



## CALL FOR PROPOSAL

# Resilient Housing Rehabilitation Initiative in Sofala Province, Mozambique

**Reference:** CFP/01-2024/RHRI/UNH/MOZ

**Purpose of CFP:** To solicit partnerships for the 'Resilient Housing Rehabilitation Initiative' aimed at enhancing the resilience of communities in Sofala Province, Mozambique, through the reconstruction of housing using local materials and sustainable building techniques. This project seeks to engage implementing partners who can contribute to local capacity building, ensure the use of resilient construction practices, and facilitate community involvement in the rehabilitation process. Partners are expected to collaborate closely in achieving sustainable, cost-effective housing solutions that address the needs of vulnerable populations affected by climatic events.

**Published Date:** 16<sup>th</sup> April 2024

**Submission Deadline Date and time:** 6<sup>th</sup> May 2024; 5:00 pm East African Time

Address CFP response by email to the attention of:

UN-Habitat Kenya Country Programme

E-mail address: [unhabitat-moz@un.org](mailto:unhabitat-moz@un.org);

The email must quote the CFP reference in email subject: CFP/01-2024/RHRI/UNH/MOZ

### Instructions to applicants:

1. Proposals received after the above deadline will not be considered;
2. Proposals and accompanying documents sent to a different email address will not be considered;
3. Any clarification queries and correspondences should also be sent to this email address;
4. Proposals not providing the requested information will be disregarded;
5. Applicant's proposal and accompanying documents must clearly indicate the CFP reference CFP/01-2024/RHRI/UNH/MOZ;
6. All prices must be in USD;
7. Proposal language should be in English;
8. For further details and project background, please contact: [unhabitat-moz@un.org](mailto:unhabitat-moz@un.org);



### **Purpose of Call for Proposal:**

UN-Habitat's Mozambique Country Programme with the funding of USAID is launching a call for proposals (CFP) to seek partnership with organizations skilled in sustainable construction using local materials and techniques, to implement a housing rehabilitation project designed to withstand climatic adversities. The project focuses on active community involvement and capacity building to ensure sustainable development. Implementing Partners are expected to collaborate with local government and community groups to deliver resilient, cost-effective housing solutions that integrate environmental and cultural considerations. The initiative is a critical component of our broader strategy to foster resilient urban development and improve quality of life in disaster-prone regions.

The proposal must demonstrate how the Implementing Partner will contribute to the below outputs; namely:

The proposal must clearly articulate how the Implementing Partner will contribute to the achievement of the specified project outputs. Key contributions should include:

#### **1. Resilient Housing Construction:**

- Demonstrate the ability to design and construct resilient housing units using local materials and improved construction techniques that are adaptable to the climatic conditions of Sofala Province.
- Outline strategies for leveraging local expertise and resources in the construction process, ensuring sustainability and cost-effectiveness.

#### **2. Community Involvement and Capacity Building:**

- Detail plans for engaging the community in the housing reconstruction process, including mechanisms for participatory decision-making and feedback.
- Explain methods for building local capacities, not only in construction skills but also in sustainable living practices and disaster preparedness.

#### **3. Stakeholder Collaboration:**

- Show strategies for effective collaboration with local government bodies, community organizations, and other relevant stakeholders to ensure the project aligns with local development plans and leverages existing resources.
- Provide a framework for ongoing communication and coordination with these stakeholders throughout the project lifecycle.



#### 4. Sustainability and Replicability:

- Illustrate how the housing solutions implemented will be sustainable beyond the life of the project, including maintenance plans and community training.
- Discuss how the approaches and techniques used can be replicated in other similar contexts within Mozambique or other regions.

#### 5. Monitoring and Evaluation:

- Outline a robust M&E framework that will track progress, measure impact, and gather insights to inform future projects.
- Describe how the project will incorporate learning from past implementations and adapt to evolving needs over time.

### **Project Key Information**

**UN-Habitat Project Title:** Resilient Housing Rehabilitation Initiative in Sofala Province, Mozambique

**Locations:** Dondo, Nhamatanda and Buzi Districts in Sofala

**Country:** Mozambique

**Anticipated start date:** 15th August 2024

**Estimated duration of project in calendar months:** 6 Months

**Maximum proposed value in US\$:** \$ 400,000.00

**Lead Organization Unit:** UN-Habitat Mozambique, Regional Office for Africa (ROAf)

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

In 2019, Mozambique was ranked as the country most affected by extreme weather events globally, marking a year of unprecedented devastation due to two Category 4 tropical cyclones, Idai and Kenneth. This was a historic first for the nation, witnessing such severe climatic events in a single year. The cyclones, followed by Tropical Cyclones Eloise and Guambe, and the severe tropical storm Chalane, left a trail of destruction, emphasizing the acute vulnerability of Mozambique to climate-induced disasters. The cumulative effect of these events underscored the urgent need for resilient reconstruction efforts, particularly in the Sofala Province, which bore the brunt of these calamities.

The "Building Back Better and Resilience Building: An Integrated Territorial Approach in Sofala Province, Mozambique" project emerges in response to this dire situation. With an overarching goal to mitigate the impact of climatic hazards, the project focuses on enhancing the resilience of the affected communities through sustainable and inclusive recovery strategies. At the core of this initiative is the reconstruction of low-cost resilient housing units, utilizing local materials and construction techniques tailored to withstand future climatic adversities.



This project not only aims to rebuild homes and infrastructure but also to rejuvenate the socio-economic fabric of the communities by improving local livelihoods. By conducting assessments of vulnerable families, distributing construction materials, and offering training on resilient reconstruction practices, the project endeavors to lay a foundation for a more resilient future.

In partnership with local experts, stakeholders, and international collaborators, the project adopts an integrated approach, emphasizing community participation and the use of local resources. This collaborative effort seeks to leverage the unique strengths and knowledge of the Sofala Province communities, ensuring that the recovery process is not just about rebuilding structures, but also about empowering people and enhancing their resilience to future challenges.

Through strategic planning, innovative solutions, and a focus on sustainability, the project aspires to contribute significantly to the recovery and sustainable development of the Beira Corridor communities, setting a precedent for resilience-building efforts in Mozambique and beyond.

### **Main activities and outputs**

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

#### **1. Assessment and Planning**

- **Activity 1.1:** Conduct comprehensive vulnerability and needs assessments for 200 households across Dondo, Nhamatanda, and Buzi, aiming to pinpoint the households most in need while outlining their specific requirements for housing construction and Non-Food Item (NFI) distribution. This process will be intricately linked with the E-Voucher system developed by the Food and Agriculture Organization (FAO), ensuring the system's utilization for the streamlined execution of housing construction and NFI distribution activities.
- **Activity 1.2:** Undertake a detailed market assessment in each community to identify local suppliers of construction materials and services. This will ascertain the availability, cost-effectiveness, and sustainability of local materials and construction services, ensuring that project interventions support local economies and are grounded in the realities of local markets.
  - **Output 1.1:** A detailed report identifying 200 households among the most vulnerable in Dondo, Nhamatanda, and Buzi. This document will outline the specific requirements for housing construction and NFI distribution tailored to the needs of each identified household. It ensures a focused approach towards the most pressing vulnerabilities, guiding the project's targeted interventions to maximize impact and efficiency.
  - **Output 1.2:** A comprehensive market assessment report for each community, detailing the availability, pricing, and sustainability of local construction materials and services. This assessment aims to inform the project's procurement strategies, ensuring the use of cost-effective, sustainable local resources. By leveraging the strengths of local markets, the project promotes economic resilience and supports the broader goal



of community empowerment through the strategic engagement of local suppliers and service providers.

## **2. Construction of low-cost Resilient Housing Units and Distribution of Construction Materials (NFIs)**

- **Activity 2.1:** Implement the construction of low-cost, resilient housing units for 100 households, which represents 50% of the total targeted. The construction will leverage local materials and incorporate sustainable construction techniques, with a specific emphasis on an enhanced "Pau a Pique" method using prefabricated wood panels as the primary structural element. An owner-driven construction approach will be employed, deeply involving both the direct beneficiaries and the broader community in the building process. This strategy is designed to cultivate a strong sense of ownership, foster community cohesion, and facilitate skill development among participants, ultimately ensuring the long-term sustainability of the housing units and bolstering the community's resilience (please see Annex X for reference).
- **Activity 2.2:** Coordinate the distribution of essential construction materials (NFIs) to the remaining 100 households (50% of the total targeted), equipping them with the resources necessary to strengthen and repair their existing homes. This effort aims to empower homeowners by providing them with the means to actively participate in enhancing their living conditions and resilience against future environmental challenges.
  - **Output 2.1:** Completion of 100 low-cost, resilient housing units, thus providing safe, durable, and sustainable living conditions for half of the identified vulnerable households. This achievement reflects a significant improvement in the beneficiaries' quality of life, accomplished through a collaborative process that not only optimizes local materials and construction methods but also promotes community involvement and skill transfer.
  - **Output 2.2:** Successful distribution of construction materials and NFIs to 100 households, enabling them to undertake essential repairs and reinforcements of their homes. This initiative not only contributes to the physical resilience of the housing stock but also instills a sense of agency among homeowners, encouraging proactive measures to safeguard against the impacts of climatic events.

## **3. Resilient Reconstruction Training**

- **Activity 3.1:** Organize and deliver comprehensive training sessions on resilient building practices for local builders and community targeting 600 people. This initiative is designed to strengthen local capacity for sustainable reconstruction by disseminating knowledge and skills related to the latest in resilient construction techniques, including the use of local materials and environmentally friendly building methods. Special emphasis will be placed on practical, hands-on training that aligns with the "Pau a Pique" technique and other local innovations, ensuring participants are well-prepared to apply these practices in real-world settings. The training will also incorporate elements of project management, maintenance, and disaster risk reduction to ensure a holistic understanding of building resilience.



- **Output 3.1:** The development of a proficient group of at least 600 local builders and community members, skilled in resilient construction techniques, poised to enhance the safety and sustainability of their neighborhoods. Through the training, participants will gain the necessary expertise to build, upkeep, and proliferate eco-friendly and robust housing, bolstering the community's capacity to resist disasters. This knowledgeable cohort will become a cornerstone for continuous and prospective rebuilding projects, guaranteeing that construction methodologies not only endure environmental challenges but also foster ecological responsibility and fortify communal resilience.

#### 4. Monitoring, Evaluation, and Learning

- **Activity 4.1:** Establish and operationalize a detailed Monitoring and Evaluation (M&E) framework designed to meticulously monitor project advancements, capture critical lessons learned, and pinpoint effective strategies, particularly emphasizing the resilience enhancement endeavors targeting the 200 households. This framework will include regular data collection, analysis, and reporting mechanisms that align with project objectives and outcomes, focusing on the adaptability and sustainability of construction practices, community engagement effectiveness, and overall resilience capacity improvement.
  - **Output 4.1:** A fully functional M&E system that consistently delivers valuable insights and feedback throughout the project lifecycle. This system will facilitate adaptive management by identifying areas for improvement and scaling successful interventions, thereby optimizing the project's impact on the selected households and extending its benefits to the broader community. Through this process, the project will not only achieve its immediate objectives but also contribute to a body of knowledge that supports future resilience-building initiatives, promoting a culture of continuous learning and improvement.

#### Risk Analysis

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

##### 1. Environmental Risks

- **Risk:** Potential for further climatic events (e.g., cyclones, floods) within the project timeline.
- **Mitigation:** Adopt adaptive project planning with contingency measures. Strengthen early warning systems and elevate community disaster preparedness. Prioritize resilient construction designs and materials verified to withstand extreme weather.

##### 2. Socio-political Risks

- **Risk:** Political instability or shifts in local governance could interrupt project flow.
- **Mitigation:** Proactively engage with governmental bodies at all levels to secure comprehensive support from project initiation. Maintain regular communication with local authorities and community leaders to ensure alignment and adaptability to governance changes.



### 3. Economic Risks

- **Risk:** Variability in the cost of construction materials or labor shortages leading to financial overextensions.
- **Mitigation:** Secure stable pricing through proactive procurement and contractual agreements. Cultivate a skilled local workforce via targeted training initiatives to lessen dependence on external labor forces and mitigate potential shortages.

### 4. Operational Risks

- **Risk:** Challenges in the timely distribution of construction materials and NFIs owing to logistical hurdles.
- **Mitigation:** Set up several localized distribution hubs and form alliances with community organizations for efficient storage and distribution. Implement a comprehensive logistics strategy that anticipates and mitigates potential delays.

### 5. Community Engagement Risks

- **Risk:** Limited community engagement impedes project execution, especially in housing reconstruction and NFI distribution.
- **Mitigation:** Facilitate inclusive planning sessions to integrate community input from the outset. Apply feedback mechanisms to swiftly address and resolve community concerns, ensuring project adjustments are community-informed.

### 6. Technical Risks

- **Risk:** Challenges in transferring resilient building techniques to local builders or techniques not performing as anticipated.
- **Mitigation:** Offer extensive training for local builders that includes ongoing support and refresher opportunities. Evaluate the effectiveness of constructed units regularly and refine training and construction methodologies based on practical feedback.

### 7. Environmental Degradation Risks

- **Risk:** Unintended environmental impact stemming from construction activities.
- **Mitigation:** Commit to rigorous environmental impact assessments before project commencement. Embrace eco-friendly construction practices and materials, coupled with community outreach on environmental conservation principles.

## What are we looking for?

UN-Habitat is seeking partnerships with dedicated and experienced organizations that can offer innovative and sustainable solutions for housing rehabilitation in Sofala Province, Mozambique. We are particularly interested in partners that demonstrate:

1. **Expertise in Resilient Construction:** Organizations that have a proven track record in designing and implementing housing projects that use local materials and resilient building techniques suited to the climatic challenges of the region.



2. **Community-Centric Approach:** Partners that prioritize community engagement and participation in all phases of the project, from planning and construction to monitoring and evaluation, ensuring that the solutions are culturally appropriate and locally driven.
3. **Sustainable Development Practices:** Implementing Partners that incorporate sustainable practices in their project execution, aiming to not only provide immediate housing solutions but also contribute to the long-term resilience and economic stability of the communities.
4. **Collaborative Spirit:** Organizations that are adept at working collaboratively with various stakeholders including local governments, community leaders, NGOs, and international donors to leverage additional expertise, resources, and support.
5. **Capacity Building:** Partners committed to enhancing local capacities, ensuring that community members and local builders are trained in resilient construction techniques, maintenance, and disaster preparedness.
6. **Innovative and Scalable Solutions:** Proposals that offer scalable and replicable models of housing rehabilitation that can be adapted to other regions facing similar challenges, thereby expanding the impact of the project.
7. **Strong Organizational Capabilities:** Organizations with robust financial and managerial capacity to manage large-scale projects efficiently and effectively, ensuring transparency and accountability in project delivery.

## Scope of Work

The selected Implementing Partner will be responsible for the following key activities, aimed at achieving resilient and sustainable housing rehabilitation in Sofala Province, Mozambique:

### 1. Project Planning and Assessment:

- Conduct comprehensive assessments to identify the most vulnerable households and their specific housing needs.
- Develop detailed project plans that include timelines, resource allocations, and specifications for housing designs that utilize local materials and resilient construction techniques.

### 2. Community Engagement and Capacity Building:

- Implement a community engagement strategy that ensures the active participation of local residents in the planning and construction process.
- Organize workshops and training sessions to build local capacity in resilient building practices, project management, and maintenance of the new housing structures.

### 3. Construction of Resilient Housing:

- Oversee the construction of resilient housing units for 100 identified vulnerable households, ensuring that the structures are built to withstand local environmental challenges.





- Utilize improved construction techniques such as "Pau a Pique" with prefabricated wood panels, emphasizing sustainability and cost-effectiveness.

#### **4. Distribution and Management of Construction Materials:**

- Procure and distribute essential construction materials and non-food items (NFIs) to support both the construction efforts and the reinforcement of existing structures.
- Ensure efficient logistics management to maintain a steady supply chain of high-quality, locally-sourced materials that support sustainable building practices.

#### **5. Monitoring and Evaluation (M&E):**

- Develop and implement an M&E system to track project progress, assess the impact of the interventions, and facilitate the reporting of outcomes to stakeholders.
- Use the M&E data to make informed decisions and adjustments to the project as necessary to maximize its effectiveness.

#### **6. Stakeholder Collaboration:**

- Coordinate with local authorities, community leaders, and other relevant stakeholders to ensure that the project aligns with local policies and leverages existing resources.
- Foster partnerships with local NGOs, technical experts, and other organizations to enhance project outcomes.

#### **7. Sustainability and Replication Strategy:**

- Design and implement strategies to ensure the long-term sustainability of the housing units and the associated community benefits.
- Develop a model that can be replicated in other regions of Mozambique or similar contexts to expand the impact of the initiative.

#### **8. Documentation and Knowledge Sharing:**

- Document the project processes, challenges, and successes in detailed reports.
- Share lessons learned and best practices with the broader development and humanitarian community to contribute to the knowledge base on resilient housing solutions.



## United Nations Partner Portal (UNPP)

The UN Secretariat has joined the UN Partner Portal (UNPP) on 31 August 2021. UNPP is the result of collaboration among UN Organizations and connects civil society partners and UN agencies. The portal was launched in January 2019 and is currently utilized by a growing number of UN Common System Organizations (UNHCR, UNICEF, UNFPA, WFP) to support partnership opportunities and facilitates a more efficient, harmonized and streamlined interaction between UN Organizations and their civil society partners, thereby eliminating duplicative efforts. By registering on the portal, partners create an online profile which lets UN agencies know about your work and how you can be contacted. It also allows partners to explore partnership opportunities issued by UNFPA, UNHCR, UNICEF, and WFP. Going forward, all international and national non-governmental organizations that wish to be considered for partnership opportunities with the Secretariat will need to register and create a profile on the UN Partner Portal. Following a verification of the profile information, partners will be eligible to apply to partnership opportunities with the UN Secretariat as well as all other participating UN Organizations. Attached are the overview of the UNPP and User manual for reference.

## Eligibility Criteria

The applicant's response should provide complete information and documents as outlined below. The proposal failing to fulfill this eligibility criteria will be considered as non-responsive.

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	<ul style="list-style-type: none"> <li>• Is the organization willing and able to have a separate bank account for</li> </ul>



account	the funds provided by UN-Habitat?
Integrity and Governance	<ul style="list-style-type: none"> <li>The organization should complete and submit a signed Partner Declaration Form (using the template Annex A)</li> <li>Provide the profiles of the Chairperson of the Board of Directors, Head of the Organization and Chief of Finance</li> </ul>

**Evaluation of Proposals:**

A two-stage procedure will be utilized in evaluating the proposals, with evaluation of the Technical Proposal (comprising of technical capacity, financial and administrative management capacity and technical proposal) being completed prior to any Financial Proposal being opened and compared.

Applicant’s submission of technical proposal and accompanying documents submitted in template Annex B and financial proposal in Annex C will be evaluated using the below 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>		<b>15%</b>
<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 (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><b>Budget Proposal (Annex C) - The applicant must submit a budget proposal in the template provided in Annex C</b></p> <ul style="list-style-type: none"> <li>• <a href="mailto:unhabitat-moz@un.org">unhabitat-moz@un.org</a></li> <li>• BOQ (if applicable)</li> <li>• Other supporting documents</li> </ul>	
<p><b>4. Technical Proposal</b></p>		<p><b>30%</b></p>

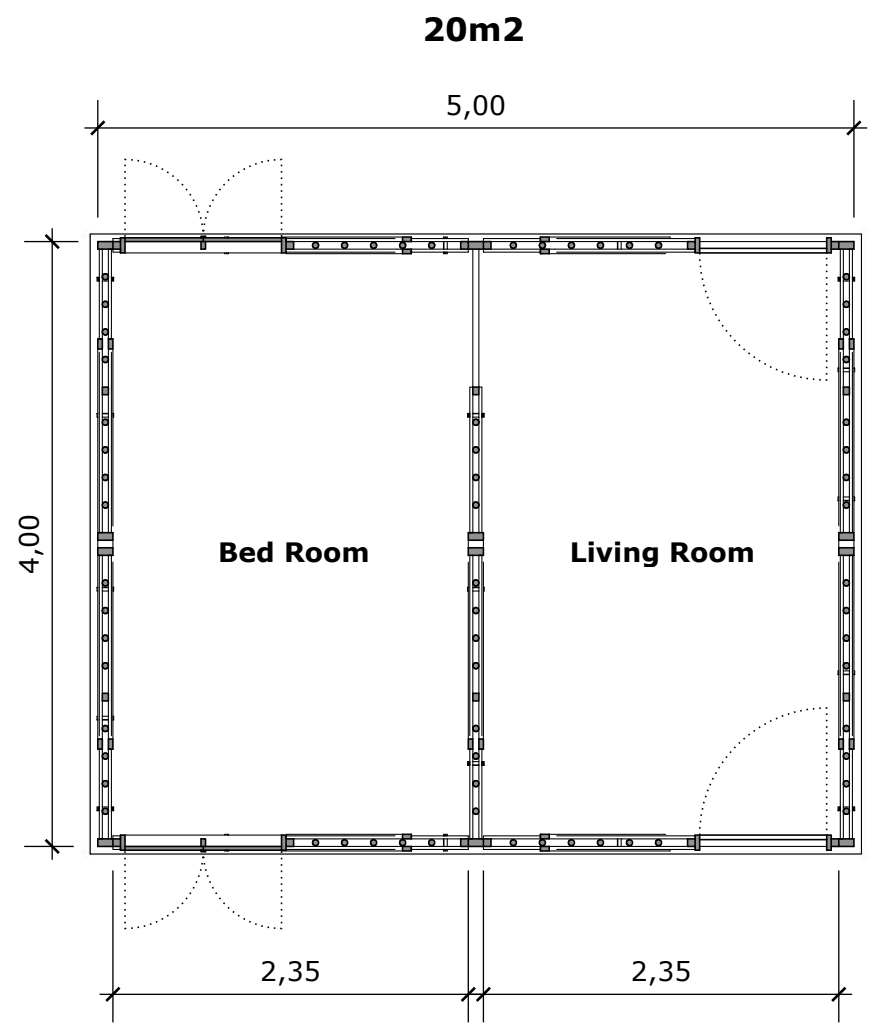
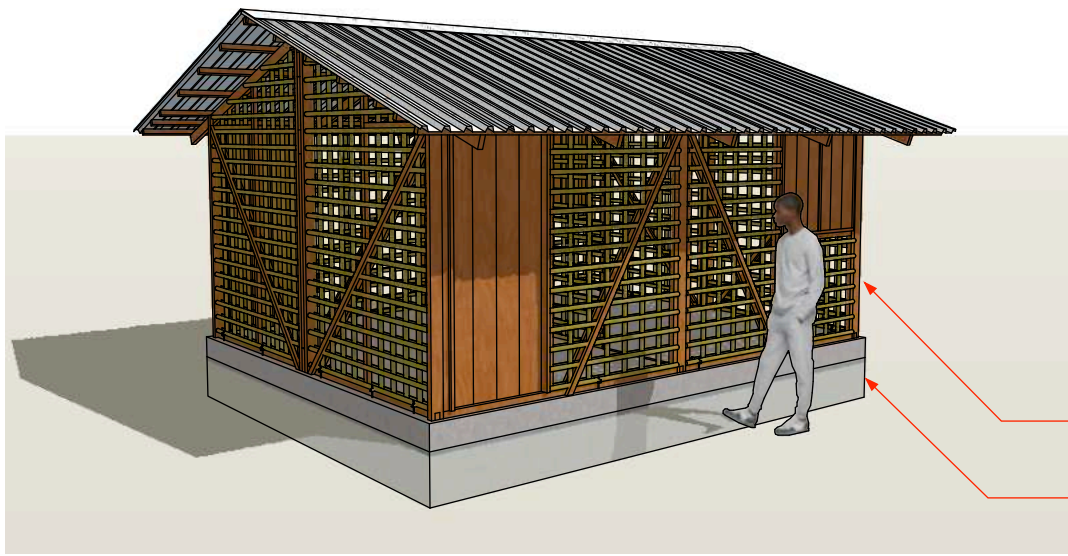
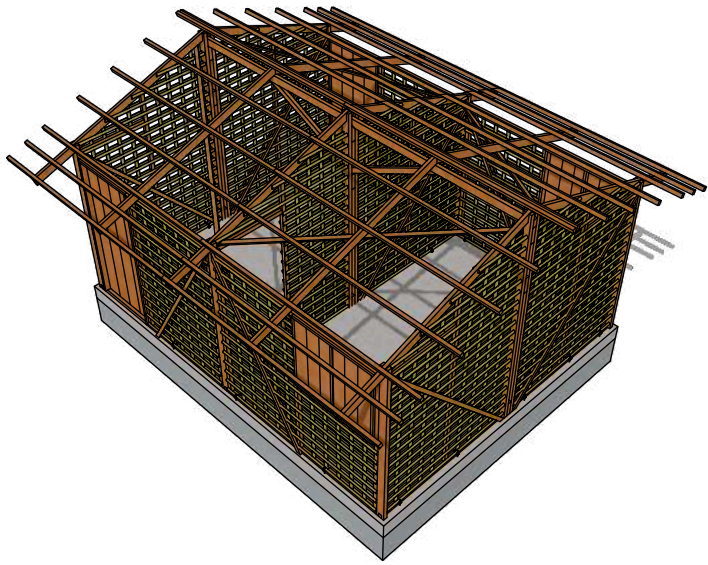


4.1 The technical proposal is sound and responds adequately to the specifications and requirements?	<b>Technical Proposal document (Annex B) – The applicant has to submit technical proposal using the template provided in Annex B</b> <ul style="list-style-type: none"> <li>• <a href="mailto:unhabitat-moz@un.org">unhabitat-moz@un.org</a></li> </ul>	
<b>Cumulative score for ratios</b>		<b>100%</b>

**Notes:**

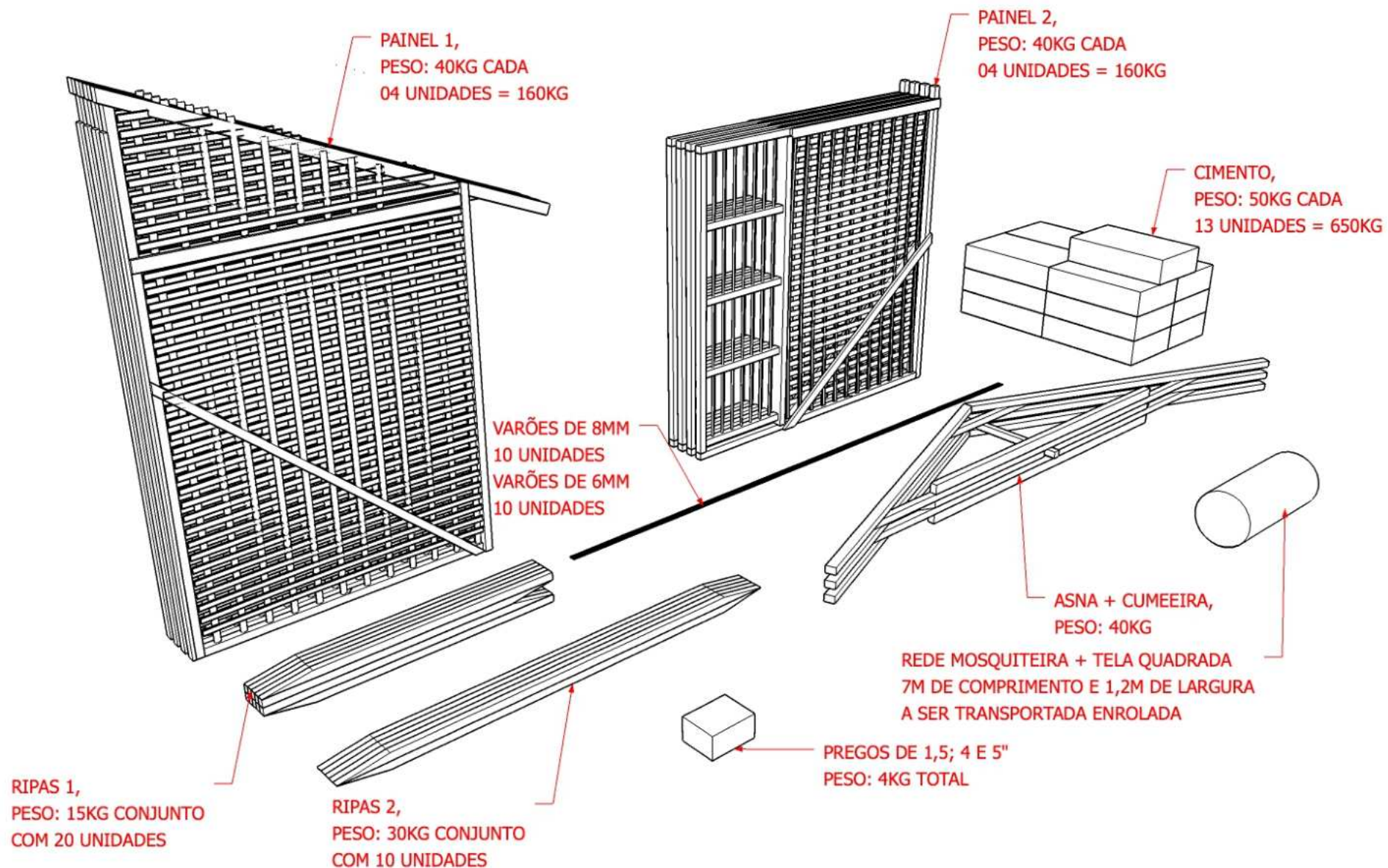
1. Interested Organizations must provide information indicating that they are qualified to perform the services (brochure, description of similar assignments, experience in similar conditions, availability of appropriate skills among staff, etc.).
2. The CFP and accompanying documents must be received in accordance with instructions provided. Applications to be sent to [unhabitat-moz@un.org](mailto:unhabitat-moz@un.org), 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





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**PARTNER DECLARATION FORM**

The purpose of this declaration is to determine whether the prospective Implementing Partner is committed to UN-Habitat's core values and its commitment to persons of concern.	
<b>Name of the Organization</b>	
By answering yes, the organization confirms that it is not sanctioned by the UN Security Council Committee on Sanctions pursuant to resolutions 751 (1992), 1267 (1999), 1907 (2009) 1989 (2011) or any other subsequent resolutions, and that the organization has not supported and does not support, directly or indirectly, individuals and entities associated with those sanctioned by the Committee or any person involved any other manner that is prohibited by a resolution of the United Nations Security Council adopted under Chapter VII of the Charter of the United Nations. <a href="#">UN Sanction List</a>	<input type="checkbox"/> Yes <input type="checkbox"/> No
By answering yes, the organization confirms that it is has not been charged with or been complicit in criminal activities, including fraud, money laundering, crimes against humanity and war crimes, and is not involved, nor has been involved in the past, with such activities that would render the organization unsuitable for dealing with UN-Habitat or working with persons of concern.	<input type="checkbox"/> Yes <input type="checkbox"/> No
By answering yes, the organization commits that it will not discriminate against any persons of concern, regardless of their race, religion, nationality, political opinion, gender or social group	<input type="checkbox"/> Yes <input type="checkbox"/> No
By answering yes, the organization confirms that it is willing to comply with all clauses of the UN-Habitat's Agreement of Cooperation when implementing UN-Habitat-funded Projects.	<input type="checkbox"/> Yes <input type="checkbox"/> No

I declare, as an official representative of the above-named organization, that the information provided in these declarations and expression of interest is complete and accurate, and I understand that it is subject to UN-Habitat verification.

Signature: \_\_\_\_\_

Name/title of the duly authorized  
Implementing Partner representative: \_\_\_\_\_

Date: \_\_\_\_\_

“Insert Logo”

## TECHNICAL PROPOSAL

Please follow the structure of this template when preparing your proposal. It has been designed to ensure that the important aspects of your planned work are presented in a way that will enable the experts to make an effective assessment against the evaluation criteria. Please be aware that proposals will be evaluated as they were submitted, rather than on their potential if certain changes were to be made. This means that only proposals that successfully address all the required aspects will have a chance of being funded. There will be no possibility for significant changes to content and budget after project is retained for awarding.

### Track Record

*Give a list of similar projects executed in the last 5 years (value, location, donors, nature of projects and the execution stage – completed or ongoing). Demonstrate how the experiences in past projects are relevant in the execution of the current proposal. Provide references from past donors*

### Qualification of Key Staff

*Provide CVs of key management staff, technical and non-technical staff and finance/ accounting 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?*

### Local Operations and Capacity

*Demonstrate, describe and provide proof of local operational presence, including link and ability to impact the targeted population. Provide location and list of office facilities, vehicles and office equipment locally available to implement the project.*

# “Insert Logo”

## **Policies and procedures**

*Provide copies of the following procedures: project monitoring policies and procedures, procurement policies and procedures and anti-fraud controls and procedures*

## **Systems and Practices**

*Provide the Organization structure/ Organogram. Give a brief description of key features and controls of the accounting system used.*

## **Counterpart Contribution**

*Describe the nature and value of contribution (in-kind or cash).*

## **Risk Analysis \*optional\***

*State how you intend to handle the risks associated with this project with the mitigation factors*

## **Project Methodology**

*Give a brief description of how you will implement this project and attach a project work plan as an annex to this document*

## **Project Sustainability**

*Give a brief description of the measures you will put in place to ensure that the project results are sustained after project implementation*

## **Project Monitoring and Evaluation**

*Give a brief description of your monitoring and evaluation, risk and mitigation strategies for this project as well as lessons learnt from past project implementations that will benefit this project*