

## CALL FOR PROPOSALS

*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*

### **Implementing Partner for White Paper on Big Data for Safer Cities 2.0**

**Purpose of CFP:** The Implementing Partner will be tasked mainly to undertake case study analysis of select municipal crime prevention policies and programmes to build a policy dialogue and recommendations on the use, availability of data to drive municipal activities on crime prevention and urban safety; and to explore to what extent the power of big data can be harnessed to strengthen ongoing evidence-based policy and practice in reducing and preventing urban crime, violence and insecurity using a common set of municipal crime prevention and safety indicators.

**Submission Start Date:** 31<sup>th</sup> May 2018  
**Submission Deadline Date and Time:** 14<sup>th</sup> June 2018

#### **Project Key Information**

- UN-Habitat Project title : **White Paper on Big Data for Safer Cities 2.0**
- Location: Global
- Anticipated start date 1<sup>st</sup> July 2018
- Estimated duration of project in calendar months: 4
- Maximum proposed value in US\$: 21,000
- Lead Organization Unit: UN-Habitat Safer Cities Programme

#### **A. Brief Background of the Project**

The emergence of big data in the past decade has presented an unprecedented opportunity to effectively address cost effective measurement and monitoring of municipal crime prevention and safety policies, and to promote better relations on data management between the public sector and private sector particularly using social media and mobile phone apps to facilitate public participation and real time data capture.

It comes at an unprecedented moment in the world's history when the majority of the world's population lives in urban settlements. Cities are important sites of opportunity and engines of human development, but they also face myriad challenges, not the least of which is high levels of crime, violence and insecurity associated with rapid growth and inequality. Insecurity is increasingly an urban phenomenon. In response, new knowledge on the scope, intensity, distribution, and trends of crime,

violence and insecurity at the city level is needed to shape evidence-based interventions—as well as an effective means of translating knowledge into practical action, coordinated by local government.

The UN’s 2030 Development Agenda promises to deliver *a measurable improvement in safety and security for urban citizens globally*. Its global vision is among others informed by the evidence of 22 years of work of the UN-Habitat’s Safer Cities Programme in over 70 cities worldwide. This evidence of practice is underpinned by a theory of change which shows that “if a process of equipping municipalities with tools to create citywide crime prevention and urban safety programmes is developed and implemented in partnership with civil society and citizens, then citizens proactively participate in the co-production of safety and security for all, and safety perceptions and conditions are improved, expanding the right to the city for all and the enjoyment of the urban advantage by all.

In this context, the Programme is promoting a global normative framework that facilitates systematic action, contributing to the implementation of the SDGs, improving the livability of cities and quality of life. The framework approaches local government-led safer cities practice as complementary to that of national criminal justice system actors that put together would result in an integrated public safety monitoring tool both on the incidence and perception of safety. This can allow for enhanced citizens participation in shaping local government policy, practices and interventions on crime prevention and urban safety and promote the accountability of mayors and local policy makers through regular reporting to their citizenry on the state of safety including on evidence-based interventions they undertake to improve the perception of safety of citizens.

Given that crime prevention is still relatively new in the realm of municipal policy and practice, and the need to align existing monitoring and measurement practices in other local level contexts, such as with the local crime observatories, and the need to leverage additional resources through empowering actors in the Global Network on Safer Cities (GNSC), an implementing partner will support UN-Habitat Safer Cities Programme by conducting fact finding missions in select cities and developing a policy dialogue and recommendations for local governments. This role of the implementing partner will be assigned to an organization with credible policy or practical experience globally in the field of local crime prevention, and funded from the operating budget; it will report to the Steering Committee comprised of UN-Habitat and Huawei Corporation and to a Technical Advisory of Partners in the Global Network on Safer Cities (GNSC) to provide perspective on the drafting progress and recommendations on the way forward for local governments use of big data to improve the quality and consistency of policy and programming on safer cities.

***Description of Intended Outcomes of the White Paper on Big Data for Safer Cities***

The long-term goal of the UN-Habitat Safer Cities Programme is *to deliver a measurable improvement in safety and security for urban citizens globally*.

The White Paper will contribute to achievement of the headline goal through enhancing a policy dialogue on the use of big data towards *improving the quality and consistency of municipal policy and programming, and strengthen the political will, intended to enhance urban safety and security; to catalyze local action to improve the quality of urban governance, planning, management, and service delivery, contributing to safer cities*. In particular, the paper will look at the identification and use of a set of indicators to facilitate benchmarking, transparency, and accountability of local authorities based

on their efforts to deliver safety and security for citizens, prompting policy changes and budget shifts reflecting safety and security priorities.

## **B. Main activities and outputs**

The Implementing Partner will be tasked to undertake case study analysis of select municipal crime prevention policies and programmes to build a policy dialogue and recommendations on the use, availability of data to drive municipal activities on crime prevention and urban safety; and to explore to what extent the power of big data can be harnessed to strengthen ongoing evidence-based policy and practice in reducing and preventing urban crime, violence and insecurity using a common set of municipal crime prevention and safety indicators.

The scope of work of the implementing partner is expected to draw on the standards and norms of UN-Habitat Safer Cities Programme and its partners over the past two decades to guide the drafting of the White Paper.

Specifically, the objectives of the Implementing Partner are to:

- a. To outline the need to understand why municipal safety interventions should collect more data, what kind of data, and how this data could be collected in more cost-effective ways.
- b. To build on international good practice on the development of city/municipal crime prevention and urban safety strategies supported by data gathered through safety audits and victimisation surveys and the utilization of indicators for performance benchmarking
- c. To build on the 2030 Development Agenda and New Urban Agenda, stressing the integration of crime prevention policies in urban strategies and interventions (New Urban Agenda Paragraph 103).
- d. To identify, analyse and document a common set of safety indicators at the municipal level towards better and concise measurement and monitoring of policies and programmes to improve city safety.
- e. To provide a set of recommendations on harnessing the power of big data to support ongoing municipal crime prevention and urban safety policies.

## **C. Expected Outputs and Deliverables**

The responsibilities of the Implementing Partner will include delivery of the following expected outputs:

- (1) Development of the White Paper on Big Data for Safer Cities 2.0

The Implementing Partner will produce the following deliverables:

- (1) **Inception report**, to be submitted within two weeks from the start of services, outlining the proposed detailed approach including framework of analyses, methodology, reporting outline, work plan and budget
- (2) **Case studies report**, including field visit reports and proceedings of meetings, as well as a summary of activities, insights, analysis, and recommendations from the select cities
- (3) **Draft final report** complete with analysis and recommendations for local government to improve the quality and consistency of policy and programming on safer cities using big data

- (4) **Final report** that takes into account the comments and suggestions by the Steering Committee and the Technical Advisory of Partners

### *Timeframe*

The work will be carried out over the period 1<sup>st</sup> July 2018 – 31<sup>st</sup> October 2018, with the following milestones:

<i>Deliverables</i>	<i>Timeframe</i>
Submission of Inception Report and Proposed Annotated Outline	Within two weeks upon signing of the contract
Evaluation of Inception Report, briefing and orientation sessions	Upon submission of the Inception Report
Submission of Case Studies report	15 August 2018
Submission of Draft Final report	15 September 2018
Submission of Final Report	26 October 2018
Presentation to key stakeholders	31 October 2018

### *Institutional Arrangements*

The Implementing Partner will develop the White Paper under the direction of UN-Habitat Safer Cities Programme and in a consultative process engaging a select number of cities and partners involved in the Global Network on Safer Cities (GNSC). Four strategic pilot cities shall be identified as key illustrative case studies based on their tested and proven policy and practice on crime prevention and urban safety, with a key emphasis on how citizens are involved in the co-production process from the collection and analysis of data, to the management and implementation of community interventions at the neighbourhood level. Working groups will be established in each selected city to support the review of their policy framework and the identification of relevant indicators to support the work of the UN-Habitat secretariat and lead implementing partner in the formulation of the white paper. A steering committee comprised of the leadership of the participating cities, UN-Habitat and Huawei will be established to validate the outcome of this paper. A technical reference group of partner institutions and programmes within UN-Habitat and the UN system will also be established to provide inputs to this process.

**D. 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> </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 Chairperson of the Board of Directors, Head of the Organization and Chief of Finance</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>	
<p><b>2. Financial and administrative capacity</b></p>		<p><b>15%</b></p>
<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>	
<p><b>3. Financial Proposal</b></p>		<p><b>30%</b></p>

<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><a href="https://drive.google.com/open?id=1WfiU3aTFxDx8aeooBi8mHQN-srIHQYY6">https://drive.google.com/open?id=1WfiU3aTFxDx8aeooBi8mHQN-srIHQYY6</a></p> <ul style="list-style-type: none"> <li>• BOQ (if applicable)</li> <li>• Other supporting documents</li> </ul>	
<p><b>4. Technical Proposal</b></p>		<p><b>30%</b></p>
<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><a href="https://drive.google.com/open?id=1vqUUiVbhr0a4sR8ruk1T3u6yRye-B5GQ">https://drive.google.com/open?id=1vqUUiVbhr0a4sR8ruk1T3u6yRye-B5GQ</a></p>	
<p><b>Cumulative score for ratios</b></p>		<p><b>100%</b></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.

**The Technical Proposals and accompanying documents should be submitted to this email address ([juma.assiago@un.org](mailto:juma.assiago@un.org)) and copied to ([lee.changhee@un.org](mailto:lee.changhee@un.org) and [miquel.robles@un.org](mailto:miquel.robles@un.org))**

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