

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

Development and deployment of e-learning programme for participatory slum upgrading programme

Size of grant:

Purpose of CFP: The assignment aims at working collaboratively with an institution that is specialized in the areas of capacity development, e-learning and that has experience in the field of urban development or other technical areas relevant to slum upgrading in order to set up an e-learning platform and link it to the existing *myPSUP* website.

Submission Start Date: 17 JULY 2018

Submission Deadline Date and time: 30 JULY 2018. 17.00 p.m. Nairobi time.

Project Key Information

- UN-Habitat Project title : **PARTICIPATORY SLUM UPGRADING PHASE III**
- Locations
 - Town/City: **NAIROBI**
 - Country: **KENYA**
- Anticipated start date: **13 AUGUST 2018**
- Estimated duration of project in calendar months: **10 MONTHS**
- Maximum proposed value in US\$:
- Lead Organization Unit: **HSUB**

Brief Background of the Project

The Participatory Slum Upgrading Programme (PSUP) is a joint effort of the African, Caribbean and Pacific (ACP) Group of States, the European Commission (EC) and UN-Habitat. Since 2008 and through its different phases PSUP I, II and III, the programme has reached out to 35 ACP countries and 160 cities, and has provided the necessary enabling framework for improving the lives of at least 4 million slum dwellers. PSUP's specific objectives are (i) to strengthen global partnerships and policy dialogue for participatory slum upgrading and prevention in 79 Africa, Caribbean and Pacific

group of States (ACP) countries and (ii) to improve knowledge and capacities for participatory slum upgrading and prevention and slum dwellers conditions in 40 ACP countries.

To achieve these objectives there is the need to meet the capacity gaps so the countries are able to address slum upgrading and prevention in a sustainable and inclusive way. Hence, in the PSUP, capacity building activities are core to the programme implementation at country and at global levels to provide countries with tools and knowledge to achieve the global objective of the programme, to ensure continuous capacity development and technical support and to provide a basis for innovations and mobilization of political will.

My PSUP is the e-platform for global learning connecting diverse networks comprising 4000 urban planners, academia, local authorities and Country Team Members for Up-scaling linked to the programme implementation. The *myPSUP* has been well established in the PSUP I and II and already incorporates some functionalities such as:

- Sharing experiences and best practices (news);
- Communication and outreach of the programme’s objective and achievements;
- Limited capacity building contents for the country teams on the PSUP methodology;
- Documentation of country achievements and information on country implementation status;
- Library with reference publications and the outputs developed through the *myPSUP*.

There is the need however to update this platform and to extend the capacity building functionalities. To do so, an application dedicated to e-learning will be added to the website. The new platform will include the functionalities of the current site and will recover the information and materials that had been uploaded but some important structural changes are needed in order to increase its functionality particularly strengthening the e-learning features and adapting the platform to the new structure of the programme. The platform will incorporate new capacity development tools and will include additional training materials elaborated by the PSUP and also by other specialized partners linked to slum upgrading to promote and deepen the learning and exchange.

Below is a list of expertise and training modules to be produced to help guide the type of experts that need to be mobilized to deliver the objectives of the assignment.

Fact sheets	Key Messages.
FS #01 Participatory slum upgrading	KM #01 Why Participatory-city wide slum upgrading matters
FS #02 Water and sanitation	KM #02 A Human Rights based approach for city wide slum Upgrading
FS #03 Housing	KM #03 Participation
FS #04 Land tenure	KM #05 Participatory planning

FS #05 Public space

KM #06 Security of tenure

FS #06 Economy and finance

KM #07 The informal economy for local economic development

FS #07 Livelihoods

KM #08 Progressively realizing the right to adequate housing

FS #08 Gender

KM #09 Climate resilience

FS #09 Climate change

KM #10 Strengthening the role of women and girls in participatory city-wide slum upgrading

KM #11 Key governance arrangements for participatory, city-wide slum upgrading

Main activities and outputs

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

- Develop specialized training (short course non-moderated approximately 4-6 hours of training, in English or French). The thematic scope of this training will be defined in accordance to the technical background and expertise of the institution selected and the areas of interest of the PSUP countries.
- Adaptation of the training methodology materials (14 training modules contents provided in .ppt and word by UN-Habitat) to the online e-learning platform.
- Provide a test run and document the testing of the platform

Risk Analysis

(State the risks associated with this project and the mitigation factors)

- Timely delivery -Work plan and regular meetings
- Compatibility with UN-Habitat IT systems – Collaboration with UN-Habitat IT-Team
- Mix of expertise on slum upgrading – Review of CVs and teams applying

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 (CTRL-Click) • Provide the profiles of the Chairperson of the Board of Directors, Head of the

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. 	

<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>

<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>	<ul style="list-style-type: none"> • Budget Proposal (CTRL-Click) • BOQ (if applicable) • Other supporting documents 	
4. Technical Proposal		30%
4.1 The technical proposal is sound and responds adequately to the specifications and requirements?	<ul style="list-style-type: none"> • Technical Proposal document (CTRL-Click) • 	
Cumulative score for ratios		100%

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