidelines will be shared for the management of all the information. Adequate supervision and follow-up represent additional mitigating factors.

Confidentiality: All information gathered or produced during the execution of the work program will be strictly confidential. To prevent any unauthorized dissemination of information, a Confidentiality Agreement will be signed with the implementing partner.

Eligibility Criteria

Criteria	Submission Details/ Documents Required
Legal Status	<ul style="list-style-type: none"> • Certificate of registration/incorporation i.e., • Proof of registration in Country of Origin. • Proof of registration of Country of operation • Proof of country operational presence

Organization profile and details	<ul style="list-style-type: none"> • Clear organization profile and structure of the organization indicating: <ul style="list-style-type: none"> ○ Organization’s vision, mission and objectives ○ Management structure ○ Members of the Governing Board and their Designations duly certified by the Corporate Secretary, or its equivalent document ○ Proof of membership to professional associations if any.
Financial Capacity	<ul style="list-style-type: none"> • Audited company financial statements (balance sheet and income statement) and auditors report for the last two years
Exclusive bank account	<ul style="list-style-type: none"> • Is the organization willing and able to have a separate bank account for the funds provided by UN-Habitat?
Integrity and Governance	<ul style="list-style-type: none"> • The organization should complete and submit a signed Partner Declaration Form • Provide the profiles of the Chairperson of the Board of Directors, Head of the Organization and Chief of Finance

Selection Criteria

Criteria	Submission Details/ Documents Required	Weighting
1. Technical capacity		25%
<p>1.1 Does the organization have the relevant experience and proven track record in implementing activities in the areas of the project? Has it managed in the past projects of similar technical complexities and financial size? Is the project linked with the core business of the IP?</p>	<ul style="list-style-type: none"> • List of projects executed in the last 2 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>		15%
<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>30%</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 <provide link></p> <ul style="list-style-type: none"> BOQ (if applicable) Other supporting documents 	
<p>4. Technical Proposal</p>		<p>30%</p>
<p>4.1 The technical proposal is sound and responds adequately to the specifications and requirements?</p>	<p>Technical Proposal document <provide link></p>	
<p>Cumulative score for ratios</p>		<p>100%</p>

Electronic Submission:

- To apply and learn more, visit <http://ipportal.unhabitat.org/>
- Format: PDF files only. Zip, RAR and JPEG files should not be used. Proposers should check the format of the attached file before submitting. UN-Habitat will not be responsible if the attached files are in other formats that cannot be opened without additional software.
- The maximum file size is 5MB per submission. There are no restrictions on the number of files sent, but each submission must be tagged, for example 1 of 2.
- Proposals sent to personal UN-Habitat email addresses will not be considered.

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 other than the specified one 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

All the aforementioned documents must be sent, before Tuesday,
March 21, 2023 at 6:00p.m. in Colombia, to the e-mail:

monica.laverde-pimiento@un.org

You must indicate in the subject:

GP00005478 - Technical Proposal "Name of your organization"