

## 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:**

“Provision of technical services (to prioritize infrastructure works including water, sewerage, and Solid Waste Management) for UN-Habitat project in Aleppo and Jableh Syria”

Submission Start Date: **31 January 2024**

Submission Deadline Date and time: **15 February 2024**

Submission of proposal: by email to [unhabitat-syria@un.org](mailto:unhabitat-syria@un.org)

### Project Key Information:

- UN-Habitat Project title: Integrated Post-Earthquake Early Recovery and Resilience-Building in Aleppo and Lattakia
- Locations
  - Area:
    - 4 Service Directorates (**East Ansari, West Ansari, City Center, and Bab Al Nayrab**) with 22 Neighborhoods in Aleppo city
    - Jableh City (16 Neighborhoods)
  - Country: Syria.
- Anticipated start date: Beginning of March 2024 (This is a target and subject to change depending on the progress of the Recovery Plan)
- Estimated duration of the project in calendar months: 9months: 3 months for damage assessment, design, and Hygiene Promotion Campaigns, plus 6 months for the monitoring phase starting from implementation of the field contractual projects.
- Maximum proposed value in US\$: 100,000 USD
- Lead Organization Unit: UN-Habitat – Syria Programme.



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### **Background:**

A Major earthquake of magnitude 7.8 struck south-eastern Türkiye and northern Syria on 6 February 2023. Aleppo, Hama, Latakia, Tartous, and Idleb are among the areas most affected within Syria. The Syrian Ministry of Health has confirmed 1,414 deaths, with the number expected to rise as search and rescue operations continue. With a lack of excavators and fuel, many families resort to using their own means to try to rescue loved ones. At least 454 schools are reported to have been destroyed or damaged, and water supplies in Aleppo, Hama, and Latakia are compromised. In addition to deaths and injuries, this situation has caused great fear and distress among the population, causing over 18,500 families to seek refuge in collective shelters, with countless other displaced households residing within the community with other families. As an immediate response, UN-Habitat has supported a rapid damage assessment in Jableh, Aleppo, and Hama cities, where 163 buildings collapsed immediately. The number increased daily due to the aftershocks and many of the buildings were evacuated because of serious structural cracks (more than 1,200 buildings).

UN-Habitat has longstanding experience of working to support post-conflict urban recovery in different regions of the world and since 2014 in Syrian cities. One major lesson from these experiences is that, for locations that have suffered from conflict and any additional risks, COVID-19 and now the earthquake, external or internal investments need to put inclusive and comprehensive area-based approaches and integrated damage analysis at the center of any recovery efforts, and communities and local technicians need to be engaged in integrated recovery processes, in order to ensure protection of affected people, sustainability and effective urban recovery.

### **Purpose of CFP:**

UN-Habitat is looking for experienced and interested NGOs/INGOs to provide UN-Habitat with the required technical support to implement the post-earthquake recovery project. The Implementing Partner (IP) is expected to provide technical assistance to ensure that engineering works are designed according to the needs of the community and carried out using the best technical specifications. The IP will also conduct in-depth surveys and assessments for water and wastewater infrastructure, and solid waste management system in line with the Recovery Plan production process which UN-Habitat will lead. All work will be done in accordance with common engineering standards and with strict adherence to deadlines. IP will coordinate with relevant stakeholders from the water and wastewater directorates as well as the Municipalities in Aleppo and Jableh.



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### **The scope of the work:**

UN-Habitat is undertaking a comprehensive Recovery Plan process for infrastructure facilities in Aleppo and Jableh cities (Total of 38 neighborhoods; 22 in Aleppo, 16 in Jableh). To establish the Recovery Plan, two phases are anticipated.

Phase 1: The first phase involves a technical assessment with the relevant technical authorities responsible for water, wastewater, and solid waste management.

Phase 2: The second phase includes field assessments conducted by local communities.

The results of Phase 1 and 2 will be shared with the IP in a timely manner.

The IP's scope of work is listed below. The assessment results by the IP should be incorporated into the Recovery Plan process.

#### **A. Review and verification of Phase 1,2 results and Identification of priority neighborhoods:**

The IP will review and verify the results of Phase 1 and 2 assessments for all 38 neighborhoods with the relevant directorates and stakeholders. The IP is expected to identify the vulnerable neighborhoods to be prioritized for intervention, based on the level of damage to infrastructure systems. In a preliminary estimation from UN-Habitat, 5-6 neighborhoods for each city are expected to be selected.

#### **B. Detailed technical assessment of the infrastructure in the selected neighborhoods:**

The IP will conduct detailed technical assessments of the infrastructure in the selected neighborhoods upon the results of A. The assessment should encompass all infrastructure facilities, including water and sanitation systems (networks and power sources). Its purpose is to provide a comprehensive understanding of the damages, including their level, type, and location. Additionally, the IP is expected to thoroughly investigate the current situation regarding solid waste management, such as the location of formal/ informal dumps and the process of collecting /transferring.

#### **C. Intervention design in the selected neighborhoods:**

The project has 3 sub-projects in Aleppo and 4 sub-projects in Jableh. For each sub-project, in the selected neighborhoods, the IP is responsible for determining specific interventions and designing them.

Sub-Project in Aleppo city.

- Rehabilitation of the water network
- Rehabilitation of sewage networks
- SWM and debris removal

Sub-Project in Jableh City;



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- Reinforcement of water elevated tank
- Rehabilitation of polyethylene (PE) water pipeline
- Rehabilitating and maintaining sewage lines
- SWM and debris removal

**C-1 Identification of the specific interventions under each sub-project:**

The results of the detailed technical damage assessment (B) will be discussed with UN-Habitat and relevant directorates to identify priority interventions taking into consideration allocated budgets and cost-effectiveness. The IP will organize meetings in Jableh and Aleppo respectively inviting stakeholders to determine the specific interventions (i.e. identification of the element/length of pipe to rehabilitate etc.) to be designed and implemented under each sub-project. The identified interventions should be approved by technical authorities such as water establishments and wastewater companies.

**C-2 Technical design of the specific interventions:**

The IP will prepare the designs of specific interventions for procurement.

- Verify and validate BOQs issued by water/sewage directorates and Aleppo/Jableh Municipalities, in terms of quantities and prices popular in the local market, in addition to a description of each item contained in the BoQ.
- Prepare a book of conditions and specifications for each item in the BoQ.
- Prepare detailed drawings and maps and all required documents necessary for procurement.

**D. Hygiene promotion campaigns:**

The IP will plan and execute a hygiene promotion campaign that focuses on water-related aspects in Aleppo and Jableh cities. The details of the campaigns will be determined in collaboration with UN-Habitat and Aleppo/ Jableh Municipalities during the neighborhood Recovery Plan formulation led by UN-Habitat. The IP is expected to conduct two campaigns in each city with an emphasis on promoting environment-friendly actions, encouraging better hygiene practices, and advocating for the adoption of best practices in water use, with a particular focus on women and children.

**E. Monitoring:**

After the final design of the specific interventions is approved by the UN-Habitat technical team and the project's owner directorate, and contractors will be recruited by UN-Habitat, the IP takes on responsibility of monitoring the execution of the sub projects in close coordination with related authorities, communities and UN-Habitat. Monthly monitoring reports will be submitted to UN-Habitat to ensure accuracy and adherence to approved designs and agreed construction



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practices, with a focus on environmental and social aspects. Additionally, towards the completion of the sub-projects, a sustainability plan will be prepared and agreed upon with relevant stakeholders for each sub-project to ensure the long-term viability of the sub-projects. Measures such as conducting local community training may also be considered to monitor the functionality of the projects after their handover.

**Expected outputs:**

	Deliverable	Number of deliverables	Submission schedule
-	Inception report: Detailed work plan (Gantt chart or equivalent) showing the implementation steps and phases with schedules.	1	Within 10 working days after signing AoC
A	Initial review report: <ul style="list-style-type: none"> <li>Review and verification of the results of Phase 1, 2 (22 neighborhoods for Aleppo, 16 neighborhoods in Jableh)</li> <li>Priority neighborhoods recommendations</li> </ul>	2 (1 report for Aleppo, 1 report for Jableh)	Within 20 working days after signing AoC
B	Integrated damage assessment and situation report for the selected neighborhoods: <ul style="list-style-type: none"> <li>Detailed damage assessment results on drinking water system and wastewater system</li> <li>Detailed current functionality description of the infrastructure facilities for drinking water and wastewater</li> <li>Current situation of solid waste management highlighting the main challenges and recommendations.</li> <li>Damage assessment data</li> </ul>	2 (1 report for Aleppo, 1 report for Jableh)  2 Assessment data (1 for Aleppo, 1 for Jableh, Excel table and KMZ or shapefile format)	Within 25 working days after submitting “Initial review report”.
C	Sub project planning report <ul style="list-style-type: none"> <li>A list of recommendations of specific interventions for each sub project</li> <li>Technical narrative for each specific intervention recommended.</li> </ul>	2 (1 report for Aleppo, 1 report for Jableh)	Within 10 working days after “Integrated damage assessment and situation report for the selected neighborhoods” is submitted.



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C	<p>Technical design tender document for RFQ and ITB</p> <ul style="list-style-type: none"> <li>Including all required information and documents for RFQ/ITB</li> <li>BoQs, BoCs, and DWGs for selected interventions</li> </ul>	7 (BoQ and Boc, 1 technical design tender document for each sub project. 3 sub projects for Aleppo and 4 sub projects for Jableh)	Within 20 working days after approval of interventions by technical authorities.
D	<p>Hygiene promotion campaign report</p> <ul style="list-style-type: none"> <li>Activities implemented in hygiene promotion campaigns.</li> <li>Photos and lessons learned through campaign.</li> </ul>	2 (1 for Aleppo, 1 for Jableh)	Within 10 working days after “Integrated damage assessment and situation report for the selected neighborhoods” is submitted.
E	<p>Monthly monitoring report</p> <ul style="list-style-type: none"> <li>Reporting the progress of implementation</li> </ul>	10 (5 reports for Aleppo, 5 reports for Jableh)	Monthly during monitoring phase
E	<p>Final monitoring report</p> <ul style="list-style-type: none"> <li>Reporting the completion of implementation</li> <li>Sustainability plan for each subproject</li> </ul>	2 (1 report for Aleppo, 1 report for Jableh)	Within 10 working days after completing the implementation

**For all proposers:**

- 1- IP will be responsible for mobilizing the necessary technical expertise to conduct required activities.
- 2- All the tools will be discussed and approved by the UN-Habitat technical team, and the final design of the project and the detailed BoQ will be shared and approved by the UN-Habitat team
- 3- IP will submit a detailed work plan (Gantt chart or equivalent) showing the implementation steps and phases as a part of proposal and in the inception report.
- 4- IP shall consider all the requirements mentioned in the scope of work.





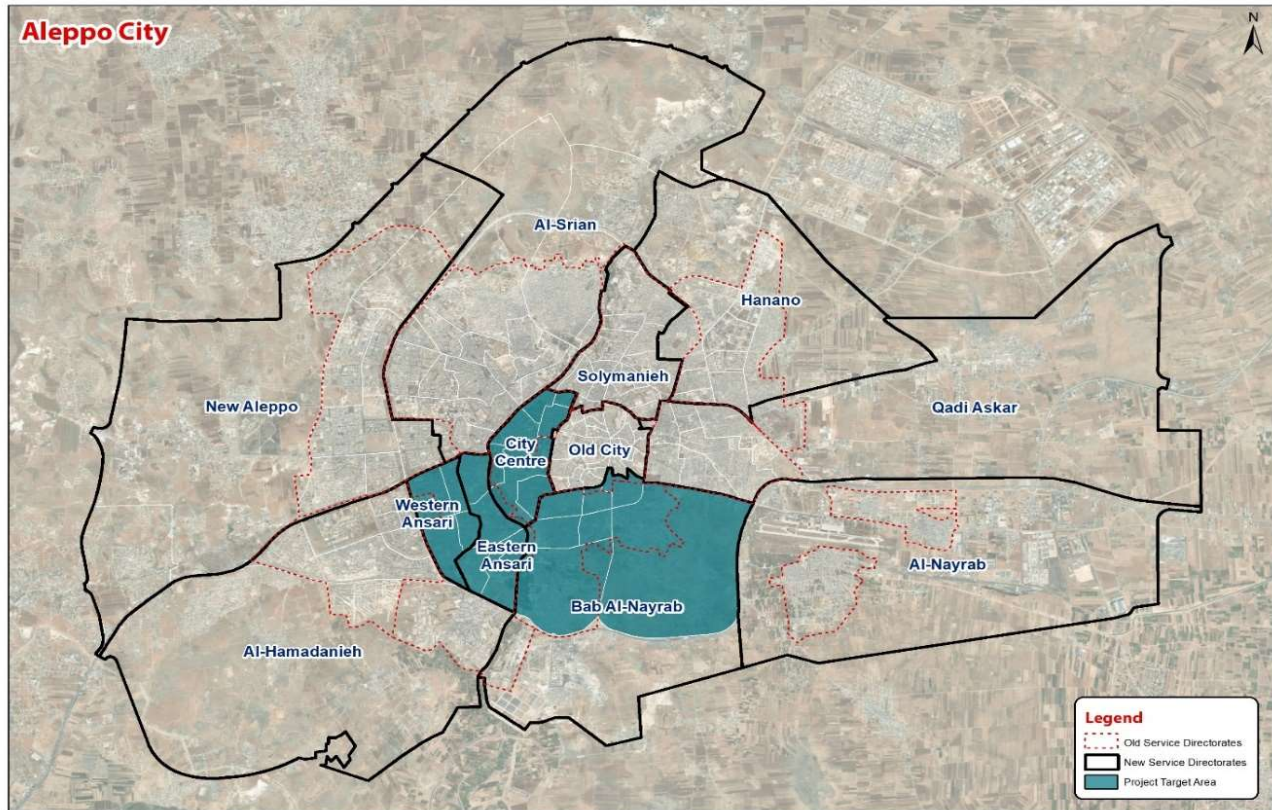
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Location map:

Proposed locations, the targeted Service Directorate in Aleppo





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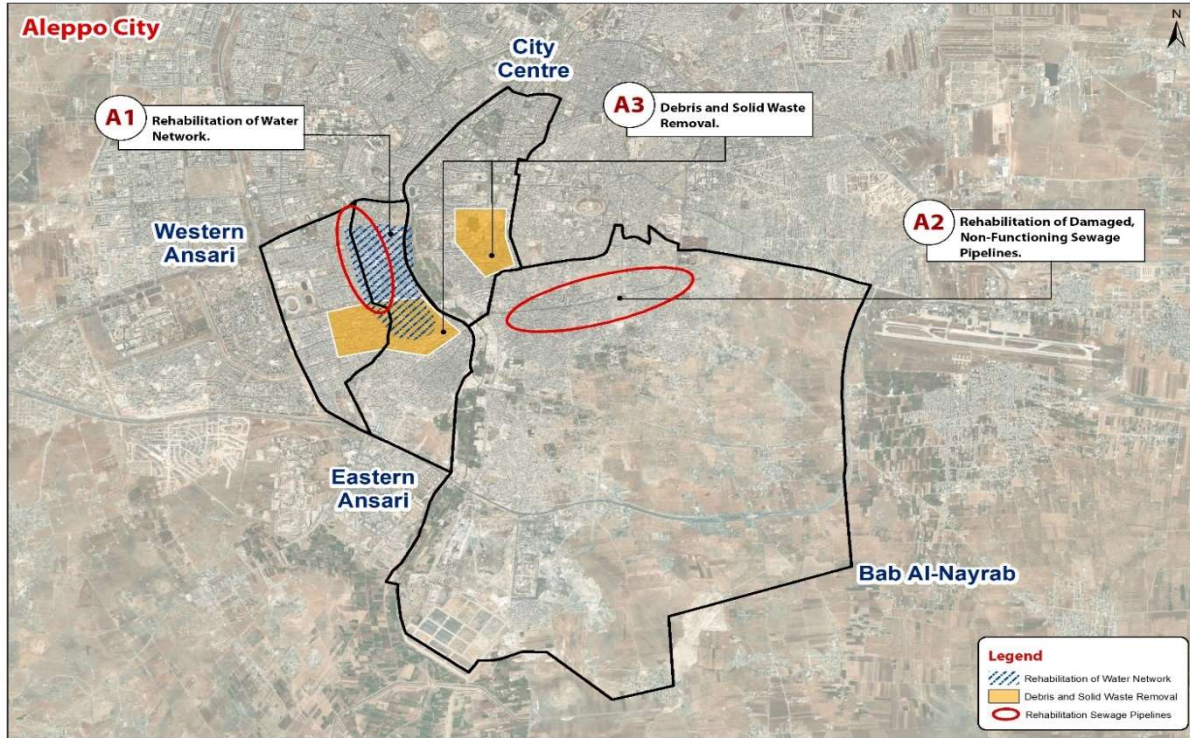


Fig. Preliminary indicative location for intervention

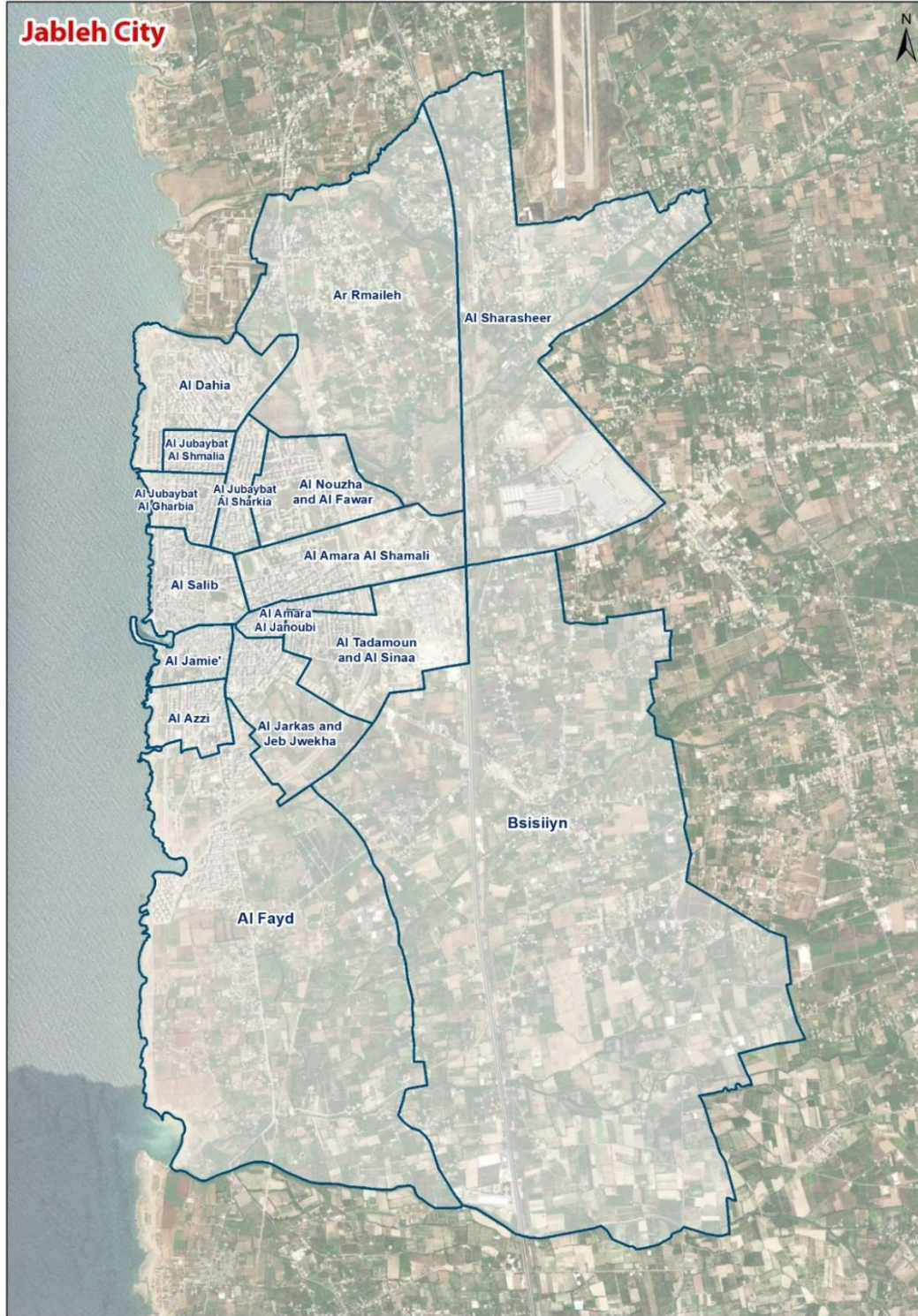




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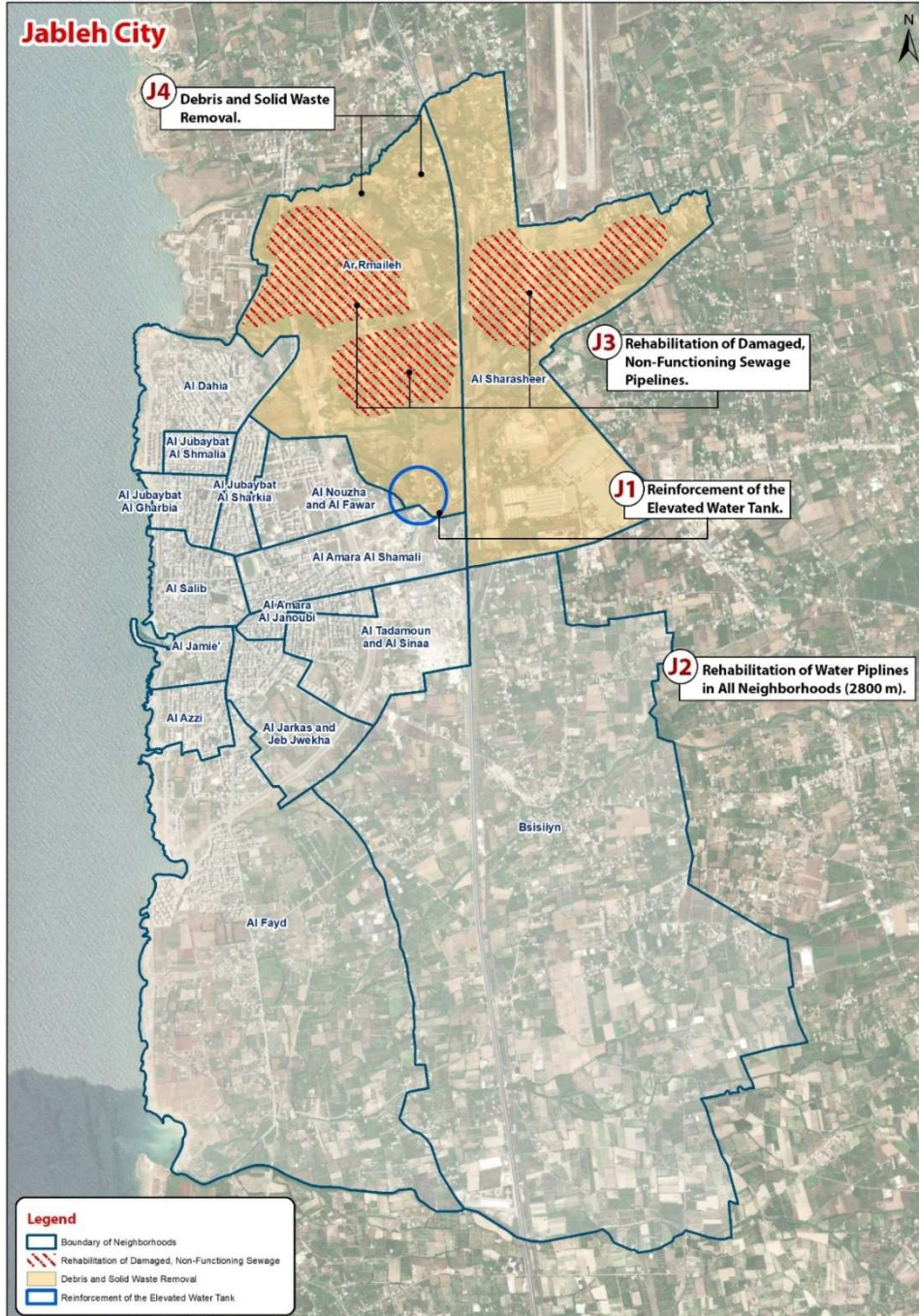


Fig. Preliminary indicative location for intervention

### Eligibility Criteria

Criteria	Submission Details/ Documents Required
Legal Status	<ul style="list-style-type: none"> <li>• Certificate of registration/incorporation i.e.,</li> <li>• Proof of registration in Country of Origin.</li> <li>• Proof of registration of Country of operation</li> <li>• Proof of country operational presence</li> </ul>
Organization profile and details	<ul style="list-style-type: none"> <li>• Clear organization profile and structure of the organization indicating:               <ul style="list-style-type: none"> <li>○ Organization’s vision, mission and objectives</li> <li>○ Management structure</li> <li>○ Members of the Governing Board and their Designations duly certified by the Corporate Secretary or its equivalent document</li> <li>○ Proof of membership to professional associations if any.</li> </ul> </li> </ul>
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"> <li>• The organization should complete and submit a signed Partner Declaration Form</li> <li>• Provide the profiles of the Chairperson of the Board of Directors, Head of the Organization, and Chief of Finance</li> </ul>

### Selection Criteria

Criteria	Submission Details/ Documents Required
1. Technical capacity	20 %
<b>1.1</b> Does the organization have the relevant experience and proven track record in implementing activities in the areas of the project? Has it been 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"> <li>• List of similar projects executed in the last 5 years (value, location, donors, nature of projects, execution stage – completed or ongoing).</li> <li>• Demonstrate how the experiences in past projects are relevant to the execution of the current proposal.</li> <li>• References from past donors</li> </ul>



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<p><b>1.2</b> Does the organization have qualified technical staff with the experience and technical skills required by the project? What is the staff size, type, qualification, and education background?</p>	<ul style="list-style-type: none"> <li>• CVs of key management staff, technical including:</li> <li>• CV of a project manager with good experience in infrastructure topics in addition to good experience in managing this type of project (with direct coordination with UN Habita team).</li> <li>• CV of GIS expert with basic knowledge about GIS), and non-technical staff that will be involved in the project.</li> <li>• CV of technical person to manage the infrastructure damage assessments.</li> <li>• And CVs of civil engineers responsible for technical design requirements.</li> <li>• How many technical staff do you have in the concerned Country for implementing the project? Is there a reasonable assurance that such technical staff required by the project will continue to be available as needed in the Project?</li> </ul>
<p><b>1.3</b> 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 the targeted population and on the issues? Does it have a 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"> <li>• Demonstrate, describe, and provide proof of local operational presence, including link and ability to impact the targeted population.</li> </ul>
<p><b>1.4</b> Does the organization possess adequate physical facilities, office equipment, transport, etc. to implement the activities?</p>	<ul style="list-style-type: none"> <li>• Provide location and list of office facilities, vehicles, and office equipment locally available to implement the project.</li> </ul>



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1.5 Does the organization have formal procedures to monitor project execution (e.g., milestones, outputs, expenditures...)	<ul style="list-style-type: none"> <li>• Provide formal project monitoring policies and procedures</li> </ul>
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 <b>financial sustainability</b> and relevance?	<ul style="list-style-type: none"> <li>• State the years of operation</li> <li>• Financial statements for the last 2 years</li> </ul>
2.2 Does the organization have <b>qualified staff in Finance</b> ? <b>Is the current accounting system computerized</b> and does it 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 the 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"> <li>• CVs of key finance and accounting staff</li> <li>• Description and key features and controls of the accounting system used.</li> <li>• Organization structure/ Organogram</li> </ul>
2.3 Does the organization have the capacity to procure goods and services on a transparent and competitive basis? (if applicable) check for a procurement unit with experienced staff	<ul style="list-style-type: none"> <li>• Copies of procurement policies and procedures. The procedures should show how you procure locally and internationally.</li> </ul>
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"> <li>• Describe anti-fraud controls and provide formal procedures</li> </ul>
2.5 Does the organization have the capacity to provide in-kind, financial, and personnel contributions as a UN-Habitat Implementing Partner in this present project? Please give details of the contribution's nature and size.	<ul style="list-style-type: none"> <li>• Describe the nature and value of contribution (in-kind or cash)</li> </ul>
3. Financial Proposal	20%
3.1 Is the budget for each component of the activity to be performed by the Implementing Partner	Budget Proposal <template provided> <ul style="list-style-type: none"> <li>• Bill of Quantity (BoQ) for the main quantities</li> </ul>





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(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	• Other supporting documents
<b>4. Technical Proposal</b>	40%
4.1 The technical proposal is sound and responds adequately to the specifications and requirements.	<b>Technical Proposal document</b> <template provided>
<b>Cumulative score for ratios</b>	

**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 the 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 submission 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.