

CALL FOR PROPOSAL

The purpose of the Call for Expression of Interest is to solicit interest from **national not-for-profit urban civil society organizations** as 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

Title: “Consolidating Gains in the Improvement of Tenure Security in Select Informal Settlements in the Philippines”

Purpose of CFP: To strengthen tenure security of informal settler families in the Philippines by consolidating gains achieved through the application of fit-for-purpose land tools.

Submission Start Date: 17 March 2023

Submission Deadline Date and time: 31 March 2023, 5 P.M. Nairobi Time

Project Key Information

- UN-Habitat Project Title : Global Land Tool Network (GLTN) Phase 3 Programme
- Locations:
 - Town/City: Muntinlupa, Valenzuela, Davao
 - Country: Philippines
- Anticipated start date: 01 May 2023
- Estimated duration of project in calendar months: Eight (8) months
- Maximum proposed value in US\$: 50,000
- Lead Organization: Land, Housing, and Shelter Section, UN-Habitat

Brief Background of the Project

The Global Land Tool Network, as facilitated by UN-Habitat, is an alliance of international, regional, and national partners working together to “securing land and property rights for all” through the development of pro-poor and gender responsive land tools and approaches within the continuum of land rights framework. It supports the implementation of the Voluntary Guidelines on the Responsible Governance of Tenure of Land, Forests and Fisheries (VGGTs), Sustainable Development Goals (SDGs) and the New Urban Agenda. GLTN has been working with country partners to support recognition and recordation of tenure rights of informal settler families (ISFs) in the Philippines' Metro Manila area using fit-for-purpose tools and participatory approaches that are affordable, inclusive, and scalable.

In Metro Manila alone, the country’s national capital region, a quarter of its population consists of informal settlers. This translates to about 2.8 million individuals, most of whom are residing in hazardous settlements including railroad tracks, garbage dumps and waterways due to the growing

scarcity and commodification of land. In general, local government units (LGUs) have mostly resorted to off-city relocation when dealing with the colossal issue of informal settlements especially in urban areas. Commercial developments are generally preferred over socialized housing projects as they generate more revenue for the city's expenditures – therefore pushing lower- and middle-income groups, including the working population, both formal and informal, out into the city's borders. These socio-economic and physical vulnerabilities put informal settler families (ISFs) at a more disadvantaged state, denying them the right to enjoy secure land tenure, to access basic services, financial services, and ultimately, to participate in the planning and development of their cities. To address the issue of insecurity of land and property rights, successful pilot projects have been undertaken to solve these challenges by adopting pro-poor approaches that present opportunities towards a more inclusive and efficient land governance program in the country.

GLTN has been engaging with country partners in addressing some of the key housing and land issues faced by the urban poor in Metro Manila and Davao City. This has been through various initiatives including: - strengthening multistakeholder platforms consisting of CSOs, professional bodies and local authorities; - increasing advocacy on the need to incorporate grassroots participation in local and national development programs; and, - piloting participatory enumeration and mapping approaches for advocating the recognition of the ISFs' tenure rights but also for identifying the communities' development priorities. Some emerging outcomes include comprehensive database of ISFs managed and maintained by the community through establishing resource/learning hub, participation of urban poor representative to local government planning body such as the local housing board, enhanced capacities of community leaders through the formation of technical working group which significant output were proposed community plans with the idea of integrating to the local government plans such as the Annual Investment Plan (AIP). Knowledge sharing activities such as learning exchanges and multi-stakeholder dialogues were also fostered to promote advocacy on land and housing.

Building upon these impacts and emerging opportunities, such as the establishment of the Department of Human Settlements and Urban Development (DHSUD), the proposed intervention aims to consolidate these gains by strengthening the capacities of local and national actors in scaling up the actualization of land and housing policies for sustainable urban development. The key objectives of the project include:

- i. Documentation of tenure security initiatives in informal settlements
- ii. Pilot formulation of a barangay shelter plan
- iii. Promotion of tenure security initiatives from local and national level

Main Outputs and Activities

In close collaboration with the Land, Housing and Shelter Section of UN-Habitat, Philippines Habitat Country Office, national government agencies (such as DHSUD), local government of Muntinlupa, and other land and housing stakeholders, the implementing partner will be undertaking the following key interventions and activities:

a) Documentation of tenure security initiatives in informal settlements

- Documenting land initiatives of the informal settlement in the Philippines on the citywide mapping and STDM application

- Organize awareness raising activities on climate change and health and its relation to tenure security; gender and land tenure security
- Analysis of data for action planning
- Publish knowledge management product highlighting the impacts and experiences of partners working with the informal settlements in the Philippines in improving their tenure security

b) Pilot Formulation of a Barangay Shelter Plan

- Courtesy calls with barangays
- Engagement with city planning department of Muntinlupa
- Strengthen partnership with the Urban Poor Affairs Office (UPAO)
- Workshops on the formulation and drafting of Barangay Shelter Plan
- Draft Barangay Shelter Plan

c) Promotion of tenure security initiatives from local to national level

- Organize TAHANAN Summit highlight tenure security initiatives
- Explore collaboration with the UN Habitat Philippines and Department of Human Settlements and Urban Development (DHSUD) in the celebration of Philippine Urban Forum

d) Project Management and Coordination

- Develop and implement monitoring, documentation and evaluation plans respectively;
- Conduct monthly project meetings to ensure effective and efficient project implementation and progress monitoring;
- Conduct area visits along with project monitoring, engagement with local partners, etc.;
- Conduct quarterly project evaluation to improve project systems such as communication, reporting, etc.

Risk Analysis

The following potential risks may occur so the suggested mitigation factors need to be considered. Constant monitoring is also essential.

Risk	Mitigation Measures
Inadequate interest and/or capacity of key stakeholders, including national and local government agencies, to participate in the plan formulations and other related awareness and capacity building activities	GLTN and implementing partner to enhance capacity of the community and strengthen the partnership with the government to actively engage in all levels of the project
Inability to build consensus and sustain multi-sector discussion towards promoting change in policies and practices on tenure security	GLTN and implementing partner to build awareness, knowledge and capacity of key champions within government agencies, key shelter agencies, local government units, professional groups, academia and community organizations
Delayed delivery of outputs within the stipulated time	GLTN to undertake continuous monitoring of implementation progress by partner through scheduled monthly meetings and progress reports

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
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Submission of Technical and Financial Proposal

A technical proposal should be submitted presenting a detailed discussion of land issues faced by informal settler families in the Philippines, existing policies and programmes, proposed methodology to address the issues, suggested project sites, description and justifications, key milestones, outputs, activities and timelines for delivery (10 pages max). A template is available as a guide is available upon request.

A budget proposal should accompany the technical proposal which include the proposed budget per output/activity per different expense class or budget categories and estimated cash and/or in-kind contribution from implementing partners. A template is available as a guide upon request.

Selection Criteria

Criteria	Submission Details/ Documents Required	Weighting
1. Technical capacity		40%
<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 	

2. Financial and administrative capacity		15%
2.1 Has the organization been in operation over a period of at least 2 years to demonstrate its financial sustainability and relevance?	<ul style="list-style-type: none"> • State the years of operation • Financial statements for the last 2 years 	
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)	<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 	
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	<ul style="list-style-type: none"> • Copies of procurement policies and procedures. The procedures should show how you procure locally and internationally. 	
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?	<ul style="list-style-type: none"> • Describe anti-fraud controls and provide formal procedures 	
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.	<ul style="list-style-type: none"> • Describe nature and value of contribution (in-kind or cash) 	
3. Financial Proposal		15%

<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><provide link></i></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 <i><provide link></i></p>	
<p>Cumulative score for ratios</p>		<p>100%</p>

Expression of Interest must be delivered in electronic format no later than 31st March 2023 to Danilo Antonio at the following email address: danilo.antonio@un.org, with a copy to John Gitau through the following e-mail address: john.gitau1@un.org. All related questions or clarifications must also be coursed through these email addresses. Upon request to these email addresses, all related forms and templates will also be shared.

Disclaimer: Please note that this notice does not constitute a solicitation and UN-Habitat reserves the right to change or cancel this project at any time in the process. Submitting a reply to an EOI does not guarantee that the submitting organization will be selected to carry out the implementation of the project

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