

**CALL FOR PROPOSAL**

Ref. No. : [AOC/CFP/MON/2019/001](#)

**Subject: UN-Habitat ROAP Call for Proposal for Mongolia FRUGA – Organization of project workshops**

The United Nations Human Settlements Programme (UN-Habitat) Regional Office for Asia and the Pacific (ROAP) hereby solicits your proposal for the above subject, in accordance with this document and annexes attached.

This Call for Proposal (CFP) consists of this document and the following annexes:

1. CFP Instructions and Guidelines
2. Technical Proposal Template
3. Budget Proposal Template
4. Partner Declaration Form
5. Sample Agreement of Cooperation / Small-scale Agreement of Cooperation

A complete set of Technical and Budget Proposals, Signed Partner Declaration Form, including all the required documents listed in the CFP Instructions and Guidelines must be received by UN-Habitat ROAP no later than **3 February 2019** to the following address via mail or email:

UN-Habitat Regional Office for Asia and the Pacific  
ACROS Fukuoka, 8th Floor  
1-1-1 Tenjin Chuo-ku, Fukuoka 810-0001 Japan

Email: [habitat.fukuoka@un.org](mailto:habitat.fukuoka@un.org)

**Please indicate the CFP Ref. No. above in your email subject.**

Proposals must be submitted in English language and UN-Habitat reserves the right to reject any proposals which are not received by UN-Habitat ROAP by the above-stated deadline.

UN-Habitat will enter into an Agreement of Cooperation (AOC) with the selected Implementing Partner, a sample of which is attached for your reference.

For queries on this CFP, please contact Mr. Laxman Perera, Human Settlements Officer, at email [laxman.perera@un.org](mailto:laxman.perera@un.org).

Download all templates and forms from [here](#)

**CALL FOR PROPOSALS INSTRUCTIONS AND GUIDELINES**

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 Proposal for Flood Resilience in Ulaanbaatar Ger-Areas (FRUGA) - Climate Change Adaptation through community-driven small-scale protective and basic services intervention – Organization of project workshops in Ulaanbaatar, Mongolia**

**Size of grant: \$12,000**

**Purpose of CFP:**

The main objective of is to facilitate and organize one project inception workshop in Ulaanbaatar and three planning workshops at District/Khoroo levels during February-March 2019 for the FRUGA project being implemented by UN-Habitat.

**Submission Start Date: 21 Jan 2019, Monday**

**Submission Deadline Date and time: 3 February 2019, Sunday, 2359hrs, Japan time (GMT+9)**

**Project Key Information**

- UN-Habitat Project title : *Flood Resilience in Ulaanbaatar Ger-Areas (FRUGA) - Climate Change Adaptation through community-driven small-scale protective and basic services interventions*
- Locations
  - Town/City: Ulaanbaatar
  - Country: Mongolia
- Anticipated start date: February 2019
- Estimated duration of project in calendar months: 36
- Maximum proposed value in US\$: 4,495,235
- Lead Organization Unit: UN-Habitat

## **Brief Background of the Project**

### Organizational Setting

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 communities, towns and cities with the goal of providing adequate shelter for all. By working at all levels and with all relevant stakeholders and partners, UN-Habitat contributes to linking policy development and capacity-building activities with a view to promoting cohesive and mutually reinforcing social, economic and environmental policies and programmes in human settlements in conformity with international practices and covenants.

UN-Habitat has been collaborating with the Government of Mongolia, the Ministry of Construction and urban Development (MCUD) and the Municipality of Ulaanbaatar (MUB) on strategies and demonstration projects for slum upgrading, and human settlements development since 2005. The agency assisted the municipality in formulating a community-based ger-area upgrading strategy, developing action plans and demonstrated a community-led approach to ger-area upgrading in five ger-areas in Ulaanbaatar city with support from Japan. More recently UN-Habitat been involved as a key partner on community engagement through the People’s Process for the Urban Services and Ger Area Development and Investment Programme as well as the Affordable Housing and Urban Renewal Programme of the Government of Mongolia, implemented with support from the Asian Development Bank.

### Project Overview

In September 2018 UN-Habitat signed an agreement with the Adaptation Fund for Climate Change to implement the project on *Flood Resilience in Ulaanbaatar Ger-Areas (FRUGA) - Climate Change Adaptation through community-driven small-scale protective and basic services interventions* – in the seven most-vulnerable and high-risk ger-areas of Ulaanbaatar Mongolia.

The seven target Ger communities in Ulaanbaatar are characterized by a high exposure to multiple climate hazards ranging from wind and dust storms, air pollution, and particularly by floods - cited as the main climate issue that required addressing by the communities - during the rapid needs assessment. Climate sensitivity is underpinned by rapid urbanization and population growth, leading to people residing in high-risk areas, in unsanitary conditions engaging in unhygienic behaviour, which exacerbates public health risks. Underlying vulnerabilities are poverty, limited social ties, limited access to basic services, gender inequalities and environmental degradation. Moreover, the adaptive capacities at household, community and governance level are barriers for change as is the very limited knowledge and awareness of risks and their own vulnerability.

## Main Objective

The main objective of the project is to **enhance the climate change resilience of the seven most vulnerable Ger khoroo settlements focusing on flooding<sup>1</sup> in Ulaanbaatar City** by:

1. Improving the knowledge on flood hazard and risk exposure and vulnerability for these areas
2. Improving the resilience and adaptive capacity of the Ger settlements through a Community-Based approach (i.e. building social cohesion per Khoroo)
3. Increasing resilience ger area physical infrastructure and services, supported by enhanced capacities of responsible district level and khoroo authorities.
4. Strengthened institutional capacity to reduce risks and capture and replicate lessons and good practices

## Specific objectives

The main component of the project will be the provision of flood resilient physical infrastructure and services, building on the priorities as communicated by the Ulaanbaatar city authorities and Khoroo communities and evidence made available and supplemented with hazard and risk mapping and land use planning and delivered within the framework of enhanced capacities and awareness for resilience and risk reduction at Ger-district and community level.

## **Main activities and outputs**

### Implementing Partner's Responsibilities

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

- A. Organize the Project Inception Workshop for 100 participants at the national level inviting relevant national and local government officials and representations of non-governmental and CBOs, academia and research organizations and private sector as required including:
  - the preparation of the workshop (preparation of invitations to participants and speakers, dissemination of the invitations, arrangement of logistics like renting of conference and workshops facilities, translation facilities, lunch services etc.)
  - the execution of the workshop including overall coordination and facilitation, registration, distribution of workshop material, etc.
- B. Organize three Planning Workshops at District/Khoroo level for 100 participants each in three target districts including:
  - the preparation of the workshop (preparation of invitations to participants and speakers, dissemination of the invitations, arrangement of logistics: renting of conference and workshops facilities, translation facilities, lunch services etc.)
  - the execution of the workshop including overall coordination and facilitation, registration, distribution of workshop material etc.

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<sup>1</sup>As identified in the Flood Risk Assessment and Management Strategy of Ulaanbaatar City supported by the World Bank

Responsibilities of UN-Habitat

- a. Prepare Workshop agenda for each workshop
- b. Prepare list of potential participants and speakers
- c. Prepare and present with key presentations and speeches as mentioned in each workshop schedule
- d. Facilitation and assist in organization workshop and preparation of the report
- e. Provide technical guidance and support on thematic areas for the workshops

Deliverables

The Implementing Partner will be required to submit workshops proceeding reports and expenditure report in English within one week after each workshop.

Time framework

The workshops are envisaged to take place in Ulaanbaatar during February - March 2019.

**Risk Analysis**

Activities of the project fall into low risk category. Any natural disaster or extreme weather conditions may lead to change of dates/timelines.

**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 <b>for the last two years</b></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 <b>signed</b> Partner Declaration Form (template attached)</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
<b>1. Technical capacity</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 similar projects executed in the last 5 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>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>	
<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> &lt;template provided&gt;</p> <ul style="list-style-type: none"> <li>• BOQ (if applicable)</li> <li>• Other supporting documents</li> </ul>
<b>4. Technical Proposal</b>	
<p>4.1 The technical proposal is sound and responds adequately to the specifications and requirements?</p>	<p><b>Technical Proposal document</b> &lt;template provided&gt;</p>
<b>Cumulative score for ratios</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 Proposals consisting of Technical and Budget Proposal and accompanying documents must be received in accordance with instructions provided. The submitted to a different email address will not be considered.
3. The Proposals from applicants failing to provide the complete information to fulfill the basic eligibility criteria will be considered non-responsive.
4. The Proposals 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. The Proposals 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