

United Nations



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United Nations Human Settlements Programme (UN-Habitat)
Afghanistan

REQUEST FOR EXPRESSION OF INTEREST (EOI)

This notice is placed on behalf of UN-Habitat Afghanistan. United Nations Procurement Division (UNPD) cannot provide any warranty, expressed or implied, as to the accuracy, reliability or completeness of contents of furnished information; and is unable to answer any enquiries regarding this EOI. You are therefore requested to direct all your queries to UN-Habitat Afghanistan using the fax number provided below.

Title of the EOI:

AUPP Advocacy Grants

Mission Acronym: AUPP

Date of this EOI: 10 November 2016

Closing Date for Receipt of EOI : 30 November 2016

EOI Number: UN/H/AUPP/KBL/2016.01

E-mail Address: procurement.committee@unhabitat-afg.org

Address EOI response by fax for the Attention of: House # 431, Street # 7, District 4, Kabul
Afghanistan

Fax Number: Mobile +93 (0) 791 611 158

UNCCS Code:

DESCRIPTION OF REQUIREMENTS

BACKGROUND

The United Nations Human Settlements Program, UN-Habitat, is the United Nations agency for human settlements. It is mandated by the UN General Assembly to promote socially and environmentally sustainable communities, towns and cities with the goal of providing adequate shelter for all. UN-Habitat has been working in Afghanistan since 1992 on a wide range of urban and rural initiatives, from small-scale neighborhood level improvement schemes to community empowerment.

Under the leadership of the Ministry of Urban Development and Housing (MUDH), Independent Directorate of Local Governance (IDLG), Ministry of Interior (Mol) and Kabul Municipality, UN-Habitat is providing technical assistance for the Afghanistan Urban Peacebuilding Program (AUPP) in eight strategic cities: Kabul, Herat, Mazar-e-Sharif, Jalalabad, Kunduz, Farah, Nili, and Bamyan. The first phase of the three-year program (2015-18) aims to enhance delivery of safety services, improve local government responsiveness and accountability, and strengthen partnerships between communities and civil society. AUPP is funded by the Kingdom of the Netherlands and the Swiss Agency for Development and Cooperation (SDC).

AUPP's goal is: Women and men, girls and boys, in cities have increased trust in the local government's capacity to uphold rights, achieve safe, secure and inclusive cities, contributing to improved government legitimacy.

The program has three expected outcomes:

Outcome 1: Municipalities in collaboration with line departments better plan and implement demand-driven and inclusive services in the area of safety and security.

Outcome 2: Communities, particularly excluded and under-represented groups, increasingly and with a spirit of solidarity engage in civic affairs and municipal governance.

Outcome 3: National government establishes framework for accountable, transparent and participatory municipal governance in particular in the area of safety and security.

AUPP's main activities include:

Establishment of 95 Community Development Councils and 19 Gozar Assemblies.

Participatory city and community-level safety assessments.

Implementation of safety infrastructure projects.

Community-police-municipality consultations.

Strengthening Municipal Advisory Boards and their Safety and Security Sub-Committees.

National and city-level advocacy campaigns by civil society.

SCOPE OF WORK

In order to influence change in municipal policies and safety services, UN-Habitat Afghanistan is seeking Expressions of Interest (EOI) from eligible Civil Society Organizations (CSOs) for small grants to implement advocacy initiatives. The aim of AUPP's advocacy work is to complement its infrastructure projects with more systemic shifts in public attitudes and policies in order to make Afghan cities safer, particularly for vulnerable citizens. Through its advocacy activities, AUPP will support the capacity development of Afghan CSOs (networks, associations, entities) and, in parallel, strengthen an important channel for constructive citizen-state dialogue.

AUPP is seeking EOIs for advocacy projects that:

1. Address a behavioral and/or policy change on one or both of the following themes:

- Civic engagement: Advocacy projects under this theme should aim to increase and institutionalize dialogue between communities and local authorities (municipalities, line ministries, and police).
 - Urban safety services: Projects under this theme can extend to a wide range of safety issues, including but not limited to personal security, environment, traffic and movement, use of public spaces.
2. Clearly demonstrate how vulnerable groups like women and girls, children, youth, the elderly, disabled people, people with substance abuse issues, IDPs and returnees will be positively impacted.
 3. Include capacity development for the CSO as well as community members who will be engaged in the project.
 4. Will be implemented in one or more of AUPP's eight target cities (Kabul, Mazar, Herat, Jalalabad, Nili, Bamyán, Kunduz and Farah).

ELIGIBILITY

1. This grant opportunity is open to national CSOs that:
 - Are registered, non-profit, non-governmental civil society groups or networks.
 - Have a track record of successful delivery of related activities.
 - Have a verifiable organizational structure and resources in AUPP's target cities.
 - Can demonstrate community participation and coordination with relevant government entities.
2. CSOs can apply for projects with a maximum budget of USD 25,000.
3. Advocacy projects can be developed at city, district or national levels.
4. Projects should be designed for completion by April 2018.
5. EOIs should not exceed three pages (template provided in Annex A) and must be submitted in English.

REVIEW STANDARDS

1. EOIs will be reviewed by a UN-Habitat Technical Evaluation Committee.
2. EOIs will be rated according to the quality of advocacy idea, in particular its relevance to:
 - a) Afghanistan's urban environment
 - b) AUPP program objectives
 - c) Concerns of marginalized segments of society
 - d) Community participation
 - e) Originality and innovation
 - f) Sustainability
 - g) Organizational capacity
3. After EOIs are reviewed, selected CSOs will be invited to submit full proposals. Detailed guidelines on proposal preparation will be provided.

SPECIFIC REQUIREMENTS / INFORMATION (IF ANY)

CSOs interested in applying for the grant opportunity are invited to submit their EOIs by hand as indicated below, along with the required documents.

UN-Habitat subsequently intends to issue a Request for Proposal (RFP) to organizations who qualify (technically and financially) under the EOI review and are willing and able to execute advocacy projects as per requirements and standards.

REQUIRED DOCUMENTATION TO SUBMIT WITH EOI

Please note that this information will be used to select CSOs for subsequent RFP submission. Non-provision of this information may therefore result in the CSO being excluded from further consideration.

- a) Concept note (maximum three pages). Please use the attached template in Annex A.
- b) Copies of the organization's valid registration licence from the Government of Afghanistan.
- c) 1-2 contracts, completion reports or other documents demonstrating successful completion of similar projects.
- d) CSO profile.
- e) submission of EOI along with the requested documents on/before the deadline 30th November 2016 in sealed envelope.

IMPORTANT NOTICE

(1) The EOI must be clearly labeled "Expression of Interest - [Please indicate the EOI number as per cover sheet]" and must be received by UN-Habitat Kabul office no later than Wednesday, 30 November, 2016 at 2.00 pm via the above-mentioned contact information.

(2) This EOI does not constitute a solicitation. UN-Habitat reserves the right to change or cancel the requirements at any time during the EOI and/or solicitation process. UN-Habitat also reserves the right to reject submitted EOIs from further consideration if the CSO is not deemed to conform with the above conditions. Thus, submitting a reply to this EOI does not automatically guarantee that the CSO will be considered for receipt of the solicitation when issued.

(4) Only prospective CSOs that respond and are deemed qualified upon completion of an objective evaluation of their Concept Note will receive the final solicitation documents.

(5) UN-Habitat also reserves the right to send solicitation documents to CSOs who were identified through additional market research or others means to source the UN-Habitat requirements.

NOTE

Information on tendering for the UN Procurement System is **available free of charge** at the following address: <http://www.ungm.org/Notices/Notices.aspx>

Only the United Nations Global Marketplace (UNGM) has been authorized to collect a nominal fee from vendors that wish to receive automatically Procurement Notices or Expression Of Interest. Please subscribe to <http://www.ungm.org/Registration/Login.aspx>

Vendors interested in participating in the planned solicitation process should complete the Vendor Response Form of this EOI and fax it to

UN-Habitat before the closing date set forth above

VENDOR RESPONSE FORM

VENDOR RESPONSE FORM

UN/H/AUPP/KBL/2016

EOI Number: .01

TO: House # 431, Street # 7, District 4, Kabul Afghanistan

FAX: Mobile +93 (0) 791 611 158

FROM:

SUBJECT: AUPP Advocacy Grants

To be filled by the Vendor (All fields marked with an "" are mandatory)*

COMPANY INFORMATION

UN Global Market Place (UNGM) Vendor ID Number*:

Company Name *:

Company Contact *:

Address *:

City *:

Country *:

Telephone Number *:

Fax Number *:

Email Address:

Company Website:

We declare that our company fully meets the prerequisites A, B, C, D and E, for eligibility to register with the United Nations as outlined in the paragraph 1 of the EOI INSTRUCTIONS page.

Signature: _____

Date: _____

Name and Title: _____

***** If not already registered with UNGM, please use the following URL to register at United Nations Global Marketplace (UNGM): www.ungm.org. Registration at UNGM is free and mandatory for responding to this EOI. The following information is available about the registration process.***

1) **Registering as a Vendor with UNGM**

Vendors interested in fulfilling the requirement described above must be registered with UNGM and may wish to visit www.ungm.org for full registration information in order to be eligible to participate in any solicitation. Information on the registration process can be obtained from the Mission concerned.

Prerequisites for Eligibility

In order to be eligible for UN registration, you must declare that:

- A. Your company (both parent and/or subsidiaries, if applicable) is not on, or associated with a company or individual on The 1267 List website (www.un.org/sc/committees/1267/consolist.shtml) and is not on the IIC Oil for Food List website (www.iic-offp.org).
- B. Your company (both parent and/or subsidiaries, if applicable) is not currently removed, invalidated or suspended by the UN Headquarters, field missions or other UN organizations (including the World Bank) and is not under investigation by a government or UN Member State.
- C. You have no outstanding bankruptcy, judgment or pending legal action that could impair operating as a *going concern*.
- D. You currently do not employ, or anticipate employing, any person(s) who is or was recently employed by the UN (in accordance with ST/SGB/2006/15, post-employment restrictions (www.un.org/depts/ptd/pdf/conduct_english.pdf)).
- E. Your subsidiaries, agents, intermediaries and principals agree to cooperate with the United Nations Office of Internal Oversight Service during any investigative processes undertaken by them, either before during or after execution of a contract, including providing all required documents, company records, access to employees, officers and staff, as well as financial information.

For Registered Vendors: Vendors already registered must ensure that the information and documentation (e.g., financial statements, address, contact name, etc.) provided in connection with their registration are up to date in UNGM.

IMPORTANT NOTICE: Any false, incomplete or defective vendor registration may result in the rejection of the application or cancellation of an already existing registration.

2) **EOI Process**

Vendors interested in participating in the planned solicitation process should forward their expression of interest (EOI) to United Nations Human Settlements Programme (UN-Habitat) by the closing date set forth in this EOI. Due to the high volume of communications United Nations Human Settlements Programme (UN-Habitat) is not in a position to issue confirmation of receipt of EOIs.

Please note that no further details of the planned solicitation can be made available to the vendors prior to issuance of the solicitation documents.

EOI INSTRUCTIONS