**CALL FOR PROPOSAL**

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| 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 |

**<Implementation of the Pre-investment technical design study for the solid waste collection and treatment in the Yamparáez Municipality, Bolivia>**

**Size of grant:** $670,000 USD

**Purpose of CFP:** The United Nations Human Settlement Programme (UN-Habitat) requests the presentation of expressions of interest to celebrate a Cooperation Agreement, which will contemplate the implementation of all the components of the Pre-investment technical design study for the solid waste collection and treatment in the Yamparáez Municipality, Bolivia in coordination with the Ministry of Environment and Water of Bolivia.

**Submission Start Date: TBC**

**Submission Deadline Date and time: TBC**

**Project Key Information**

* UN-Habitat Project title: Improved Municipal Solid Waste Management through digitalization, innovation and pilot projects in selected small cities in the framework of a just transition in Bolivia.
* Location: Yamparéz, Bolivia
* Anticipated start date: June, 2025
* Estimated duration of the project in calendar months: 9 months
* Maximum proposed value in US$: 670,000
* Lead Organization Unit: UN-Habitat Andean Countries Hub

**Brief Background of the Project**

*(State the purpose, main goal, and specific objectives of the project)*

The Pre-investment Technical Design Study (EDTP) for the Solid Waste Collection and Treatment in the Yamparáez Municipality is a pilot initiative under the broader program "Improved Municipal Solid Waste Management through Digitalization, Innovation, and Pilot Projects in Selected Small Cities in the Framework of a Just Transition." Its purpose is to lay the groundwork for a sustainable, integrated waste management system in Yamparáez by evaluating technical, financial, and environmental aspects and by designing the necessary infrastructure improvements. As part of Output 2.1 of the main project, the EDTP is critical for transitioning the municipality from an unregulated open dumping system to a modern waste collection and treatment framework that complies with national and municipal regulations.

The main goal of the EDTP is to develop a comprehensive design that not only establishes a structured and efficient waste collection, treatment, and disposal system but also incorporates infrastructure enhancements that will directly improve the overall waste management in Yamparáez. This goal is achieved by designing a sanitary landfill, upgrading collection routes, and implementing infrastructure solutions that improve waste separation, treatment, and final disposal. The initiative contributes to Outcome 2 of the main project by piloting innovative waste management models in small municipalities and creating a replicable framework for similar contexts across Bolivia.

The broader program, "Improved Municipal Solid Waste Management through Digitalization, Innovation, and Pilot Projects in Selected Small Cities in the Framework of a Just Transition," is designed to enhance municipal solid waste management in Bolivia through a combination of policy development, digital solutions, infrastructure improvements, and social inclusion initiatives. It is structured around two main outcomes: Outcome 1, which focuses on strengthening the national Solid Waste Data Management System (SIGIR), developing sustainable municipal waste management models, and integrating informal waste collectors with a gender-sensitive approach; and Outcome 2, which aims to implement pilot demonstration projects for improved waste management in selected municipalities (among them, Yamparáez), ensuring environmental compliance and operational efficiency. By combining technological innovation, capacity-building, and infrastructure investment, the program seeks to create scalable and replicable models for sustainable waste management, contributing to national and global environmental goals.

The broader project and the Yamparáez pilot initiative contribute directly to the implementation of Bolivia’s national frameworks on integrated solid waste management, particularly aligning with Law 755 on Integrated Waste Management and the National Solid Waste Data Management System (SIGIR) by improving municipal waste collection, treatment, and data-driven decision-making. These efforts also support Sustainable Development Goals (SDGs) such as SDG 11 (Sustainable Cities and Communities), SDG 12 (Responsible Consumption and Production), and SDG 13 (Climate Action) by promoting sustainable waste management practices, reducing pollution, and mitigating greenhouse gas emissions from waste. Additionally, the initiatives align with the New Urban Agenda by fostering inclusive, safe, resilient, and sustainable urban development, strengthening local governance, and integrating informal waste collectors into formal waste management systems, ensuring a just transition to more sustainable urban environments.

Hence, as a pilot initiative, the EDTP in Yamparáez will serve as a model for future projects in similar municipalities across Bolivia. By integrating state-of-the-art infrastructure solutions—such as modern sanitary landfills, optimized collection routes, and improved waste processing facilities—the study provides critical insights into cost-effective and scalable methods for waste management. The outcomes of this initiative are expected to improve the overall efficiency, resilience, and sustainability of Yamparáez’s waste management system, thereby contributing to the broader goals of municipal modernization and environmental protection towards sustainable development.

**Responsibilities and activities**

* The organization will work under the supervision of the UN-Habitat Coordinator of the Andean Countries (hereinafter the Coordinator) as well as in close communication with other consultants assigned to the project to ensure coordination and achievement of objectives.
* To ensure the adequate planning of activities for the execution of the project, under the supervision of the Coordinator.
* Generate technical and administrative inputs to support management in accordance with the requirements, policies, and processes of the Agency and the United Nations System and by instruction of the Coordinator.
* The organization will be responsible for ensuring compliance with its activities and the processes that impact its performance and certainty of execution.
* Collaborate in the compilation, integration, and generation of technical content necessary for the development of reports or products, as well as providing inputs for the preparation of technical presentations, guaranteeing coherence, quality, and alignment with the cross-cutting themes promoted by the United Nations.
* The organization will be responsible for preparing the reports and progress reports on the execution of the project, as necessary and requested for the proper verification of its activities and providing inputs for the drafting of project completion and closure documents.
* The organization will be responsible for ensuring that the services and goods to be delivered are in line with the quality expectations of UN-Habitat.
* The organization will be responsible for ensuring optimal and timely delivery of the services entrusted in the Cooperation Agreement within the stipulated deadlines.
* Integrate documents of conclusions aimed at different audiences, among which decision-makers and technical or specialized officials stand out, and for mass dissemination aimed at the general or less specialized public.
* The organization will be in charge of facilitating and executing, together with other consultants appointed to the project, when applicable, the five responsibilities/methodologies/strategies, based on a work program approved by UN-Habitat.
* The organization will be responsible for moving its staff or members by its own means to target territories as necessary in accordance with the activities framed in these terms of reference.
* To address requests for information required by the different UN-Habitat units and any other information required by other project consultants or the counterpart without prejudice to their responsibilities.
* Carry out the necessary activities to generate the expected products.

**Main activities and outputs**

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

*List activities:*

* *Construction of civil works, including the implementation of the sanitary landfill of the municipality of Yamparáez, organic and recyclable waste utilization center, and closure of the Yamparaez municipality dump (transportation of the solid waste to the sanitary landfill and rehabilitation of the area)*
* *Provision of equipment so that all elements of the solid waste management system chain of the municipality of Yamparáez can operate.*
* *Implementation of the community development and institutional strengthening component of the project (DESCOM-FI for its Spanish initials).*
* *Execution of all environmental impact mitigation measures corresponding to the project.*
* *Provide technical assistance and generate local capacities for operations of the final disposal, urban cleaning and solid waste treatment services for a period of three months, before the corresponding transfer to the municipality of Yamparáez.*

*List of outputs:*

**OUTPUT 1:** A report of the execution of civil works related to the construction of Yamparáez landfill, other facilities for solid waste management and, administrative and operation purposes, as referenced in Annexes 1 to 3 of this document (work items, quantities, construction plans, and technical specifications for the work fronts). This report will include at least the following content:

1. Objective of the report: overview of the civil works executed for the landfill and associated facilities.
2. Scope of work: description of the construction components, duration and phases of construction.
3. Project stakeholders: how the project articulated with local government, departamental government, national government, and the Yamparáez community.
4. Compliance with local and national regulations: environmental and legal framework, permits and approvals, and stakeholder engagement , as well as the principles of the 2030 agenda for sustainable development and the new urban agenda.
5. Overview of the civil works executed: construction of the landfill, construction of waste management facilities, construction of administrative and operational buildings. Note: the construction of internal and external roads and the provision of certain services will be the responsibility of the municipality, in coordination with the implementing partner.
6. Timeline and construction phases,
7. Work items and quantities executed with photographic record,
8. Compliance with construction plans and technical specifications: structural integrity and quality assurance, safety and environmental compliance.
9. Acquisition of equipment for the operation of the final disposal site: in accordance with the minimum technical requirement detailed in annex 4, submission of documentation referring to the technical specifications of the purchased equipment, subject to approval, as well as the warranty certifications for each of them. Additionally, presentation of a preventive and corrective maintenance plan for each piece of equipment.
10. Challenges and adjustments during execution,
11. As-built construction plans of the project.
12. Budget and financial overview,
13. Final assessment and recommendations.

**Delivery:** 6monthscounted from the signing of the agreement.

**OUTPUT 2:** A technical report of the actions conducted by the implementing partner during the period between provisional handover and final handover of the civil infrastructure described in output 1. This report will have at least the following content:

1. Report of work defects addressed: work fronts, material quantification, photographic records.
2. Compliance with local and national regulations: environmental and legal framework, permits and approvals, and stakeholder engagement.
3. Recommendations and next steps.

**Delivery:** 9monthscounted from the signing of the agreement.

**OUTPUT 3:** A technical report of the actions conducted by the implementing partner for the closure and rehabilitation of the Sajpaya open dump site and waste transfer to the new Yamparáez landfill in the framework of the local and national legislation and environmental laws. This report will have at least the following content:

1. Baseline assessment of the open dump site: site characteristics, environmental and social impacts prior to closure.
2. Closure plan and implementation: closure strategy, stabilization and environmental protection measures, site security and post-closure monitoring plan.
3. Waste transfer operations: logistics of waste relocation, operational challenges and solutions, safety and environmental compliance measures.
4. Rehabilitation of the area: rehabilitation of the area to the same or to a condition better than its original state.
5. Compliance with local and national regulations: environmental and legal framework, permits and approvals, and stakeholder engagement.
6. Results and impact assessment: effectiveness of closure measures, comparison of pre- and post-closure conditions.
7. Recommendations and next steps.

**Delivery:** 9monthscounted from the signing of the agreement.

**OUTPUT 4:** A document containing urban solid waste management definitions for the Yamparáez Municipality. These activities include street sweeping, public space cleaning, solid waste collection and, solid waste transportation. The content must have at least the following content:

1. A comprehensive review and update of the existing definitions on street sweeping, public space cleaning, solid waste collection, and transportation (Annex 5 and 6) in the framework of the Yamparáez EDTP.
2. Stakeholders: how the project articulated with local government, departamental government, national government, and the Yamparáez community.
3. Compliance with local and national regulations: environmental and legal framework, permits and approvals, and stakeholder engagement.
4. Maps and/or figures of the street sweeping and public space area definitions.
5. Recommendations and next steps.

**Delivery:** 3 months from the signing of the agreement.

**OUTPUT 5:** Urban solid waste management definitions implementation report (street sweeping, public space cleaning, solid waste collection, and solid waste transportation). This document will describe how these definitions have been implemented in the Yamparáez municipality, with at least the following content:

1. Acquisition of equipment for the Urban solid waste management system in accordance with the minimum technical requirement detailed in annex 5 and 6, submission of documentation referring to the technical specifications of the purchased equipment, subject to approval, as well as the warranty certifications for each of them; additionally presentation of a preventive and corrective maintenance plan for each piece of equipment if necessary.
2. A detailed outline on how the implementing partner has provided and transferred the equipment, materials, and training and capacity-building activities for municipal staff to implement these definitions according to the definitions of output 4.
3. Recommendations and next steps.

**Delivery:** 6 months from the signing of the agreement.

**OUTPUT 6:** A document containing the definition of the best solutions for the organic and recyclable waste utilization center for the Yamparáez Municipality and its implementation with at least the following content:

1. A comprehensive review and update of the solutions for the organic and recyclable waste utilization center for the Yamparáez municipality (Annex 7).
2. Stakeholders: how the project articulated with local government, departmental government, national government, and the Yamparáez community.
3. Compliance with local and national regulations: environmental and legal framework, permits and approvals, and stakeholder engagement.
4. Recommendations and next steps.

**Delivery:** 4 months from the signing of the agreement.

**OUTPUT 7:** An implementation report of the organic and recyclable waste utilization center, detailing how the center has been managed and operated with at least the following content:

1. Objective of the report: overview of the civil works executed for the waste utilization center and associated facilities.
2. Scope of work: description of the construction components, duration and phases of construction.
3. Project stakeholders: how the project articulated with local government, departamental government, national government, and the Yamparáez community.
4. Compliance with local and national regulations: environmental and legal framework, permits and approvals, and stakeholder engagement. As well as the principles of the 2030 agenda for sustainable development and the new urban agenda.
5. Overview of the civil works executed: construction and installation of the infrastructure and other items listed on annex 7.
   1. Timeline and construction phases,
   2. Work items and quantities executed with photographic record,
   3. Compliance with construction plans and technical specifications: structural integrity and quality assurance, safety and environmental compliance.
   4. As-built construction plans of the project.
6. Acquisition of equipment for the operation of the organic and recyclable waste utilization center: in accordance with the minimum technical requirement detailed in annex 4, submission of documentation referring to the technical specifications of the purchased equipment, subject to approval, as well as the warranty certifications for each of them. Additionally, presentation of a preventive and corrective maintenance plan for each piece of equipment.
7. Challenges and adjustments during execution.
8. Budget and financial overview.
9. Recommendations and next steps.
10. A technical report detailing how the implementing partner has provided the equipment, materials, training, and capacity-building for the operation and management of the organic and recyclable waste utilization center by the Yamparáez municipality.

**Delivery:** 6 months from the signing of the agreement.

**OUTPUT 8:** A document containing the definition of the best approach to implement the Community Development and Institutional Strengthening Plan (DESCOM-FI for its Spanish initials). A document and plan implementation report must have at least the following content:

1. A comprehensive review and update of the existing Community Development and Institutional Strengthening Plan or DECOM-FI for the Yamparáez municipality (Annex 8),
2. Stakeholders: how the project articulated with local government, departamental government, national government, and the yamparáez community.
3. Compliance with local and national regulations: environmental and legal framework, permits and approvals, and stakeholder engagement.

**Delivery:** 4 months from the signing of the agreement.

**OUTPUT 9:** An implementation and evaluation report of the Community Development and Institutional Strengthening Plan (DESCOM-FI for its Spanish initials), detailing how the plan has been managed and operated with at least the following content:

1. Implementation overview: including operational challenges, involved staff, infrastructure and equipment use.
2. The execution strategy,
3. Involvement of local stakeholders,
4. Report on the development of training sessions conducted for the stakeholders,
5. Report of the development of outreach campaigns,
6. Tools provided to the local government and community to strengthen their capabilities,
7. Performance metrics and key indicators,
8. Challenges and lessons learned,
9. Findings and recommendations.

**Delivery:** 6 months from the signing of the agreement.

**OUTPUT 10:** Implementation and evaluation report of the three-month operational trial of the newly constructed Yamparáez landfill and associated solid waste management facilities and services (Trial period in which the implementing partner will provide technical support to the municipality, assuming the costs related to personnel, tools and supplies necessary for three months to address all stages of solid waste management in the municipality, before executing the transfer). This period will assess the functionality, efficiency, and effectiveness of the infrastructure and operational procedures, complemented by the operational trial of other components of the Yamparáez EDTP included in these terms of reference. The findings will be documented in a comprehensive performance report, which will include the following content:

1. Operational trial execution: trial period timeline and phases and operational testing of landfill operations. The report must document the actions with photographic records, among others (all personnel, equipment and tools must be considered).
   1. Operational report: Detailed information related to quantification of leachate generation and subsequent treatment, biogas extraction and waste disposal quantification.
   2. Environmental monitoring: Carry out all environmental monitoring, established in national environmental regulations, regarding final disposal sites.
   3. Photographic Record: Images with descriptions of the operations carried out at the final disposal sites.
   4. Operational Challenges and Adjustments: Issues encountered during the trial period and any modifications made to optimize the service.
2. Operation of the municipal urban sanitation service street, which include sweeping and public space cleaning, solid waste collection and transportation, segregation and others relevant points:
   1. Service Schedule: Detailed timeline of cleaning activities, collection and transportation services, including frequency, routes, and assigned personnel.
   2. Performance monitoring and key metrics: waste processing efficiency, resource utilization, community stakeholder engagement, among others.
   3. Photographic Record: Before-and-after images of public spaces and streets to document the impact of the cleaning services.
   4. Operational Challenges and Adjustments: Issues encountered during the trial period and any modifications made to optimize the service.
3. Operation of the organic and recyclable waste utilization center:
4. Implementation overview: including operational challenges, involved staff, infrastructure and equipment use.
5. Performance monitoring and key metrics: waste processing efficiency, resource utilization, community stakeholder engagement, among others.
6. Operational challenges and adjustments: issues encountered during the trial period and any modifications made to optimize the service.
7. Study the possibility of creating a local association of waste recyclers.
8. Conduct market analysis for the marketing of recyclables and the use of organic waste.
9. Key performance indicators and evaluation metrics: waste processing capacity (volume of waste processed per week, composition of waste received: organic, recyclable, hazardous, etc.), environmental compliance, operational efficiency, challenges and adjustments.
10. Findings and recommendations: assessment of operational readiness, lessons learned from the trial period, recommendations for full-scale operation. Once the trial period is over, a detailed outline on how the implementing partner must transfer, to the municipality of Yamparáez, the equipment, materials, training, and capacity-building.
11. Recommendations and next steps.

**Delivery:** 9monthscounted from the signing of the agreement.

**OUTPUT 11:** A document that presents a 20-year financial plan for the operation and sustainability of the integrated waste management project, including projected costs and revenues, developed based on an economic and financial assessment in accordance with Annex 9, through which the best option for long-term economic and financial sustainability is identified.

* + - 1. Analysis and projection of the costs associated with the implementation, operation, and long-term sustainability of the integrated solid waste management project.
      2. Design of the project’s financial structure, including a detailed annual breakdown of the required investments for each item and component of the integrated solid waste management project, to ensure its long-term sustainability.
      3. Economic evaluation for the financial sustainability of the project, including an assessment of financing alternatives in accordance with current regulations and user conditions, with the definition and valuation of relevant variables to ensure the operational sustainability of the integrated solid waste management project.
      4. Implementation plan: Design of the financial plan, including funding sources, tariff structuring and collection, and financial management; along with a detailed timeline of activities, resource allocation, stakeholder engagement, and identification of potential challenges and mitigation strategies.

**Delivery:** 4 months from the signing of the agreement.

**OUTPUT 12:** An implementation and evaluation report of the economic and financial assestment, detailing how the plan has been managed and operated, with at least the following content:

1. Implementation of the sanitation fee.
2. Implementation overview: including operational challenges, involved staff, and others.
3. Results and outcomes: achievements, economic and financial outcomes, social and environmental outcomes.
4. A detailed outline of how the implementing partner has transferred the information to the Yamparáez Municipality.
5. Recommendations and next steps.

**Delivery:** 9 months from the signing of the agreement.

**Payment Calendar**

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| --- | --- | --- | --- |
| **Payment** | **Percentage** | **Outputs delivered to satisfaction** | **Time (after signed the agreement)** |
| Payment 1 | 30% | Output 4 | 3 months |
| Payment 2 | 30% | Output 6, Output 8, Output 11 | 4 months |
| Payment 3 | 30% | Output 1, Output 5, Output 7, Output 9, | 6 months |
| Payment 4 | 10% | Output 2, Output 3, Output 10, Output 12 | 9 months |

**Risk Analysis**

*(State the risks associated with this project and the mitigation factors)*

The main risks associated with the implementation of this project are:

Time: The organization must be responsible for the execution of the activities and presentation of the expected products in a timely manner. Mitigating factors for any non-agreed deviation from the work program and schedule are ensuring timely and effective communication with the organization, time management both operationally and administratively, as well as adequate supervision.

Scope and quality: It is identified as a risk that the services and products provided by the organization do not meet the expected quality or scope standards. In this sense, the mitigating factors are verifying both the work program and the project execution progress reports. Timely supervision is crucial to minimize this risk.

Information access: During the development of the activities, it must be ensured that the information generated in the development of the objective of the contract is easily accessible by the team. To mitigate this risk, Agency guidelines will be shared for the management of all the information. Adequate supervision and follow-up represent additional mitigating factors.

Confidentiality: All information gathered or produced during the execution of the work program will be strictly confidential. To prevent any unauthorized dissemination of information, a Confidentiality Agreement will be signed with the implementing partner.

**Eligibility Criteria**

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| --- | --- |
| **Criteria** | **Submission Details/ Documents Required** |
| Legal Status | * Certificate of registration/incorporation i.e., * Proof of registration in Country of Origin, * Proof of registration of Country of operation, * Proof of country operational presence. |
| Organization profile and details | * Clear organization profile and structure of the organization indicating:   + 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 | * Audited company financial statements (balance sheet and income statement) and auditors report for the last two years |
| Exclusive bank account | * Is the organization willing and able to have a separate bank account for the funds provided by UN-Habitat? |
| Integrity and Governance | * The organization should complete and submit a signed Partner Declaration Form * Provide the profiles of the Chairperson of the Board of Directors, Head of the Organization and Chief of Finance |

**Selection Criteria**

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| --- | --- | --- |
| **Criteria** | **Submission Details/ Documents Required** | **Weighting** |
| **1. Technical capacity** |  | **30%** |
| **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?  Is the project linked with the core business of the IP? | * List of projects executed in the last 4 years related to the implementation of comprehensive waste management projects (value, location, donors, nature of projects, execution stage – completed or ongoing). Additional points will be assigned to specific experience in Bolivia. * Demonstrate how the experiences in past projects are relevant in the execution of the current proposal, * References from past donors. |  |
| **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? | * CVs of key management and staff, with experience in comprehensive solid waste management projects, technical and non-technical staff that will be involved on the project. Additional points will be assigned to specific experience in Bolivia. * How many technical staff do you have in the concerned Country (Bolivia) 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? |  |
| **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? | * Demonstrate, describe and provide proof of local operational presence, including link and ability to impact the targeted population. |  |
| **1.4** Does the organization possess adequate physical facilities, office equipment, transport, etc. to implement the activities? | * Provide location and list of office facilities, vehicles and office equipment locally available to implement the project. |  |
| **1.5** Does the organization have formal procedures to monitor project execution (e.g. milestones, outputs, expenditures…) | * Provide formal project monitoring policies and procedures. |  |
| **2. Financial and administrative capacity** |  | **20%** |
| **2.1** Has the organization been in operation over a period of at least 2 years to demonstrate its **financial sustainability** and relevance? | * State the years of operation, * Financial statements for the last 2 years. |  |
| **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) | * CVs of key finance and accounting staff, * Description and key features and controls of the accounting system used, * Organization structure/ Organogram. |  |
| **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 | * Copies of procurement policies and procedures. The procedures should show how you procure locally and internationally. |  |
| **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? | * Describe anti-fraud controls and provide formal procedures. |  |
| **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. | * Describe nature and value of contribution (in-kind or cash). |  |
| **3. Financial Proposal** |  | **25%** |
| **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 | **Budget Proposal *<****provide link>*   * BOQ (if applicable) * Other supporting documents |  |
| **4. Technical Proposal** |  | **25%** |
| 4.1 The technical proposal is sound and responds adequately to the specifications and requirements? | **Technical Proposal document *<****provide link>* |  |
| **Cumulative score for ratios** |  | **100%** |

**Electronic Submission:**

* To apply and learn more, visit http://ipportal.unhabitat.org/
* Format: PDF files only. Zip, RAR and JPEG files should not be used. Proposers should check the format of the attached file before submitting. UN-Habitat will not be responsible if the attached files are in other formats that cannot be opened without additional software.
* The maximum file size is 5MB per submission. There are no restrictions on the number of files sent, but each submission must be tagged, for example 1 of 2.
* Proposals sent to personal UN-Habitat email addresses will not be considered.

**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

**All the aforementioned documents must be sent, before Sunday, April 27, 2025 at 6:00p.m. in Colombia, to the e-mail:**

[**monica.laverde-pimiento@un.org**](mailto:monica.laverde-pimiento@un.org)

**You must indicate in the subject:**

**GP00008279 - Technical Proposal “Name of your organization”**