

CALL FOR PROPOSAL

The purpose of the Call for Proposal (CfP) 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.

Execution of a Participatory Mapping of Housing, Land and Property Issues of Syrian Refugees in Lebanon

Maximum size of grant: USD 135,000 total (USD 45,000 per grant)

Purpose of CfP:

UN-Habitat Lebanon is launching a call for the implementation of a participatory enumeration process including a community outreach and data collection plan which aims to support Syrian Refugees residing in Lebanon to locate their housing, lands and properties in their areas of origin inside Syria. The call will involve 2 or 3 non-profit organizations operating across the country for the implementation of the below-listed activities.

Non-profit organizations (referred below as implementing partner, or IP) are invited to submit proposals that should contribute to the achievement of the following overall project outcome: *Improve land tenure security and safeguard the Housing, Land and Property (HLP) rights of Syrian refugees in their homelands.*

Submission Start Date: 23 January 2024

Submission Deadline Date and time: 12 February 2024, 14:00 pm Beirut time

An online informative session will be held on Tuesday 30 January 2024 at 11:00 am Beirut time; attendance to this session is mandatory to ensure all project details are briefed. To attend the session, please send an email to unhabitat-lebanon-cfp@un.org , by 29 January 2024 the latest, expressing interest and an MS Teams invitation link will be shared with you accordingly.

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

Project Key Information

- UN-Habitat Project title: Safeguarding Housing, Land and Property Rights of Syrian Refugees and internally Displaced Persons inside Syria II
- Locations:
 - Area 1: Beirut and Mount Lebanon governorates
 - Area 2: North and Akkar governorates
 - Area 3: Beqaa and Baalbek-Hermel governorates
- Anticipated start date: 1 April 2024
- Estimated duration of project in calendar months: 6 months
- Total size of grant in USD: 135,000 (maximum value per grant: USD 45,000)

- Maximum number of grants: 3 (each grant covers 1 implementation area/location in Lebanon; Area 1 or Area 2 or Area 3)
- IP can apply for 1 grant covering 1 area of implementation.
- IP can apply for 3 grants covering all 3 areas of implementation in 3 separate proposals. Evaluation will be based on Area/grant.
- IP can be only awarded for up to 2 grants covering 2 areas of implementation based on scoring received as per the evaluation criteria.
- IP should at least have one existing operational centre/premises within the targeted implementation area/s (in case applying for 1 or more grants) which will be used as a “reference” point to the beneficiaries.
- Lead organization/unit: UN-Habitat Lebanon Country Office.

Brief Background of the Project

The Syria crisis remains one of the largest, protracted and most complex humanitarian emergencies in the world today. The United Nations High Commissioner for Refugees (UNHCR) defines a protracted refugee situation as one that has been ongoing for more than five years with no solution in sight. Legal obstacles and challenges in reclaiming property or having access to civil status documentation were highlighted as key issues by respondents of intention surveys undertaken with Syrian refugees in their areas of displacement. HLP issues are increasingly prominent in the humanitarian response in Syria, although effective and durable solutions at scale are yet to be developed. HLP issues have a direct impact on the affected Syrian population as well as the immediate operational work of humanitarian and recovery actors. Addressing issues related to HLP rights in conflict-affected contexts is essential on many levels and across all the phases of the conflict cycle.

This project aims at documenting the claims of Syrian refugees currently living in Lebanon to their houses, land and properties in Syria using the Social Tenure Domain Model (STDm) tool developed by the Global Land Tool Network (GLTN) of UN-Habitat. This project includes activities that produce results in the short term and build a basis for future more comprehensive land and HLP-related interventions in Syria and neighbouring countries.

UN-Habitat will undertake this project with a maximum of 3 IPs, with a total project target to reach at least 51,000 refugee households (HHs) and register claims for 7,500 refugee HHs (17,000 refugee HHs reached and 2,500 refugee HHs registering claims per grant).

Each grant will cover project activities in one (1) Implementation Area in Lebanon. IPs will have to reach in each IA at least 17,000 refugee HHs and registering claims for 2,500 HHs.

Each IP will need to demonstrate its operations in at least 1 area in Lebanon where Syrian refugee communities are mostly settled and where the IP is applying to implement the project in. More areas might be targeted if needed in order to reach the target refugee HH number within the project duration. The IP’s operational presence must include a community center, venue or office space in each area which will be used as part of this project.

The activities will aim to document the HLP claims of Syrian refugees to their property back home in Syria using tools developed by UN-Habitat. The IP(s) will be trained to use the tools developed by UN-Habitat and customized to the local context to implement the project activities. The provided tools include the data collection questionnaire, equipment, and training to best equip the IP(s) to conduct the project activities. The

project includes community outreach, information campaigns and capacity-building components, and it will be implemented as much as possible through local actors, including members of the target refugee communities where/if possible. The IP(s) must demonstrate the ability to reach out to a large number of beneficiaries to solicit interest in participation in the project and achieve the project target within the set duration.

The **main objective of the project** is to improve the land tenure security and safeguard the HLP rights of Syrian refugees in Lebanon.

Main activities and outputs

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

- Design and implement a community outreach plan and tools in close coordination with UN-Habitat. The outreach activities will be done with Syrian refugee HHs in order to solicit the interest of willing refugee HHs to document their HLP claims;
- Utilize its existing community center(s) for the data collection component and as an information center of this project;
- Ensure the community center(s) are equipped and accessible to refugees who wish to document their HLP claims;
- Assign a project team including a project coordinator, data collection officers (enumerators) and outreach/community mobilization assistants for each community center staff, with demonstrated proficiency in community mobilization and data collection/enumeration to implement the project, to be capacitated per the project requirements by UN-Habitat;
- The IP(s) will need to account for the support of an IT assistant at the community center(s);
- Work with UN-Habitat on the development of the communication material as needed for the community outreach component of the project and on the organization of training workshops for the center team members;
- Conduct the outreach process with a total target per IP of at least 17,000 refugee HHs (if applying for 1 grant). The outreach activities will require identifying and closely working with key community personnel in Syrian refugee communities, local active NGOs implementing projects with Syrian refugees, and with selected municipalities to reach Syrian refugee residents. Outreach activities may also include community activities and meetings;
- Conduct the data collection process with a total target per IP of at least 2,500 refugee HHs (if applying to 1 grant) and ensure day-to-day coordination with personnel present in the community centers;
- Facilitate the distribution of certificates to the refugees who participated in the data collection process. The certificates will be prepared and provided by UN-Habitat;
- Update and report on the completed activities on a regular timely basis per the reporting requirements set in the Agreement of Cooperation.

Risk Analysis

#	Risk Description	Mitigation factors
1	The theme of the project could be perceived as sensitive in the local context of the refugee crisis. Some refugees might be reluctant to participate in the project activities, and some members of the field team might face challenges in reaching out to the	Building strong relationships with the refugee communities and reliance on existing community structures will be prioritized for building trust. The selection of the project locations will take into consideration this risk, with priority given to

	refugee communities.	urban areas with refugees’ concentration. Clarity on the project scope and data privacy through clear and consistent communication will be ensured among all participating stakeholders throughout the process.
2	The political and security situation in Lebanon is unstable; there may be road blockages, protests or political tensions, and problems with accessing some areas of the country.	Security contingency plans will be applied for the project personnel. The contingency plans will allow for the rescheduling of certain activities as necessary and conducting remote meetings when applicable.
3	Limited interest among refugee communities to participate and document their HLP claims might be experienced.	Community engagement opportunities will be maximized as part of the community mobilization plan (e.g. community consultations, local workshops, awareness raising on HLP rights, setting up accessible community centers, etc.). Refugees willing to participate in the project will be able to, on a fully voluntary basis.

Communications and visibility guidelines

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. The project has a dedicated communications and outreach plan developed by UN-Habitat that the IP will support in facilitating. 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. Any query or request for interview by the media must be shared with UN-Habitat – the sole spokesperson for the project.

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. The selected IP cannot utilize UN-Habitat’s logo or name without prior written approval by UN-Habitat including in any correspondence, promotional materials, social media content, events, media interviews, etc. Any assets handed over to the IP by UN-Habitat through this project must be labelled using the IPs inventory system but follow the label layout shared by UN-Habitat to include UN-Habitat’s logo and that of the donor.

Eligibility Criteria

Criteria	Submission Details/ Documents Required
Legal status	<ul style="list-style-type: none"> • Certificate of registration/incorporation i.e., <ul style="list-style-type: none"> ○ 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 organization 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

Selection Criteria

Criteria	Submission Details/Documents Required	Weighting
1. Technical capacity		20%
<p>1.1 Does the organization have the relevant experience and proven track record in implementing activities in the thematic and geographical area(s) 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 two years (value, location, donors, nature of projects, execution stage – completed or ongoing). Demonstrate how the experiences in past projects are relevant to 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 in 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 previous community mobilization experience, 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 in the key areas/regions where the proposed field activities will be implemented?</p>	<ul style="list-style-type: none"> Provide location and list of office facilities, established community centers, 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 four 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 four years 	
<p>2.2 Does the organization have qualified staff in finance? Is the current accounting system computerized 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)</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. 	
<p>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?</p>	<ul style="list-style-type: none"> • Describe anti-fraud controls and provide formal procedures 	
<p>2.5 Does the organization have capacity to provide in-kind, financial, personnel contribution as a UN-Habitat Implementing Partner in this present project? Please give details of contribution nature and size.</p>	<ul style="list-style-type: none"> • Describe nature and value of contribution (in-kind or cash) 	
<p>3. Financial Proposal</p>		<p>30%</p>

<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 (see attached template)</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 (see attached template)</p>	
<p>Cumulative score for ratios</p>		<p>100%</p>

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.