

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

UN Syria Joint Programme for Supporting Education for All in Syria “My Community, My School”

Supporting Safer Access to Education for Children & Young People in Homs and Rural Damascus

Size of grant: 200,000 USD

Purpose of CFP: To improve safer access by children and families to priorities identified by the communities in 4 locations in Rural Damascus and Homs,

Submission Start Date: 11 July 2019

Submission Deadline Date and time: 25 July 2019

Project Key Information: UN-Habitat Supporting Safer Access to Education for Children & Young People in Rural Damascus and Homs

Locations:

- Town/City: Rural Damascus / Arbin; Homs/ Mahin, Qaryatain and Kafrlaha.
- Country: Syria

- Anticipated start date: 15 Aug 2019
- Estimated duration of project in calendar months: 6 Months
- Lead Organization Unit: UN Habitat- Syria Programme.

Brief Background of the Project

As part of the inclusive urban area-based approach implemented by UN-HABITAT in various governorates in Syria, this project will support a UNICEF led Government of Japan funded ‘Education for All’ Joint Programme in the targeted locations. UNICEF along with other partners will target priority schools for rehabilitation and improved access to education for children and youth. This project will complement the activities in these priority schools by partner agencies by improving access to these schools from within the catchment area – first, by restoring secondary roads and footpaths and second, by restoring open and public spaces.

The proposed activities of safer access and open spaces in each location will be identified and prioritized through the process of community consultation sessions will be conducted by the potential IP and trained staff members of Municipalities and schools, including the (teachers, technical staff of municipalities and

neighborhood committees). These groups will be trained by UN Habitat cooperating with UNICEF, the Ministry of Education and Governorates of Homs and Rural Damascus through the workshops of TOT in Homs and Rural Damascus.

Project locations:

The project will be implemented in two governorates: Homs and Rural Damascus.

Homs, in three locations: Mahin, Qaryatain and Kafrlaha

Rural Damascus, in two locations: Arbin

Main Activities to be provided:

The interested organization will be responsible of quantification, technical design, budgeting, implementation, and monitoring of the following main activities

- 1- To be involved actively in the consultation sessions with community in the three locations in Homs and one location in Rural Damascus to achieve the following:
 - 1-1- To identify the catchment areas around each school and set the priorities of community;
 - 1-2- Facilitate the preparation of the design of safer access and open spaces
 - 1-3- Field visit to all location to match the priorities of community with reality;
 - 1-4- Prepare the action plan of each location;
 - 1-5- Meet the municipality staff and discuss the priorities and already prepared BoQ and BoCs;
 - 1-6- Validate and share the final BoQs and BoCs and Action plan with UN-Habitat to be approved.
 - 1-7- To form the community-based committee to monitor the project implementation

- 2- Implement the safer access and public spaces around each location
 - 2-1- Clearing the roads and paths of each location;
 - 2-2- Implement all required works based on the BoQ and BoC of specific location;
 - 2-3- Support the Project Committee to monitor the implementation of the Project

Expected Outputs

Due to the complexity of the operational context and the specialized nature of the expected outputs – the specific activities and targets can be proposed by the Implementing Partner. The Implementing Partner should detail the activities, resources, and workplan required to meet these Outputs:

- Output 1 – All concerned Individuals including (youth, students, parents, teachers and municipalities and schools’ staff) attended the community design sessions.
- Output 2 – Community identified priorities are classified and met; related BoQs and BOCs prepared based on that.
- Output 3 – Safer access and open spaces rehabilitated and communities’ members are able to actively monitor the delivery of community priorities.

All proposals are expected to follow UN Habitat Community Monitoring Guidelines.

The Call for Proposal process is divided into two steps:

Step1 – Pre-Qualification of potential implementing partners.

- Potential IPs are requested to submit the documentation as mentioned in the below eligibility criteria and selection criteria – section 1 & 2 Only.
- Do NOT submit a Financial or Technical proposal during this step.
- Implementing Partners not meeting the minimum Eligibility criteria will not be eligible.
- The submitted documentation will be evaluated against Selection Criteria 1: Technical Capacity; and Selection Criteria 2: Financial Capacity.

Step2 – Submission of Financial and Technical Proposal

- Pre-qualified IPs that pass Step 1, will be invited to submit a full Financial and Technical Proposal.
- The proposals will be evaluated against Selection Criteria 3: Financial Proposal; and Selection Criteria 4: Technical Proposal.

The works will be implemented under the UN-Habitat. This project is being managed by UN Habitat Syria Office and executed through the engagement of implementing partner.

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, 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 • 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 | | 25% |
| <p>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 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 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 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?</p> | <ul style="list-style-type: none"> Provide location and list of office facilities, vehicles and office equipment locally available to implement the project. | |

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| <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 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? 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) | |
| <p>3. Financial Proposal</p> | | <p>30%</p> |

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| <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 <provide link></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 <provide link></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.