

## CALL FOR PROPOSAL

The purpose of the Call for Expression of Interest is to solicit interest from existing or prospective Implementing Partners that wish to participate in UN-Habitat operation and contribute complementary resources (human resources, knowledge, funds, in-kind contributions, supplies and/or equipment) to achieving common objectives as outlined below and subsequently agreed in an Agreement of Cooperation.

### Implementation of Tactical Urbanism actions

**Size of grant: 6.000.000,00 Euros**

**Purpose of CFP:** Recruitment of consulting services by a legal entity (non-profit organization) to provide technical, logistical, conceptual, and methodological support services for the achievement of the following result according to the guidelines and orientations from the coordination of the project:

- i) Provide technical and logistical<sup>1</sup> support to implement the methodology proposed by UN-Habitat for the integration of young migrants and host communities (mainly those who neither study nor work) to the development of tactical urbanism actions.

Thus, ensuring the participation and capacity building of refugee and migrant populations, host communities and local governments, under the leadership of the initiative's implementing agencies, The European Union, UNHCR, IOM and UN-Habitat.

**Submission Start Date:** 17/09/2020

**Submission Deadline Date and time:** 10/10/2020

### Project Key Information

- UN-Habitat Project title: “Inclusive Cities, communities of solidarity”
- **Locations:** The Inclusive Cities, communities of solidarity project have a multi-scale approach in prioritized cities in the region. On a macro scale, its actions will be located in the

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<sup>1</sup> In accordance with UN-Habitat's internal regulations, the development of logistical activities by the implementing partner will meet the following conditions: (i) Under no circumstances should the legal instruments of the UN-Habitat Cooperation Agreement be used to circumvent UN procurement or recruitment processes; (ii) The Implementing Partner is responsible and held accountable for the management of a project (or set of activities) in its entirety rather than the simple delivery of goods and services; (iii) The logistics component in the implementing partner's budget is less than 50% of the total budget project; (iv). No individual acquisition action must exceed USD 40,000. Procurement requirements will not be artificially divided into smaller applications to reduce the dollar value in a way that evades or circumvents this threshold. Such division or separation of a requirement shall mean and include the reduction of the scope and quantity of goods or services to be acquired by dividing into separate requirements belonging together by their nature, purpose, geography, timeline or mandate; (v) The Director of the Administration and Operations Division may suspend procurement restrictions if necessary to address life-saving needs in an environment where procurement mechanisms cannot provide the necessary elements due to lack of humanitarian access.

cities mentioned below, while on a micro scale, one or more prioritized polygons of action or Territorial Intervention Units (TIU) will be selected for the implementation of actions:

## **Colombia**

Metropolitan area of Cúcuta: includes Villa del Rosario, where there will be two (2) TIU defined by the coordination of the project "Inclusive Cities, communities of solidarity" for the implementation of actions on a micro territorial scale.

Metropolitan area of Barranquilla, where there will be one (1) TIU defined by the coordination of the project "Inclusive cities, communities of solidarity" for the implementation of actions on a micro territorial scale.

Metropolitan area of Bucaramanga, where there will be one (1) TIU defined by the coordination of the project "Inclusive cities, communities of solidarity" for the implementation of actions on a micro territorial scale.

## **Ecuador**

Metropolitan District of Quito, where there will be two (2) TIU defined by the coordination of the project "Inclusive cities, communities of solidarity" for the implementation of actions on a micro territorial scale.

Municipality of Manta, where there will be one (1) TIU defined by the coordination of the project "Inclusive cities, communities of solidarity" for the implementation of actions on a micro territorial scale.

## **Peru**

Metropolitan area of Lima, where there will be two (2) TIU will be defined by the coordination of the project "Inclusive cities, communities of solidarity" for the implementation of actions on a micro territorial scale.

## **Dominican Republic**

Commonwealth of the Gran Santo Domingo, where there will be two (2) TIU defined by the coordination of the project "Inclusive cities, communities of solidarity" for the implementation of actions on a micro territorial scale.

## **Panama**

Panama City, where there will be one (1) TIU defined by the coordination of the project "Inclusive cities, communities of solidarity" for the implementation of actions on a micro territorial scale.

## **Trinidad y Tobago**

Municipality of Chaguanas, where there will be one (1) TIU defined by the coordination of the project "Inclusive cities, communities of solidarity" for the implementation of actions on a micro territorial scale.

- Anticipated start date: January, 2021
- Estimated duration of project in calendar months: 21 months
- Maximum proposed value in US\$: \$150.000,00 USD
- Lead Organization Unit: Andean Hub Countries Hub, UN-Habitat.

### **Brief Background of the Project**

Venezuela is experiencing a significant deterioration in its socio-economic situation, which is expressed in high inflation and unemployment rates, lack of access to health services, education and housing, political instability, violence, and human rights violations. As a result, as of September 2019, more than 4.5 million Venezuelans now live outside their country<sup>2</sup>. Latin American countries welcome the vast majority of Venezuelans, so many refugees and migrants are expressing their intention to stay in host countries, thus, generating the design of strategies that overcome humanitarian aid and give way to actions linked to economic and social development and integration with host communities.

The European Union has been at the forefront of fostering comprehensive responses to forced displacement that are intended to promote the socio-economic inclusion of displaced persons and to reduce the resilience of host communities. In this context, UN-Habitat, IOM and UNHCR, with the support of the European Union, are beginning to implement an inter-agency project called "Inclusive cities, communities of solidarity", with the aim of reducing the vulnerabilities of refugees and migrants and addressing the impact on host communities to design stable and lasting solutions with a medium- and long-term vision.

The specific objectives of this project are:

- a. Strengthening host communities and improving economic and social inclusion for vulnerable refugee and migrant populations in transition in host communities.
- b. Design and support actions to protect migrant and refugee populations, and improve their access to documentation, guidance, and basic rights, also favoring host communities that so require.

To achieve these specific objectives, the project "Inclusive cities, communities of solidarity" aims to achieve the following five main results in the short, medium, and long term:

*Result 1:* Local governments are better informed and prepared to manage migrant and refugee groups in transition and in vulnerable flight.

*Result 2:* Inclusion of migration, and asylum-related challenges and opportunities in urban strategies and planning.

*Result 3:* Promoting social cohesion and preventing conflicts between host communities and migrants/refugees.

*Result 4:* Strengthening the capacity of local governments to respond to the specific needs and challenges faced by migrants and refugees, with the participation of the private sector and other relevant actors to ensure transparency and inclusion of migrants and host communities, in the decision-making that affects them.

*Result 5:* Systematization and dissemination to other cities, on best practices in the design and implementation of public policies for socio-economic stabilization and integration, of migrant populations and host communities, within the framework of the project's objectives.

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<sup>2</sup> According to information from UNHCR and IOM.

In this context and in order to achieve the results identified, it is necessary to design and implement actions to enable the integration of young refugees and migrants with young people from host communities (mainly those who neither study nor work) and to insert them into activities for the care of the city through tactical urbanism actions under the leadership of UN-Habitat and other actions envisaged in the project under the leadership of UNHCR and IOM , in such a way as to promote social cohesion and prevent conflict and xenophobia<sup>3</sup>.

### **Action's approaches:**

#### UN-Habitat Principles: New Urban Agenda (NAU)

In 2016, the New Urban Agenda is formulated as a guide to guiding city development efforts for a wide range of actors (states, urban and regional leaders, donors, United Nations programs, academia, civil society, among others) for the next 20 years. In addition, it seeks to promote more inclusive, compact, and connected cities through urban planning and design, governance and urban legislation, and the urban economy. It seeks to create a bond of mutual reinforcement between urbanization and development. NAU was welcomed by the countries that are part of the project: Peru, Ecuador, Colombia, the Dominican Republic, Panama, and Trinidad and Tobago with which they assumed the commitment to its implementation.

### **Required advisory components:**

**COMPONENT I: *Within the framework of the project "Inclusive cities, communities of solidarity", design and implementation of tactical urbanism actions for the integration of young refugees, migrants, and host communities (with special focus to those who neither study nor work).***

#### Main objective:

Generate territorial actions that promote the socio-economic integration of young refugees, migrants and host communities members based on their linkage to tactical urbanism actions in which they assume and lead the care of the common goods of the city (public spaces, equipment, infrastructure, etc.).

#### Definitions of the action:

Young people have presence in high percentages in the refugee, migrant and host communities. Among them, those who neither study nor work due to socioeconomic conditions, require special attention as their condition affects their self-esteem and makes them highly vulnerable to resort to activities outside the law for their survival and that of their family. These young people, who have not had access to an environment that promotes their development (safe family environment, socio economic situation, and exposure to insecurity in their closer environment) and who also do not meet requirements and conditions to participate and benefit from official programs for their integral development (technical education or higher programs), generally do not see the study as a means of their development.

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<sup>3</sup> For this purpose, the guidelines provided for in the Methodological Document of the project "Inclusive cities, solidarity communities" will be followed.

To offer options for these young community to appreciate themselves and to gain the appreciations of their communities, the project Inclusive cities, communities of solidarity have proposed the implementation of tactical urban actions with these groups. By their participation, the intervention aim to not only to contribute to their individual needs and integral development, but also to urban security through the prevention of the practice of illicit activities for their subsistence and the prevention of xenophobia (promotes integration, dismantles stigmas, generates social recognition and solidarity).

Tactical urbanism or also called participatory urbanism, promotes topophilia, and frame its action in a recent current of urbanism, "aimed at transforming and improving the habitability, aesthetics and quality of urban spaces, through "small large interventions" built on strategic sites between communities and authorities, expecting to facilitate the integration, social cohesion, and wellbeing at pleasant cities. In this way, experimental projects of high symbolic and pedagogical value, and low-cost are advanced with the objective to promote the construction of social trust between different stakeholders and social leaders, and the consolidation of alliances and synergies for the benefit of the urban common goods or Urban commons that make up the city. Tactical urbanism stimulates creativity, innovation, and the exercise of citizen responsibilities. Its designs and impacts can be achieved by social networks and in many cases become tourist attractions or symbols that generate rooting and belonging in neighborhoods and settlements. They can be applied in public spaces, streets, deteriorated infrastructure, parks, urban facilities, etc.

This model of intervention has become important in urban planning due to it has advantages over conventional models of planning and execution of projects: inexpensive, agile implementation, and puts at the center the communities intended to serve. Since interventions are designed and executed on a small scale and with the logic of experimentation, it is possible to see and evaluate the impact and results in very short times and react accordingly, perfecting the intervention. They are also replicable, which promotes performance through lessons learned.

For its implementation, the UN-Habitat<sup>4</sup> methodology contemplates that the implementing partner complies with the following aspects:

- a. Collective construction of tactical urbanism actions through planning-creation exercises with beneficiary community: Through widely participatory exercises that consider the experiences, knowledge, skills of young people and their communities. The project has defined the development of **at least 3 tactical urbanism actions for each of the TIU defined for the cities under action**. In total, at least 39 actions of tactical urbanism will take place.

For the collective construction of tactical urbanism actions, the implementing partner must carry out the following activities:

- Generation of spaces for citizen participation and dialogue (with the participation of local authorities) in the territories of the cities that are prioritized, to identify the young refugees, migrants and host communities members that neither study or work, who are willing to relate to the project.

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<sup>4</sup> Based on the accompaniment that the Agency carried out to the program of the Department for Social Prosperity of Colombia, called "Legion of Affection".

- Conceptual, technical, and logistical structuring of tactical urbanism actions in conjunction with the community.
  - Collective implementation of tactical urbanism actions, giving prominence to the community and with the support and connection of local government.
- b. Promotion of resilience: Through the implementation of tactical urbanism actions, the project must contribute to mitigate the effects of climate change, improve air quality and water management and increase the sustainability of target cities through innovative nature-based solutions<sup>5</sup>. Thus, at least one tactical urbanism action per target city, must include nature-based solutions which uses natural elements (plants, soils, water, among other natural elements) to re-shape and promote the wellbeing of citizens.
- c. Recognition of a social incentives for young people: The social incentive is neither salary nor subsidy, nor compensation, is exactly a recognition given to each young person to free up time that he or she should dedicate to participatory, community, ecological, emergency care, cultural, or recreational activities in benefit of their families, communities, neighborhoods, and cities.
- The project has defined that, for each action of tactical urbanism, **at least 20 young people from refugee, migrant and host communities are defined as beneficiaries of social incentives**. In total, at least 780 young beneficiaries will be counted. For the implementation of social income for young people, the implementing partner must:
- Identify the beneficiaries.
  - Enable procedures for the recognition and formalization of the social incentive with agility and promptness, including mechanisms to verify that resources have been allocated to young beneficiaries.
  - Register through supports the linking of young people in the actions of tactical urbanism and the reception of social income.
- Note*: The amount of social incentives will be agreed between the implementing partner and UN-Habitat. Funds used for social incentives will be included in the amount of the implementing partner's proposal.
- d. Establishment of a minor fund: the implementing partner shall ensure a fund with mechanisms for the rapid and timely transfer of resources that allows the planning and implementation of tactical urban actions.
- e. Generation of partnerships with public actors and private enterprise: It is about articulating energies and synergies between the public and private sectors by the implementing of a strategy (tactical urbanism actions) in which convey different social and economic aspects and different sectors of society. Such triangulation between actors at the highest public and private levels with the young people and families of young nationals, refugees and migrants, is aimed not only at the latter, but also to third beneficiaries, who may be their neighbors, their distant relatives, victims, displaced people, among others, leading to a revival of solidarity and compassion (understood as shared passion) and expressing personal acts that promote the development and well-being of their environment.

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<sup>5</sup> For references of nature-based interventions, consult <https://www.urbangreenup.eu/solutions/>



Under the Inclusive Cities project, the implementing partner must consolidate:

- at least one (1) partnership with community or civil society organizations for each TIU involved.
  - at least one (1) alliance with a private sector entity for each city involved.
  - at least one (1) alliance with international cooperation agencies for each city involved.
  - at least one (1) alliance with a public sector entity for each city involved, as well as the identification of synergies with existing plans, programs and/or projects in the public sector.
- f. Technical assistance and communications: this component is oriented to the definition of a communication strategy during the development of the action of tactical urbanism as a tool for the entailment of the community, with special emphasis on young people in a condition of vulnerability, as well as for the dissemination of the scope of this initiative that does not generate false expectations in the community.

The implementing partner shall be responsible for:

- Structuring the communications strategy of tactical urbanism actions, considering the impact and expectation that they will generate at community level, as well as the articulation with local government and territorial entities.
- Generation of content for social networks of each of the actions of tactical urbanism for publication and dissemination on social networks of the project Inclusive Cities.

## **Main activities and outputs**

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

### **Output 1:**

Document containing the work plan for the implementation of tactical urbanism actions in the TIU defined by the project. The work plan shall include at least:

- Programming of 3 tactical urbanism actions per TIU. In total, 39 tactical urbanism actions will be planned over a 21-month period.
- The implementation plan will be divided into two implementation periods, the first period between month 1 and month 10, and the second period between month 11 and month 21.

Estimated delivery time: 1 month from the start of activities.

### **Output 2:**

Document containing methodology for the implementation of tactical urbanism actions. This document will include at least:

- Methodology or methodological guidelines for collective construction with community of actions of tactical urbanism.
- Methodology or methodological guidelines for the implementation of a tactical urbanism actions considering natural-based solutions.
- Methodology for the development of participatory spaces and citizen dialogue (with the participation of local authorities) during the process of collective construction of tactical urbanism actions in the ITU defined by the project.

- Methodology or methodological guidelines for the conceptual structuring of the actions of tactical urbanism of collective construction with the community.
- Conceptual definition of typologies of actions of tactical urbanism and allocation of estimated budget for each of these actions.
- Methodology or methodological guidelines for the structuring of urban architectural activities in the implementation of tactical urbanism actions according to established typologies. It includes definition of spaces to intervene, materials to be used and requirements for self-construction with community.
- Definition of estimated logistical requirements for the implementation of different types of tactical urban actions.
- Methodology or methodological guidelines for the identification of active participants of tactical urbanism actions, considering that these active participants will be young people who do not study or work from refugee, migrant and host communities and who will receive a social incentive for their participation.
- Methodology or methodological guidelines for the implementation with community of actions of tactical urbanism, where the spotlight is provided to the beneficiary community.
- Procedures for the recognition and formalization of the social incentive with agility and promptness.
- Procedure for the registration of beneficiaries of the social incentive, as well as the collection of supports from their participation in actions of tactical urbanism.

Estimated delivery time: Three (2) months from the start of activities.

### **Output 3:**

Document with the structuring of the communications strategy of tactical urbanism actions, considering the impact and expectation that they will generate at community level, as well as the articulation with local government and territorial entities.

Estimated delivery time: Three (3) months from the start of activities.

### **Output 4:**

Document containing the report of the implementation of tactical urbanism actions in the first period of the implementing partner's action, month 1 to 10. This report shall contain:

- Technical structuring of at least 13 tactical urbanism actions, one action for each ITU defined, detailing for each activity of tactical urbanism: activities developed with community, developed urban-architectural activities, and resources implemented.  
Note: The implementing partner must implement at least one tactical urban action per city considering the principles of natural-based solutions.
- Support alliances generated for the implementation of at least 13 tactical urbanism actions with civil society organizations, community, public sector entities, the private sector and international cooperation organizations.
- Acts of collective construction sessions developed for the definition and implementation of tactical urbanism actions.
- In at least 13 actions of tactical urbanism, support the linkage of at least 20 young people (for each action of tactical urbanism).



- In at least 13 actions of tactical urbanism, support for the provision of social incentives to young people (at least 20 young people for each action of tactical urbanism) of refugee, migrant and host communities. At least 40% of young people are expected to be from refugee and Venezuelan migrant communities.
- Systematization of the process of implementation of at least 13 actions of tactical urbanism, one action for each ITU defined, detailing for each action of tactical urbanism: name of action, city, TIU, general objective, specific objective, initial problem identified, expected results, beneficiaries raised, challenges and opportunities during implementation, related actors, strategies raised, fulfillment of objectives and results , impacted beneficiaries, consolidated partnerships with actors, challenges encountered during implementation, opportunities encountered during implementation.

Estimated delivery time: Twelve (10) months from the start of activities.

### **Output 5:**

Document containing the report of the implementation of tactical urbanism actions in the second period of the implementing partner's action, month 11 to 21. The number of actions developed in this period should be necessary to complete at least 39 tactical urbanism actions, 3 for each ITU defined in the project. This report shall contain:

- Technical structuring of tactical urbanism actions, an action for each ITU defined, detailing for each activity of tactical urbanism: activities with developed community, developed urban-architectural activities and resources implemented.  
Note: The implementing partner must implement at least one tactical urban action per city considering the principles of natural-based solutions.
- Documentary Support alliances generated for the implementation of tactical urbanism actions with civil society organizations, community, public sector entities, the private sector and international cooperation bodies.
- Minutes of collective construction sessions developed for the definition and implementation of tactical urbanism actions.
- Documentary support of the linkage of at least 20 young people (for each action of tactical urbanism) of refugee, migrant and host communities in the actions of tactical urbanism.
- Documentary support for the delivery of social incentives to young people (at least 20 young people for each tactical urbanism action). At least 40% of young people are expected to be from refugee and Venezuelan migrant communities.
- Systematization of the process of implementation of tactical urbanism actions, detailing for each action: name of the action, city, ITU, general objective, specific objective, identified initial problem, expected results, beneficiaries raised, challenges and opportunities during implementation, related actors, strategies raised, fulfillment of objectives and results, impacted beneficiaries, consolidated alliances with actors, challenges encountered during implementation, opportunities found during implementation.

Estimated delivery time: Twenty-four (21) months from the start of activities.

### **Output 6:**

Document with the compilation of content and pieces of communication generated over the 21 months of implementation for the dissemination of tactical urbanism actions in social networks of the project "Inclusive cities, communities of solidarity". This document shall contain at least:

- Compilation of social media publications of the project "Inclusive cities, communities of solidarity" developed from the contents and pieces of communication generated by the implementing partner.

Note: the generation of communication pieces by the implementing partner will be carried out in parallel with the implementation of tactical urbanism actions and will be delivered to the coordination of the project for publication on social networks.

Estimated delivery time: Twenty-four (21) months from the start of activities.

### Risk Analysis

Risk	Probability	Mitigation Strategy
Institutional changes in Local Governments that significantly affect the development and operation of the project.	Medium	<ul style="list-style-type: none"> <li>-Establish institutional commitments through minutes and project committees.</li> <li>-Hold regular meetings with focal points designated by the local government.</li> </ul>
Lack of interest of young people in vulnerable condition to participate in tactical urban planning projects	Medium	<ul style="list-style-type: none"> <li>-Communication strategies for approaching young people that show this project as an opportunity to generate resources for their livelihood.</li> <li>-Consolidation of community spaces that promote the mitigation of vulnerabilities for the bonding of young people.</li> </ul>
Insufficient participation of refugee communities, migrants, and host populations in spaces of concertation.	Medium	<ul style="list-style-type: none"> <li>-Use effective communication strategies to attract interest to the project without creating false expectations of the results.</li> <li>-Identify community leaders for the linkage of these communities to the project.</li> <li>-Keep communities informed about project development and develop sessions for the validation of the information collected.</li> </ul>

## Eligibility Criteria

Criteria	Submission Details/ Documents Required
Legal Status	<ul style="list-style-type: none"> <li>• Certificate of registration/incorporation i.e.,</li> <li>• Proof of registration in Country of Origin.</li> <li>• Proof of registration of Country of operation</li> <li>• Proof of country operational presence</li> </ul>
Organization profile and details	<ul style="list-style-type: none"> <li>• Clear organization profile and structure of the organization indicating:               <ul style="list-style-type: none"> <li>○ Organization’s vision, mission and objectives</li> <li>○ Management structure</li> <li>○ Members of the Governing Board and their Designations duly certified by the Corporate Secretary, or its equivalent document</li> <li>○ Proof of membership to professional associations if any.</li> </ul> </li> </ul>
Financial Capacity	<ul style="list-style-type: none"> <li>• Audited company financial statements (balance sheet and income statement) and auditors report for the last two years</li> </ul>
Exclusive bank account	<ul style="list-style-type: none"> <li>• Is the organization willing and able to have a separate bank account for the funds provided by UN-Habitat?</li> </ul>
Integrity and Governance	<ul style="list-style-type: none"> <li>• The organization should complete and submit a signed Partner Declaration Form</li> <li>• Provide the profiles of the Chairperson of the Board of Directors, Head of the Organization and Chief of Finance</li> </ul>

### Selection Criteria

Criteria	Submission Details/ Documents Required	Weighting
<b>1. Technical capacity</b>		<b>25%</b>
<p><b>1.1</b> Does the organization have the relevant <b>experience and proven track record</b> in implementing activities in the areas of the project?            Has it managed in the past projects of similar technical complexities and financial size?            Is the project linked with the core business of the IP?</p>	<ul style="list-style-type: none"> <li>• List of projects executed in the last 2 years (value, location, donors, nature of projects, execution stage – completed or ongoing).</li> <li>• Demonstrate how the experiences in past projects are relevant in the execution of the current proposal</li> <li>• References from past donors</li> </ul>	
<p><b>1.2</b> Does the organization have <b>qualified technical staff</b> with the experience and the technical skills required by the project? What is the staff size, type, qualification and education background?</p>	<ul style="list-style-type: none"> <li>• CVs of key management staff, technical and non-technical staff that will be involved on the project</li> <li>• How many technical staff do you have in the concerned Country for implementing the project? Is there reasonable assurance that such technical staff required by the project will continue to be available as needed in the Project?</li> </ul>	
<p><b>1.3</b> Does the organization have a clear and strong link with <b>an identifiable constituency</b> relevant to the targeted population of the project?            Does it have the ability to impact on the targeted population and on the issues?            Does it have strong presence in the field and for how long?            Does it have adequate capacity to work in key areas/regions where the proposed field activities will be implemented?</p>	<ul style="list-style-type: none"> <li>• Demonstrate, describe and provide proof of local operational presence, including link and ability to impact the targeted population.</li> </ul>	
<p><b>1.4</b> Does the organization possess adequate physical facilities, office equipment, transport, etc. to implement the activities?</p>	<ul style="list-style-type: none"> <li>• Provide location and list of office facilities, vehicles and office equipment locally available to implement the project.</li> </ul>	

<p><b>1.5</b> Does the organization have formal procedures to monitor project execution (e.g. milestones, outputs, expenditures...)</p>	<ul style="list-style-type: none"> <li>• Provide formal project monitoring policies and procedures</li> </ul>	
<p><b>2. Financial and administrative capacity</b></p>		<p><b>15%</b></p>
<p><b>2.1</b> Has the organization been in operation over a period of at least 2 years to demonstrate its <b>financial sustainability</b> and relevance?</p>	<ul style="list-style-type: none"> <li>• State the years of operation</li> <li>• Financial statements for the last 2 years</li> </ul>	
<p><b>2.2</b> Does the organization have <b>qualified staff in Finance</b>? Is the current <b>accounting system computerized</b> and does have the capacity to collect and provide separate financial reports on the activities executed under the Agreement of Cooperation? Does it have systems and practices to monitor and report whether the project deliverables and expenditures are within agreed time and budget? Does it have minimum segregation of duties in place (separation between project management, finance/accounting and executive office)</p>	<ul style="list-style-type: none"> <li>• CVs of key finance and accounting staff</li> <li>• Description and key features and controls of the accounting system used</li> <li>• Organization structure/ Organogram</li> </ul>	
<p><b>2.3</b> Does the organization have the capacity to procure goods and services on a transparent and competitive basis? (if applicable) check for procurement unit with experienced staff</p>	<ul style="list-style-type: none"> <li>• Copies of procurement policies and procedures. The procedures should show how you procure locally and internationally.</li> </ul>	
<p><b>2.4</b> Does the organization have formal procedures and controls to mitigate fraud such as multiple signature signatories on bank accounts, reporting and prosecution of incidences of fraud?</p>	<ul style="list-style-type: none"> <li>• Describe anti-fraud controls and provide formal procedures</li> </ul>	
<p><b>2.5</b> Does the organization have capacity to provide in-kind, financial, personnel contribution as UN-Habitat Implementing Partner in this present project? Please give details of contribution nature and size.</p>	<ul style="list-style-type: none"> <li>• Describe nature and value of contribution (in-kind or cash)</li> </ul>	
<p><b>3. Financial Proposal</b></p>		<p><b>30%</b></p>

<p><b>3.1</b> Is the budget for each component of the activity to be performed by the Implementing Partner</p> <p>(i) cost-effective (i.e. the cost should be economical and prudently estimated to avoid any under/over estimation)</p> <p>(ii) justifiable/well supported and</p> <p>(iii) accurate and complete</p>	<p><b>Budget Proposal</b> <i>&lt;provide link&gt;</i></p> <ul style="list-style-type: none"> <li>• BOQ (if applicable)</li> <li>• Other supporting documents</li> </ul>	
<p><b>4. Technical Proposal</b></p>		<p><b>30%</b></p>
<p>4.1 The technical proposal is sound and responds adequately to the specifications and requirements?</p>	<p><b>Technical Proposal document</b> <i>&lt;provide link&gt;</i></p>	
<p><b>Cumulative score for ratios</b></p>		<p><b>100%</b></p>



**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 documents must be sent, within the indicated period, to the following e-mail address:

[colombia@onuhabitat.org](mailto:colombia@onuhabitat.org)

Addressed to the "UN-Habitat Andean countries Team" with the following title in the matter:

**"Inclusive cities, communities of solidarity: proposal for IP consideration"**