**CALL FOR PROPOSALS**

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| The purpose of this Call for Proposals is to seek existing or prospective Implementing Partners - current and/or potential - that wish to participate in UN-Habitat operations and contribute complementary resources (human resources, knowledge, funds, in-kind contributions, supplies and/or equipment) to achieving common objectives as outlined below. The selection process will lead to an Agreement of Cooperation with UN-Habitat. |

**Recruitment of consultancy service from Legal Entity**

**(non-profit organization such as national, state and local governments, public institutions, international organizations, non-governmental organizations, public universities, foundations, research institutions, etc.)**

**to carry out qualitative research / application of questionnaires in the municipality of Maricá (State of Rio de Janeiro)**

**Maximum amount of the grant:** 340,000 USD (three hundred and forty thousand American dollars)

**Purpose of the Call for Proposals (CFP):** Recruitment of consultancy services from a legal entity (non-profit organization) to conduct an active search in 100% of the households of the census sectors previously identified in the municipality of Maricá (Rio de Janeiro), within the scope of the project "Sustainable Urban and Social Prosperity in the Municipality of Maricá" (“Maricá - It is your time”).

**Submission Start Date:** 13 September 2019

**Submission Deadline:** 28 September 2019, at 11:59 pm, Rio de Janeiro local time (GMT -3:00)

**Key Information about the Project**

* **UN-Habitat Project title:** Sustainable Urban and Social Prosperity in the Municipality of Maricá
* **Location**
  + Town/City: Maricá, state of Rio de Janeiro
  + Country: Brazil
* **Expected start date:** 14 October 2019
* **Estimated duration of the project:** 16 (sixteen) months
* **Maximum proposed amount:** 340,000 USD (three hundred and forty thousand American dollars)
* **Lead UN-Habitat Unit in charge of the project:** Regional Office for Latin America and the Caribbean, Rio de Janeiro Office

**Brief Background of the Project**

The Municipality of Maricá, founded in 1833, is located in the east of the Metropolitan Region of Rio de Janeiro. It counts with a population of 160 thousand inhabitants[[1]](#footnote-1), representing 0.9% of the total in the state, with a territorial area of 362.6 km², and a demographic density of 413.4 inhabitants per square kilometers, the 20th largest in the State of Rio de Janeiro.

The population of Maricá presents a Human Development Index (*Índice de Desenvolvimento Humano - IDH*, in portuguese) of 0.765, slightly above the state average of 0.761 and expressively superior to the national average of 0.727. This indicator evolved significantly since 1991, when it was 0.520. The highest variable is longevity and the lower one is education.

In the recent period there was a significant population growth in the municipality, with an increase of 23.8% between 2010 and 2018, while the state grew 4.6%, according to IBGE's estimates[[2]](#footnote-2). Also, this rate may be sub-estimated, since, according to the Superior Electoral Court (*Tribunal Superior Eleitoral - TSE*, in Portuguese), there was an increase of 39.4% in the number of voters in the Municipality in that same period, and the State of Rio de Janeiro had an increase of 7.0%. This means that Maricá has been facing an important demographic expansion during recent years, which is greater than the whole state.

In order to work with the challenges of reducing urban poverty and integrating all population segments into the urban network, as well as producing data and qualified information to guide the development of public policies, the municipality of Maricá searched for a partnership with the United Nations Human Settlements Program (UN-Habitat), whose mandate is to promote socially, economically and environmentally sustainable cities with the objective of providing adequate housing for all.

In this context, a technical contribution agreement was signed between the Municipal Institute of Information and Research Darcy Ribeiro (*Instituto Municipal de Informação e Pesquisa Darcy Ribeiro* - IDR, in portuguese), of the Municipality of Maricá, and UN-Habitat in order to implement the project "Sustainable Urban and Social Prosperity in the Municipality of Maricá", also known as Maricá - It is your time (*Maricá - Chegou a sua vez*, in portuguese). This project aims, through ***Active Search***, to identify the most vulnerable urban population of Maricá, to better understand their living conditions and promote a specialized service to integrate it in the public registers, in the network of basic services and in the municipal urban fabric, while producing data and information for preparation and implementation of focused public policies.

The Active Search implies taking the State to the citizen, without waiting for the most vulnerable people to reach the public administration, in other words, to reach the population considered invisible, that does not access public services and lives outside of any social protection network. This invisibility may have several motives: lack of civil documentation, constant migrations, living in conflicting territories, belonging to traditional populations that inhabit isolated or distant areas, belonging to socially excluded segments and unfamiliarity with their rights, among others[[3]](#footnote-3).

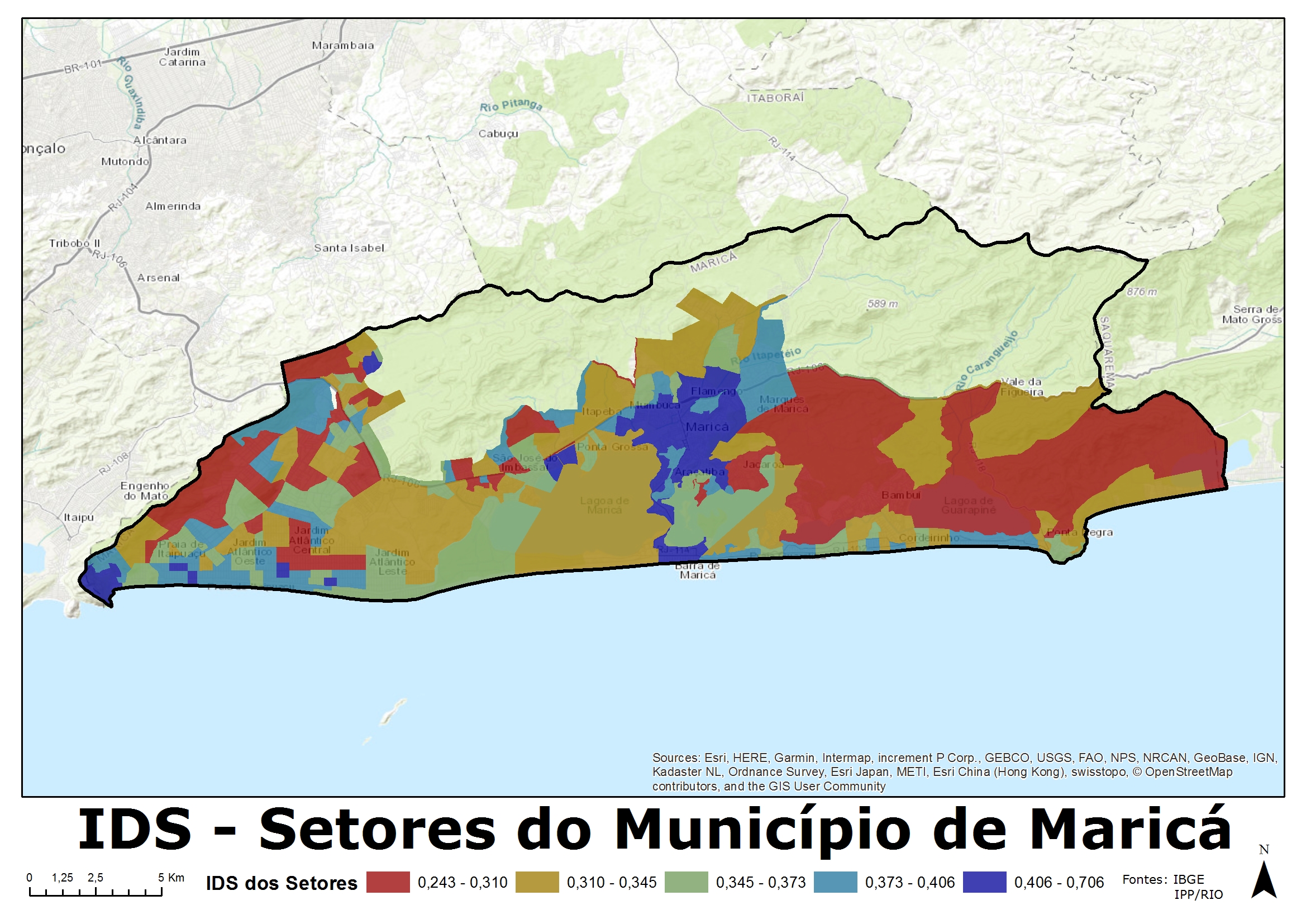
The Active Search refers to the location, inclusion in the “Unified Registry” (*Cadastro Único*, in portuguese) and updating of all extremely vulnerable families, as well as the referral of these families to social protection network services. A social safety net is considered to be the provision of basic social rights and opportunities for productive inclusion, including income guarantee policies (such as the Brazilian programmes *Bolsa Família*, *Bolsa Verde*, *Benefício de Prestação Continuada* and *Previdência Social*), access to services (social assistance, health, education, energy, water, food and nutritional security, among others) and work and income.

This project, in order to promote the right to the city, intends to include the most vulnerable people in the social-urban protection networks of the Municipality of Maricá and the production of data and qualified information. Thus, the most vulnerable and invisible segments of the population will have access to public services, guaranteeing the right to the benefits offered by the city and the local government, and the municipality will have a series of data and information to guide its decision-making process and allocation of resources.

Therefore, the project proposes the establishment of a long-term strategy to ensure that excluded groups are not forgotten, as agreed in the guiding principle of the 2030 Agenda defined at the UN level: “**leave no one behind**”[[4]](#footnote-4). For this purpose, it includes the following phases:

1. Phase I: Identification of **families with the highest degrees of vulnerability**;
2. Phase II: Acting based on **integrated action protocol of responses**;
3. Phase III: **Monitoring** participating families.

In **Phase I**, the Active Search consists in visiting all households in the census sectors with the lowest Social Development Index (*Índice de Desenvolvimento Social - IDS*, in portuguese)[[5]](#footnote-5) in the city, applying the Multidimensional Poverty Index (MPI) questionnaire to locate families in situations of high vulnerability.



During the active search, regardless of their level of poverty, when a lack of services is identified by field research, the family will be referred to the appropriate public agencies anyway. For instance, the need could be educational services or assistance in the issuance of documentation. In this way, the scope of the program is extended to all the families visited.

After that, the families will be part of the project database, which will allow the Steering Committee and Executive Commission to monitor the implementation of the integrated protocol and take the necessary steps to streamline it with the participating agencies.

The **Phase II** consists of making home visits to the selected families to detail the information obtained in the MPI questionnaire, observing new situations of family and home deprivations and, based on the integrated protocol between municipal secretariats, refer people to the appropriate sectors. The visits of this phase will be carried out by public agents who will direct these families to the pertinent services.

The **Phase III** consists in monitoring the families identified as vulnerable, so that they will be interviewed after 6 months and, again, 1 year to verify if they have overcome their social vulnerability and keep their information updated. In order to do so, the Municipality of Maricá will develop an informational system that can be accessed and updated by the different secretariats involved in the project. Also, a Steering Committee and an Executive Commission were created in order to facilitate the integration between the different secretariats and it is composed by technicians from each secretariat. This monitoring will allow the municipality to act together to try to resolve the situation of social vulnerability that persist.

In view of the above, this call for proposals aims to identify **organizations interested in developing the products provided for Phases I and III**.

**3. Main activities and outputs of this Call for Proposals**

Objective: Identification and monitoring of families in social vulnerability based on the **active search and application of the MPI questionnaire**, covering the census sectors with the lowest Social Development Index (*Índice de Desenvolvimento Social - IDS*, in portuguese), in order to establish a database of families to be assisted by the project “Maricá - It is your time”.

The contracted organization will be responsible for carrying out the active search through the application of the Multidimensional Poverty Index (MPI) questionnaire in the households of the census sectors of Maricá with the lowest Social Development Index.

Based on the Social Development Index, 60% of the census sectors in Maricá, equivalent to 58% of the total population, were identified to be below the municipal average. By analyzing these sectors, according to an estimate calculated based on the 2010 IBGE Demographic Census, it is possible to identify the existence of 30,357 households and a population of 90,659 people; however, it is estimated that this number will be even higher in 2019.



**Abaixo da média municipal: 60% dos setores ou 58% da população**

The MPI is intended to provide a comprehensive picture of people living with difficulties beyond the income issue. Launched by the United Nations Development Programme (UNDP) in collaboration with the Research Centre Oxford Poverty and Human Development Initiative (OPHI), replacing the Human Poverty Index (HPI). The MPI has three dimensions - Health, Education and Living standards - which are subdivided into ten indicators: nutrition and child mortality (Health); years of schooling and school attendance (Education); cooking fuel, sanitation, drinking water, electricity, housing and assets (Living standards). For this project we intend to work with an adaptation of the questionnaire proposed by UNDP.

The greater the MPI, the greater the level of multidimensional poverty and the more a family is considered multidimensionally poor if it suffers deprivation from 33.3% in the MPI. Families with deprivation between 0 and 33.29% are vulnerable but are not characterized as direct beneficiaries of this project. In the case of families between 33.3% and 100% (risk 2: from 33% to 65.9% / risk 3: above 66%), divided into two stages (poor and extremely poor) are eligible to participate in the project. For more information on the MPI methodology, see Annex I.

It is estimated that the questionnaires per family will take an average of approximately 40 minutes and that approximately 31,000 interviews will be conducted in phase I. However, it is important to note that the number of families to be interviewed is only an estimate, based on IBGE data. Thus, the contractor will be responsible for conducting interviews with all families located in all households in the selected census sectors, regardless of whether the number of families and/or households is higher or lower than estimated[[6]](#footnote-6). The list of selected sectors and the questionnaire to be applied will be provided to the selected organisation at the beginning of the contract period.

The interview should preferably be conducted with the family reference person.[[7]](#footnote-7)If that person is not present, it may be conducted with a person over the age of 18. If it is not possible to conduct the interview because no one is at home or there is no person over the age of 18, the researcher must return for further attempt(s). In this sense, it is emphasized that the field team must have flexibility to go to the territories in "non-labor" hours, as after 6pm or on weekends, as families may not be present during working hours (9am - 6pm). The interviews will be composed by the MPI questionnaire and questions related to the topic, on request of the Municipality of Maricá.

For data collection to be carried out, it is necessary to differentiate family and household. In this sense, it is considered as family the IBGE definition for the National Household Sample Survey (*Pesquisa Nacional por Amostra de Domicílios - PNAD*, in Portuguese): “A group of persons connected by ties of kinship, domestic dependency or rules of coexistence, residing in the same household, or a person residing only in a household. Domestic dependency is defined as the relationship established between the reference person and the domestic employees and family units, and the rules established for the coexistence of people who live together, without being connected by ties of kinship or domestic dependency, are defined as rules of coexistence”[[8]](#footnote-8). Finally, it is considered household the categories defined by the IBGE as household, collective household, closed household, improvised household and vacant household, since they are in the perimeter of the census sectors in question[[9]](#footnote-9). Therefore, a household can house more than one family, but each family must answer a questionnaire.

After the data collection defined as phase I, families with MPI risk 2 or risk 3 will be referred for assistance by the responsible secretariats. After a 6-month period and, again, after 12 months, the data collection team should return to the households of these families for a new application of the questionnaire. It is estimated that about 20% of the families interviewed in Phase I will be assigned to the project, with a total of around 6,200 families. As a result, at all stages of this contract, at least 43,400 interviews will have to be conducted (31.000, first data collection in the field + 6.200, 6-month after the first active search + 6.200, 12-month after the first active search).

The activities will be carried out under the contractual and technical supervision of UN-Habitat and technical supervision of the Municipal Institute of Information and Research Darcy Ribeiro (*Instituto Municipal de Informação e Pesquisa Darcy Ribeiro - IDR*)[[10]](#footnote-10) and in coordination with the secretariats of the City of Maricá that work with the subject: (i) Secretariat of Education; (ii) Secretariat of Health; (iii) Secretariat of Social Assistance; (iv) Secretariat of Inclusive Policies and (v) Secretariat of Housing and Human Settlements.

**4. Results and Expected Products**

During the survey, the selected organization must deliver the following products:

1. *Work Plan*, according to the submitted Technical Proposal, containing:
   1. activities and product delivery schedules;
   2. testing strategy and application of definitive questionnaires;
   3. quality control and fraud prevention strategy;
   4. data management security strategy, attending the pre-requisites of location, quantity and time established by the contractor;
   5. Plan of data collection missions, including schedule and details of team allocation in the various territories.
2. *Report of the field team training and pre-test of the collection instruments*, including updated version of the collection instrument, based on the results of the pre-test;
3. *1st partial report of the survey* containing:
   1. Report with systematized information on each MPI indicator;
   2. Photographic registers systematized by area and/or indicator;
   3. Database of the phase stage with the evaluation of the MPI of all face-to-face/home interviews conducted in DTA or CSV format;
   4. Other information that may be relevant to the survey, defined by the contractor or contracted in previous meetings.
4. *2nd partial report of the survey* containing:
   1. Report with systematized information on each MPI indicator;
   2. Photographic registers systematized by area and/or indicator;
   3. Database of the second field work with the evaluation of the MPI of all families that entered into the project’s protocol in DTA or CSV format;
   4. Other information that may be relevant to the survey, defined by the contractor or contracted in previous meetings.
5. *Independent audit report*:
   1. Report with the systematized results of the independent auditing that should be contracted by the organization after receiving at least 80% of the agreed resources.
6. *3rd partial report of the survey* containing:
   1. Report with systematized information on each MPI indicator;
   2. Photographic registers systematized by area and/or indicator;
   3. Database of the third field work with the evaluation of the MPI of all families that entered into the project’s protocol in DTA or CSV format;
   4. Other information that may be relevant to the survey, defined by the contractor or contracted in previous meeting.
7. *Final hiring report* containing:
   1. Report with systematized information on each MPI indicator;
   2. Database of all phases with the evaluation of the MPI of 15,000 face-to-face/home interviews conducted in DTA or CSV format;
   3. Other information that may be relevant to the survey, defined by the contractor or contracted in previous meetings.

In addition, at the time of delivery of product 1, the organization must also deliver 150 "uniforms" (consisting of shirt, vest, bag, cap and badge) with the visual identity of the project, which will be given to the select organization.

**Table 1 - Deadlines and delivery schedule of products.**

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| **Product** | **Deadline** |
| Product 1: Work plan (+ uniforms) | Up to 15 days after the signature of the contract |
| Product 2: Training report and pre-test | Up to 20 days after the signature of the contract |
| Product 3: 1st partial report of the survey | Up to 2-months after first stage of field work |
| Product 4: 2nd Partial report of the survey | Up to 7-months after first stage of field work |
| Product 5: Independent audit report | After receiving at least 80% of the agreed resources |
| Product 6: 3rd Partial report of the survey | Up to 13-months after first stage of field work |
| Product 7: Final Report | Up to 14-months after the signature of the contract |

For this purpose, the selected organization should, among others:

1. Participate in meetings and workshops whenever requested by one of the partners;
2. Participate in training with UN-Habitat;
3. Provide the professionals of the technical team required for the execution of the activities and be responsible for the support and monitoring during the performance of the activities;
4. Provide the equipment and materials required to perform the planned services, including the activities related to data collection;
5. Prepare periodic reports, to be delivered to UN-Habitat, for follow-up of the work, describing the activities carried out and the stage of development of the products;
6. Be responsible and attend to changes requested if the products do not meet the minimum quality expected by UN-Habitat;
7. Take responsibility for the provision and utilization of any equipment and materials used during the performance of activities by data collection teams;
8. Ensure that the data and information produced are compatible with the data infrastructure of the Institute Darcy Ribeiro (IDR, in Portuguese), in order to enable its transfer at the end of the project. This data infrastructure will be stored on the ArcGis platform using a login provided by the Maricá Development Company (Codemar) to IDR. In this sense, the organization selected must use ArcGis.
9. Provide 150 uniforms containing a shirt, bag, vest, cap and badge with the visual identity of the project, part of which will be used by the field team that will conduct the research and the other will be kept by the UN-Habitat team.

All products must meet the UN-Habitat quality criteria, defined by formatting - the template will be sent to the selected organization -, grammatical, spelling and vocabulary adequacy, cohesion and coherence, and terminological standardization.

Deliveries involving the provision of vector or georeferenced data, must be in shapefile format (shp, shx and dbf). Other delivery formats should be agreed between the selected organization's team and the UN-Habitat technical team.

Products and deliveries shall be submitted to UN-Habitat representatives in draft form for approval. The final version of document to be delivered, containing the requested adjustments, must only be submitted after a preliminary analysis of the technical material.

**5. Disbursements**

About the disbursements, it is clarified that:

* Disbursements will only take place after approval by UN-Habitat of the mentioned products;
* Payments will comply with the maximum disbursement limits as set in the Schedule below (Table 2);
* The payments will be made only in an exclusive bank account for receival of the resources of this project, according to the Eligibility Criteria;
* If additional measures are required by the selected organization, the flow of payment may be interrupted;
* No payment will exonerate the selected organisation from contractual responsibilities or imply acceptance of the services.

**Table 2 - Schedule of disbursements:**

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|  | **Disbursement:** |
| Contract Signature | 30% |
| After delivery of the financial report and approval of products 1 and 2 | 25% |
| After delivery of the financial report and approval of product 3 | 20% |
| After delivery of the financial report and approval of product 4 | 10% |
| After delivery of the financial report and approval of products 5, 6 and 7 | 15% |

**6. Supplies**

The selected organization will be responsible for the acquisition and management of the equipment and materials needed to carry out the activities by the data collection teams, among them:

* Uniform, with shirt, vest, cap, badge and bag, according to the established branding criteria and visual identity of the project;
* Tablets;
* Cover and screen protection film for tablets;
* SIM cards for internet access.

The selected organization will provide the questionnaires and ensure that the teams have access to all the information and inputs necessary for the survey to proceed in a satisfactory manner.

**7. Properties and responsibilities**

All information - reports, databases, questionnaires or any other document used for the collection of personal or household data - produced within the scope of the contract is property of UN-Habitat and must be treated in a **confidential** manner, with strict data security management methods. The selected organization is not authorized to disclose, transfer, assign, sell, publish or make available such materials in any form, in part or in full, to any other institution or individual.

The research to be performed under this call involves interviews with families in situations of social vulnerability. The selected organisation should ensure that all staff involved in the interview process are prepared to act in accordance with the legal rules and recommendations and the principles advocated by the United Nations and UN-Habitat.

The selected organization will assume all travel and accommodation expenses of the persons who will work under its aegis to produce all the above-mentioned products.

The responsible person indicated by the selected organization may be called at any time to solve the problems resulting from the project, correction of construction details, clarifications of omissions of failure to specifications etc, until the conclusion and definitive delivery of products under this call.

The organization is exclusively liable for any damage or loss caused to UN-Habitat, the Municipality or to third parties by the execution of services and by noncompliance and/or disobedience to the recommendations of good technique.

**8. Minimum requirements of the organization and team**

Minimum experience of the Organization and partners:

* Have acted in home data-collection with application of the questionnaire on a large scale (at least 5,000 individuals) using digital tools, such as tablets, for data entry;
* Have quality control of the collected data;
* Have a minimum of 5 years experience in quanti-qualitative research in low-income urban communities.

Specification of the Coordination Team:

The coordination team should include at least professionals with the following characteristics:

* Project Coordinator with university degree and proven experience of at least 5 years in projects in low-income urban communities;
* Research Coordinator with university degree and proven experience of at least 5 years in research in low-income urban communities.

Specification of the Data Collection Team:

* All researchers should have proven previous experience in data collection, preferably in low-income urban communities;
* High school graduate;
* At least 80% of the Data Collection Team must be resident and/or from the municipality of Maricá;
* The selection of the team should privilege the residents
* The selection of the team should pursue gender and race equity.

**9. Risk Analysis**

Project implementation, including diagnosis, data collection, workshops, action planning, monitoring and evaluation, depends on the political will of the Municipality and local partners. The project cooperates as much as possible with local partners who are already familiar with local conditions and who are based on their respective local networks. The risks associated with this consultancy and the forms of mitigation are systematized in the table below:

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| **Risk** | **Probability** | **Mitigation Strategy** |
| Landslides and flooding during the rainy season. | Low | * Conduct the fieldwork in the period before the rainy season; * Start and prioritize fieldwork in areas with a history of landslides and flooding. |
| Security: criminals and drug dealers may be present in the territories, and there may be questioning of field teams and shootings. | Medium | * Provide a security briefing to contractors; * Previous articulation with local leaders; * Field team identification tools: official badge, shirt and vest, etc. |
| Strong political pressure on poverty data and information analysis | Medium | * Use data from official and safe sources to elaborate the diagnosis and strategy; * Carry out the products in a participative basis in order to foster the social control of the information; * Increase the number of workshops / focus groups, if necessary. |
| Insufficient social participation | Medium | * Use effective communication strategies to encourage participation; * Increase the number of meetings for discussion; * Provide feedback on the work and make expectations clear with regards to the result of the work. |

**10. Eligibility Criteria**

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| **Criteria** | **Details for submission of proposal/documentation required** |
| Legal Status | * Certificate of registration/incorporation (By-laws); * CNPJ – National Registry of Legal Entities; * Proof of registration in Country of Origin, * Proof of registration of Country of operation (if different from the country of origin), * Proof of country operational presence (if different from the country of origin). |
| Organization profile and details | * Clear organization profile and structure of the organization indicating:   + Organization’s vision, mission and objectives   + Management structure   + Members of the Governing Board and their Designations duly certified by the Corporate Secretary, or its equivalent document   + Proof of membership to professional associations if any. |
| Financial Capacity | * Audited company financial statements (balance sheet and income statement) and auditors report for the last two years. (For public institutions, present reports from respective Courts of Auditors. |
| Exclusive bank account | * The organization must have an exclusive bank account to receive the resources of this project. |
| Integrity and Governance | * The organization should complete and submit a signed Partner Declaration Form, as provided in **Annex 2**. * Provide mini CVs of the teams involved in the project, including the contract manager and the members of the management of the institution. * Provide the profiles of the Chairperson of the Board of Directors, Head of the Organization and Chief of Finance, besides the identification document. |

**11. Selection Criteria**

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| **Criteria** | **Details for proposal presentation/**  **Required documentation** | **Weighting** |
| **1. Technical capacity** | | **25 points** |
| **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 Implementing Partner? | * Documentation that evidences the performance in field research with application of the questionnaire in scale (at least 5,000 individuals) using digital tools for data entry in the last five years; * Documentation that proves quality control of the data collected in the last five years; * Documentation that proves a minimum of 5 years of experience in quanti-qualitative research in low-income urban communities. * 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 to the execution of the current proposal; * References from at least three past donors. |  |
| **1.2** Does the organization have **qualified technical staff** with the experience and the technical skills required by the project?  What is the staff size, type, qualification and education background? | * CVs of key management staff, technical and non-technical staff that will be involved on the project; * Number of technical staff that you have in the country for implementing the project. Indicate if your organization assure that such technical staff required by the project will continue to be available as needed in the Project.   The required experience will be proven through a CV signed by each member of the key team, containing references (name, email or telephone) that can be contacted by the contractor to verify the veracity of the information on the services performed. Certificates of technical capacity or contracts will be accepted as proof of experience. |  |
| **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 a 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? | * Documentation demonstrating proof of local operational presence, including link and ability to reach the target population. |  |
| **1.4** Does the organization possess adequate physical facilities, office equipment, transport, etc. to implement the activities? | * Provide location and list of office facilities, vehicles and office equipment locally available to implement the project. |  |
| **1.5** Does the organization have formal procedures to monitor project execution (e.g. milestones, outputs, expenditures…) | * Provide the monitoring policy and procedures manual used by the organization. |  |
| **2. Financial and administrative capacity** | | **15 points** |
| **2.1** Has the organization been in operation over a period of at least 2 years to demonstrate its **financial sustainability** and relevance? | * State the years of operation * Financial statements for the last 2 years; * Audited Reports and Balance Statements. |  |
| **2.2** Does the organization have qualified staff in Finance? Is the current accounting system computerized and does have the capacity to collect and provide separate financial reports on the activities executed under the Agreement of Cooperation?  Does it have systems and practices to monitor and report whether the project deliverables and expenditures are within agreed time and budget?  Does it have minimum segregation of duties in place (separation between project management, finance/accounting and executive office) | * CVs of key finance and accounting staff; * Description and key features and controls of the accounting system used; * Organization structure/ Organogram. |  |
| **2.3** Does the organization have the capacity to procure goods and services on a transparent and competitive basis? (if applicable) check for procurement unit with experienced staff | * Copies of procurement policies and procedures. The procedures should show how you procure locally and internationally (if applicable). |  |
| **2.4** Does the organization have formal procedures and controls to mitigate fraud such as multiple signature signatories on bank accounts, reporting and prosecution of incidences of fraud? | * Describe anti-fraud controls and provide formal procedures. |
| **2.5** Does the organization have capacity to provide in-kind, financial, personnel contribution as UN-Habitat Implementing Partner in this present project? Please give details of contribution nature and size. | * Describe nature and value of contribution (in-kind or cash) that your organization can provide in the framework of the implementation of the consultancy.[[11]](#footnote-11) |
| **3. Financial Proposal** | | **30 points** |
| **3.1** Is the budget for each component of the activity to be performed by the Implementing Partner:  (i) cost-effective (i.e. the cost should be economical and prudently estimated to avoid any under/over estimation)  (ii) justifiable/well supported and  (iii) accurate and complete | **Budget Proposal** *<in the template provided in* ***Annex 3****>*   * Budget Proposal[[12]](#footnote-12); * Other supporting documents (indicated in other parts of this call). |  |
| **4. Technical Proposal** | | **30 points** |
| **4.1** The technical proposal is sound and responds adequately to the specifications and requirements? | **Technical Proposal document** *<in the template provided in* ***Annex 4****>*  UN-Habitat and IDR will evaluate if the proposed methodology is clear, if the work plan is realistic and can be implemented; if the overall composition of the team is balanced and has an appropriate combination of skills; and if the work plan has the right number of Experts. | Accordance to the Terms of Reference (10 Points);  Level of detail and technical-methodological proposal (10 points);  Coherence and consistency of activities, teams and schedule of the preliminary work plan with the technical-methodological proposal (10 points) |

**12. Final comments:**

1. Interested Organizations must provide information indicating that they are qualified to perform the services (brochures, description of similar assignments, experience in similar conditions, availability of appropriate skills among staff, etc);
2. Proposals and accompanying documents must be received in accordance with instructions provided. Proposals submitted to a different email address will not be considered;
3. Proposals from organizations that fail to provide the complete information to fulfill the basic eligibility criteria will not be considered;
4. Proposals 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. Proposals from applicants that fail to provide the requested information will be disregarded;
7. This CFP does not entail financial or any other commitment on the part of UN-Habitat. UN-Habitat reserves the right to accept or reject any or all proposals without incurring any obligations to provide justifications to the applicant(s);
8. All prices must be in USD (American dollars);
9. The technical proposal may be submitted in Portuguese or English. If submitted in Portuguese, a summary sheet (1 page) in English is mandatory.

**All documents should be sent, within the indicated deadline, to the following email address:**

**marica@onuhabitat.org**

**addressed to the “UN-Habitat Brazil Team” with the following subject title:**

**MARICÁ - ACTIVE SEARCH TECHNICAL PROPOSAL :: ORGANIZATION’S NAME/ACRONYM**

1. In 2018, its population was 157,789 inhabitants according to IBGE's Population Estimation, available at: <https://cidades.ibge.gov.br/brasil/rj/marica/panorama>, accessed on Aug. 6, 2019. [↑](#footnote-ref-1)
2. Available at: <https://cidades.ibge.gov.br/brasil/rj/marica/panorama>, accessed on Aug. 6, 2019. [↑](#footnote-ref-2)
3. Available at: <http://mds.gov.br/assuntos/brasil-sem-miseria/busca-ativa>, accessed on Aug. 8, 2019. [↑](#footnote-ref-3)
4. Adotada em 25 de setembro de 2015 pela Assembleia Geral da ONU, o documento “Transformando Nosso Mundo: a Agenda 2030 para o Desenvolvimento Sustentável” (A/RES/70/1) é um plano de ação para as pessoas, o planeta, a prosperidade, a paz e as parcerias (os cinco “P”). Os Objetivos de Desenvolvimento Sustentável (ODS) são parte integrante da Agenda e são compostos por 17 objetivos e 169 metas, interdependentes e indivisíveis, o que demonstra a ambição desta Agenda reconhecendo o nível de complexidade do desafio em escala mundial. O Objetivo 11, conhecido como “ODS Urbano”, é “tornar as cidades e os assentamentos humanos inclusivos, seguros, resilientes e sustentáveis”, o que demanda um monitoramento de progresso em nível local. A Agenda 2030 traduzida para o português está disponível em: <https://nacoesunidas.org/pos2015/agenda2030/>, accessed on Mar. 29, 2019. [↑](#footnote-ref-4)
5. In order to examine each micro-urban reality of the city, the Instituto Pereira Passos of the City of Rio de Janeiro developed a social development index (IDS) using the smallest spatial disaggregation of the territory for which census data exist, to measure the degree of social development of a given geographical area in comparison with others in the same municipality. See Social Development Index - IDS by AP, RP, RA, neighborhood and favela. Municipality of Rio de Janeiro - 2010. IPP/DataRio. <http://www.data.rio/datasets/f7ec7718c6ab403e9171d898538ab798>, accessed Jan. 2018. [↑](#footnote-ref-5)
6. It is important to note that families are not forced to participate in interviews; however, based on previous experiences, refusals should not reach 5%. [↑](#footnote-ref-6)
7. According to IBGE, the reference person is the "Person responsible for the household unit (or family) or that would be considered so by other members", available at <https://biblioteca.ibge.gov.br/visualizacao/livros/liv98887.pdf>, accessed on Aug. 12, 2019. [↑](#footnote-ref-7)
8. Available at: <https://seriesestatisticas.ibge.gov.br/pdfs/definicoes_sociais.pdf>, accessed on Aug. 7, 2019. [↑](#footnote-ref-8)
9. For more information, visit <https://censo2010.ibge.gov.br/materiais/guia-do-censo/glossario.html>. [↑](#footnote-ref-9)
10. The Municipal Institute of Information and Research Darcy Ribeiro is an autarchy of the municipality of Maricá created by Complementary Law No. 304 of December 4, 2018. The institution is responsible for organizing and producing data and indicators for monitoring municipal development in order to support the development and implementation of more effective public policies. [↑](#footnote-ref-10)
11. A common practice at the UN-Habitat regarding Cooperation Agreements is to have implementing partners who provide financial or in kind contributions. These are encouraged whenever possible and according to the needs of the project. They have to be specified in the proposal’s budget and reported in the financial reports of the project. General expenses and indirect costs (such as office expenses, basic equipment and time of the organization staff) must be considered as minimum counterparts by the implementing partners and should not be funded by the amount transferred by UN-Habitat. [↑](#footnote-ref-11)
12. The budget lines considered by UN-Habitat are indicated in the budget template provided. These can present a variation of up to 10% during the project execution. Financial reports must be provided every four months. This service and its costs have to be included in both the technical and budget proposals. Additionally, please refer to the Terms of Reference for Auditing template (Annex 5). Lastly, any amount that is not executed must be returned to the UN-Habitat within 30 (thirty) days after the end of the project’s activities. [↑](#footnote-ref-12)