

## CALL FOR PROPOSAL

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

**< Establishing Operation and Maintenance Mechanism for the Community Center, Training on Business and Entrepreneurship and Physical Development of an Underground Water Tank in Kalobeyei, Turkana County >**

**Size of grant: 75,000 US\$**

**Purpose of CFP:** Promoting integration of host and refugee communities is a part of UN-Habitat's engagement in planning the development of Kalobeyei settlement. To this regard, an implementation partner is sought to support the Community Center Management Committee which consists of members from both communities to sustainably operate and maintain the facility, and facilitate training on various aspects of the center management.

**Submission Start Date: 14<sup>th</sup> June 2019**

**Submission Deadline Date and time: 28<sup>th</sup> June 2019**

**EXTENDED Submission Deadline Date: 8 July 2019**

### Project Key Information

- UN-Habitat Project title : 'Community Stabilization Programme for Resettlement and Integration of Refugee Communities in Kalobeyei, Turkana County.'
- Locations
  - Town/City: Kalobeyei
  - Country: Kenya
- Anticipated start date: 1<sup>st</sup> July 2019
- Estimated duration of project in calendar months: 10
- Maximum proposed value in US\$: 75,000

- Lead Organization Unit: City Planning Extensions and Design, Urban Planning and Design Branch

### **Brief Background of the Project**

UN-Habitat aims to support provision of adequate shelter for all, and sustainable human settlements development in an urbanizing world. In line with this mandate, UN-Habitat has been supporting member states including Kenya in developing well-planned and efficient human settlements, with adequate access to housing, infrastructure, and universal access to employment and basic services such as water, energy, and sanitation.

In 2016, UN-Habitat partnered with UNHCR and Turkana County Government to prepare an integrated spatial development framework including a spatial plan for Kalobeyei Settlement that would reduce conflict and promote social cohesion among communities. UN-Habitat was engaged in designing to address host community stabilization and development. One of its features was to establish a community center which can promote social cohesion and sustainable livelihood. The communities have come up with ideas of desired functions of the facilities, and a part of the center has been constructed, the Management Committee has been established and running the facility through the on-the-job training (OJT) program.

### **Main activities and outputs**

In this final phase, the project will: (i) provide OJT to the Committee in managing facilities to make it self-sustainable even after the project completion. (ii) design and implement trainings on business and entrepreneurship and support business establishment among the refugees and host communities. (ii) In collaboration with UN-Habitat, construct an underground water tank.

Implementing Partner will be undertaking main activities as follows (but not limited to):

- Ensure close collaboration with UN-Habitat Kakuma Field Office for aligning the process with UN-Habitat approaches;
- Facilitate community participation in all aspects of the project, foster the sense of ownership in the community, and ensure their needs are reflected in the actual facilities.
- Develop a tailor-made design for the training on entrepreneurship and making of business models.
- Provide support to business establishments for refugees and host communities.
- Organize workshops to train on entrepreneurship and making of business models in collaboration with UN-Habitat.
- Procure necessary materials and labour for construction of an underground water tank as per the design provided.
- Implement an underground water tank with community participation according to the plan in a timely manner.
- Organize a sustainable mechanism for O&M of the community centre facility in a participatory manner and in collaboration with UN-Habitat before completion of the project.

**Risk Analysis**

<p>Operational risk, where locally controlled groups can go on strike or attempt to sabotage the process.</p>	<p>Low</p>	<p>International staff/consultants will take the computer-based training "security in the field". The training makes the staff/consultants aware of the possible risks and how to deal with them</p>
<p>Armed conflict might at a certain stage cause postponement or delay at work.</p>	<p>Low / Medium</p>	<p>Depending on UNDSS report on conflict areas, the staff will stop visiting the sites until they are cleared by UNDSS</p>
<p>Social, cultural risks relevant to the possible tension between refugees from different ethnics among these groups themselves and with hosting communities.</p>	<p>Medium</p>	<p>Preventive measures to be considered in the community mobilization, training sessions and other organized events in addition to support together with local partners</p>

## Eligibility Criteria

Criteria	Submission Details/ Documents Required
Legal Status	<ul style="list-style-type: none"> <li>• Certificate of registration/incorporation i.e.,</li> <li>• Proof of registration in Country of Origin.</li> <li>• Proof of registration of Country of operation</li> <li>• Proof of country operational presence</li> </ul>
Organization profile and details	<ul style="list-style-type: none"> <li>• Clear organization profile and structure of the organization indicating:               <ul style="list-style-type: none"> <li>○ Organization’s vision, mission and objectives</li> <li>○ Management structure</li> <li>○ Members of the Governing Board and their Designations duly certified by the Corporate Secretary, or its equivalent document</li> <li>○ Proof of membership to professional associations if any.</li> </ul> </li> <li>• List of projects executed in the last 2 years (value, location, donors, nature of projects, execution stage – completed or ongoing)</li> <li>• Provide copies of project monitoring policies and procedures</li> <li>• Provide copies of procurement policies and procedures</li> <li>• Description and key features and controls of the accounting system used</li> <li>• Technical proposal document</li> <li>• BOQ (if applicable)</li> <li>• Describe nature and value of contribution (in-kind or cash)</li> <li>• Provide location and list of office facilities, vehicles and office equipment locally available to implement the project</li> </ul>
Financial Capacity	<ul style="list-style-type: none"> <li>• Audited company financial statements (balance sheet and income statement) and auditors report for the last two years</li> </ul>
Exclusive bank account	<ul style="list-style-type: none"> <li>• Is the organization willing and able to have a separate bank account for the funds provided by UN-Habitat?</li> </ul>
Integrity and Governance	<ul style="list-style-type: none"> <li>• The organization should complete and submit a signed Partner Declaration Form</li> <li>• Provide the profiles of the key management, technical, key finance and accounting staff that will be involved on the project</li> </ul>

## Selection Criteria

Criteria	Submission Details/ Documents Required	Weighting
<b>1. Technical capacity</b>		<b>25%</b>
<p><b>1.1</b> Does the organization have the relevant <b>experience and proven track record</b> 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"> <li>List of projects executed in the last 2 years (value, location, donors, nature of projects, execution stage – completed or ongoing).</li> <li>Demonstrate how the experiences in past projects are relevant in the execution of the current proposal</li> <li>References from past donors</li> </ul>	✓
<p><b>1.2</b> Does the organization have <b>qualified technical staff</b> 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"> <li>CVs of key management staff, technical and non-technical staff that will be involved on the project</li> <li>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?</li> </ul>	✓
<p><b>1.3</b> Does the organization have a clear and strong link with <b>an identifiable constituency</b> 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"> <li>Demonstrate, describe and provide proof of local operational presence, including link and ability to impact the targeted population.</li> </ul>	✓
<p><b>1.4</b> Does the organization possess adequate physical facilities, office equipment, transport, etc. to implement the activities?</p>	<ul style="list-style-type: none"> <li>Provide location and list of office facilities, vehicles and office equipment locally available to implement the project.</li> </ul>	✓
<p><b>1.5</b> Does the organization have formal procedures to monitor project execution (e.g. milestones, outputs, expenditures...)</p>	<ul style="list-style-type: none"> <li>Provide formal project monitoring policies and procedures</li> </ul>	

2. Financial and administrative capacity		15%
<p><b>2.1</b> Has the organization been in operation over a period of at least 2 years to demonstrate its <b>financial sustainability</b> and relevance?</p>	<ul style="list-style-type: none"> <li>• State the years of operation</li> <li>• Financial statements for the last 2 years</li> </ul>	✓
<p><b>2.2</b> Does the organization have <b>qualified staff in Finance</b>? Is the current <b>accounting system computerized</b> 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"> <li>• CVs of key finance and accounting staff</li> <li>• Description and key features and controls of the accounting system used</li> <li>• Organization structure/ Organogram</li> </ul>	✓
<p><b>2.3</b> 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"> <li>• Copies of procurement policies and procedures. The procedures should show how you procure locally and internationally.</li> </ul>	✓
<p><b>2.4</b> 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"> <li>• Describe anti-fraud controls and provide formal procedures</li> </ul>	
<p><b>2.5</b> 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"> <li>• Describe nature and value of contribution (in-kind or cash)</li> </ul>	✓

<b>3. Financial Proposal</b>		<b>30%</b>
<p><b>3.1</b> 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><b>Budget Proposal</b></p> <p>&lt;<a href="https://drive.google.com/file/d/19jSSkqXVWo6yPFNgz83K1rWDwm2wO2-e/view?usp=sharing">https://drive.google.com/file/d/19jSSkqXVWo6yPFNgz83K1rWDwm2wO2-e/view?usp=sharing</a>&gt;</p> <ul style="list-style-type: none"> <li>• BOQ (if applicable)</li> <li>• Other supporting documents</li> </ul>	✓
<b>4. Technical Proposal</b>		<b>30%</b>
<p>4.1 The technical proposal is sound and responds adequately to the specifications and requirements?</p>	<p><b>Technical Proposal document</b></p> <p>&lt;<a href="https://drive.google.com/file/d/122d0Q32xHfSvzHKCIWF5JFlrkEqjwl16/view?usp=sharing">https://drive.google.com/file/d/122d0Q32xHfSvzHKCIWF5JFlrkEqjwl16/view?usp=sharing</a>&gt;</p>	✓
<b>Cumulative score for ratios</b>		<b>100%</b>

**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 **olga.kouko@un.org**, with cc to **yuka.terada@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