



CALL FOR PROPOSAL

PARTNERSHIP IMPLEMENTING THE NEW URBAN AGENDA – PINUA

Reference: CFP/01-2024/PINUA/UNH/KEN

Purpose of CFP: Develop a sensitization and community engagement plan including stakeholder mapping for the housing sustainability programmes and assess relevant stakeholders in selected sites.

Published Date: 31st January 2024

Submission Deadline Date and time: 14th February 2024; 5:00 pm East African Time

Address CFP response by email to the attention of:

UN-Habitat Kenya Country Programme

E-mail address: unhabitat-ken@un.org;

The email must quote the CFP reference in email subject: CFP/01-2024/PINUA/UNH/KEN

Instructions to applicants:

1. Proposals received after the above deadline will not be considered.
2. Proposals and accompanying documents sent to a different email address will not be considered
3. Any clarification queries and correspondences should also be sent to this email address.
4. Proposals not providing the requested information will be disregarded.
5. Applicant's proposal and accompanying documents must clearly indicate the CFP reference CFP/01-2024/PINUA/UNH/KEN
6. All prices must be in USD
7. Proposal language should be in English
8. For further details and project background, please contact: unhabitat-ken@un.org;

Purpose of Call for Proposal:

UN-Habitat's Kenya Country Programme with the funding of EU is launching a call for proposals (CFP) to seek partnership in the project Partnership Implementing the New Urban Agenda – PINUA. The Project requires the services of an Implementing Partner for developing a sensitization and community engagement plan including stakeholder mapping for the housing sustainability programmes and assess relevant stakeholders in selected sites in Nairobi and Kisumu counties. Hereby, close coordination and collaboration with the respective counties and the State Department for Housing and Urban Development, Slum Upgrading Department is a crucial requirement.



The proposal must demonstrate how the Implementing Partner will contribute to the below outputs; namely:

- a) Provide an outline on the processes of community engagement and sensitization that can be used for building awareness of implementation for PINUA.
- b) Create a customized community sensitization and engagement guide for each of the sites i.e. in Nairobi County: Mji wa Huruma and Kisumu City County: Muhoroni [Shauri Moyo and Shauri Yako] and Kaloleni in coordination with residents, local settlements executive committees, the county and sub-county government, ward administrators and any other relevant stakeholder in the respective settlements.
- c) Analyse the beneficiaries of KISIP, their demographic information, vulnerable or marginalized groups that may need special attention, primary and secondary beneficiaries, existing resources within the community, the community power dynamics, political economy and their current status to help to identify and understand the individuals or groups that will be directly or indirectly affected by the PINUA.
- d) Develop a robust community feedback framework that provides a structured approach for collecting, analyzing, and responding to feedback from community members and includes mitigating measures for miscommunication or miscomprehension of the PINUA project.
- e) The Implementing Partner shall assist in preparing the selected communities for sensitization and engagement in the determined plan that will facilitate replication and scaling-up across Kenya.
- f) Draw out a comprehensive and practical mapping of a supportive network of stakeholders invested in the housing sustainability programmes assessing the relevant stakeholders with a roadmap for effective engagement, collaboration, and communication in each of the respective communities.
- g) Collaborate with the County and National governments in carrying out the assignment in the respective communities.

Project Key Information

UN-Habitat Project Title: Partnership Implementing the New Urban Agenda – PINUA

Locations - Town/City: Nairobi County: Mji wa Huruma and Kisumu City County: Muhoroni and Kaloleni

Country: Kenya

Anticipated start date: 1st March 2024

Estimated duration of project in calendar months: 2 Months

Lead Organization Unit: UN-HABITAT, Kenya Country Programme



Brief Background of the Project

The United Nations Human Settlements Programme (UN-Habitat) is the agency for human settlements. It is mandated by the UN General Assembly to promote socially and environmentally sustainable towns and cities with the goal of providing adequate shelter for all. UN-Habitat supports the urban poor by contributing to the transformation of cities into safer, healthier, greener places with better opportunities where everyone can live with dignity. As part of its mandate, the UN-Habitat implements various normative interventions for sustainable urbanization in Kenya.

Kenya's national annual demand for urban housing is 250,000 units, yet the formal sector only provides 50,000 units resulting in an annual housing deficit of 200,000 units, and in the absence of new major streams of housing supply, it is estimated to increase to 8 million in less than a decade. The increased demand for dwelling places due to rapid urbanisation at 4.3 % p.a., is mainly driven by rural-urban migration, deepening the housing crisis in urban areas. The Government of Kenya estimates that the investment requirements to meet housing demand over 20 years is up to USD 90 billion.

Outside of the formal sector supply of urban housing, the informal sector and individual homeowners generate the bulk of housing units, many funded through cooperatives which are immensely successful in Kenya, owning vast parcels of land and a huge asset base pooled from over 14 million members' contributions. Currently, there are 1,980 housing cooperatives with an asset base of KES 21 billion. The Kenya Vision 2030 blue-print projects that cooperative movements have the capacity to contribute 25% of the housing stock in urban areas within the country. This well established cooperative landscape is not fully utilised to facilitate private public partnerships and finance solutions for affordable homeowner-led housing and for the improvement of small-medium suppliers.

The European Union (EU) Delegation in Kenya promoting EU values and interests, focusing on peace, people, prosperity, the planet and partnership is funding the joint programme, Partnership Implementing the New Urban Agenda – PINUA, in housing designed and to be delivered by the United Nations Human Settlements Programme (UN-Habitat) and the Government of Kenya (GoK).

PINUA is designed to address housing supply gaps, through a roadmap for learning, finetuning and piloting that will allow GoK to access success and scale-up. It envisions a sustainable well-executed Participatory Slum-upgrading Programme (PSUP) building on over success and experience of 12 years of UN Habitat's work funded by European Commission in 40 ACP countries and 200 cities that has facilitated increased access to basic services, security of tenure and empowerment of informal settlement dwellers through the Community Managed funds to improve livelihoods. In Kenya, the PSUP has been implemented as a pilot in two informal settlements in Mtwapa township, Kilifi county



resulting in security of tenure for more than 12,000 households through land regularisation and neighbourhood spatial planning. The plans in place for the slum upgrading have not been executed to full lifecycle of community benefit in most instances due to the lack of resourcing.

It is also building on the UN-Habitat's Global Land Tool Network (GLTN), a coalition of international partners established in 2006 towards securing land and property rights for all in both urban and rural contexts through the promotion of the continuum of land rights and development of inclusive, gender-responsive and fit-for-purpose land policies, tools and approaches (more information at www.glttn.net).

Limited approaches to blended financing that will support the homeowner-led incremental housing and related green supply chains will be a key area in which PINUA will pilot a socially and economically viable, government endorsed Kenyan model. There are interesting models in Sri Lanka such as the 22,000 EU-funded houses built with UN-Habitat and Habitat for Humanity and 30 million units under India's PMAY from 2018-2023 with individual blended grants and loans totaling USD 2400 per household that demonstrate results, however, there is limited attempts to strategically study possible replication approaches as suitable for Kenya.

PINUA project seeks to achieve the following outcomes:

- Improved enabling environment for Housing Co-production from the Public Sector
- Communities are more resilient and proactive eco co-producers

PINUA's Overall objective is inclusive, green and resilient urbanisation in Kenya while the Strategic objective is upscaling of adequate housing and communities' eco-co-production unlocked.

What are we looking for?

In this call for proposals, UN-Habitat is looking for implementing partnerships with non-profit organisations that can engage with the informal settlements community while collaborating with County National governments and relevant stakeholders in carrying out the assignment in the respective communities. Their core business must include sensitising and engaging with communities particularly the vulnerable and those in the informal settlements. This will also entail understanding the communities for purposes of analysing the potential beneficiaries.

To fulfil the above purpose, the following objectives are expected to guide the Implementing Partner.



- a) Deep understanding of the local communities in the respective locations, their environmental and social-economic circumstances, literacy levels, cultural nuances, language preferences and accessibility so as to be as inclusive as possible and to accommodate the diverse needs of the community.
- b) Comprehension of the previous community interventions carried out by the national government through the Slum Upgrading Department and World Bank funded Kenya Informal Settlements Improvement Programme [KISIP], that introduced planning and strengthened security of tenure in unplanned and poor urban neighborhoods, in accordance with the National Land Policy.
- c) Coordination with the network of stakeholders and their relationships and priorities using a stakeholder map that categorizes them based on their influence and interest in this programme.
- d) Beneficiary situation, profile and matters arising from communities in the respective locations.
- e) Site suitability assessment including facilities, public spaces, infrastructure and access to basic services [water supply and sanitation, electricity, roads, actions] carried out under KISIP including but not limited to local development plans.

Scope of Work

1) Delivery and Performance

- a) Develop, complete and update community sensitisation and engagement plans and the stakeholder mapping for respective locations.
- b) Examine registry data, source and package jointly with the Slum Upgrading Department and the two relevant counties to develop a real time analysis of the beneficiaries of KISIP in the 3 No. locations.
- c) Manage the production of required outputs, taking responsibility for overall progress and use of resources and initiating corrective action where necessary.
- d) Ensure that deliverable complies with the implementation plan.
- e) Collaborate with other partners particularly the county and national government to ensure the smooth execution of the sensitisation and engagement activities.
- f) Identify and anticipate in a timely manner, potential risks and issues and advise mitigating measures.
- g) Report to UN-Habitat on a regular basis and in those circumstances that put timely implementation of main activities at risk.



2) **Knowledge Management and Innovation**

- a) Preparing and presenting the results of these activities to facilitate replication and scaling-up of community sensitisation and engagement across Kenya (brief, presentation and participation in knowledge management sessions of community sensitisation and engagement actors)
- b) Deliver specific trainings on community sensitisation and engagement to targeted beneficiaries and assigned project staff from both county and national government.
- c) Stakeholder mapping and roadmap for effective engagement, collaboration, and communication throughout the slum program.
- d) Documenting the beneficiary analysis process, including methodologies used, data collected, and outcomes and share, on need basis, documentation with the community and relevant stakeholders.

3) **Deliverables**

The Implementing Partner will be expected to submit the following deliverables:

- a) A documented process for community sensitisation and engagement.
- b) Customized community sensitization and engagement guide for each of the site [3 No. guides]
- c) A detailed stakeholder mapping report and matrix for the housing sustainability programme
- d) A detailed site and beneficiary analysis profile [3 No. Profiles for the 3 locations]
- e) Capture and submit a lesson learned report and aspects for scaling –up and replicability.

United Nations Partner Portal (UNPP)

The UN Secretariat has joined the UN Partner Portal (UNPP) on 31 August 2021. UNPP is the result of collaboration among UN Organizations and connects civil society partners and UN agencies. The portal was launched in January 2019 and is currently utilized by a growing number of UN Common System Organizations (UNHCR, UNICEF, UNFPA, WFP) to support partnership opportunities and facilitates a more efficient, harmonized and streamlined interaction between UN Organizations and their civil society partners, thereby eliminating duplicative efforts. By registering on the portal, partners create an online profile which lets UN agencies know about your work and how you can be contacted. It also allows partners to explore partnership opportunities issued by UNFPA, UNHCR, UNICEF, and WFP. Going forward, all international and national non-governmental organizations that wish to be considered for partnership opportunities with the Secretariat will need to register and create a profile on the UN Partner Portal. Following a verification of the profile information, partners



will be eligible to apply to partnership opportunities with the UN Secretariat as well as all other participating UN Organizations. Attached are the overview of the UNPP and User manual for reference.

Eligibility Criteria

The applicant’s response should provide complete information and documents as outlined below. The proposal failing to fulfill this eligibility criteria will be considered as non-responsive.

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	<ul style="list-style-type: none"> • Audited company 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 (using the template Annex A) • Provide the profiles of the Chairperson of the Board of Directors, Head of the Organization and Chief of Finance

Evaluation of Proposals:

A two-stage procedure will be utilized in evaluating the proposals, with evaluation of the Technical Proposal (comprising of technical capacity, financial and administrative management capacity and technical proposal) being completed prior to any Financial Proposal being opened and compared.



Applicant’s submission of technical proposal and accompanying documents submitted in template Annex B and financial proposal in Annex C will be evaluated using the below 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 East Africa particularly in Kenya under the dispensation of County Governments? 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 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 	
<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 on the project • How many technical staff do you have in the concerned country and the given project locations for implementing the project? Is there reasonable assurance that such technical staff 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 including transparent procedures for selection of vulnerable and marginalized community members? 	



<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>15%</p>
<p>2.1 Has the organization been in operation over a period of at least 5 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 5 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. 	
<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 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) and other pre-financing options, for example upon emergency response. 	
<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 (Annex C) - The applicant must submit a budget proposal in the template provided in Annex C</p> <ul style="list-style-type: none"> • unhabitat-ken@un.org • BOQ (if applicable) • Other supporting documents 	
<p>4. Technical Proposal</p>		<p>35%</p>
<p>4.1 The technical proposal is sound and responds adequately to the specifications and requirements and is assessed on a comparative basis against the following criteria:</p> <p>4.1.1 Has extensive, demonstrable experience working in informal settlements, housing and shelter, community engagement, community infrastructure facility upgrading and expanding of basic services in close collaboration with respective local community action groups, local leaders and local authorities in East Africa, preferably Kenya.</p> <p>4.1.2 High quality portfolio of at least 3 recent shelter and housing projects with focus on informal settlements particularly vulnerable groups and home-owner driven approach (e.g. trainings, procurement services, construction material support, cash for work etc.). This should include the certificate of completion of all projects.</p> <p>4.1.4 High quality portfolio of at least 2 community engagement projects (especially in housing or community infrastructure). This should include the proof of completion of all projects and an outline of service operation models.</p> <p>4.1.5 Capacity of partner to implement the proposed projects in the agreed timeframe.</p> <p>4.1.6 Importance of the project for the community, neighborhood and impact of project on city-wide level</p> <p>4.1.7 Impact on safety, human rights, gender equality and youth empowerment and resilience of informal settlements</p> <p>4.1.8 Sustainability of the community sensitization and engagement plan.</p> <p>4.1.9 Financial sustainability and counterpart contributions.</p> <p>4.1.10 Has replicability dimension.</p> <p>4.1.11 Has high visibility dimension.</p> <p>4.1.12 Knowledge management and communications.</p>	<p>Technical Proposal document (Annex B) – The applicant has to submit technical proposal using the template provided in Annex B</p> <p>unhabitat-ken@un.org</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. Applications to be sent to unhabitat-ken@un.org, 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