**Technical Proposal**

**World Smart Cities Outlook**

Technical support to conduct a global assessment on smart cities

**October 2023**

**Reference:**  KIB-11102023

**Size of Grant:**  Up to 50,000.00 USD

**Published:**  11 October 2023

**Submission Deadline:** 26 October 2023, 11:59 pm, East Africa Time

**Submission:** Applicants shall submit their CFP response by email until the specified deadline above to ig-pcsc@un.org to the attention of Roberta Maio roberta.maio@un.org

**Name of the Applying Organization:**

**Organization logo:**

**Contact person:**

**Instruction to applicants**

Please follow the structure of this template when preparing your proposal. It has been designed to ensure that the important aspects of your planned work are presented in a way that will enable the experts to make an effective assessment against the evaluation criteria. Please be aware that proposals will be evaluated as they were submitted, rather than on their potential if certain changes were to be made. This means that only proposals that successfully address all the required aspects will have a chance of being funded. There will be no possibility for significant changes to content and budget after project is retained for awarding. The technical proposal will be evaluated based on that is responds adequately to the specifications and requirements of the call for proposals. All proposals will be assessed on a comparative basis against the criteria specified in the call for proposals document.

Along with this technical proposal please submit a portfolio of similar projects that you have implemented in the area of activities of the project. We have specified mandatory experience which must be demonstrated marked with an (\*) in the call for proposals under ‘Selection & Evaluation Criteria’. Please submit any relevant supporting documents verifying your organizations experience and capacity.

**1. Background and purpose**

* 1. How does your organization’s mandate fit with the project goal and is aligned with UN-Habitat objective and approach on smart cities? Please outline the mandate, fitness to the project’s purpose and alignment with UN-Habitat mandate and approach to smart cities in the proposal
	2. What is your understanding of the specific and long-term objectives related to the project? Outline the understanding in the proposal.

**2. Experience related to services**

* 1. Does your organization have the relevant experience and proven track record in implementing activities in the mandatory areas of the project? Please submit a high-quality portfolio of similar projects with a list of projects that the applicant implemented in the area of activities of the project, addressing these mandatory areas:
		1. Experience in conducting projects related to smart cities and digitalization or similar in the past 5 years.
		2. Experience in conducting research and primary and secondary data collection assignments requiring global outreach capacity (preferably with data collection at global, regional and local scale) in the past 5 years.
		3. Experience of executing similar projects for UN-Habitat or other international organizations, preferably in the areas of relevance for the study.
	2. Please submit any relevant supporting documents verifying your organizations experience in the required areas, such as project reports, publications, media articles/news, references from your partners etc.
	3. Outline how this project is related to your core business
	4. Provide a list of relevant projects executed in the last 5 years (value, location, donors, nature of projects and the execution stage – completed or ongoing). Demonstrate how the experiences in past projects are relevant in the execution of the current proposal.
	5. Provide at least 3 references with contact details and project reference from past financial and cooperation partners

**3. Technical capability/expertise**

* 1. What is the staff size, type, qualification and education background? Provide a list of the staff proposed for the project using this template (or similar):

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| **Name** | **Title/Profession** | **Education** | **Areas of Expertise** | **Years of Experience** | **Current Location and Deployment Availability** | **Proposed Position in the Project** | **Availability for the Project Duration (half time, full time, %)** |
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* 1. Does the organization have qualified staff with Project Management or Administration skills?
	2. Does the organization have qualified technical staff with the experience and the technical skills required by the project?
	3. Provide CVs of key management staff, technical and non-technical staff and finance/ administration staff that will be involved on the project.
	4. Please demonstrate your ability to reach out globally and to collect relevant information for the purpose of the study at the city level. This could include list of office facilities, vehicles and office equipment locally available and/or processes, methods and platforms to be used.
	5. Please show how you have adequate capacity to implement this project, including ability to work in key areas/regions where the proposed field activities will be implemented (if relevant) and the necessary physical facilities, office equipment, transport, digital tools, processes etc to implement the activities.
	6. Give a brief description of key features and controls of the accounting system used. We will need to see that it has the capacity to provide financial reports on the activities executed under the Agreement of Cooperation and that you can monitor and report whether the project deliverables and expenditures are within agreed time and budget.
	7. Please show your organization's formal procedures to monitor project execution (e.g. milestones, outputs and expenditures). This would include showing how the organization has the capacity to procure goods and services on a transparent and competitive basis (if applicable), for example a procurement unit with experienced staff. Do you have formal procedures and controls to mitigate fraud such as multiple signature signatories on bank accounts, reporting and prosecution of incidences of fraud?
	8. Provide copies of or describe the following policies and procedures: project management, procurement, anti-fraud controls and administration and finance.
1. **Proposed Methodology, Approach and Implementation Plan**
	1. Outline how you will implement this project, detailing deliverables/outputs, milestones and activities
	2. Attach or include in the proposal a project workplan (Gantt Chart) / timeplan Provide the project structure/ Organogram. We will need to see that you have minimum segregation of duties in place (separation between project management, finance/accounting and executive office)
	3. Provide proposal on risks and mitigation (time, financial or human resources or capacities)
	4. Please show your organization's formal procedures in ensuring respect to privacy and data protection rules when managing, storing or handing over data
2. **In-Kind Contribution of the Applicant Organization**
	1. Does your organization have capacity to provide in-kind, financial, personnel contribution as UN-Habitat Implementing Partner in this present project?
	2. Please give details of your in-kind contribution to the project. Describe the nature and value of your contribution (in-kind or cash). Use the budget template of this call for proposal for this part of the proposal submission: Annex C (Budget Template)