



REQUEST FOR PROPOSALS (RFP)

The purpose of the Call for Expression of Interest 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

Public Space Design Guidelines towards inclusive and resilient urban recovery in Ukraine

Submission Start Date: 19 December 2024

Submission Deadline Date and Time: 31 December 2024

Project Key Information

UN-Habitat Project title: 'Towards inclusive and resilient urban recovery'

Anticipated start date: January 2025

End date: March 2025

Duration in calendar months: 3 months

Maximum proposed value in US\$: USD 90,000

Lead Organization Unit: UN-Habitat Ukraine Country Office

1. Background

These Terms of Reference outline the engagement of an Implementing Partner to support UN-Habitat in enhancing knowledge on public space design, relevant to the Ukrainian context. This will be achieved through the development of **public space design guidelines** and implementation of **a public space pilot project**.

1.1 Overview of UN-Habitat

The United Nations Human Settlements Programme (UN-Habitat) is the United Nations programme for human settlements and sustainable urban development. UN-Habitat promotes socially and environmentally sustainable environments, working with partners to build inclusive, safe, resilient, and sustainable cities and communities. UN-Habitat promotes urbanisation as a positive transformative force for people and communities, reducing inequality, discrimination, and poverty. The main objective of UN-Habitat is the promotion of sustainable urbanization as a driver of development and peace, with a view to improving the living conditions of all, in accordance with the Sustainable Development Goals (SDGs) and New Urban Agenda (NUA). More information is available here: <https://unhabitat.org/>

1.2 Introduction to the project

Following the full-scale invasion of Ukraine in February 2022, the built environment and critical infrastructure in Ukraine have been severely impacted also causing large humanitarian concerns for millions of civilians, including internally displaced persons and refugees.

The Ukrainian Government (GoU) has a strong ambition to 'build back better', making progress towards the SDGs with a specific focus on addressing climate change. This includes a desire for an overhaul of existing towns and neighbourhoods, which typically are mono-functional with inadequate provision of public space and access to public services and functions. Particular considerations need to be directed towards the changing demographics (including the increased number of people with disabilities) and economics in the country. National, regional and local economic development strategies need to be developed and implemented, including approaches for urban and territorial regeneration on local level. A sustainable reconstruction of Ukraine calls for the introduction of a systemic shift in the recovery planning and design of cities, towns and neighbourhoods in Ukraine, while also embedding measures to build capacity within the built environment professions, including urban planning.

The war has affected the availability of Ukrainian expertise within urban development, which was already scarce before the war, increasing the risk to jeopardise the ambition of Ukraine to Building Back Better. While several organisations have emerged to support the development of capacities in Ukraine on urban and territorial development and management, the access to knowledge and best practises on these issues is still limited.

The project aims at increasing access to global, regional and local cutting-edge knowledge, expertise as well as best practises that can inspire and enhance the capacities and expertise of Ukrainian stakeholders engaged in the recovery and reconstruction efforts.

1.3 UN-Habitat's response to Urban Recovery in Ukraine

In response to the urban recovery needs, UN-Habitat has established a country office and an Urban Lab in Ukraine to support the Ukrainian government in its recovery efforts. The project "*Towards Inclusive and Resilient Urban Recovery in Ukraine*" aims to contribute to the ongoing recovery and reconstruction efforts of the Government of Ukraine.

UN-Habitat collaborates with the Ministry for Communities and Territories Development, providing strategic and policy advice to inform recovery and development. UN-Habitat has also established an Urban Lab in Ukraine, to support participatory urban recovery planning that promotes an effective, inclusive and resilient urban recovery through the creation of an enabling environment. The Urban Lab functions as a platform for engagement of local and international expertise and collaborators, addressing solutions for immediate (short-term), medium and long-term (strategic) recovery efforts.

Through its work, the Urban Lab operationalises the SDGs, the New Urban Agenda and other development frameworks into the built environment through localisation, development of strategies for urban transformation, and by bridging the gap between policy and physical implementation. The Urban Lab addresses the complexity of cities and regions' challenges by developing spatial and non-spatial strategic solutions, through evidence-based data analysis, in partnership with stakeholders, that will ensure sustainable urban development outcomes.

2. Proposed project

UN-Habitat invites proposals from not-for-profit organizations and public institutions to enhance the quality of public spaces in Ukraine. Public spaces are all places publicly owned or of public use, accessible and enjoyable by all for free and without a profit motive, including

streets, sidewalks, parks, squares, marketplaces, and other areas that foster inclusion, connectivity, social interaction, and economic vitality.

This initiative includes two interlinked components: (1) preparing **public space design guidelines** and (2) implementing **a public space pilot project**. The objective is to support Ukraine's ongoing and future urban recovery and reconstruction efforts while fostering community cohesion, health, and well-being for all citizens through inclusive and sustainable public spaces.

The targeted audience for the project encompasses all stakeholders involved in recovery and reconstruction efforts in urban areas. This includes, but is not limited to:

- Local governments;
- Practitioners and professionals;
- National and international organisations;
- General public.

The project aims at increasing the availability and accessibility of knowledge on public space design, relevant to the Ukrainian context, following the below principles:

- **Accessibility:** the deliverables should promote public spaces which are places publicly owned or of public use, accessible and enjoyable by all for free and without a profit motive. Furthermore, all deliverables should be made accessible free of charge (e.g. published on the UN-Habitat website) and in Ukrainian language.
- **Contextualization:** the deliverables must be relevant to the context of Ukraine. International experience should be used to inform interventions in Ukraine. It is recommended to draw on the UN-Habitat global guidelines on public spaces yet ensure that the information is reviewed and adapted to the specific context of Ukraine.
- **Sustainability:** the deliverables must promote socially, environmentally and economically sustainable approaches, supporting the short-term recovery activities as well as the long-term reconstruction efforts, aligning with the “Build Back Better” and “Leaving No One Behind” principles. The deliverables are to be aligned with Sustainable Development Goal 11, to promote universal access to safe, inclusive, accessible, green public spaces.
- **Inclusivity:** the deliverables should promote inclusive approaches to public space design, ensuring that the needs of all groups, including those at risk of vulnerability, are considered. These include women, youth, older persons, persons with disability, veterans, Roma community, among others.

UN-Habitat requests that the deliverables consist of the following:

1. Prepare **public space design guidelines** (report) that promote safe, inclusive, accessible and green public spaces.
 - a. The project proposal should include an **outline** for the public space design guidelines, clearly defining the objectives. It should also elaborate on the specific **focus areas**, such as assessment, planning process, design principles, indicators, policy frameworks, and financial considerations.
 - b. UN-Habitat’s global guidelines and toolkits for public space design can serve as valuable resources. These include, but are not limited to, the City-wide public space assessment tool, the City-wide public space strategy, the Site Specific assessment tool, and Her City Toolbox.
2. Develop **a public space pilot project** for the selected municipality (UN-Habitat partner municipality to be confirmed – In Kyiv, Lviv or Poltava Oblast). The purpose is to test

approaches, gather insights, and support the development of public space design guidelines. The project proposal should include the following components

- a. development of a city-wide public space network concept for the selected municipality
 - b. identification of 1-3 priority public spaces within the public space network
 - c. preparation of conceptual design at least for 1 public space
 - d. The planning and design process should be participatory, including city council and community groups, particularly those with specific needs. The project proposal should describe the engagement strategy, including methods for stakeholder involvement and planned workshops.
3. **Other products:** Expressions of Interest can include proposals of additional deliverables, in alignment with the above listed principles and within the available budget allocated to the project.

In addition to the deliverables, the appointed Implementing Partner will be required to:

- Attend regular progress review meetings with UN-Habitat
- Deliver a monthly progress report, a final progress report and a financial report
- Collaborating with UN-Habitat to develop social media posts aimed at increasing the visibility and outreach of the deliverables

3. Expression of interest (EOI)

UN-Habitat invites expressions of interest (EOI) for the design and delivery of all the activities described above. Partial EOI will not be accepted.

The EOI should contain, but not limited to the following:

1. Overall experience of the organisation in the area of interest;
2. A conceptual proposal on how the organization plans to develop and implement this project, including:
 - a. A description of the proposed deliverables to be developed;
 - b. A description of how it will be implemented;
 - c. A timeline for the proposed deliverables;
3. The support/contribution the organization is willing to make including, cash and in kind (contribution in terms of staff time, office space and equipment and other support in cash and in-kind should be expressed in monetary terms);
4. A certified true copy of the original Audited Account Statement for the last two years and latest annual report; and
5. Governance and organizational structure; experience and qualifications of key professional staff and infrastructure facilities of the organization.

The delivery of the project will require the deployment of expertise throughout the process. The Implementing partner should propose a team of experts, that can be deployed for the implementation of the project, including the planning and design, delivery and reporting.

The Implementing Partner is requested to specify the following in their resource proposal, including demonstration of relevant experience from similar assignments within or beyond Ukraine:

- Team lead/focal point for the collaboration with UN-Habitat;
- Technical lead(s) for the public space design guidelines and the pilot project components (if other than the Team Lead)

- Expertise required to cover the proposed community engagement, who should have demonstrated previous experience from delivering participatory planning activities
- Expertise on public space design (if other than any of the above)
- Expertise on guidelines development (if other than any of the above)
- Other additional expertise as proposed by the Implementing Partner for delivery of the services.

The working language of UN-Habitat's project in Ukraine is English which will be used for all communication with UN-Habitat, including agreements, planning, delivery and follow up of activities. Further, reporting of activities including final report should be done in English. The key deliverables will be prepared in English and Ukrainian.

Delivery of the services would need to consider potential risks and influence from external factors that impact on delivery of the services. The Implementing Partner is requested to assess and outline such potential risks associated with delivery of the services, including risk mitigation measures. Some of the risks could include, but is not limited to:

- Escalation of the war/aggression in the country impacting on capacity to engage in the project;
- Direct impact of the war/aggression in the selected municipality, or restricted access to the municipality due to impacts from the war/aggression or from weather conditions;
- Rotation of staff within the Implementing Partner and/or within selected municipality/ stakeholders affecting their capacity to engage;
- Unexpected lack of internal capacity to deliver the services.

The Implementing Partner is requested to propose a budget for implementation of the services. The budget should be specified according to identified sub-components / workstreams as well as consider a phasing of the services. The budget can consider the following budgetary components, amongst others:

- Staff and other personnel costs;
- Supplies, commodities, materials;
- Equipment, vehicles and furniture (including depreciation);
- Contractual services;
- Travel;
- General operating and other direct costs.

4. 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,
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 <p>Link for download: https://t.ly/xmmYt</p>

5. Selection Criteria

Criteria	Submission Details / Documents Required
1. Technical capacity	Weighting 25%
1.1 Does the organization have the relevant experience and proven track record in implementing activities in the areas of the project? <ul style="list-style-type: none"> • Has it managed in the past projects of similar technical complexities and financial size? • Is the project linked with the core business of the Implementing Partner? • Does it have recognized, and externally validated expertise in the production and broadcast of knowledge products in Ukraine? • Does it have an externally validated reputation for independence, integrity, objectivity, and analytical rigor? 	<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
1.2 Does the organization have qualified technical staff with the experience and the technical skills required by the project?	<ul style="list-style-type: none"> • CVs of key management staff, technical and non-

<ul style="list-style-type: none"> • What is the staff size, type, qualification and education background? 	<p>technical staff that will be involved on the project</p> <ul style="list-style-type: none"> • 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?</p> <ul style="list-style-type: none"> • 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? 	<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>Weighting 15%</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?</p> <ul style="list-style-type: none"> • 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) 	<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</p>	<ul style="list-style-type: none"> • Copies of procurement policies and procedures. The

competitive basis? (if applicable) check for procurement unit with experienced staff	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	Weighting 30%
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	<ul style="list-style-type: none"> Budget Proposal <p><i>Template for the budget proposal:</i> https://t.ly/afPAx</p> <p>Other supporting documents</p>
4. Technical Proposal	Weighting 30%
4.1 The technical proposal is sound and responds adequately to the specifications and requirements?	<ul style="list-style-type: none"> Technical Proposal document <p><i>Template for the technical proposal:</i> https://t.ly/9ZCkm</p>
Cumulative score for ratios	100%

6. How to Apply

Electronic Submission

- For more information, please contact unhabitat-ukraine@un.org
- The proposal must be delivered in electronic format no later than **31 December 2024** 20:00 hrs (EET) to the e-mail address: **unhabitat-ukraine@un.org**
- Format: PDF files only. Zip, RAR and JPEG files must not be used. Proposers should check the attachment format prior to submissions. UN-Habitat will not be responsible if attachments are in other formats that cannot be opened without additional software.
- Maximum file size per transmission is 5MB per transmission. There is no restriction on the number of files sent but each transmission must be labelled, for example, 1 of 2.

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 RFP and accompanying documents must be received in accordance with the instructions provided.

3. RFP from applicants failing to provide the complete information to fulfill the basic eligibility criteria will be considered non-responsive.
4. RFP received after the above deadline will not be considered
5. RFP from applicants failing to provide the requested information will be disregarded.
6. This RFP 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 EOI without incurring any obligation to inform the affected applicant(s) of the grounds.
7. All prices must be in USD