

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

NGO/CSO to Support Elaboration of National Urbanism, Housing and Habitat Strategy and associated implementation guides in Paraguay

Size of grant: USD 20,000

Purpose of CFP: This Call for Proposal aims at identifying one Implementing Partner (IP), in the form of a Non-Government Organization (NGO) or Civil Society Organization (CSO), to contribute for the implementation of the project “*National Urban Policy Programme, Phase Two: Scaling Up People-centred Smart Cities through National Urban Policy*” in Paraguay. The entity will be responsible for carrying out consultations with relevant stakeholders at the local, metropolitan and national levels, so as to support the elaboration of the National Urbanism, Housing and Habitat Strategy and associated implementation guides.

Submission Start Date: 14 December 2023

Submission Deadline Date and time: 7 January 2024, at 11:59 pm, Rio de Janeiro local time (GMT -3:00)

Project Key Information

- UN-Habitat Project title: National Urban Policy Programme, Phase Two: Scaling Up People-centred Smart Cities through National Urban Policy
- Locations
 - Town/City: Asunción, Ciudad del Este, Encarnación
 - Country: Paraguay
- Anticipated start date: February 2024
- Estimated duration of activity in calendar months: 9 (nine) months
- Maximum proposed value in USD: 20,000 (twenty thousand American dollars)
- Lead Organization Unit: UN-Habitat ROLAC (Regional Office for Latin America and the Caribbean, Rio de Janeiro Office)

Brief Background of the Project

The main mandate of the United Nations Human Settlements Programme (UN-Habitat) is to promote sustainable development of human settlements and policies conducive to adequate housing for all. Within this framework, UN-Habitat supports central and state governments, as well as local authorities

and other partners for the implementation of the 2030 Agenda for Sustainable Development and the New Urban Agenda (NUA).

UN-Habitat helps the urban poor by transforming cities into safer, more inclusive, compact, integrated, resilient and connected places with better opportunities where everyone can live with dignity. It works with organizations at every level, including all spheres of government, civil society and the private sector to help build, manage, plan and finance sustainable urban development.

The programme “*National Urban Policy Programme, Phase Two: Scaling Up People-centred Smart Cities through National Urban Policy*” (NUPP 2) aims at ensuring the mainstreaming of sustainable and inclusive digital transition in high-level policy fora on urban policy-sensitive and people-centred smart cities, mainly based on collaboration with MOLIT (Ministry of Land, Infrastructure and Transport) of the Republic of Korea.

The programme is in its Phase 2, and includes as participating countries: Republic of Azerbaijan, Kingdom of Cambodia, Arab Republic of Egypt, Republic of Mozambique and Republic of Paraguay. Countries will receive direct support for their policy process, capacity building, knowledge sharing activities and policy implementation projects, to the extent possible.

In Paraguay, a National Urbanism, Housing and Habitat Policy (PNUVH) was initiated in 2018 and in the process of being promulgated, showing the Government of Paraguay's commitment to the progressive fulfilment of the right to adequate housing in combination with a sustainable habitat (urban) environment. The PNVH incorporates rights and guarantees related to quality of life, the right to adequate housing and a healthy environment as established in the Constitution, as well as other cross-cutting articles related to housing and habitat.

The NUPP 2 will build upon the work by the government of Paraguay and, more specifically, MUVH, to further advance the elaboration and implementation of urban and housing instruments in the country. More concretely, it will support the elaboration of a National Urbanism, Housing and Habitat Plan (PLANUVIH 2030) with people centered smart city approach (in Spanish); a implementation guide for the PLANUVIH at subnational levels; and a implementation strategy for the PLANUVIH at the metropolitan level, specially, on how to mainstream metropolitan management at the PLANUVIH, including the identification of strategic actions. For that purpose, UN-Habitat is looking for an IP who can support with the necessary consultative processes at the local level that will inform the elaboration of these instruments.

Main activities and outputs

The Implementing Partner (IP) will be undertaking the following main activities:

- Activity 1 - Elaboration of the detailed work plan, including methodology

The IP will be provided with relevant documentation on the programme and existing instruments, such as the PNUVH, and will deliver a detailed workplan, including, but not limited to:

- a) Approach for the consultations, including details on the proposed engagement of different stakeholders from public sector, private entities and civil society, in particular vulnerable groups.
- b) Detailed workplan with activities, associated timeframes, and responsible persons/entities.
- c) Basic Environmental and Social Safeguards (ESS) Assessment, depending on the proposed activity, according to and with support from UN-Habitat's guidelines, including in special the definition of mitigatory measures concerning the potential social, economic and environmental risks resulting from the assessment.

- Activity 2 – Preparatory activities

The IP team will be responsible for organizing all logistics associated with the consultations, in articulation with the relevant authorities at the national and local levels, to perform the assigned work. The IP will be in charge of covering all costs associated with the events, including facilities, catering and stationery, amongst others, unless stated or provided otherwise by MUVH, UN-Habitat or any other project partner.

In addition, with support from MUVH and UN-Habitat, the IP will be responsible for disseminating the engagement activities through adequate channels, so as to ensure wide publicity on the sessions and to allow as many people as possible to participate. Arrangements should be made to ensure that, in particular, vulnerable groups are able to actively engage in the participatory process.

- Activity 3 – Engagement activities

The IP team will implement the engagement activities according to the validated workplan. At least three sessions (or set of sessions) are expected, in three cities across the country – Asunción, Ciudad del Este, and a secondary city to be defined.

The main purpose of the engagement activities is to gather information from different stakeholders on the main elements that should be reflected in the PLANAVIUH and associated implementation guides.

Each session should include, as a minimum:

1. Introduction of the programme context and objective of the engagement activity
2. Presentation of overall structure and approach of the PLANAVIUH and associated implementation guides
3. Discussion on the main challenges associated with the implementation of urban and housing projects in the local context
4. Discussion on the main recommendations for the elaboration and implementation of the PLANAVIUH and associated implementation guides. It is important to note that these recommendations should be mostly programmatic in nature; that is, concrete actions, including, if possible, targets that can be achieved within the timeframe of the PLANAVIUH (up to 2030).

- Activity 4 - Reporting

The IP will prepare a report for each of the engagement activities, including, as a minimum:

- a) Description of the activity, including visuals (e.g., photos)
- b) Main challenges and recommendations discussed during the session
- c) List of attendees, with disaggregation by sector/institution, gender and age

Table 1 - Deadlines and delivery schedule of products.

Product	Deadline
Product 1: Detailed Work plan	Up to 30 days after the signature of the contract
Product 2: Preparatory Activities	Up to 90 days after the signature of the contract
Product 3: Engagement Activities	Up to 180 days after the signature of the contract
Product 4: Reporting	Up to 270 days after the signature of the contract

Disbursements

About the disbursements, it is clarified that:

- Disbursements will only take place after approval by UN-Habitat of the mentioned products;
- Payments will comply with the maximum disbursement limits as set in the Schedule below (Table 2);
- If additional measures are required by the selected organization, the flow of payment may be interrupted;
- No payment will exonerate the selected organization from contractual responsibilities or imply acceptance of the services.

Table 2 - Schedule of disbursements:

	Disbursement
Upon signature of the agreement	30%
After delivery of the financial report and approval of products 1 and 2	60%
After delivery of the financial report and approval of products 3 and 4	10%

Supplies

All supplies necessary for the proper execution of this project will be provided by the contracted organization.

Properties and responsibilities

All information produced within the scope of the contract is property of UN-Habitat and must be treated in a confidential manner, with strict data security management methods. The selected organization is not authorized to disclose, transfer, assign, sell, publish or make available such materials in any form, in part or in full, to any other institution or individual, unless expressly written permission is provided by UN-Habitat via mutually agreed official communication channels.

The selected organization will assume all travel and accommodation expenses of the persons working under its aegis to produce the above-mentioned products.

The responsible person indicated by the selected organization may be called at any time to solve the problems resulting from the project, correction of construction details, clarifications of omissions of failure to specifications etc., until the conclusion and definitive delivery of products under this call.

The organization is exclusively liable for any damage or loss caused to UN-Habitat, the Government of Paraguay or to third parties by the execution of services and by noncompliance and/or disobedience to the recommendations of good technique.

Risk Analysis

Risk Type (Partners, Political Stability, Economic/ Social/ Cultural, Environmental Conditions, ESSS, Others)	Risk Description (include what can trigger risk)	Likelihood of risk (High, Medium, Low)	Consequences if risk occurs (Critical, High, Medium, Low)	Risk Mitigation Strategy
Partners	Inadequate cooperation of different levels of government.	Medium	Medium	Coordination with all levels of government will take place in all the activities of this project; physical implementation, trainings and capacity development workshops.
Partners	Partners not promoting tools and frameworks for people-centred smart city projects.	Medium	Medium	Partners will be selected based on a competitive and rigorous process.
Economic	Corruption in partner organizations.	Low	High	Partners will be screened prior to project start. The project has been initiated with trusted partners within the government who have worked with UN-Habitat before in NUP process in one country and the government in the other two countries.

Political	A lack of political would make the implementation of the project challenging as it relies on the support of both national and municipal governments.	Low	Medium	The project has been the demand of the government for implementation of NUP.
	Change in the political environment/situation could hamper the completion of projects within the timelines.	Medium	Medium	The project will collaborate with UN country teams to develop innovative solutions to ensure the project continues within the timeline.
Security	Serious security risks would prevent the engagement of international staff in the area and hinder the implementation of the project during the trainings and workshops.	Low	Low	Security risks are low, however UNDSS provisions for inland travel will be respected.

Eligibility Criteria

Criteria	Submission Details/ Documents Required
Legal Status	<ul style="list-style-type: none"> • Certificate of registration/incorporation i.e., <ul style="list-style-type: none"> ○ 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 (Link for download or <i>Annex 1 - 1. Partner declaration form</i> https://habnet.unhabitat.org/sites/default/files/documents/3_Partner%20declaration%20form.doc) • Provide the profiles of the Chairperson of the Board of Directors, Head of the Organization and Chief of Finance, besides the identification document.

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? Has it collaborated previously with UN-Habitat? 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 3 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. Number of technical staff that you have in the country for implementing the project. Indicate if your organisation assure that such technical staff required by the project will continue to be available as needed in the Project. The required experience will be proven through a CV signed by each member of the key team, containing references (name, email or telephone) that can be contacted by the contractor to verify the veracity of the information on the services performed. Certificates of technical capacity or contracts will be accepted as proof of experience. 	

<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 manual used by the organisation. 	
<p>2. Financial and administrative capacity</p>		15%
<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. • Audited Reports and Balance Statements. 	
<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 (if applicable). 	

<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) that your organisation can provide in the framework of the implementation of the consultancy¹ 	
<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 (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>	<p>Budget Proposal <Annex 2_Budget Proposal></p> <ul style="list-style-type: none"> Budget Proposal² Other supporting documents 	
<p>4. Technical Proposal</p>		<p>30%</p>

¹ A common practice at the UN-Habitat regarding Cooperation Agreements is to have implementing partners who provide financial or in-kind contributions. These are encouraged whenever possible and according to the needs of the project. They have to be specified in the proposal's budget and reported in the financial reports of the project. General expenses and indirect costs (such as office expenses, basic equipment and time of the organisation staff) must be considered as minimum counterparts by the implementing partners and should not be funded by the amount transferred by UN-Habitat.

² The budget lines considered by UN-Habitat are indicated in the budget template provided. These can present a variation of up to 10% during the project execution. Financial reports must be provided every four months. This service and its costs have to be included in both the technical and budget proposals. Lastly, any amount that is not executed must be returned to the UN-Habitat within 30 (thirty) days after the end of the project's activities.

<p>4.1 The technical proposal is sound and responds adequately to the specifications and requirements?</p>	<p>Technical Proposal document <Annex 3_Technical Proposal> UN-Habitat will evaluate if the proposed methodology is clear, if the work plan is realistic and can be implemented; if the overall composition of the team is balanced and has an appropriate combination of skills; and if the work plan has the right number of experts.</p>	<p>Accordance to the Terms of Reference (10 Points); Level of detail and technical-methodological proposal (10 points); Coherence and consistency of activities, teams and schedule of the preliminary work plan with the technical-methodological proposal (10 points)</p>
<p>Cumulative score for ratios</p>		<p>100%</p>

Electronic Submission

- For more information, please contact onuhabitat-brasil@un.org
- The proposal must be delivered in electronic format no later than 7 January 2024 to the e-mail address: onuhabitat-brasil@un.org
- Format: PDF files only. Zip, RAR and JPEG files must not be used. Proposers should check the attachment format prior to submissions. UN-Habitat will not be responsible if attachments are in other formats that cannot be opened without additional software.
- Maximum file size per transmission is 5MB per transmission. There is no restriction on the number of files sent but each transmission must be labelled, for example, 1 of 2.

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 (American dollars).
9. The technical proposal may be submitted in Spanish or English. That is, regardless of whether the forms are in English, the information may be entered in Spanish.