



GLOBAL OBSERVANCE OF THE ANNUAL WORLD HABITAT DAY 2020

Expression of Interest

30 August 2019

Introduction

UN-Habitat is the United Nations programme working towards a better urban future. Its mission is to *promote transformative change in cities and human settlements through knowledge, policy advice, technical assistance and collaborative action to leave no one and no place behind.*

The United Nations has designated every first Monday of October as World Habitat Day (WHD). UN-Habitat is the coordinating agency in the United Nations system to organize the annual Global Observance of the World Habitat Day, together with the host city. UN-Habitat is inviting cities to express their interest in hosting the Global Observance of the 2020 World Habitat Day which will be held on 5 October. As an open public event, WHD aims to raising awareness about and promote media coverage of the host city and chosen theme of the WHD.

The host for World Habitat Day is the selected city together with UN-Habitat.

Background

World Habitat Day was established in 1985 by the United Nations General Assembly through Resolution 40/202, and was first celebrated in 1986.

The purpose of World Habitat Day is to remind the world that we all have the power and the responsibility to reflect on the state of our cities and towns and to shape the future. Each year, World Habitat Day takes on a new theme to bring attention to UN-Habitat's mandate and vision to promote sustainable urban development policies that ensure a better quality of life for all in an urbanizing world.

World Habitat Day focuses on inspiring all levels of governments and stakeholders to reflect on how to implement concrete initiatives which ensure adequate and affordable housing in the context of the implementation of the New Urban Agenda, as well as the achievement of the Sustainable Development Goals (SDGs), particularly the standalone urban goal – SDG11, to make cities and human settlements safe, inclusive, resilient, and sustainable.

Link to UN-Habitat Scroll of Honour Award

A key aspect of World Habitat Day is to reward best practices through the presentation of the UN-Habitat Scroll of Honour Award.

The UN-Habitat Scroll of Honour award was launched in 1989 and is one of the most prestigious human settlements award in the world. It celebrates initiatives which have made outstanding contributions in the field, provision of housing, highlighting and improving the plight of people living in poverty or who have been displaced, developing and improving cities, towns and human settlements and the quality of urban life to leave no one behind echoing the Sustainable Development Goals 2030 with emphasis on Goal 11: Sustainable Cities and Communities.

The winners are selected each year following a Call for Nominations organized by UN-Habitat with the selection of a maximum of five winning initiatives. The host is encouraged to use the occasion to recognize best practices in the country and to promote significant new urban policies, programmes, or initiatives for sustainable urbanization with submitting nominees from the region. The winners will receive a plaque engraved with their name or names which will be presented during the Global Observance of the World Habitat Day celebrations.

Concept

The main objective of WHD is to raise international awareness of urbanization trends, challenges and visions for sustainable urban development, to promote international cooperation and make contributions to global efforts to build equitable, prosperous and sustainable cities and improve people's living environment and quality of life.

World Habitat Day is an advocacy event for UN-Habitat and the host city/country. It is a public event to be held in an open space – if security allows – around the theme to raise awareness with a wide range of partners.

Further, all efforts should be undertaken to ensure that the public is involved through either some engagement initiatives, or social/traditional media including internet, television, radio, and banners placed in designated places within the city.

Participation

UN-Habitat will take the lead in inviting and mobilizing the United Nations system, relevant international organizations, civil society and all other relevant stakeholders to observe WHD, with the assistance and financial contributions from the host of the Global Observance and other partners. The host is encouraged to approach the Head of State or Government to grace the occasion of the Global Observance of the WHD and to invite other high-level Dignitaries, Ministers, Mayors and other stakeholders in the region. For this purpose, the invitation letter could be signed jointly by UN-Habitat and the host city.

Financial contribution

To host the Global Observance of the WHD in 2020 a cash contribution of USD 350,000 (three hundred fifty thousand) given to UN-Habitat is required. The contribution will support the planning, mobilizing stakeholders, travel, outreach activities, website, social media, design, communication, editing, programme development, operations support, reporting and evaluation. It will also support the travel of the UN-Habitat Scroll of Honour winners.

This will ultimately support the overall advocacy and communication of WHD around the world. The details on commitments, roles and responsibilities, will be outlined in a legal document which will be signed by all parties involved.

Additionally, the host city is required to provide an in-kind contribution of: the venue with its facilities; exhibition space; services; security within the city, around and within the venue; interpretation from English to the local language or other languages of high-level speakers; operational and logistical needs with respective human resources and international travel and local costs for key delegates from least developed countries (for information see Annex 1).

Selection Process and Criteria

The selection of the host will be made by an UN-Habitat Committee. The selection process of the global host for World Habitat Day will be guided by:

- a. Demonstration of good practice related to sustainable urbanization
- b. Geographical balance compared to previous years
- c. Demonstration of ability and financial commitment to meet the conditions outlined in number 6 above and provided in more detail in the attached World Habitat Day hosting guide
- d. Experience of hosting international events and/or have planned events relevant to urban issues
- e. Accessibility of the city for international delegates

Activities

Activities to be undertaken in the Global Observance shall be developed on the availability of human and financial resources from the voluntary contributions. UN-Habitat will provide on the website advocacy tools and kits to maximize the outreach activities for other participating cities around the world in order to have a common branding and messaging of the theme and sub-theme for the 2020 WHD. Planned activities in other cities will be uploaded on the designated website as information becomes available. A detailed plan on the responsibilities of UN-Habitat and the host will be provided well in advance.

Timeframe

The closing date for receiving the Expression of Interest is 11 November 2019. The table below outlines important milestones and dates.

Milestones	Date
Call for Expression of Interest open	30 August 2019
Deadline for receiving Expressions of Interest	11 November 2019
Outcome of selection process is communicated to the cities	25 November 2019
Legal Agreement finalized	20 January 2020
Formal announcement of the 2020 WHD Global Observance host city with its sub-theme	At WUF 10, February 2020

Expression of Interest to host the 2020 WHD Global Observance

A city wishing to express its interest to officially host the Global Observance in 2020 of the WHD is required to send an official communication (on letter head and with signature) in English, reflecting within the commitment of the cash contribution of 350,000 USD to UN-Habitat Executive Director, Ms. Maimunah Mohd Sharif.

The official communication is to be transmitted within the deadline via the following email address: unhabitat-whd@un.org.

Kindly note that any submission for the call for Expression of Interest not in English language, or not on official letterhead and duly signed or received after the deadline will not be considered.

Annex 1

Hosting the World Habitat Day 2020

The specific responsibilities of UN-Habitat will be as follows:

UN-Habitat will designate a focal point to work with the local focal point and organizing team.

UN-Habitat shall provide the necessary backstopping and support to ensure the successful hosting of the events by undertaking the following responsibilities:

1. Advice and support to operations and logistics

- Give guidance to the host on the preparation of WHD;
- Assist with invitations of international guests;
- Support logistics and travel arrangements relating to invited and sponsored international guests and UN-Habitat Scroll of Honour winners from outside the host Country;
- Handle online registration of international participants;
- Engage with the City to agree on venue and setting up of the same according to requirements;
- Shipment of information and promotional materials to the venue;
- Maintain the database and disseminate all international invitations.

2. Invitations

- Invite high-level representatives of the United Nations system and relevant international organizations; civil society; representative of Member States, Mayors and other relevant stakeholders;
- To invite representatives of the diplomatic community to the host Country
- To disseminate all international invitation letters, which could be jointly signed.

3. Publicity

- Prepare on-line information kits and branding tools, a World Habitat Day concept note, relevant statements, design posters and banners, invitation letters, the programme of the day;
- Provide information to Governments and other stakeholders on the theme and location of WHD by the Executive Director of UN-Habitat;
- Advertise WHD Global Celebration events around the world through all available means, including targeted newsletters, social media and internet adverts;
- Prepare and disseminate press releases and attract international media attention;
- Develop a dedicated WHD page on the UN-Habitat website in English.

4. Programme

- Guidance on the main programme for the Global Observance of World Habitat Day;
- Guidance on the programme of any side events/workshops/break out session at the venue on the day, or if applicable in the period leading up to and immediately after World Habitat Day.

5. Coordination of UN-Habitat Scroll of Honour awards

- Management of the call for nominations and submissions for the award;
- Promotion of the award world-wide through advertising and targeted mailing lists;
- Screening of submissions and establishment of a selection committee to recommend the winning applications;
- Selection of the winners by the Executive Director of UN-Habitat;
- Publicity for the selected best practices.

UN-Habitat shall invite United Nation officials, Mayors outside the host City and internationally recognized organizations and experts, representatives of foreign missions and other partners, in close collaboration with the City, to the Event. The host City shall invite in close collaboration with UN-Habitat, the highest possible representative from the host Government and Representatives from Ministries responsible for various aspect of urbanization e.g., Ministries of Local Governments, Housing, Infrastructure, Urban Development, Regional Planning and Environment, local experts, among others, to the event.

Where possible, invitation shall be done through a joint invitation letter by UN-Habitat and the City with the provision of the electronic signatures for strictly this purpose only. The parties will consult and agree on whether the electronic signature of the Mayor of the host City will be provided to UN-Habitat, or the signature of the Executive Director of UN-Habitat will be provided to the City for purposes of signing the joint invitation letter.

The specific responsibilities of the City will be as follows:

1. The City will designate a focal point and organizing team who will be working with UN-Habitat;
2. The City shall provide UN-Habitat with the list of international participants whom the City wishes to invite to the event for onward dissemination by UN-Habitat;
3. The City may invite all identified personalities, i.e. Mayors or Experts from the host City to attend the event while sharing the contacts with UN-Habitat;
4. The City shall provide UN-Habitat with funds up to a total amount US\$350,000 (United States Dollars Three Hundred Fifty Thousand) 30 days after the Legal Agreement has been finalized;
5. The City shall provide all required logistical and IT services and cover all local costs related to the preparation and organization of the WHD;
6. The City shall, at no cost to UN-Habitat, provide the necessary material and logistical support including printing of merchandise, printing of badges, provision of photographers and videographers for the event;
7. The City shall, at no cost to UN-Habitat, provide the necessary premises for the Event and related activities, which shall take place at the host City, including the conference and workshops rooms, working areas, office space and equipment, media rooms and press conference room;
8. The City shall ensure stable Wi-Fi connection at no cost throughout the venue, including all premises dedicated to the Event, for all participants and provide internet high speed LAN connection to also enable linking to other locations to the world via the internet for live transmission. It further shall make arrangements to provide free interpretation services (including equipment) to all meetings of the Event in at least the two working languages of the Event, that is, English and local language if different from English and add, as appropriate, for the opening/ closing sessions, other United Nations Official languages or other language(s) that may apply in case of high level attendance from such country;
9. The City shall work in partnership with UN-Habitat in all aspects towards the realization of the Event and will provide at no cost to UN-Habitat a venue for the celebration of the Global Observance of World Habitat Day with the following facilities:
 - Main hall for the celebration of the Global Observance with sufficient seating for invited guests, a raised podium for speakers and for the presentation of awards;
 - At least two to four rooms for technical discussions and side events at the venue, if this is included in the day's programme. One of these events will be the presentation of best practices by award winners;
 - Press conference room;
 - Photography and video coverage of the event and other bilateral meetings of the Executive Director;
 - Space for the Exhibition;
 - Registration and information desk;

- An office for the UN-Habitat Executive Director for bilateral meetings set-up with executive furniture (desk, swivel chair, sofa set/chairs, coffee table) for meetings with up to 6 persons including coffee/tea/snacks throughout being served;
 - A designated limousine with driver for the Executive Director throughout the duration of event;
 - An office for UN-Habitat staff (8 pax) with a large boardroom table;
 - An office for City and other staff;
 - Luncheon for invited guests to include award winners and international guests; and refreshments (e.g. water) during meetings; coffee/tea snacks during breaks;
 - Public Announcement system and equipment for Powerpoint, video presentations and Internet Connectivity in each room;
 - Interpretation facilities from English to local language if different from English and vice versa; and additional languages as by confirmed delegates;
 - World Habitat Day branding throughout the venue and build as backdrop in the main hall and other rooms;
 - Ensure Security for delegates;
 - 5 flag poles with the provision of UN flag in addition to local City flag; Country flag may be added if a Minister from the host Country is in attendance.
10. The City shall provide adequate medical facilities with English/local language speaking personnel for first-aid in emergencies within the Event's area. For serious emergencies, the City shall ensure immediate transportation and admission to a hospital. All medical expenses incurred thereafter shall be borne by participants. UN-Habitat as an invitee to the Event shall not in any way be liable for any medical expenses of any participant;
 11. The City shall ensure the availability of adequate public or private transportation on a reasonable commercial basis for all the Event's participants and UN-Habitat officials to and from the airport before, during and after the Event, as well as to and from the principal hotels and the Event premises for the duration of the Event;
 12. The City shall ensure the availability of adequate hotel accommodation on a reasonable commercial basis for all the Event's participants;
 13. The City is committed to implementing the activities and providing the services outlined under this Agreement through its organizational structure and by using appointed professionals and in accordance with its specific needs as identified by the City;
 14. The City shall engage and provide, at its expense, the local staff required and volunteers, who will work in close collaboration with the staff of UN-Habitat and under the overall coordination of the Executive Director of UN-Habitat or persons designated by her;
 15. The City shall ensure that local staff shall be available for work throughout the entire period of the Event and, where necessary, before the Event;
 16. The City may put up street banners, and branding, at strategic locations within the city;
 17. The City may, at the request of the Executive Director of UN-Habitat or any person designated by her, arrange for additional numbers of the local staff as may be required by UN-Habitat.