

CALL FOR PROPOSALS

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

Title: Madhyapur Green Roof Project

(Subject to final approval of UN-Habitat Headquarter)

Size of grant: USD 15,000

Purpose of CFP: Implementing Urban Agriculture activities in Madhyapur Thimi Municipality.

Submission Start Date: 08 October 2020

Submission Deadline Date and time 21 October 2020

Project Key Information

- UN-Habitat Project title : Green Rooftop Project- Madhyapur
- Locations
 - Madhyapur Thimi Municipality
 - Country: Nepal
- Anticipated start date Dec 1, 2020
- Estimated duration of project in calendar months: 9 months
- Maximum proposed value in US\$: USD 15,000
- Lead Organization Unit: UN-Habitat Nepal Office

Brief Background of the Project

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

The People of Fukuoka City is supporting Water for Life initiative since 2012 in Nepal. After COVID crisis the support intend to move towards urban agriculture so that sustainable farming in cities can be supported thereby contribute to improve water and sanitation situation of people of cities. COVID pandemic lockdown is pushing city dwellers to grow their own fruit and vegetables in their homes. Panic buying has led to bare shelves in supermarkets/shops and disruptions in transportation has affected food supply. This is not the first time of issue in food supply particularly in Kathmandu valley. This pandemic is a reminder that disruptions to food supplies in Kathmandu valley can take place at any time. Besides, risk of infection via the vegetables led people to seek the alternative to food supply particularly vegetables and this pandemic has definitely sparked more interest among city

dwellers to produce food locally. RTF can be a shock absorber during such disruptions and it would be wise to think of how to invest in homegrown food.

Madhyapur Thimi Municipality has shown their interest in introducing Roof Top Farming and showed their commitment to contribute their part in partnership with UN-Habitat in promotion of this initiative.

Main objectives of the initiative

The broader aim of the pilot project is to “Promote innovative ways of urban agriculture through capacity building of city dwellers to support food security and to contribute in waste management thereby conserve water and reduce the impact of climate change”.

The specific project objectives include:

- Objective 1 - Promote RTF and reduce dependency on market for vegetable.
- Objective 2 - Promote urban water conservation by rainwater harvesting, grey water recycling and organic waste management at household level
- Objective 3 - Build the capacity of urban dwellers on skill and knowledge on RTF and household waste management.
- Objective 4 - Demonstrate innovative techniques and technologies in RTF and household water and waste management
- Objective 5 - Disseminate the learning of the Green Rooftop initiative to larger population

Risk Analysis

UN-Habitat introduced urban agriculture project in 2012-13 in Kathmandu. This was a grand success which has further replicated later initiatives of several organizations in the valley. After the start of COVID crisis there are self-motivated people starting RTF. In this context there will be continuity of the initiative and has very low risk. Since not much of the external inputs are required this is sustainable initiative. One of the aims of the project is to provide knowledge where many of the participating families will have skills from their past practices as even in cities in newly developed areas people have past history of engaging in agriculture. This reduces the risk of failure. The community-based approach helps to reduce risks at implementation level.

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 continue to be available as needed in the Project?
<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?</p> <p>Does it have systems and practices to monitor and report whether the project deliverables and expenditures are within agreed time and budget?</p> <p>Does it have minimum segregation of duties in place (separation between project management, finance/accounting and executive office)</p>	<ul style="list-style-type: none"> • CVs of key finance and accounting staff • Description and key features and controls of the accounting system used • Organization structure/ Organogram
<p>2.3 Does the organization have the capacity to procure goods and services on a transparent and competitive basis? (if applicable) check for procurement unit with experienced staff</p>	<ul style="list-style-type: none"> • Copies of procurement policies and procedures. The procedures should show how you procure locally and internationally.
<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</p> <p>(i) cost-effective (i.e. the cost should be economical and prudently estimated to avoid any under/over estimation)</p> <p>(ii) justifiable/well supported and</p> <p>(iii) accurate and complete</p>	<p>Budget Proposal <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>
<p>Cumulative score for ratios</p>	

How to Apply:

All the interested organization are requested to submit both technical and financial proposal through email to unhabitat.nepal@unhabitat.org.np no later than **20 October 2020**. The size of the email must not exceed 10 MB. In case if you have any queries related to budget template please email to sunita.pradhan@unhabitat.org.np.

Telephone calls will not be entertained.

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 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