

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 achieve common objectives as outlined below and subsequently agreed in an Agreement of Cooperation.

Project title:

Improving Community Disaster Reduction Response (DRR) in Informal Settlements in Homs and Aleppo

Submission Start Date: **1 June 2025**

Submission Deadline Date and time: **22 June 2025**

Submission of proposal: **by email to unhabitat-syria@un.org**

Project Key Information:

- UN-Habitat Project title: The Project for the Improvement of the Living Conditions in the Informal Settlements in Aleppo and Homs
- Locations
 - Town/City: Homs City, Al Bayada neighborhood (estimated population, 16,000); and Aleppo City, Al Fardos Informal Neighborhood in the Bab Al Nayrab Service Directorate (estimated population, 25,000).
 - Country: Syria.
- Anticipated start date: 01 Sep 2025
- Estimated duration of project in calendar months: Six (6) Months
- The maximum proposed value is US\$: \$ 175,000.
- Lead Organization Unit : UN-Habitat Syria Programme.

Background:

Homs and Aleppo Cities were highly affected by the Syrian crisis both in terms of physical, economic, and social repercussions, Earthquake 2023, and then the fall of Assad. The damage to housing, infrastructure, service facilities and economic activities was accompanied by population displacement and loss of social networks and capacity. This crisis had an even further impact on the urban informal settlements' communities. During 2022 both cities have undergone a highly participatory recovery planning process that resulted in the area-based and community-based prioritization of thematic and geographic areas for short- and mid-term interventions.

The project “The Project for the Improvement of the Living Conditions in the Informal Settlements in Aleppo and Homs” supports the preparation of the informal neighborhoods

profiles and following a community-led approach that integrates soft and hard activities focusing on two priority neighborhoods: one in the city of Homs and the other one in the city of Aleppo. This process accompanied with focus on implementing the disaster reduction response plan in prioritized selected two neighborhoods, Al Bayada neighborhood in Homs and Al Fardos Informal Neighborhood in the Bab Al Nayrab Service Directorate in Aleppo.

The project “Improving Community Disaster Reduction Response in Informal Settlements in Homs and Aleppo” focuses on a series of soft activities organized under two main objectives:

- Strengthening the capacity of urban informal settlements’ communities in Homs and Aleppo to respond to disasters and shocks.
- Facilitating participatory Hazard Vulnerability Risk Analysis and Assessment (HVRA) within targeted neighborhoods.

To achieve these objectives, the project includes training, coaching, and participatory HVRA activities that directly support project planning and design. This approach aims to build local resilience and ensure that interventions are informed by community needs and risks.

Purpose of CFP:

UN-Habitat is intending to enhance the urban community-based resilience in the areas of DRR in Al Bayada neighborhood in Homs and Al-Fardos neighborhood in the Bab Al Nayrab Service Directorate in Aleppo. Consequently, fostering the readiness of the communities of these neighborhoods to effectively respond to potential disaster might encounter these communities.

The intervention seeks to achieve this by providing training in areas such as Rescue, Emergency Preparedness, preliminary psychosocial support, schools safety, and Evacuation procedures. Another objective is to empower these community-based teams to actively participate in their neighborhoods and assist in conducting hazard vulnerability risk assessments for the purpose of development disaster plan. This will support the reintegration of returning residents, with a particular focus on women, youth, and individuals with disabilities.

Ultimately, the intervention aims to strengthen the community's capacity to contribute to a resilient recovery plan of these neighborhoods and strengthen their preparedness to disaster response, which has been affected by a prolonged crisis and earthquake. The implementing partner will collaborate with local, community and stakeholders to select team members from each of the identified locations in the two governorates to be master trainers and lead the process of DRR in their neighborhoods.

Expected outputs:

The expected outputs of the project are as follows:

1. A local community volunteers' groups (15 - 25 community Volunteers) is formed and trained to support the training of other volunteers of (20 - 40 members in each selected Governorates of Homs and Aleppo) on subjects of community outreach and Community Based Disaster Risk Management (CBDRM).
2. An interactive Facebook page for monitoring and evaluation (M&E) of the project is being set up for volunteers and the community to use.
3. Conduct Hazard Vulnerability Risk Assessment workshops; and based on that, develop Disaster Risk Management Plans including evacuation plans for every targeted neighborhood in Homs and Aleppo.
4. Awareness campaign about disaster response conducted in the targeted neighborhoods in Homs and Aleppo, using different channels (the target beneficiaries for the city of Homs: 10,000 and 15,000 in Aleppo; (50% different age students half male/female through conducting schools' safety awareness program, 40% women, 5% disabilities and 5% elders).

Main activities:

The IP shall be undertaking main activities as follows:

- 1- Draft the selection criteria and ToR of community-based volunteers' teams. Discussed and agreed with UN-Habitat, for Homs and Aleppo.
- 2- Support formulating the local community volunteers' teams in both Homs and Aleppo. The IP is requested to describe the proposed process of selection of volunteers.
- 3- Conduct training the first local community volunteers' teams on CBDRM. With the support of first trained teams, the IP will expand teams and train on the same topics. In the Proposal, the IP is requested to provide the proposed contents, methodology and implementation process of each training.
- 4- The IP will create a dedicated DRR Facebook page and connect all team members to it. In the proposal, the IP will clearly outline how the page will be sustained over time and will train selected team members to manage the page and ensure ongoing coordination with the White Helmet. At the end of the project the Facebook page will be opened to the community to monitor and evaluate the project.
- 5- Both the IP and the DRR community volunteers' teams to lead the hazard vulnerability risk assessment process and support conducting the participatory disaster risk plans and evacuation for each neighborhood, this including but not limited to the indication of areas of high risks, stakeholders mapping and analysis on current DRR capacity, broad designation of roles and responsibilities, safe evacuation routes, emergency, and temporary gathering points (public spaces) as well as the suggested primary public space with design recommendations for that space in both cities of Homs and Aleppo. In the Proposal, the IP is requested to provide the proposed detailed methodology for the sustainability of the disaster risk plan process and the teams.
- 6- Conduct DRR awareness raising campaign in the target neighborhoods. In the Proposal, the IP is requested to provide a detailed methodology for the awareness raising

campaign on community level. The detailed methodology should indicate at least the following elements: key messages within the disaster response topic, channels of communications and information dissemination, main stakeholders and involved entities and monitoring tools (for example, baseline and end of activities surveys and reporting).

- 7- Prepare reports of each activity including list of participants, dates, durations, description of steps, photos, main results, and other relevant details.

The IP is required to engage an International DRR experience and to coordinate closely with UN-Habitat for each activity. Additionally, the presence of DRR international experiences is mandatory for this project. The details of the workshops and training will be fixed based on the consent by UN-Habitat. Tools to be used in the workshops and training will be discussed and approved by the UN-Habitat technical team before their implementation.

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 the country's 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	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"> • 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
1. Technical capacity	20 %
1.1 Does the organization have the relevant experience and proven track record in implementing activities in the cities of Homs and Aleppo 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?	<ul style="list-style-type: none"> • List of at least three similar projects executed in the last 5 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, such as rescue, first aid, evacuation, psychosocial support HVRA etc. • Demonstrate core knowledge and expertise in the global approach to disaster risk response. • 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?	<ul style="list-style-type: none"> • CVs of key management staff, technical and non-technical staff that will be involved in the project. At least the CVs of the following staff should be provided: project manager, DRR consultant (with international experience).

	<ul style="list-style-type: none"> How many technical staff do you have in the country and city concerned 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?
<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> <p>Does it have the ability to impact on the targeted population and on the issues?</p> <p>Does it have a strong presence in the field and for how long?</p> <p>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?</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
2. Financial and administrative capacity	20%
<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? 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?</p> <p>Does it have systems and practices to monitor and report whether the project deliverables and expenditures are within the agreed time and budget?</p> <p>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

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	<ul style="list-style-type: none"> 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?	<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	20%
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 provided> <ul style="list-style-type: none"> Bill of Quantity (BoQ) for the main quantities/activities Other supporting documents
4. Technical Proposal	40%
4.1 The technical proposal is sound and responds adequately to the specifications and requirements?	Technical Proposal document <template provided> <ul style="list-style-type: none"> Project workplan including sequencing and durations of each activity. Methodology summary for delivering the project outputs.
Cumulative score for ratios	

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 above 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.