

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

Call for Application Business Development and Entrepreneurship Training for Somali Youth

Size of grant: \$30,000

Purpose of CFP: seeking an Implementing Partner to conduct business and entrepreneurship training for Youth in Somalia

Submission Start Date: Sep 18th, 2018

Submission Deadline Date and time: Oct 2st, 2018

To submit the application, please send your proposal to Programme Management Officer, Sharmaarke Abdullahi sharmaarke.abdullahi@un.org

Project Key Information

- UN-Habitat Project title: Project RAJO: Building Youth Capacity through Job Readiness and Entrepreneurial Development in the Construction Sector
- Locations
 - Town/City: Mogadishu, Kismayo, Garowe
 - Country: Federal Republic of Somalia
- Anticipated start date: Oct 5th
- Estimated duration of project in calendar months: 2 months
- Maximum proposed value in US\$: 30,000
- Lead Organization Unit: Urban Youth and Livelihood Unit

Brief Background of the Project

The United Nations Human Settlements Programme, UN-HABITAT, is the United Nations agency for human settlements. It is mandated by the UN General Assembly to promote socially and environmentally sustainable towns and cities with the goal of providing adequate shelter for all.

The Youth and Livelihoods Unit, under the Urban Economy Branch, represents one of the longest standing youth programmes within the UN system. The unit undertakes normative and programmatic work in the following areas: Governance, Public Space, Peace and Security, Housing, and livelihoods, with a strong focus on gender and conflict recovery. The Unit has strong partnerships with local, national governments, universities, research and policy agencies and children and youth-led civil society organizations.

The Youth and Livelihood Unit will implement a new innovative Project in Somalia called Project Rajo, (Rajo, which means hope in Somali). Project Rajo is the youth component of the Ministry of Public Works, Reconstruction and Housing (MPWRH) project to Strengthening Institutions for Public Works Project (SSIPWP). This project is funded by the African Development Bank (AfDB), with UN-Habitat and UNOPS as implementing partners.

The purpose of the project is to provide training to 400 youth (Mogadishu, Kismay, and Garwowe) on life skills, job readiness, soft and transferable skills required in the construction sector, business training, 70 of the 400 will receive entrepreneurship trainings and business start-up support.

The main expected accomplishments of this project are:

EA 1. Increased employment opportunities for 400 young women and men in the public and private sector.

EA 2. Increased business and entrepreneurship skills for 70 young women and men.

Scope of Work

Project Rajo provides trainings in four main areas:

Module 1: Soft Skills

Module 2: Construction Skills

Module 3: Business and Entrepreneurship

Module 4: ICT Innovations

Within Project Rajo, the 3rd training module focuses on Business and Entrepreneurship. This Call for Proposal aims to secure a business development organization to

1. Develop curriculum and provide training materials for business solutions with a focus in the construction industry in Somalia.

2. Deliver 8-day long educational training workshops to 400 youth in Mogadishu, Kismayo, and Garowe.
3. Act as a business mentor to the participants enrolled to support and improve their business proposals.
4. Conduct monitoring and evaluation for the training.

Main Activities and Outputs

Throughout the workshops, the activities and outputs are as follow:

Activity	Outputs (but not limited to)
Business Overview	Assess ideas, business structure, design thinking, SWOT analysis
Market Research	Market identification, customer segments, sales & distribution strategies, sustainable competitive advantage, positioning
Business Planning	Business model, business proposal writing, strategy
Fundraising and Business Financials	Revenue models, cost structures, forecasting revenue, expenses & cash flow, balance sheets, net cash positions
Advertising and Marketing	In-depth looks at social media platforms, ideas for creating content, intro to blogging, e-mail marketing etc.
Operations and Quality Assurance	Quality management system, quality assurance
Legal affairs and taxation	Local legislations, registration, corporate taxes

At the end of the business training module, participants will be divided into groups to develop concrete business plan. Teams will present their proposals in a Shark Tank style presentation on the last day of training. The outstanding groups will be selected to proceed to Module 4, where they will further develop their business plans in a Hackathon session (a hands-on group design exercise in which the participants come in with business ideas and develop innovative solutions together with technical experts). The successful candidate to deliver the business training workshops is required to be on the selection committee, with project staff.

Selection Criteria

Criteria	Submission Details/ Documents Required	Weighting
1. Technical Proposal (Mandatory)		50%
<p>1.1 The technical proposal is sound and responds adequately to the specifications and requirements?</p>	<p>Technical Proposal document Click here for template</p>	
2. Financial Proposal (Mandatory)		30%
<p>2.1 Is the budget for each component of the activity to be performed by the Implementing Partner</p> <ul style="list-style-type: none"> (i) cost-effective (i.e. the cost should be economical and prudently estimated to avoid any under/over estimation) (ii) justifiable/well supported and (iii) accurate and complete 	<p>Budget Proposal Click here for template</p> <ul style="list-style-type: none"> • BOQ (if applicable) • Other supporting documents 	
3. Technical capacity (Supportive)		10%
<p>3.1 Does the organization have the relevant experience and proven track record in implementing activities in the areas of the project?</p> <p>Has it managed in the past projects of similar technical complexities and financial size?</p> <p>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>3.2 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>3.3 Does the organization have a clear and strong link with an identifiable constituency relevant to the targeted population of the project?</p> <p>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>3.4 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>3.5 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>4. Financial and administrative capacity(Supportive)</p>		10%
<p>4.1 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>4.2 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?</p> <p>Does it have systems and practices to monitor and report whether the project deliverables and expenditures are within agreed time and budget?</p>	<ul style="list-style-type: none"> • Description and key features and controls of the accounting system used • Organization structure/ Organogram 	
<p>Cumulative score for ratios</p>		100%

Eligibility Criteria

Criteria	Submission Details/ Documents Required (* These documents will be required later once shorted-listed, not mandatory for the application stage)
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
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
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
Integrity and Governance	<ul style="list-style-type: none"> • The organization should complete and submit a signed Partner Declaration Form Click here • Organization’s Constitutions or By-Laws

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