REQUEST FOR PROPOSALS (RFP)

The purpose of Request for Proposals 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

Call for proposals for the project: Neighbourhood development concepts in Lvivska oblast, Ukraine.

Submission Start Date: 3 June 2025

Submission Deadline Date and Time: 15 June 2025

Project Key Information

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

Anticipated start date   July 2025

End date   November 2025

Duration in calendar months: 5 months max.

Maximum proposed value in US$:   ca. USD 120,000

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 work on urban recovery planning in Ukraine. The activities build upon the results of UN-Habitat's initial interventions in Lvivska oblast.

Building on the urban planning statutory documents developed by the municipalities during the first phase of the project, the Implementing Partner will collaborate with the municipalities and UN-Habitat to zoom into selected neighbourhoods and develop neighbourhood development concepts in Stryi, Drohobych and Truskavets.

The activities will comprise a range of activities that include neighbourhood analysis, research & design through participatory processes, and knowledge production.

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 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 Ukraine 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 Ukraine 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 Ukraine 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.

UN-Habitat also ambitions to support the establishment of an Urban Recovery Framework (URF) at the national level, as a key tool to create an enabling environment for urban recovery. The URF aims at facilitating the implementation of immediate and medium-term urban recovery interventions while laying the foundations for long-term resilience, based on diagnostics of key areas for urban recovery, including capacities for urban planning and built environment management, regulatory frameworks for recovery and reconstruction planning, housing, Housing, Land and Property rights, multi-level governance systems, smart cities and digital governance.

2. Proposed project

UN-Habitat invites proposals from not-for-profit organizations and public institutions to collaborate with partner municipalities in Lvivska region to develop neighbourhood development concepts. The concepts will build on the Integrated Development Concepts recently developed by the municipalities of Stryi, Drohobych and Truskavets with the support of the Ukraine Urban Lab.

The neighbourhood development concepts will follow the structure of the Integrated Development Concepts of each municipality and will build on the priorities identified in the same. The implementing partner will be expected to collaborate closely with the municipality and the communities at all stages of the project.

This project includes three components: (1) **conducting neighbourhood-level research and analysis** (one neighbourhood per Hromada, three reports in total); (2) **developing a neighbourhood development concept** (one neighbourhood per Hromada, three concepts in total) and (3) **contributing to improved knowledge on neighbourhood level planning** in Ukraine, by compiling lessons learned from the methodology used for each initiative.

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:

- Regional and local governments;
- The inhabitants of the selected neighbouhoods;
- Developers;
- Investors (IFIs, banks, etc.)
- National and international organisations;
- General public.

The project aims at further detailing the strategic directions identified in the Integrated Development Concepts, at the scale of a neighbourhood, following the below principles:

- **Sustainability:** Deliverables must promote socially, environmentally and economically sustainable approaches, supporting both short-term recovery and long-term reconstruction. Deliverables should align with the "Build Back Better" and "Leaving No One Behind" principles and contribute to the achievement of the Sustainable Development Goals (particularly SDG 11), as well as relevant national and local frameworks.
- **Inclusivity:** Deliverables should support inclusive approaches to planning and project design, ensuring that the needs of all population groups, including those at risk of vulnerability, are considered. These include women, youth, older persons, persons with disabilities, veterans, internally displaced persons, the Roma community, among others.
- **Local Ownership & Public Participation:** Deliverables must be developed through participatory and transparent processes led by the local government, with active involvement of civil society, community-based organisations, and residents throughout all stages of the project. Local authorities should be at the forefront of decision-making and coordination, ensuring that the recovery efforts reflect community priorities and are institutionally anchored.
- **Contextualization:** Deliverables must be relevant and tailored to the context of Ukraine and the specific needs of the targeted Hromadas. While international experiences and best practices (including UN-Habitat's global guidelines) should inform the work, they must be reviewed and appropriately adapted to local legal, social, economic, and cultural conditions.
- **Practicality and Scalability:** Proposed solutions should be feasible within the current operational environment and designed in a way that allows for replication or scaling up across other Hromadas and regions in Ukraine. Deliverables should be made in the Ukrainian and English language.

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

1. **Conduct neighbourhood-level research and analysis** (one neighbourhood per Hromada), building on the information provided in the Integrated Development Concepts and collecting additional neighbourhood-specific data. The expected deliverables consist of:
   a. A dataset compiled for each neighbourhood (three datasets in total)
   b. A SWOT analysis for each neighbourhood, assessing short-, medium- and long-term development prospects (one SWOT report per neighbourhood, three in total)

2. Develop **neighbourhood development concepts** (one neighbourhood per Hromada), based on the findings of the research and analysis. The expected deliverables consist of:
   a. An integrated development concept for each neighbourhood (one report per neighbourhood), applying UN-Habitat planning principles, such as described in the guidelines My Neighbourhood.
   b. A validation workshop with the respective municipalities and communities (one workshop per neighbourhood).

3. **Contribute to increased knowledge on neighbourhood level planning** in Ukraine, by:
   a. Compiling lessons learned from the methodology used for each initiative (one report)
   b. Organising a public event on neighbourhood level planning (one event)

Other deliverables: 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 progress reports and financial reports
- Collaborate with UN-Habitat to develop social media posts aimed at increasing the visibility and outreach of the deliverables

3. Proposals

UN-Habitat invites proposals for the design and delivery of the activities described above.

Proposals should include the following documents:

1. Certificate of registration, both in country of origin and in country of operation;
2. Certified true copy of proof of non-Profit;
3. Clear organisation profile and structure of the organisation indicating:
    o Organisation's vision, mission and objectives;
    o Management structure;
    o Members of the Governing Board and their Designations duly certified by the Corporate Secretary, or its equivalent.
4. The organisation's constitution and/or by-laws;
5. The organisation's latest annual report;
6. A certified true copy of the original Audited Account Statement for the last two years and latest annual report;
7. A completed and signed Partner Declaration Form: **https://t.ly/xmmYt**
8. The list of projects executed in the last 2 years, completed or ongoing;
9. References from past donors;
10. CVs of management staff, technical and non-technical staff, finance and accounting staff that will be involved in the project;
11. The organisation's project monitoring policies and procedures;
12. The organisation's procurement policies and procedures;
13. The organisation's anti-fraud policy and procedures;
14. A budget proposal: **https://t.ly/afPAx**
    o The budget should be specified according to the template's sub-categories;
    o The budget proposal should indicate 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).
15. A technical proposal: **https://t.ly/U_Ixk**
    o A description of the proposed deliverables to be developed;
    o A description of how it will be developed;
    o A timeline for the proposed deliverables.

NB: please refer carefully to the outline to be followed.

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

- o Team lead/focal point for the collaboration with UN-Habitat;
- o Technical lead(s) (if other than the Team Lead);
- o Expertise required to cover the activities;
- o Other additional expertise as proposed by the Implementing Partner for delivery of the services.

The 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:

- o Rotation of staff within the Implementing Partner and/or within selected stakeholders affecting their capacity to engage;
- o Unexpected lack of internal capacity to deliver 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 should be done in English. The key deliverables will be prepared in English and in Ukrainian.

Proposals should also indicate the organisation's willingness and possibility to have a separate bank account for the funds provided by UN-Habitat.

4. Eligibility Criteria

Criteria	Submission Details/ Documents Required
Legal Status	- Certificate of registration/incorporation i.e., - Certified true copy of proof of non-Profit - Proof of registration in Country of Origin. - Proof of registration in Country of operation - Proof of country operational presence
Organization profile and details	- The organization's latest annual report; - The organisation's constitutions and/or by laws - Clear organization profile and structure of the organization indicating: - 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
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	• The organization should complete and submit a signed Partner Declaration Form Link for download: **https://t.ly/xmmYt**

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? • 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 of legal instruments experience in supporting the legislative drafting process in Ukraine? • Does it have an externally validated reputation for independence, integrity, objectivity, and analytical rigor?	• 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? • What is the staff size, type, qualification and education background?	• 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?
1.3 Does the organization have a clear and strong link with **an identifiable constituency** relevant to the targeted audience 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?	• Demonstrate, describe and provide proof of local operational presence, including link and ability to impact the targeted audience.
1.4 Does the organization possess adequate physical facilities, office equipment, transport, etc. to implement the activities?	• Provide location and list of office facilities, vehicles and office equipment locally

	available to implement the project.
1.5 Does the organization have formal procedures to monitor project execution (e.g. milestones, outputs, expenditures…)	• Provide formal project monitoring policies and procedures
2. Financial and administrative capacity	**Weighting 15%**
2.1 Has the organization been in operation over a period of at least 2 years to demonstrate its **financial sustainability** and relevance?	• State the years of operation • Financial statements for the last 2 years
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)	• CVs of key finance and accounting staff • Description and key features and controls of the accounting system used • Organization structure/ Organogram
2.3 Does the organization have the capacity to procure goods and services on a transparent and competitive basis?	• Copies of procurement policies and procedures. The 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?	• 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.	• 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	• Budget Proposal *Template for the budget proposal:* **https://t.ly/afPAx** Other supporting documents
4. Technical Proposal	**Weighting 30%**
4.1 The technical proposal is sound and responds adequately to the specifications and requirements?	• Technical Proposal document *Template for the technical proposal:* **https://t.ly/U_lxk**

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 **15 June 2025** 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:

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 proposals and accompanying documents must be received in accordance with the instructions provided.
3. Proposals from applicants failing to provide the complete information to fulfill the basic eligibility criteria will be considered non-responsive.
4. Proposals received after the above deadline will not be considered
5. Proposals 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 proposals without incurring any obligation to inform the affected applicant(s) of the grounds.
7. All prices must be in USD.