



CALL FOR PROPOSAL

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:

Participatory project design and Risk Disaster Management Plan in three neighborhoods in Homs City

Submission Start Date: **07 August 2023**.

Submission Deadline Date and time: **21 August 2023**.

Submission of proposal: **by email to unhabitat-syria@un.org**

Project Key Information:

- UN-Habitat Project title: Support to the Restoration of Minimal Functionality of Infrastructure in Urban Areas in Syria.
- Locations
 - Town/City: Homs City.
 - Country: Syria.
- Anticipated start date: Mid of September 2023.
- Estimated duration of project in calendar months: Three (3) Months
- Maximum proposed value in US\$: 50,000 US\$
- Lead Organization Unit: UN-Habitat Syria Programme.

Background:

Homs City was highly affected by the Syrian crisis both in terms of physical, economic, and social repercussions. The damage to housing, infrastructure, service facilities and economic activities was accompanied by population displacement and loss of social networks and capacity. During 2022, the city has undergone a highly participatory recovery planning process that resulted in the area-based and community-based prioritization of thematic and geographic areas for short- and mid-term interventions.

The project “Support to the Restoration of Minimal Functionality of Infrastructure in Urban Areas in Syria” in Homs City supports the uptake of Homs recovery plan priorities following a community-led approach that integrates soft and hard activities focusing on three priority neighborhoods in the city. An additional element was added to the project in the aftermath of February earthquake that is the neighborhood disaster risk management plan aiming to strengthen community resilience to urban risks and to partially inform the site selection and design of public space rehabilitation activities.

The activity “Participatory project design and management and the development of Neighborhood disaster risk management plan in three neighborhoods in Homs City” to which the CFP pertains, comprises a set of soft activities categorized under two main objectives: i) enabling the participatory design and M&E of physical projects’ implementation; and ii) Strengthening urban community resilience to disasters and shocks. The two objectives comprise a set of trainings, coaching, and participatory planning and project design activities.

Purpose of CFP:

UN-Habitat is intending to enhance the monitoring capabilities of community-based projects teams in three neighborhoods of Homs city. In addition to fostering the readiness of the communities of these neighborhoods to effectively respond to potential disaster might encountering these communities.

The intervention seeks to achieve this by providing training in areas such as projects implementation monitoring, first aid, psychosocial support, and evacuation procedures. Another objective is to empower these community-based teams to actively participate in their neighborhoods and assist in the reintegration of returning residents, with a particular focus on women, youth, and individuals with disabilities.

Ultimately, the intervention aims to strengthen the community's capacity to contribute to the recovery plan of these neighborhoods, which have been affected by a prolonged crisis and earthquake. The implementing partner will collaborate with local authorities and community stakeholders to select team members from each of the three locations and integrate these teams into the municipality system.

Expected outputs:

The expected outputs of the project are as follows:

- A local development committee is formed based on an agreed upon selection criteria and ToR.
- The local development committee (15 community Volunteers) will be trained on subjects of project cycle management (PCM), community M&E, community outreach and other subjects made visible during the workshop.
- A participatory digital platform for community M&E is established, this platform could be as simple as a Facebook page or a website.
- A project design workshop will be conducted with the local development committee, volunteers, and other relevant stakeholders in partnership with UN-Habitat.

- Awareness campaign about disaster response will be conducted in the three neighborhoods in Homs and reach to 20,000 participants (8000 students, 5000 girls, 5000 women, 1000 *disabilities* and 1000 *elders*)
- A team of community formed (15 community Volunteers) will be trained about the first aid. The team should be prepared to perform as ToTs within their community.
- A team of community formed (15 community Volunteers) and trained about post disaster preliminary psychosocial support. The team should be prepared to perform as ToTs within their community.
- A team of community formed (15 community volunteers) and trained on the site about post disaster evacuation process. The team should be prepared to perform as ToTs within their community.

Main activities:

The proposers shall be undertaking main activities as follows:

For all proposers:

- 1- Provide the main contents of each training of the (local development committee, first aid, psychosocial support, and evacuation). In addition to the criteria of selecting each team.
- 2- Provide the methodology for the implementation process of each training including the training of the local development committee, with emphasize on the approach will be used to select the volunteers and committee members in each neighborhood.
- 3- Support the development of the neighborhood disaster risk plans for each neighborhood, including but not limited to the indication of areas of high risks, braod designation of roles & responsibilities, safe evacuation routes, emergency and temporary gathering points (public spaces) as well as the suggested primary public space in one of the three neighborhoods with design recommendations for that space. This plan will be used for training purposes and to enhance the capabilities of the evacuation team.
- 4- Support the participatory site selection and design of physical implementation projects in the three target neighborhoods including the specification of needed activities and their estimated cost.
- 5- Provide a detailed methodology for the disaster response awareness raising campaign on community level with the possibility of engaging the trained volunteers in the campaign. The detailed methodology should indicate at least the following elements: key messages within the disaster response topic, channels of communications and information dissemination, main stakeholders and involved entities and monitoring tools (for example, baseline and end of activities surveys and reporting).
- 6- Provide a detailed methodology for the sustainability of the disaster risk plan and trained teams within the local administration system.
- 7- Provide documentation reports of each activity including list of participants, dates, durations, description of steps, photos, main results and other relevant details.



For the selected proposes (Implementing Partner, IP):

The IP will be in close coordination and discussion with UN-Habitat team during the preparation of the workshops and trainings. Tools will be discussed and approved by UN-Habitat technical team before their implementation. The workplan and detailed BoQ of the winning IP shall be further discussed and approved by UN-Habitat team before signing the Agreement of Cooperation (AOC).

Clarifications: For clarifications regarding this CFP, you are kindly requested to contact the Project team, exclusively in writing, via e-mail: unhabitat-syria@un.org no later than **COB 9 August 2023**.

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 at least three 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 • Demonstrate core knowledge and expertise in the global approach to disaster risk response • 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. At least the CVs of the following staff should be provided: project manager, community-based disaster risk response expert, first aid trainer, psychosocial support trainer, and post disaster evacuation process trainer.

	<ul style="list-style-type: none"> • How many technical staff do you have in the concerned Country and city 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>	<p>20%</p>
<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.

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	20%
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 <template provided> <ul style="list-style-type: none"> Bill of Quantity (BoQ) for the main quantities/activities Other supporting documents
4. Technical Proposal	40%
4.1 The technical proposal is sound and responds adequately to the specifications and requirements?	Technical Proposal document <template provided> <ul style="list-style-type: none"> Project workplan including sequencing and durations of each activity. Methodology summary for delivering the project outputs.
Cumulative score for ratios	

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.