CALL FOR PROPOSALS

The purpose of the Call for Proposals (CFP) is to solicit interest from existing or prospective Implementing Partners that wish to contribute to UN-Habitat project and its activities, 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.

Establish an innovative space for learning and working in the public library at Nawfal Palace, Tripoli

Size of grant: US$ 45,000

Purpose of CFP:
Engage the Implementing Partner (IP) to establish an innovative space for learning and working in the public library at Nawfal Palace, Tripoli. The IP is required to submit a proposal covering all aspects of the project to ensure a complete library suite and archiving services as outlined in this ToR. The assignment involves support in implementing a new Integrated Library System in the public library at Nawfal Palace in Tripoli to improve access, quality, and overall usage of the library by the community.

The primary objectives of this assignment are:
1. Archive and label existing books: this involves the implementation and customization of an open-source software as the new Integrated Library System-ILS for the library, which meets the library's needs for cataloging and circulation. The installed system is expected to be user-friendly and accessible to library staff and users, including children. The system will be tested to ensure it meets the library's needs and requirements.
2. Provide training and support to library staff: This includes building the skills of existing staff on the proper operations and maintenance of the open-source software, ensuring the best use of and a smooth integration of the new system.
3. Raise the awareness of the community on the use of books: the IP is expected to develop communication and awareness raising messages on the use of books that will be adopted and disseminated by the municipality of Tripoli to the public.

Submission Start Date: 5 July 2023

Submission Deadline Date and time: 19 July 2023, midnight Beirut time

Proposals to be submitted in soft copy stamped and signed before deadline via e-mail to:
unhabitat-lebanon-cfp@un.org

Project Key Information
- **Project title**: Establish an innovative space for learning and working in the public library at Nawfal Palace, Tripoli.
- **Locations:**
  - Town/City: Tripoli – North Lebanon
  - Country: Lebanon
- **Anticipated start date:** 1 August 2023
- **Estimated duration of project**: 5 months
- **Maximum proposed value in US$:** 45,000
- **Lead Organization within UN-Habitat Lebanon**: Municipal Empowerment and Resilience Project (MERP)

Brief Background of the Project
The 'Municipal Empowerment and Resilience Project' (MERP) is a joint initiative by the United Nations Development Programme (UNDP) and the United Nations Human Settlement Programme (UN-Habitat). The project is implemented in partnership with the Ministry of Interior and Municipalities (MoIM) and is funded by the European Union (EU) through EU Regional Trust Fund in Response to the Syrian Crisis, the 'Madad Fund'.

The project aims to strengthen the long-term resilience of subnational authorities in Lebanon as well as host communities, refugees and displaced persons affected by the Syrian Crisis. To achieve this, the Project engages in a three-pronged approach: MERP aims to 1) strengthen processes, procedures and practices to enable municipalities and Union of Municipalities (UoMs) to deliver effective and efficient services in a transparent and accountable manner; 2) empower municipalities and UoMs to facilitate local economic development (LED) and to deliver basic services that address the needs of both host and refugee populations, and; 3) support communities to engage in municipal processes and procedures to ensure that municipalities UoMs are responsive to their needs. These objectives include efforts to support the government of Lebanon at national level to strengthen the enabling environment for local governments i.e., municipalities and UoMs, and to better respond to the needs of communities.

The project's geographic areas of intervention are the Urban Community Al Fayhaa, the Federation of Municipalities of the Northern and Coastal Matn, and the UoM of Tyre with a total of 92 partner municipalities.

District	# of Municipalities in the district	Targeted UoM	# of municipalities in the UoM
Tripoli	4 (Qalamoun, Mina, Beddaoui, and Tripoli)	Urban Community Al Fayhaa	**4** (Qalamoun, Mina, Tripoli, and Beddaoui)
Matn	54	Federation of Municipalities of the Northern and Coastal Matn	**33**
Tyre	62	Union of Tyre Municipalities	**55**

As part of its activities, MERP is supporting Tripoli municipality in upgrading its public library at Nawfal palace. Nawfal palace is one of the only cultural centers in Tripoli area. At the same time, the palace, known also as the Rachid Karame cultural center, is a historical monument which construction goes back to 1898. It was transformed into a cultural center in 1987. It includes several small offices, an auditorium, and a public library. The library contains around 8000 to 10000 books of different specializations, including historical books and documents of one hundred years old. To better preserve the books, enhance usage of the library and the cultural palace, and to make it inclusive to citizens in general and to residents of Al-Fayha'a in particular, the municipality aims to modernize the palace and its public library.

Main outputs and activities
The IP will be undertaking main activities as follows (but not limited to):

Output 1: Supply and install an integrated open source library system

Activity 1.1: The IP shall submit an assessment report including a site analysis. The report will include an evaluation of the needs for the introduction of an open-source software, how classification and cataloguing

of the book will be undertaken, the place where equipment can be put, the final number of books to be catalogued, and will propose a training plan, an overall timeline for completion of the project.

Activity 2.1: Put in place an open-source software to allow complete automation of the various library operations and activities, starting from core operations for librarians such as cataloguing, classification, circulation and acquisition to the secure automatic circulation operations and the capability to deal with various sources of information through compatibility with international (Z39.50) standard, etc. In addition, technical capabilities, and the possibility for communities to electronically access all operations, functions, and products, should also be considered.

The IP should make use of below technical specifications that should be detailed in the technical proposal to ensure that the hosting environment meets the minimum requirements for the installation and operation of the open-source software:

1- **Operating System**: the open-source software can run on various operating systems. The IP will have to specify in the proposal the recommended operating system.
2- **Web server**: the IP is requested to clarify which type of web server is required.
3- **Database**: the open-source software should support multiple databases. The IP is required to specify which database management system is the most suitable.
4- **PHP version**: the IP needs to specify which PHP version is required for the proper functioning of the system.
5- **RAM**: the system requires a minimum of 2 GB of RAM for normal operation. However, the recommended RAM size for optimal performance is 4 GB or higher. The IP must specify the needed RAM's size for an optimal use of the system.
6- **Disk space**: The IP will have to specify, based on the number of books and references at Nawfal public library, the amount of disk space needed.
7- **Internet**: the IP needs to specify whether the suggested open-source software can be run without internet connection or if its proper functioning necessitates internet installation.
8- **Search & Discovery**:
   · The S&D must support at least two languages (Arabic & English) and allows adding additional languages like French if needed.
   · The open-source system must support searching in any language independent of the interface language.
   · The S&D should provide a simple search (words in any field), or in a specific index like title, Author, or Subject.
   · Must Provide advanced search/ Boolean search by (AND, OR, NOT) to combine multiple indexes
   · Must provide search filters (facets) by source, material type, Author, Subject, Publisher, Language, and Publication Date.
   · The S&D should allow the option to display New Arrivals / Most Read titles on printed, electronic, and digitized item level.
   · The S&D should provide browse search by (author, call number, subject)
   · The S&D should provide result sorting.
   · The S&D should have two options of results view (List view, grid view)

9- **Technical services: cataloguing and classification**

Cataloguing of materials are required to ensure that all available collection (books and publications) is cataloged and classified in the new installed system. The use of multi languages in cataloguing are required as follows:

- · Cataloguing all the collections based on the Anglo-American Cataloguing Roles (for English, Arabic, and French)
- · Classification of the collections based on Dewey Decimal Classification.
- · Add the records to the system.
- · Print and barcodes for each item.
- · Print and add labels for each item (class number).
- · Insert the RFID tag for each item.

Activity 3.1: The IP is expected to procure the below list of equipment*:*

#	Description/Specifications	Quantity
1	Photocopier machine : (Printer/copier/scanner/fax 4 in 1 machine), Monochrome, Type. Free-standing, (Reader-Printer Combined), Printing and copy sizes. A4 & A3, multiple Cassette, minimum resolution reading: 600dpi × 600dpi, Copy/Print Speed. A4: 45ppm (BW), similar to canon image runner iR2545 with minimum 1 year warranty.	1 photocopier machine
2	Toners black for the printer above	12 toners
3	Computer System (desktop) and Networking Devices with minimum 3 years warranty One for staff and 1 for the users to search the catalogue	2 sets
4	License for the System maintenance (3 to 5 years)	1 License
5	Data back-up server	1

Output 2: Training of the librarians on the usage of the new installed system

Activity 2.1: The IP is expected to propose a detailed agenda of a customized four-day practical training, as well as not less than three coaching sessions for the staff along with guidelines, manuals, and job aid materials for reference. The IP will also have to take into consideration the opening hours of the palace and availability of municipal staff when planning for the training.

Activity 2.2: The IP is expected to conduct the four-day practical training and three coaching sessions at Nawfal palace premises in close coordination with the municipal empowerment and resilience field coordinator in the North.

Output 3: Develop communication and awareness raising messages to the community

Activity 3.1: Prepare simple and friendly messages that will be disseminated by the municipality of Tripoli to encourage community members to attend the library and use the books. Messages to be validated by the municipality.

Activity 3.2: Propose communication channels to be adopted by the municipality for the dissemination of the developed messages.

The main project deliverables

The list of project deliverables listed below:

Deliverable	Description
Supply and install an integrated open-source library system	– An integrated open-source library system and list of equipment are supplied as per the listed requirements and specifications, installed, and tested, in addition to cataloguing and classifying all books and publications.
Training & Coaching sessions	Practical and customized library and archives training and coaching sessions for the municipal staff are conducted along with the provision of guidelines, manuals and job aid materials for reference.
Develop communication and awareness raising messages to the community	Simple and friendly messages are developed to be used and disseminated by the municipality of Tripoli.

Risk Analysis

#	Description	Type	Countermeasures	Responsible
1	Tension and conflict	Political	Delay the activities few days until tensions are resolved.	IP in coordination with MERP field coordinator
2	Opening hours at Nawfal palace – Responsible staff might be reluctant to open the palace all day	Operational	Intervention from MERP field Coordinator, Tripoli mayor and municipal focal point following up the implementation of the project.	MERP Field coordinator and Tripoli mayor and municipal staff
3	Electricity Shortage and internet availability at Nawfal palace during the installation of the software and implementation of the training sessions	Operational	The issue is to be discussed in advance with the director of the palace and the municipal focal point responsible for securing electricity and internet whenever needed.	IP in close coordination with MERP field coordinator

Communications Activities

The selected IP must comply with the visibility and communications guidelines set by UN-Habitat. On all visual material to be used, selected IP is to adhere to the project's overall brand identity and guidelines as outlined by the UN-Habitat communications team. Any communications plan linked to this project is to be reviewed and approved by UN-Habitat before implementation.

All visibility and communication material (including social media posts, press release, interviews, promotional/printed materials etc.) that are to be used to promote the work of the IP or the project, are to be reviewed and approved by UN-Habitat communications team at least one week prior to the issuance date.

The selected IP is requested to facilitate and support communications activities related to beneficiaries of the project as requested by UN-Habitat.

All communications outputs are to be reported to UN-Habitat as per the set template and as required. The selected IP must take all steps to not cause any reputational crisis throughout the different steps of the implementation of the project. The selected IP is requested to regularly visually document, in line with do no harm principles, their activities through photos or videos and to share this material with UN-Habitat.

Eligibility Criteria

Criteria	Submission details / documents required
Legal status	• 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	• Clear organization profile and structure of the organization indicating:
	    o Organization's vision, mission and objectives
	    o Management structure
	    o Members of the Governing Board and their Designations duly certified by the Corporate Secretary, or its equivalent document
	    o 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	• 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		**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?	• 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	
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?	• 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?	
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?	• Demonstrate, describe and provide proof of local operational presence, including link and ability to impact the targeted population.	
1.4 Does the organization possess adequate physical facilities, office equipment, transport, etc. to implement the activities?	• Provide location and list of office facilities, vehicles and office equipment locally available to implement the project.	
1.5 Does the organization have formal procedures to monitor project execution (e.g. milestones, outputs, expenditures…)	• Provide formal project monitoring policies and procedures	
2. Financial and administrative capacity		**20%**

2.1 Has the organization been in operation over a period of at least 2 years to demonstrate its **financial sustainability** and relevance?	• 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)	• 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	• 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?	• 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.	• Describe nature and value of contribution (in-kind or cash)	
3. Financial Proposal		**30%**
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	**Budget Proposal** *<Please see attached template>* • BOQ (if applicable) • Other supporting documents	
4. Technical Proposal		**30%**

4.1 The technical proposal is sound and responds adequately to the specifications and requirements?	**Technical Proposal document** *<Please see attached template >*	
Cumulative score for ratios		**100%**

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