

CALL FOR PROPOSALS

Ref. No.: AOC/CFP/SI/2018-001

Subject: UN-Habitat ROAP – Community, ward and city level actions and capacity building within the “Enhancing urban resilience to climate change impacts and natural disasters: Honiara” project

The United Nations Human Settlements Programme (UN-Habitat) Regional Office for Asia and the Pacific (ROAP) hereby solicits your proposal for the above subject, in accordance with this document and annexes attached.

This Call for Proposal (CFP) consists of this document and the following annexes:

1. CFP Instructions and Guidelines
2. Technical Proposal Template
3. Budget Proposal Template
4. Sample of Agreement of Cooperation (AOC) and General Terms and Conditions¹

Documents 2-4 can be downloaded [here](#).

A complete set of Technical and Budget Proposals including all the required documents listed in the CFP Instructions and Guidelines must be received by UN-Habitat ROAP no later than **October 3rd, 2018** to the following address via mail or email:

UN-Habitat Regional Office for Asia and the Pacific
ACROS Fukuoka, 8th Floor
1-1-1 Tenjin Chuo-ku, Fukuoka 810-0001 Japan
Email: habitat.fukuoka@un.org

Please indicate the CFP Ref. No. in this letter in your email subject.

Proposals must be submitted in English language and UN-Habitat reserves the right to reject any proposals which are not received by UN-Habitat ROAP by the above-stated deadline.

For queries on this CFP, please contact Mr. Bernhard Barth, HSO, at email [Bernhard.Barth\[at\]un.org](mailto:Bernhard.Barth@un.org) and [Silvia.Gallo\[at\]un.org](mailto:Silvia.Gallo@un.org).

¹ The selected Implementing Partner will be issued with an Agreement of Cooperation (AOC). This is for reference only and need not be completed.

CALL FOR PROPOSALS

The purpose of the Call for Proposals 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

< Community, ward and city level resilience enhancement actions and capacity building - Honiara >

Purpose of CFP: To contribute to project components 1 to 5 of the project: “Enhancing urban resilience to climate change impacts and natural disasters: Honiara”, which aims at developing community, ward and city level resilience enhancement actions and capacity building.

Submission Start Date: September 4th, 2018
Submission Deadline Date: October 3rd, 2018

Project Key Information

- UN-Habitat Project title: Enhancing urban resilience to climate change impacts and natural disasters: Honiara.
- Locations
 - Country: Solomon Island
 - Town/City: The project will focus on Honiara urban area
- Anticipated start date: November 5th, 2018
- Estimated duration of project in calendar months: 12 (1 year)
- Maximum proposed value in US\$: 440.000 (including directly implemented activities, potential sub-contracts to local implementing partners and activities implemented by identified Executing Entities, separately contracted by UN-Habitat)
- Lead Organization Unit: Regional Office for Asia and the Pacific (ROAP)

Brief Background of the Project

Context and climate change vulnerabilities

Solomon Islands is considered to be one of the world's fastest urbanizing countries. The capital, Honiara, located on the north-western coast of Guadalcanal, is the major centre of economic activity and as such, attracts increasing numbers of youth and adults from other islands seeking employment. The city has a growing urban footprint and is the only settlement exceeding 10,000 inhabitants. This large movement of people is overstressing the urban development and planning capacity of government entities, resulting in rapid unplanned urbanization and associated growth of informal settlements and a lack of adequate infrastructure.

Pacific Small Island Developing States (SIDS), such as Solomon Islands are amongst the most vulnerable countries to climate change. Honiara's coastline is vulnerable to sea level rise and lacks sufficient natural or artificial defences against the increasing intensity of storm surges and cyclones, resulting in loss of habitats and livelihoods. With a topographically difficult terrain and limited urban infrastructure, the rugged hills and valleys are facing increased occurrences of landslides due to higher frequency and intensity of extreme rainfall.

The Ministry of Lands, Housing and Survey (MLHS), Honiara City Council (HCC) and the Ministry of Environment, Climate Change, Disaster Management & Meteorology (MECDM) requested the United Nations Human Settlements Programme's (UN-Habitat) support to develop the **Honiara Urban Resilience and Climate Action Plan (HURCAP)**. Following the plan development, the key partners agreed to jointly mobilize resources in support of the implementation of its priority actions.

Project objective

In line with and in support of the Honiara Urban Resilience and Climate Action Plan, the overarching goal of the “**Enhancing urban resilience to climate change impacts and natural disasters: Honiara**” project is to enhance the resilience of the city and its inhabitants to current and future climate impacts and natural disasters, putting a particular focus on pro-poor adaptation actions that involve and benefit the most vulnerable communities in the city and a special emphasis on youths, women, girls, the elderly, and people with disabilities. A link to the project document is provided [here](#):

Objectives of the project focus on the three identified implementation dimensions, as follows.

Community-level

- 1) To support the implementation of prioritized resilience actions in vulnerability hotspot communities.
- 2) To strengthen the capacity of local communities to respond to climate change and natural hazards through awareness raising and capacity development training.

Ward-level

4. Ward level capacity strengthening	<p>4.1. Provide ‘Planning for Climate Change’ training for nominated ‘resilience officers’ in each of Honiara’s wards, and integrate training with DRR knowledge (what to do and where to go)</p> <p>4.2. Pilot best practice participatory approach to city government, NGO, and community collaboration in climate action planning</p> <p>4.3. Assess locally appropriate land administration options for peri-urban locations</p>	<p>Strengthened institutional capacity to reduce risks associated with climate-induced socioeconomic and environmental losses (AF Outcome 2)</p>
5. City-wide governance and capacity strengthening	<p>5.1. Capacity development needs assessment to be conducted in Honiara with focal Ministries and HCC</p> <p>5.2. Develop and run capacity development workshops for planners and other urban and related professionals in support of urban resilience: planning, land administration and GIS risk mapping. To be held at RMIT in Melbourne</p> <p>5.3. Employ a climate adaptation and resilience officer, and constitute a multi-stakeholder steering group and provide support for regular meetings</p> <p>5.4. Develop and support more effective partnership networks, including for cross-border issues, and provide support for increased participation</p> <p>5.5. Policy and stakeholder mapping, and a whole-of-govt. review to identify areas for mainstreaming of climate change considerations across urban policy (including land use plans and building codes)</p>	<p>Strengthened institutional capacity to reduce risks associated with climate-induced socioeconomic and environmental losses (AF Outcome 2)</p>
6. Knowledge Management and Advocacy	<p>6.1. Climate change training and knowledge exchange</p> <p>6.2. Advocacy materials</p> <p>6.3. Knowledge sharing platform</p> <p>6.4. Project learning mechanism</p>	<p>Project implementation is fully transparent. All stakeholders are informed of products and results and have access to these for replication;</p>

Main activities and outputs / what are we looking for in this partnership?

The implementing partner (IP) will support the start-up activities at the community, ward and city level, contributing to work packages 1 to 5, as detailed in the following section. Specifically the Implementing Partner will be undertaking activities as follows (but not limited to):

Community level actions and capacity building (maximum proposed value USD 180,000)

1. Identification of key issues and prioritization of actions for two additional hotspot case studies (Nggosi and Panatina wards) and updated to existing community action plans developed as part of the HURCAP process. The IP will develop two new local action plans based on previous methodology for White River and Gilbert Camp informal settlements and will update all plans with findings from community profiling activities and scoping and feasibility studies of prioritized local actions, completing community climate action plans for all the settlements.

2. In-depth profiling of all hotspot communities: the IP will identify suitable surveyors, establish and train local survey teams and conduct household and community-level surveys to establish baselines. The IP will provide tablets and software and will present options to integrate satellite, drone and community mapping.
3. Carry out scoping and feasibility studies for all communities. The IP will assess the cost, feasibility and partnerships that will be needed to implement the actions suggested by the community. IP will be in charge of organizing community consultations and mobilizing international and local experts on themes such as land tenure; water, civil and humanitarian engineering; housing; waste management; DRR and any other relevant matter.
4. Training on surveys, data recording, and data management addressing community members for community profile self-assessment and monitoring. This activity is to be carried out in link with the assessments and studies above mentioned in points 2 and 3.
5. Awareness and capacity building activities relating to key community issues (Climate Change Adaptation, Early Warning Systems, Disaster Risk Reduction, Health, etc.). Part of these sensitization and awareness campaigns should take the form of workshops to be carried out during visits for other activities.

Key outputs and contribution to the Project Knowledge Management, Advocacy and Communications Strategy: 5 comprehensive, publishable community vulnerability assessments. 5 comprehensive, publishable community action plans.

Ward level actions and capacity building (maximum proposed value USD 160.000)

1. Work with women's groups in Honiara to determine the most effective means of communicating about climate risk strategies, and which actions are likely to be most successful given the local context, such as theatre performances, radio broadcasts, and community newsletters, with a gender sensitive approach and specifically focusing on women..
2. Conducting training and piloting of closed-loop organic waste and urban food production activities, and reducing climate vulnerability through ecosystem services (enhancing food security, reducing storm water run-off, and reduced sensitivity to climate extremes due to reduced waste and rubbish accumulation in the local area).

Key outputs and contribution to the Project Knowledge Management, Advocacy and Communications Strategy: at least 3 publishable projects' drafts

3. Support the development of climate resilient community spaces, including productive open spaces and community evacuation centres. The IP will engage with Honiara City Council to identify and promote climate resilient public spaces e.g. using floodplains as sports areas, planting trees to increase shading in community spaces to combat heat stress, and the

rehabilitation of community centres for use as safe places for evacuation. The expertise required from the IP to ensure adequate support the creation of community spaces includes planning, housing, landscape architecture and DRR. Activities included into this call for proposal are mainly scoping and preparation of the following 2 years' actions (physical implementation).

Key outputs and contribution to the Project Knowledge Management, Advocacy and Communications Strategy: options of suitable spaces and sketches for centers' design

4. Organization and provision of a 'Planning for Climate Change' training for nominated resilience officers in each of Honiara's wards, including climate change adaptation and disaster risk reduction. The IP will also provide a platform for whole of city regular meetings and capacity building activities.
5. Assessment of locally appropriate land administration options for peri-urban settlements and households, around Ngossi and Panatina wards. Proposed option will seek to account for both Western and Customary laws when dealing with urban growth; the IP will suggest options to secure and safeguard legitimate tenure rights, and inform decisions on resettlement. Mobilization of international land tenure experts, community consultation and workshops are expected to be organized as part of this activity.

Key outputs and contribution to the Project Knowledge Management, Advocacy and Communications Strategy: publishable report

City level actions and capacity building (maximum proposed value USD 100.000)

1. Capacity development needs assessment to be conducted in Honiara in collaboration with focal Ministries and Honiara City Council. The IP will be in charge of assessing specific needs on planning, GIS risk mapping, land administration, engineering, data management, climate change adaptation, media and communications). The initial assessment will take place during scoping technical visit (community level actions, point 3).
2. Development and running of tailored capacity development workshops for planners and other urban and related professional staff of HCC and focal Ministries in support of urban resilience: planning, land administration and GIS risk mapping.
3. Policy and stakeholder mapping, and a whole-of-government review to identify areas for mainstreaming of climate change considerations across urban policy (including a review of land use plans and the introduction of possible building codes).

Produced documents and reports need to be presented in a publishable manner. Moreover, the call for proposal should indicate how the IP intends contributing to the project's Knowledge Management, Advocacy and communication strategy beyond the activities and outputs above.

Throughout these activities the implementing partner is expected to examine whether particular individuals and groups may be differentially or disproportionately affected by the sub-project potential adverse impacts because of their disadvantaged or marginalized status, due to such factors as race, ethnicity, gender, age, language, disability, sexual orientation, religion, political or other opinion, national or social or geographical origin, property, birth or other status including as an indigenous person or as a member of a minority. Where such individuals or groups are identified (through the vulnerability assessment), recommend targeted and differentiated measures to ensure that the adverse impacts do not fall disproportionately on them.

Risk Analysis

A detailed risk analysis of the project has been undertaken.

The proposed project will fully comply with international and national laws In line with UN-Habitats Environmental and Social Safeguards System and in line with the Adaptation Fund's Environmental and Social Policy. UN-Habitat completed an initial risk analysis, screening and assessing potential environmental and social impacts for the proposed project.

In assessments the implementing partner is expected to adequately include and / or reflect the following:

- Ensure compliance with international standards and, where appropriate, use independent advisory panels during preparation and implementation of sub-projects that contain risks or that involve serious and multi-dimensional social and/or environmental concerns.
- Utilize strategic, sectoral or regional environmental assessment where appropriate.
- Enhance positive impacts and avoid, minimize, and/or mitigate adverse impacts through environmental and social planning and management. Develop a management plan per USP that includes the proposed measures for mitigation, monitoring, institutional capacity development and training (if required), an implementation schedule (including maintenance), and cost estimates.
- All proposed sub-projects with environmental and social risks will be assessed and managed with the purpose to identify potential application of requirements of the Overarching Environmental and Social Policy (ESP) and Principles.

Furthermore, the implementing partner is expected to familiarize themselves with the Adaptation Funds Environmental and Social Management plan and ensure that all other stakeholders involved on National, Local and Community level are equally aware of the environmental and social risks.

All project activities / assessments should adequately include and/or reflect the following:

[15 Principles of the Environmental and Social Policy](#) of the Adaptation Fund

1. Compliance with the law: Projects/programmes supported by the Fund shall be in compliance with all applicable domestic and international law.

2. Access and equity: Projects/programmes supported by the Fund shall provide fair and equitable access to benefits in a manner that is inclusive and does not impede access to basic health services, clean water and sanitation, energy, education, housing, safe and decent working conditions, and land rights. Projects/programmes should not exacerbate existing inequities, particularly with respect to marginalized or vulnerable groups.

3. Marginalized and vulnerable groups: Projects/programmes supported by the Fund shall avoid imposing any disproportionate adverse impacts on marginalized and vulnerable groups including children, women and girls, the elderly, indigenous people, tribal groups, displaced people, refugees, people living with disabilities, and people living with HIV/AIDS. In screening any proposed project/programme, the implementing entities shall assess and consider particular impacts on marginalized and vulnerable groups.

4. Human rights: Projects/programmes supported by the Fund shall respect and where applicable promote international human rights.

5. Gender Equity and Women's Empowerment: Projects/programmes supported by the Fund shall be designed and implemented in such a way that both women and men 1) are able to participate fully and equitably; 2) receive comparable social and economic benefits; and 3) do not suffer disproportionate adverse effects during the development process.

6. Core Labour Rights: Projects/programmes supported by the Fund shall meet the core labour standards as identified by the International Labour Organization.

7. Indigenous Peoples: The Fund shall not support projects/programmes that are inconsistent with the rights and responsibilities set forth in the UN Declaration on the Rights of Indigenous Peoples and other applicable international instruments relating to indigenous peoples

8. Involuntary Resettlement: Projects/programmes supported by the Fund shall be designed and implemented in a way that avoids or minimizes the need for involuntary resettlement. When limited involuntary resettlement is unavoidable, due process should be observed so that displaced persons shall be informed of their rights, consulted on their options, and offered technically, economically, and socially feasible resettlement alternatives or fair and adequate compensation

9. Protection of Natural Habitats: The Fund shall not support projects/programmes that would involve unjustified conversion or degradation of critical natural habitats, including those that are (a)

legally protected; (b) officially proposed for protection; (c) recognized by authoritative sources for their high conservation value, including as critical habitat; or (d) recognized as protected by traditional or indigenous local communities

10. Conservation of Biological Diversity: Projects/programmes supported by the Fund shall be designed and implemented in a way that avoids any significant or unjustified reduction or loss of biological diversity or the introduction of known invasive species

11. Climate Change: Projects/programmes supported by the Fund shall not result in any significant or unjustified increase in greenhouse gas emissions or other drivers of climate change.

12. Pollution Prevention and Resource Efficiency: Projects/programmes supported by the Fund shall be designed and implemented in a way that meets applicable international standards for maximizing energy efficiency and minimizing material resource use, the production of wastes, and the release of pollutants

13. Public Health: Projects/programmes supported by the Fund shall be designed and implemented in a way that avoids potentially significant negative impacts on public health.

14. Physical and Cultural Heritage: Projects/programmes supported by the Fund shall be designed and implemented in a way that avoids the alteration, damage, or removal of any physical cultural resources, cultural sites, and sites with unique natural values recognized as such at the community, national or international level. Projects/programmes should also not permanently interfere with existing access and use of such physical and cultural resources.

15. Lands and Soil Conservation: Projects/programmes supported by the Fund shall be designed and implemented in a way that promotes soil conservation and avoids degradation or conversion of productive lands or land that provides valuable ecosystem services.

The Expressions of Interest will be assessed against the following criteria. Please provide the required information / documents listed below.

Eligibility Criteria

Criteria	Submission Details/ Documents Required
Legal Status	<ul style="list-style-type: none"> • 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	<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 • Provide the profiles of the Chairperson of the Board of Directors, Head of the Organization and Chief of Finance

Selection Criteria

Criteria	Submission Details/ Documents Required
1. Technical capacity	
<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? Is the project linked with the core business of the IP?</p>	<ul style="list-style-type: none"> • List of similar projects executed in the last 5 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 • 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
<p>1.3 Does the organization have a clear and strong link with an identifiable constituency relevant to the targeted population of the project? Does it have the ability to impact on the targeted population and on the issues? Does it have strong presence in the field and for how long? Does it have adequate capacity to work in key areas/regions where the proposed field activities will be implemented?</p>	<ul style="list-style-type: none"> • Demonstrate, describe and provide proof of local operational presence, including link and ability to impact the targeted population.
<p>1.4 Does the organization possess adequate physical facilities, office equipment, transport, etc. to implement the activities?</p>	<ul style="list-style-type: none"> • Provide location and list of office facilities, vehicles and office equipment locally available to implement the project.
<p>1.5 Does the organization have formal procedures to monitor project execution (e.g. milestones, outputs, expenditures...)</p>	<ul style="list-style-type: none"> • Provide formal project monitoring policies and procedures
2. Financial and administrative capacity	
<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

<p>2.2 Does the organization have qualified staff in Finance? Is the current accounting system computerized and does have the capacity to collect and provide separate financial reports on the activities executed under the Agreement of Cooperation? Does it have systems and practices to monitor and report whether the project deliverables and expenditures are within agreed time and budget? Does it have minimum segregation of duties in place (separation between project management, finance/accounting and executive office)</p>	<ul style="list-style-type: none"> • CVs of key finance and accounting staff • Description and key features and controls of the accounting system used • Organization structure/ Organogram
<p>2.3 Does the organization have the capacity to procure goods and services on a transparent and competitive basis? (if applicable) check for procurement unit with experienced staff</p>	<ul style="list-style-type: none"> • Copies of procurement policies and procedures. The procedures should show how you procure locally and internationally.
<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)
<p>3. Financial Proposal</p>	
<p>3.1 Is the budget for each component of the activity to be performed by the Implementing Partner (i) cost-effective (i.e. the cost should be economical and prudently estimated to avoid any under/over estimation) (ii) justifiable/well supported and (iii) accurate and complete</p>	<p>Budget Proposal <template provided></p> <ul style="list-style-type: none"> • BOQ (if applicable) • Other supporting documents
<p>4. Technical Proposal</p>	
<p>4.1 The technical proposal is sound and responds adequately to the specifications and requirements?</p>	<p>Technical Proposal document <template provided></p>

Notes:

1. Please submit your proposal to habitat.fukuoka@un.org
2. 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).
3. The Proposal consisting of the Technical Proposal and accompanying documents must be received in accordance with instructions provided. Proposals submitted to a different email address will not be considered.
4. Proposals from applicants failing to provide the complete information to fulfill the basic eligibility criteria will be considered non-responsive.
5. Proposals received after the above deadline will not be considered
6. Organizations will be selected in accordance with the procedure set out in the UN-Habitat IP Management policy and Standard Operating Procedures.
7. Proposals from applicants failing to provide the requested information will be disregarded.
8. 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.
9. All prices must be in USD
10. The IP should indicate the direct implementing entity for each activity and relevant allocated budget (direct IP and/or local entity/separately contracted by UN-Habitat)