

CALL FOR PROPOSAL (CFP)

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 Support Interventions on a Public Space in the City of Guarambaré, Paraguay

1. GENERAL INFORMATION:

Size of grant: USD 45,000 (United States dollars forty-five thousand)

Purpose of CFP: This Call for Proposals (CP) aims to identify an Implementing Partner (IP), in the form of a Non-Governmental Organisation (NGO) or Civil Society Organisation (CSO), to contribute to the implementation of the project "National Urban Policy Programme, Second Phase: Empowering People-Centred Smart Cities through National Urban Policies" in Paraguay. The entity will be responsible for carrying out community participation and physical interventions in the public space "Plaza Monumento a los Héroes" in the city of Guarambaré, Paraguay.

It is important to clarify that, of the USD 45,000 available for this activity, a minimum of USD 35,000 will be allocated to actual physical interventions in the selected space. The proposed design for the space will be provided by the Ministry of Urbanism, Housing and Habitat (MUVH), which the PI will validate with the target community. The design elements to be covered by the PI will be confirmed during Activity 1, as described below.

Submission Start Date: 30 May 2025

Submission Deadline Date and time: 20 June 2025

Project Key Information

- UN-Habitat Project title: National Urban Policy Programme, Phase Two: Scaling Up People-centred Smart Cities through National Urban Policy
- Location
 - Town/City: Guarambaré
 - Country: Paraguay
- Anticipated start date: July 2025
- Estimated duration of activity in calendar months: 2 months
- Maximum proposed value in US\$: 45,000 (USD 35,000 for the payment of equipment, civil works and other related to physical interventions)

- Lead Organization Unit: UN-Habitat ROLAC (Regional Office for Latin America and the Caribbean, Rio de Janeiro Office)

2. 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 PNUVH 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 (PLANUVH 2030) with people centered smart city approach; a implementation guide for the PLANUVH at subnational levels; and a implementation strategy for the PLANUVH at the metropolitan level, specially, on how to mainstream metropolitan management at the PLANUVH, including the identification of strategic actions.

In addition, the Programme includes the execution of physical interventions to demonstrate the principles and perspectives reflected both in the MUVH and the PLANUVH in the ground. For that

purpose, UN-Habitat is looking for an IP who can perform physical interventions in the selected public space in the city of Guarambaré.

3. MAIN ACTIVITIES AND EXPECTED OUTPUTS OF THE IMPLEMENTING PARTNER

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

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

This activity involves the creation of a comprehensive and detailed work plan for the works to be carried out. The work plan will outline the methodology, technical specifications, timelines, and responsibilities, ensuring a structured approach to the project.

The IP must provide a detailed workplan and budget, including, but not limited to:

- a) Approach for community engagement, considering that one of the crucial aspects of the project is active involvement of local residents to the conduction of the interventions.
 - b) Technical Specifications: Develop a detailed plan that includes the collection of technical data and the creation of specifications for the proposed interventions.
 - c) Detailed workplan with activities, associated timeframes, responsible entities.
 - d) Environmental and Social Safeguards (ESS) Assessment, if it's needed and according to the [UN-Habitat's guidelines](#), in addition to the corresponding environmental permits according to relevant national legislation.
 - e) Comprehensive budget and narrative financial report
- Activity 2 – Planning and Preparatory Activities and Implementation

In collaboration with UN-Habitat technicians, the IP team will implement the activities according to the validated workplan. The current set of activities is envisioned to take place:

- **Engagement and design:**
 - Conduct an initial assessment of the targeted area for intervention, including social, environmental and economic aspects.
 - Engage with relevant stakeholders, including regional and local administration, private sector and community members to gather input on expected outcomes and features through a participatory methodology.
 - Review the proposed public space design provided by the MUVH and validate it with the local community. Consultative sessions should be held with local stakeholders including the participation of overlooked groups (women, youth, disabled people etc.).
 - Confirm what elements of the design will be covered by the available budget and validate the proposal with UN-Habitat and MUVH.
- **Preparation:**
 - Secure necessary permits and approvals from local and national authorities for the interventions that will take place.
 - Procure materials and hire local contractors and community workers.

- Activity 3 – Implementation

The IP team will implement the activities according to the validated workplan. The current set of activities is envisioned to take place:

- **Execution:**
 - Implement the agreed physical interventions.
 - Ensure all work complies with safety and accessibility standards.
 - **Engagement of Community Workers:**
 - Hire local workers (preferable females) to participate in the construction and rehabilitation work.
 - Provide training and capacity-building sessions for community workers (preferable females) to enhance their skills and ensure high-quality work.
- **Community Engagement:**
 - Organize community events to involve residents in the implementation process.
 - Develop and implement a communication strategy for community engagement.
 - Establish a maintenance plan with local authorities and community groups to ensure the sustainability of the proposed intervention.

The IP team will be responsible for obtaining all necessary regulatory (e.g., environmental and construction licenses), in articulation with and with the support from the relevant authorities at the national and local levels, to perform the assigned work. In addition, with support from UN-Habitat, the IP will be responsible for engaging with the target communities. Although some prior validation work shall already be conducted by UN-Habitat and its partners, the IP will ensure there is community appropriation to the interventions, including articulation with relevant local leaders. In addition, all reasonable efforts will be made to engage community members, in particular women and youth, in the conduction of the activities. Any engagement with the community will have to strictly follow UN-Habitat's ESSS in terms of labor and human rights. As a result of this articulation, the workplan might require modifications, which will be discussed with and agreed upon with UN-Habitat.

- Activity 4 - Reporting

The IP will prepare a final report including, as a minimum:

- a) Context and approach of the assignment (Project Background, Stakeholders engagement, methodology, etc...)
- b) Description of main activities carried out: including ample visual documentation to clearly convey the project's impact and outcomes.
- c) Main challenges, achievements results and recommendations

Table 1 - Deadlines and delivery schedule of products.

Product	Deadline
Product 1: Detailed Work plan (<i>associated with Activity 1</i>)	Up to 15 days after the signature of the contract
Product 2: Preparatory Activities (<i>associated with Activity 2</i>)	Up to 45 days after the signature of the contract
Product 3: Implementation (<i>associated with Activity 3</i>)	Up to 90 days after the signature of the contract
Product 4: Reporting (<i>associated with Activity 3</i>)	Up to 120 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.

4. 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.

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	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.
Social/Cultural	Males and elders' "dominance" in speeches and decision making versus women and youth could create a gender bias at the implementation level affecting women and young women's real participation within the project	Medium	High	The project will put in place specific mechanisms to allow women and young women to freely express themselves in the framework of the project activities. The understanding of social dynamics and roles within targeted communities and the support of local implementing partners will be fundamental.
Social	Limited engagement and/or dissatisfaction with collaborative processes	Medium	High	Dissemination and awareness activities were embedded into the project to ensure communities understand the purpose of the project before any activities take place.
ESSS	Negative environmental and/or social impacts in target communities	Medium	High	Application of UN-Habitat's Environmental and Social Safeguard's system at project inception to ensure measures to minimize negative impact are in place throughout assignment.

5. 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 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.

6. 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 assures 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?</p> <p>Does it have the ability to impact on the targeted population and on the issues?</p> <p>Does it have strong presence in the field and for how long?</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>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?</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> <p>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</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>Budget Proposal <Annex 1_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 2_Technical Proposal></p> <p>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 submitted in electronic format no later than 20 June 2025. to the e-mail address: onuhabitat-brasil@un.org with the subject "CP - Support for interventions in a public space in Paraguay".
- 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. If submitted in Spanish, a summary sheet (1 page) in English is mandatory.