

## CALL FOR PROPOSALS

The purpose of this Call for Proposals is to seek existing or prospective Implementing Partners - current and/or potential - that wish to participate in UN-Habitat operations and contribute complementary resources (human resources, knowledge, funds, in-kind contributions, supplies and/or equipment) to achieving common objectives as outlined below. The selection process will lead to an Agreement of Cooperation with UN-Habitat.

### Recruitment of consultancy service from Legal Entity

(non-profit organisation such as national, state and local governments, public institutions, international organisations, non-governmental organisations, public universities, foundations, research institutions, etc.)

**Provide technical support and advice for the design and implementation of a Planning and Project Laboratory for Sustainable Urban Development in Alagoas.**

**Maximum amount of the grant:** 42,000 USD (forty-two thousand American dollars)

**Purpose of the Call for Proposals (CFP):** Recruitment of consultancy services from a legal entity (non-profit organisation) to provide technical support and advice for the design and implementation of a Planning and Project Laboratory for Sustainable Urban Development. This initiative shall be implemented in collaboration with local stakeholders – particularly the Government of the State of Alagoas – through collaborative and immersive activities on selected programmes, aiming to develop new approaches and solutions to public urban interventions.

**Submission Start Date:** 26 April 2021

**Submission Deadline:** 23 May 2021, at 11:59 pm, Rio de Janeiro local time (GMT -3:00)

### Key Information about the Project

- **UN-Habitat Project title:** Sustainable and inclusive urban prosperity in the State of Alagoas - An integrated initiative
- **Location**
  - Town/City: Maceió, State of Alagoas
  - Country: Brazil
- **Expected start date:** June 2021
- **Estimated duration of the project:** 10 (ten) months
- **Maximum proposed amount:** 42,000 USD (forty-two thousand American dollars)
- **Lead UN-Habitat Unit in charge of the project:** 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 Regional Office for Latin American and the Caribbean – ROLAC – is based in Rio de Janeiro, Brazil. The Agency puts emphasis in developing and managing activities in the host country. Indeed, for the past years, UN-Habitat has expanded its portfolio in Brazil by working with the three tiers of government in order to support the formulation and implementation of more effective, sustainable, participative and socially fairer urban economic, social and environmental policies.

Through a partnership with the Government of the State of Alagoas to improve institutional and technical capacities of State and municipal stakeholders on sustainable territorial and urban development, UN-Habitat is now setting up the second phase of the project “Sustainable and inclusive urban prosperity in the State of Alagoas”. This second phase shall enhance the State of Alagoas’ engagement towards sustainable and inclusive urban prosperity through a better understanding of the urban setting and the establishment or improvement of its public policies, plans, and actions.

This second phase encompasses several products, including the implementation of a **Planning and Project Laboratory on Sustainable Urban Development** that should provide inputs and innovative approaches to selected public projects, especially those of increasing importance for the Government of Alagoas’ agenda, thanks to their scale, potential for creating socio-economic impact and urban transformation, and amount of resources mobilised. Through the incorporation of innovative solutions and approaches developed in the Laboratory, these projects have the potential to be further improved and consolidated as permanent state policies.

Additionally, is expected that the Laboratory should explore synergies with the implementation of another product of this project, the **Observatory of Public Policies in Alagoas**, which will be formulated and implemented at the same time and is object of another Call for Proposals<sup>1</sup>.

## **3. Main activities and outputs of this Call for Proposals**

Objective: Support the Government of the State of Alagoas in the design and implementation of a Planning and Project Laboratory for Sustainable Urban Development through immersion activities focused on ongoing selected public programmes and deliver recommendations to extend this practice to other programmes and projects with the goal of making the Laboratory a permanent public forum/platform.

---

<sup>1</sup> Please refer to: <http://onuhabitat.org.mx/index.php/convocatoria-para-un-observatorio-de-politicas-publicas-en-alagoas-brasil>.

The execution of the immersion activities aims to engage municipal and state public servants, academic and the civil society with concrete experiences of two widely known priority programmes of the Government of the State of Alagoas (*Vida Nova nas Grotas* and *Minha Cidade Linda*). These activities will provide them with an opportunity to better understand the complexity of actions and invested resources, as well as the impacts of these interventions on the urban environment of the municipalities and on the benefited population, so that their relevance can be tested and demonstrated. When exploring this approach, it is also expected that new solutions for the improvement of these programs will be discussed and proposed in a collaborative and cross-cutting way, with a view to achieving innovative developments that can increase the potential of actions, optimise investment and leverage the improvement of living conditions in Alagoas.

The selected organisation shall plan these activities, propose appropriate content and methods, and coordinate the realization of them with the support of the UN-Habitat team from the local project office in Maceió. At the end of each set of activity, a report with specific recommendations for each programme should be delivered, containing also the consolidation of the discussions and proposals, so that the Government of the State of Alagoas can use them as a reference for the improvement and development of new programmes and projects.

It is also expected that the selected organisation should be familiar with the Urban Labs initiatives developed by UN-Habitat's Headquarters<sup>2</sup>, so that the proposed approaches are based on established methodologies that can support a dialogue with other international experiences and thus bring together teams and governments for possible technical exchanges.

Based on the experience of these activities, a Final Report of Recommendations to the Government of the State of Alagoas should be prepared, containing: an analysis of the results of the immersion activities, a proposal of possible ways to incorporate these practices within the Government's institutional structure, guidelines on how to apply these methodologies in other public programmes, and suggestions for possible models, appropriate methodologies and feasible management framework to implement the Laboratory as a permanent forum in Alagoas.

#### **4. Results and Expected Products**

During the project, the selected organisation must deliver the following products:

1. *Work Plan for defining and setting-up the Laboratory*, according to the submitted Technical Proposal, including:
  - a. Brief review and suggestion of appropriate concepts, alternatives, formats for the set-up of a Laboratory in Alagoas, establishing the linkages between the 2 (two) activities and other activities that can be implemented in the long term by the Laboratory as a permanent forum;
  - b. Detailed methodological proposal for the execution of 2 (two) activities, considering that they can be carried out remotely during the pandemic of COVID-19;

---

<sup>2</sup> For further information, access the link: <https://unhabitat.org/programme/urban-lab> and the reference publication about UN Habitat Urban Labs: <https://unhabitat.org/urban-planning-and-design-labs-tools-for-integrated-and-participatory-urban-planning>.

- c. Schedule, order, format and quantity of activities by programme, including preparatory fact-finding workshops, meetings and/or interviews aiming to raise information on the *Vida Nova nas Grotas*<sup>3</sup> and *Minha Cidade Linda*<sup>4</sup> programmes.
  - d. Initial assessment report highlighting initial challenges and opportunities of the two programmes: *Vida Nova nas Grotas* or *Minha Cidade Linda*
2. *Report on the First Immersion Activity*, containing:
- a. Summarised findings, conclusions and general recommendations resulting from a collaborative and immersive activities with the technical teams of the Government of the State of Alagoas and other invited stakeholders dedicated to discussing innovative ideas, solutions and approaches to the selected programme (*Vida Nova nas Grotas* or *Minha Cidade Linda*);
  - b. Specific/thematic recommendations on how the programme can further incorporate actions that explore and promote cross-cutting issues of public policies, such as human rights, climate change, reduction of inequality, gender, race and youth, culture, project bankability and additional resource mobilization, technology and innovation, and other related issues covered by the 2030 Agenda and the New Urban Agenda;
  - c. Proposals for the concrete incorporation of these general and specific/thematic recommendations into the project's scope, including analyses of their impact and required adjustments of the project's execution.
3. *Report on the Second Immersion Activity*, containing:
- a. Summarised findings, conclusions and general recommendations resulting from a collaborative and immersive activities with the technical teams of the Government of the State of Alagoas and other invited stakeholders dedicated to discussing innovative ideas, solutions and approaches to the selected programme (*Vida Nova nas Grotas* or *Minha Cidade Linda*);
  - b. Specific/thematic recommendations on how the programme can further incorporate actions that explore and promote cross-cutting issues of public policies, such as human rights, climate change, reduction of inequality, gender, race and youth, culture, project bankability and additional resource mobilization, technology and innovation, and other related issues covered by the 2030 Agenda and the New Urban Agenda;
  - c. Proposals for the concrete incorporation of these general and specific/thematic recommendations into the project's scope, including analyses of their impact and required adjustments of the project's execution.
4. *Proposals and Recommendations Report*, containing:
- a. Strategies to consolidate the successful practices and routines explored during the execution of the two set of activities;
  - b. Guidelines for replicating the methodology in other programmes and projects;
  - c. Suggestions of possible models, appropriate methodologies and a feasible management framework for the implementation of a *Planning and Projects Laboratory on Sustainable Urban*

---

<sup>3</sup>For brief information, access the link:

<https://governarte.info/dev4/site/wp-content/uploads/2020/08/FichaNuevaGrotas.pdf>

<sup>4</sup>For brief information, access the link:

<http://www.setrand.al.gov.br/noticia/item/2101-governador-lanca-programa-de-qualificacao-de-espacos-publicos-das-cidades-alagoanas>

*Development in Alagoas* as a permanent public forum/platform appropriate to local conditions, scale and capacities.

**Table 1 - Deadlines and delivery schedule of products.**

<b>Product</b>	<b>Deadline</b>
Product 1: Work plan	Up to 30 days after the signature of the contract
Product 2: First Immersion Activity	Up to 80 days after the signature of the contract
Product 3: Second Immersion Activity	Up to 120 days after the signature of the contract
Product 4: Proposals and Recommendation Report	Up to 150 days after the signature of the contract

### **General requirements and activities**

The chosen format, file extensions, length and solutions/tools for presenting all products, data and other outputs shall be agreed between the selected organization and the UN-Habitat technical team at the time of elaboration of the Work Plan (product 1) or at a later agreed time.

All products must meet the UN-Habitat quality criteria, including formatting, grammatical, spelling and vocabulary adequacy, cohesion and coherence, and terminological standardization.

Products and deliveries shall be submitted to UN-Habitat representatives in draft form for approval. A final version containing all requested adjustments must only be submitted after this analysis.

The selected organization will be required to engage in the following activities in order to elaborate the products listed above appropriately and in compliance with UN-Habitat quality standards:

#### **Participate in meetings and prepare reports:**

- Participate in meetings, workshops and trainings whenever requested by UN-Habitat or one of the partners;
- Upon request, prepare periodic reports, to be delivered to UN-Habitat, for follow-up of the work, describing the activities carried out and the stage of development of the products;
- Prepare all the material to guide meetings, workshops and other activities, including supporting materials such as PPT presentations and printed materials;
- Keep constant dialogue and consult with the technical staff of the UN-Habitat and Government of the State of Alagoas during the implementation of activities and particularly in the revision of preliminary versions of deliverables listed in this Call for Proposals and in the Work Plan;
- Organize feedback activities with interested stakeholders, particularly the Government of the State of Alagoas, to collect inputs and suggestions in order to validate reports and other products before delivery for approval;
- Systematize and consolidate the results of all activities in reports following the format agreed with UN-Habitat;

- Prepare all reports according to the Portuguese standard norms, following the norms of the Brazilian Association of Technical Norms (ABNT);
- Maintain an orderly and accessible information file system on the information and data produced.

**Meet quality of work and deadlines:**

- Provide the professionals of the technical team required for the execution of the activities and be responsible for the support and monitoring during the performance of the activities;
- Revise available methodologies, references and good practices both in Brazil and abroad concerning Urban Labs, as well as other initiatives dedicated to innovation in public policies related do Sustainable Urban Development;
- Ensure that the technical activities are aligned with the quality expectations of UN-Habitat and the project counterparts;
- Procure and/or consult with external specialists to gather technical advice and substantial knowledge required for the adequate completion and delivery of all products;
- Explore synergies between the implementation activities of the *Planning and Project Laboratory on Sustainable Urban Laboratory in Alagoas* and the activities carried out by other UN-Habitat staff related to other outputs, in particular those concerning the implementation of the Observatory of Public Policies in Alagoas;
- Coordinate all methodological and practical/logistical preparation of any activities proposed, including workshops, consultations and meetings;
- Be responsible and attend to changes requested if the products do not meet the minimum quality expected by UN-Habitat and follow all agreed deadlines.

**5. 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);
- The payments will be made only in an exclusive bank account for receival of the resources of this project, according to the Eligibility Criteria;
- 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:**

	<b>Disbursement</b>
Upon signature of the agreement	30%
After delivery of the financial report and approval of products 1 and 2	45%
After delivery of the financial report and approval of products 3 and 4	25%

## 6. Supplies

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

## 7. 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 or 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 the State of Alagoas or to third parties by the execution of services and by noncompliance and/or disobedience to the recommendations of good technique.

## 8. Minimum requirements of the organization and team

### Minimum experience of the organization and partners:

- Have a minimum 5-year experience in the following fields: urban and regional planning, architecture, geography, public management, social sciences and related areas;
- Have experience in the promotion of innovative methodologies and tools in the formulation and development of public policies and cross-cutting programmes (e.g. urban planning and design laboratories);
- Have experience in the coordination and/or implementation of projects and plans in partnership with state/municipal governments in Brazil;
- Have experience in projects of promotion of the international sustainable development agendas for state/municipal governments in Brazil, chiefly the localization of the Millennium Development Goals (MDGs), the SDGs and/or the NUA is an asset;
- Experience with local governance and human and community development is an asset;
- International experience is an asset.

### Coordination:

- One (1) Senior Project Coordinator with university degree and proven experience of at least 15 years in urban and regional planning, architecture, public administration and policy implementation, and project management in local governments.
- One (1) Programme Analyst with university degree and proven experience of at least 5 years in urban and regional planning, architecture, public administration and policy implementation, and project management in local governments.

Specialists Team for Immersive Activities:

The Technical Proposal should include the provision of at least three (3) in-house or outsourced professionals with the following proven experience:

- Governance and institutional arrangements (Laboratory structure inside the Government)
- Housing policies (land regularization);
- Social economic development (gender and young "nem-nem"<sup>5</sup>)
- Climate change adaptation and mitigation and urban resilience
- Urban planning (public spaces);
- Urban infrastructure (green technologies, ecosystem-based solutions);
- Collaborative process and innovation, design thinking.
- Graphic design and communications.

**9. Risk Analysis**

The implementation of the project depends on the political will of the Government of the State of Alagoas and local partners. UN-Habitat has already over three and half-year project implementation experience and local presence in Alagoas and will cooperate as much as possible with the selected organization and facilitate its dialogue with third partners who are familiar with local conditions and possess local networks. The risks associated with this consultancy and the forms of mitigation are systematized in the table below:

Risk	Probability	Mitigation Strategy
Insufficient engagement with state public servants	Low	<ul style="list-style-type: none"> <li>✓ Increase the number of meetings and participative approaches to increase engagement of public servants in mapping data and information sources;</li> <li>✓ Use effective and multiple communication strategies to encourage participation;</li> <li>✓ Make expectations clear with regards to the result of the work and provide feedback whenever possible;</li> <li>✓ Strengthen dialogue with the Governor's Office and the State Secretary of Finance (SEFAZ/AL in Portuguese) to ensure internal political sponsorship of the project.</li> </ul>
Political pressure on the choice of data and information sources and on analysis results	Low	<ul style="list-style-type: none"> <li>✓ Use data from official and safe sources to elaborate diagnoses and strategies;</li> <li>✓ Ensure an adequate number of participative and collaborative activities (e.g. open workshops) with a variety of stakeholders to foster public oversight on processes and results.</li> </ul>

<sup>5</sup> Young people from 15 to 24 years who do not study and do not work.

Insufficient engagement with civil society and other external stakeholders (e.g. municipalities)	Medium	<ul style="list-style-type: none"> <li>✓ Increase the number of meetings and participative approaches to increase engagement of public servants in mapping data and information sources;</li> <li>✓ Use effective and multiple communication strategies to encourage participation;</li> <li>✓ Make expectations clear with regards to the result of the work and provide feedback whenever possible</li> </ul>
Insufficient availability of official state data and information	High	<ul style="list-style-type: none"> <li>✓ Increase the number of meetings and participative approaches to increase engagement among public servants in the efforts to map data and information sources;</li> <li>✓ Use effective and multiple communication strategies to encourage participation;</li> <li>✓ Explore alternative data collection methodologies and formats, including qualitative information and innovative data sources.</li> </ul>

## 10. Eligibility Criteria

Criteria	Details for submission of proposal/documentation required
Legal Status	<ul style="list-style-type: none"> <li>● Certificate of registration/incorporation (By-laws);</li> <li>● CNPJ – National Registry of Legal Entities;</li> <li>● Proof of registration in Country of Origin,</li> <li>● Proof of registration of Country of operation (if different from the country of origin),</li> <li>● Proof of country operational presence (if different from the country of origin).</li> </ul>
Organisation profile and details	<ul style="list-style-type: none"> <li>● Clear organisation profile and structure of the organisation indicating:               <ul style="list-style-type: none"> <li>○ Organisation’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. (For public institutions, present reports from respective Courts of Auditors.</li> </ul>
Exclusive bank account	<ul style="list-style-type: none"> <li>● The organisation must have an exclusive bank account to receive the resources of this project.</li> </ul>

Integrity and Governance	<ul style="list-style-type: none"> <li>● The organisation should complete and submit a signed Partner Declaration Form, as provided in <b>Annex 1</b>.</li> <li>● Provide mini CVs of the teams involved in the project, including the contract manager and the members of the management of the institution.</li> <li>● Provide the profiles of the Chairperson of the Board of Directors, Head of the Organisation and Chief of Finance, besides the identification document.</li> </ul>
--------------------------	--

## 11. Selection Criteria

Criteria	Details for proposal presentation/ Required documentation	Weighting
<b>1. Technical capacity</b>		<b>25 points</b>
<p><b>1.1</b> Does the organisation 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 Implementing Partner?</p>	<ul style="list-style-type: none"> <li>● Documentation that evidences a minimum of 5 year-experience in the in the field urban and regional planning, architecture, geography, public management, social sciences and related areas;</li> <li>● Documentation that evidences a minimum of 5 year-experience in the promotion of innovative methodologies and tools in the formulation and development of public policies and cross-cutting programmes (e.g. urban planning and design laboratories);</li> <li>● Documentation that proves experience in the coordination and implementation of projects and plans in partnership with state/municipal governments in Brazil;</li> <li>● Documentation that proves experience in projects that have promoted the international sustainable development agendas for state/municipal governments in Brazil, chiefly the localization of the Millennium Development Goals (MDGs), the Sustainable Development Goals (SDGs) and/or the New Urban Agenda;</li> <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 to the execution of the current proposal;</li> <li>● References from at least three past donors.</li> </ul>	

	<ul style="list-style-type: none"> <li>Documentation that proves experience in local governance and human and community development.</li> </ul>	
<p><b>1.2</b> Does the organisation 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 (operational) staff that will be involved in the project;</li> <li>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.</li> </ul> <p>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>	
<p><b>1.3</b> Does the organisation 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 a 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>Documentation demonstrating proof of local operational presence, including link and ability to reach the target population.</li> </ul>	
<p><b>1.4</b> Does the organisation 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 organisation have formal procedures to monitor project execution (e.g. milestones, outputs, expenditures...)</p>	<ul style="list-style-type: none"> <li>● Provide the monitoring policy and procedures manual used by the organisation.</li> </ul>	
<p><b>2. Financial and administrative capacity</b></p>		<p><b>15 points</b></p>
<p><b>2.1</b> Has the organisation 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> <li>● Audited Reports and Balance Statements.</li> </ul>	
<p><b>2.2</b> Does the organisation 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"> <li>● CVs of key finance and accounting staff;</li> <li>● Description and key features and controls of the accounting system used;</li> <li>● Organisation structure/ Organogram.</li> </ul>	
<p><b>2.3</b> Does the organisation 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 (if applicable).</li> </ul>	

<p><b>2.4</b> Does the organisation 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 organisation 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) that your organisation can provide in the framework of the implementation of the consultancy.<sup>6</sup></li> </ul>	
<p><b>3. Financial Proposal</b></p>		<p><b>30 points</b></p>
<p><b>3.1</b> 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><b>Budget Proposal</b> <i>&lt;in the template provided in Annex 2&gt;</i></p> <ul style="list-style-type: none"> <li>Budget Proposal<sup>7</sup>;</li> <li>Other supporting documents (indicated in other parts of this call).</li> </ul>	
<p><b>4. Technical Proposal</b></p>		<p><b>30 points</b></p>
<p><b>4.1</b> The technical proposal is sound and responds adequately to the specifications and requirements?</p>	<p><b>Technical Proposal document</b> <i>&lt;in the template provided in Annex 3&gt;</i> 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-methodologica</p>

<sup>6</sup>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.

<sup>7</sup>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.

		1 proposal (10 points); Coherence and consistency of activities, teams and schedule of the preliminary work plan with the technical-methodological proposal (10 points)
--	--	--

**12. Final comments:**

1. Interested Organisations must provide information indicating that they are qualified to perform the services (brochures, description of similar assignments, experience in similar conditions, availability of appropriate skills among staff, etc);
2. Proposals and accompanying documents must be received in accordance with instructions provided. Proposals submitted to a different email address will not be considered;
3. Proposals from organisations that fail to provide the complete information to fulfil the basic eligibility criteria will not be considered;
4. Proposals received after the above deadline will not be considered;
5. Organisations will be selected in accordance with the procedure set out in the UN-Habitat IP Management Policy and Standard Operating Procedures;
6. Proposals from applicants that fail to provide the requested information will be disregarded;
7. This CFP does not entail financial or any other commitment on the part of UN-Habitat. UN-Habitat reserves the right to accept or reject any or all proposals without incurring any obligations to provide justifications to the applicant(s);
8. All prices must be in USD (American dollars);
9. The technical proposal may be submitted in Portuguese or English. If submitted in Portuguese, a summary sheet (1 page) in English is mandatory.

**All documents should be sent, within the indicated deadline, to the following email address:**

**[alagoas@onuhabitat.org](mailto:alagoas@onuhabitat.org)**

**addressed to the “UN-Habitat Brazil Team” with the following subject title:**

**LABORATORY IN ALAGOAS - TECHNICAL PROPOSAL :: ORGANISATION’S NAME/ACRONYM**

**If the organization has any questions about the content of this Call for Proposals, please send an email to [alagoas@onuhabitat.org](mailto:alagoas@onuhabitat.org) by 23 May 2021. Questions sent after this deadline will not be answered.**