

CALL FOR PROPOSALS

Ref. No.: AOC/CFP/FIJ/2018-002

Subject: UN-Habitat ROAP - Community-based climate vulnerability assessments and climate action plans Fiji

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

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

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

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

A complete set of Technical and Budget Proposals including all the required documents listed in the CFP Instructions and Guidelines must be received by UN-Habitat ROAP no later than ~~21 May 2018~~ **(Extended deadline: 31 May 2018)** to the following address via mail or email:

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

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

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

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

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

CALL FOR PROPOSALS

The purpose of the Call for Proposals is to solicit interest from existing or prospective Implementing Partners that wish to participate in UN-Habitat operation and contribute complementary resources (human resources, knowledge, funds, in-kind contributions, supplies and/or equipment) to achieving common objectives as outlined below and subsequently agreed in an Agreement of Cooperation

<Community-based climate vulnerability assessments and climate action plans Fiji >

Purpose of CFP: To contribute to project component 2 of the project: “Increasing the resilience of informal urban settlements in Fiji that are highly vulnerable to climate change and disaster risks”, which aims at developing community vulnerability assessments and action plans.

Submission Start Date: 2 May 2018
Submission Deadline Date and time: ~~21 May 2018~~ (Extended deadline: 31 May 2018)

Project Key Information

- UN-Habitat Project title: Increasing the resilience of informal urban settlements in Fiji that are highly vulnerable to climate change and disaster risks.
- Locations
 - Country: Fiji
 - Town/City: The project will focus on 16 identified informal settlements across four urban areas in Fiji: Lautoka, Sigatoka, Nadi and Lami. The 16 informal settlements are as follows:
 1. Lautoka: Wailekutu, Vuniivi, Wainivokai, Qauia, Kalekana, Bilo Settlements
 2. Sigatoka: Kulukulu, Vunikavika
 3. Lautoka: California, Veidogo, Vunato, Taiperia, Navutu Stage 2, Naqiroso
 4. Nadi: Nawajikuma, Korociri
- Anticipated start date: 1 July 2018
- Estimated duration of project in calendar months: 12 (1 year)
- Maximum proposed value in US\$: 95.000
- Lead Organization Unit: Regional Office for Asia and the Pacific (ROAP)

Brief Background of the Project

Context and climate change vulnerabilities

Fiji is located in the Pacific Ocean's tropical cyclone belt. The island nation experiences frequent cyclones (on average, one cyclone per year) and with them damaging winds, rain and storm surges. Besides cyclones, the country suffers from other extreme events associated with climate change such as extreme rainfall, flooding, droughts and temperature extremes as well as sea-level rise.

Being mountainous in its interior, cities and towns are mainly located on the coast and along rivers. The result is that Fiji's towns and cities are particularly exposed to seaborne and riverine natural hazards, cyclones, storm surges, coastal and riverine erosion, landslides, floods and already occurring sea level rise due to climate change. Mangrove deforestation and coral reef extraction in order to accommodate urban development and for reasons of income generation are increasing the vulnerability of urban areas to coastal hazards, as both mangrove forests and coral reefs provide effective barriers against storm surges and cyclones. Of particularly critical concern are the residents of informal settlements in towns and cities which make up around 20% of the urban population. Many such settlements are located in highly vulnerable areas, such as riverbanks and pockets of coastal land. Of these dwellings, around 30% are of poor quality, making them highly vulnerable to storms and high winds. Overcrowding is experienced by 18% of the informal settlement households as well as inadequate sanitation. Around 11% of the households have inadequate access to water.

In addition to climate change having an impact on the living environment of many informal settlement communities, it also poses a risk to existing livelihood practices. Changes in coastal ecosystems, due to sea level rise, ocean acidification and coral bleaching are impacting livelihoods related to the agricultural and or tourism sector which are the main economic drivers. More frequent and intense extreme weather conditions also pose a threat to farming. Around 20% of informal settlement households are reliant on farming for subsistence and income.

The informal sector makes up around 20% of the economy but is estimated to employ up to 40% of the total population. Fijian informal settlements can have dramatically lower levels of employment (employment to population ratio of 15% versus 50% in the general population) and household income is less than 30 percent of the average city-wide income. Informal settlement households have dramatically lower incomes relative to the general population (F\$212 per week vs. \$613 for the general population). Certain settlements households have substantially higher proportions of children.

Project objective

The overall objective of the project is to increase the resilience of informal urban settlements in Fiji that are highly vulnerable to climate change and disaster risks. The project aims to work with

vulnerable urban communities to conduct rapid countrywide profiling of climate vulnerable informal settlements, conduct vulnerability assessments for the key settlements and to produce actions plans and strategies for implementing climate adaptation actions within communities. Underpinning this project is a focus on capacity strengthening in order to enhance the climate resilience of these most vulnerable settlements. This will be achieved through the following four work packages:

1. Institutional strengthening for enhanced local climate response with emphasis on local governments: Climate change impacts and disaster risks are not limited to settlements borders, but are part of a wider urban system. Therefore, the first package focuses on reducing vulnerability to climate-related hazards and threats at the city-level. The city-wide outlook will allow for a more holistic approach for climate sensitive urban and settlement planning and development / the actions and activities resulting from the city-wide assessments allow for a more holistic approach for climate sensitive urban and settlement planning and development. The outputs of this work package are: (i) 4 city-wide vulnerability assessments including hazard maps with emphasis on the selected informal settlements. (ii) 4 city-wide action plans, (iii) 4 urban planners / resilience officers embedded in 4 participating cities.
2. Local (community/informal settlement) resilience strengthening with emphasis on community level vulnerability assessments and climate action plans, infrastructure planning and capacity development: To assess in more detail what the climate change impacts and vulnerabilities of the 16 identified informal settlements are and what specific actions need to be taken for each community, package 2 concentrates on the community-level resilience strengthening. This work package also includes community-level capacity development focusing (a) on the development of concrete adaptation actions (component 3) and supplementary capacity development in support of resilient livelihoods and resilient practices. This would address the identified lack of adaptive capacity due to a limited understanding of climate change impacts and risk and the possible response options. The outputs for this work package are: (i) finalized community vulnerability and climate action planning tool for communities (ii) 16 Community vulnerability assessments conducted, (iii) 16 Community-level resilience, recovery and upgrading plans developed in target informal settlements, (vi) Skills developed in support of concrete adaption options (work package 3), (v) Community capacity strategies and interventions in support of livelihoods, and community adaptive capacity with particular emphasis on women, girls, youth, people with disability and people in vulnerable situations.
3. Enhancing resilience of community level physical, natural and socio-economic assets and ecosystems: Through the processes of Work Packages 1 and 2, communities and households will identify assets, ecosystems and infrastructure systems most vulnerable to climate change and prioritize means to protect existing infrastructure. Turning the priorities of the

community action plans into concrete community asset building adaptive capacity within the natural resource sector and the built environment is at the core of the project. The outputs from this work package are: (i) At least community infrastructure or ecosystem project per community to build community resilience.

4. Awareness raising, knowledge management and Communication: In line with AF guidelines this work package will ensure the project implementation is fully transparent; all stakeholders are informed of products and results and have access to these for replication. To maximize ownership and awareness communities will be involved in the monitoring (besides planning and executing projects activities) As other islands in the Pacific experience similar climate change issues, lessons learned regarding resilient urban community development / housing including community specific resilient and other infrastructure construction techniques and planning and development processes will also be shared at a regional level. The outputs of this work package are: (i) an Knowledge Management, Advocacy and Communications strategy, (ii) a collection of knowledge products (vulnerability assessments and action plans), (iii) process documentation (where applicable such as the vulnerability assessment and action planning tool), (iv) advocacy material, (v) social media presence.

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

The implementing partner will support the start-up activities at the community level, contributing to work package 2 (i) finalized community vulnerability and climate action planning tool for communities (ii) 16 Community vulnerability assessments conducted, (iii) 16 Community-level resilience, recovery and upgrading plans developed in target informal settlements. Specifically the Implementing Partner will be undertaking activities as follows (but not limited to):

1. To ensure communities can easily participate in conducting vulnerability assessments and in developing resilience- -recovery- and upgrading plans, a draft vulnerability assessment and planning tool is available to conduct climate change action planning at the community level. This guide includes a gender and inclusion assessment of actions to ensure that the needs of women and other vulnerable groups are clearly addressed through the actions. Upon completion of the assignment, the implementing partner is to provide feedback on this tool.
2. As part of enhancing awareness and increasing understanding of climate risk reduction processes and adaptation within the communities, the implementing partner is expected to provide community orientation and training as part of the assessments. During the start-up of the assessments, the trainings play a key role in familiarizing the communities with climate change related issues. Eventually, the trainings are meant to empower and mobilize the community to take action. For example, to minimize the reduction and loss of livelihoods as a result of climate change impacts and variabilities it is of great importance that communities take ownership of adaptation and understand how to establish new resilience livelihood strategies. Such training includes an orientation on Environmental and Social Safeguards.

3. To identify the vulnerabilities of the communities, the implementing partner is expected to conduct community-based climate vulnerability and informal settlement assessments in the 16 communities building on the existing work done by UN-Habitat, the Government of Fiji and other partners. Hazard mapping will be conducted by national and local government at city level (component 1).

4. The articulation of needs and vulnerabilities of the communities forms the basis of action and future interventions. The Implementing Partner is expected to facilitate the development of participatory community-level resilience-, recovery- and upgrading plans for the 16 identified informal settlements. The community action plans (CAPs), supported by a gender and inclusion assessment, will be taken forward into work package 3. The plans are expected to identify low risk areas for development and identify and prioritize interventions that are resilient, sustainable and focused on community needs.

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

Risk Analysis

A detailed risk analysis of the project has been undertaken.

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

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

- Ensure compliance with international standards and, where appropriate, use independent advisory panels during preparation and implementation of sub-projects that contain risks or that involve serious and multi-dimensional social and/or environmental concerns.

- Utilize strategic, sectoral or regional environmental assessment where appropriate.

- Enhance positive impacts and avoid, minimize, and/or mitigate adverse impacts through environmental and social planning and management. Develop a management plan per USP that includes the proposed measures for mitigation, monitoring, institutional capacity development and training (if required), an implementation schedule (including maintenance), and cost estimates.
- All proposed sub-projects with environmental and social risks will be assessed and managed with the purpose to identify potential application of requirements of the Overarching Environmental and Social Policy (ESP) and Principles.

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

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

1. [15 Principles of the Environmental and Social Policy](#) of the Adaptation Fund

1. Compliance with the law: Projects/programmes supported by the Fund shall be in compliance with all applicable domestic and international law.
2. Access and equity: Projects/programmes supported by the Fund shall provide fair and equitable access to benefits in a manner that is inclusive and does not impede access to basic health services, clean water and sanitation, energy, education, housing, safe and decent working conditions, and land rights. Projects/programmes should not exacerbate existing inequities, particularly with respect to marginalized or vulnerable groups.
3. Marginalized and vulnerable groups: Projects/programmes supported by the Fund shall avoid imposing any disproportionate adverse impacts on marginalized and vulnerable groups including children, women and girls, the elderly, indigenous people, tribal groups, displaced people, refugees, people living with disabilities, and people living with HIV/AIDS. In screening any proposed project/programme, the implementing entities shall assess and consider particular impacts on marginalized and vulnerable groups.
4. Human rights: Projects/programmes supported by the Fund shall respect and where applicable promote international human rights.
5. Gender Equity and Women's Empowerment: Projects/programmes supported by the Fund shall be designed and implemented in such a way that both women and men 1) are able to participate fully and equitably; 2) receive comparable social and economic benefits; and 3) do not suffer disproportionate adverse effects during the development process.
6. Core Labour Rights: Projects/programmes supported by the Fund shall meet the core labour standards as identified by the International Labour Organization.
7. Indigenous Peoples: The Fund shall not support projects/programmes that are inconsistent with the rights and responsibilities set forth in the UN Declaration on the Rights of Indigenous Peoples and other applicable international instruments relating to

indigenous peoples

8. Involuntary Resettlement: Projects/programmes supported by the Fund shall be designed and implemented in a way that avoids or minimizes the need for involuntary resettlement. When limited involuntary resettlement is unavoidable, due process should be observed so that displaced persons shall be informed of their rights, consulted on their options, and offered technically, economically, and socially feasible resettlement alternatives or fair and adequate compensation
9. Protection of Natural Habitats: The Fund shall not support projects/programmes that would involve unjustified conversion or degradation of critical natural habitats, including those that are (a) legally protected; (b) officially proposed for protection; (c) recognized by authoritative sources for their high conservation value, including as critical habitat; or (d) recognized as protected by traditional or indigenous local communities
10. Conservation of Biological Diversity: Projects/programmes supported by the Fund shall be designed and implemented in a way that avoids any significant or unjustified reduction or loss of biological diversity or the introduction of known invasive species
11. Climate Change: Projects/programmes supported by the Fund shall not result in any significant or unjustified increase in greenhouse gas emissions or other drivers of climate change.
12. Pollution Prevention and Resource Efficiency: Projects/programmes supported by the Fund shall be designed and implemented in a way that meets applicable international standards for maximizing energy efficiency and minimizing material resource use, the production of wastes, and the release of pollutants
13. Public Health: Projects/programmes supported by the Fund shall be designed and implemented in a way that avoids potentially significant negative impacts on public health.
14. Physical and Cultural Heritage: Projects/programmes supported by the Fund shall be designed and implemented in a way that avoids the alteration, damage, or removal of any physical cultural resources, cultural sites, and sites with unique natural values recognized as such at the community, national or international level. Projects/programmes should also not permanently interfere with existing access and use of such physical and cultural resources.
15. Lands and Soil Conservation: Projects/programmes supported by the Fund shall be designed and implemented in a way that promotes soil conservation and avoids degradation or conversion of productive lands or land that provides valuable ecosystem services.

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

Eligibility Criteria

Criteria	Submission Details/ Documents Required
Legal Status	<ul style="list-style-type: none"> • Certificate of registration/incorporation i.e., • Proof of registration in Country of Origin. • Proof of registration of Country of operation • Proof of country operational presence
Organization profile and details	<ul style="list-style-type: none"> • Clear organization profile and structure of the organization indicating : <ul style="list-style-type: none"> ○ Organization’s vision, mission and objectives ○ Management structure ○ Members of the Governing Board and their Designations duly certified by the Corporate Secretary, or its equivalent document ○ Proof of membership to professional associations if any.
Financial Capacity	<ul style="list-style-type: none"> • Audited company financial statements (balance sheet and income statement) and auditors report for the last two years
Exclusive bank account	<ul style="list-style-type: none"> • Is the organization willing and able to have a separate bank account for the funds provided by UN-Habitat?
Integrity and Governance	<ul style="list-style-type: none"> • The organization should complete and submit a signed Partner Declaration Form • Provide the profiles of the Chairperson of the Board of Directors, Head of the Organization and Chief of Finance

Selection Criteria

Criteria	Submission Details/ Documents Required
1. Technical capacity	
<p>1.1 Does the organization have the relevant experience and proven track record in implementing activities in the areas of the project? Has it managed in the past projects of similar technical complexities and financial size? Is the project linked with the core business of the IP?</p>	<ul style="list-style-type: none"> • List of similar projects executed in the last 5 years (value, location, donors, nature of projects, execution stage – completed or ongoing). • Demonstrate how the experiences in past projects are relevant in the execution of the current proposal • References from past donors
<p>1.2 Does the organization have qualified technical staff with the experience and the technical skills required by the project? What is the staff size, type, qualification and education background?</p>	<ul style="list-style-type: none"> • CVs of key management staff, technical and non-technical staff that will be involved on the project • How many technical staff do you have in the concerned Country for implementing the project? Is there reasonable assurance that such technical staff required by the project will continue to be available as needed in the Project?
<p>1.3 Does the organization have a clear and strong link with an identifiable constituency relevant to the targeted population of the project? Does it have the ability to impact on the targeted population and on the issues? Does it have strong presence in the field and for how long? Does it have adequate capacity to work in key areas/regions where the proposed field activities will be implemented?</p>	<ul style="list-style-type: none"> • Demonstrate, describe and provide proof of local operational presence, including link and ability to impact the targeted population.
<p>1.4 Does the organization possess adequate physical facilities, office equipment, transport, etc. to implement the activities?</p>	<ul style="list-style-type: none"> • Provide location and list of office facilities, vehicles and office equipment locally available to implement the project.

<p>1.5 Does the organization have formal procedures to monitor project execution (e.g. milestones, outputs, expenditures...)</p>	<ul style="list-style-type: none"> • Provide formal project monitoring policies and procedures
<p>2. Financial and administrative capacity</p>	
<p>2.1 Has the organization been in operation over a period of at least 2 years to demonstrate its financial sustainability and relevance?</p>	<ul style="list-style-type: none"> • State the years of operation • Financial statements for the last 2 years
<p>2.2 Does the organization have qualified staff in Finance? Is the current accounting system computerized and does have the capacity to collect and provide separate financial reports on the activities executed under the Agreement of Cooperation? Does it have systems and practices to monitor and report whether the project deliverables and expenditures are within agreed time and budget? Does it have minimum segregation of duties in place (separation between project management, finance/accounting and executive office)</p>	<ul style="list-style-type: none"> • CVs of key finance and accounting staff • Description and key features and controls of the accounting system used • Organization structure/ Organogram
<p>2.3 Does the organization have the capacity to procure goods and services on a transparent and competitive basis? (if applicable) check for procurement unit with experienced staff</p>	<ul style="list-style-type: none"> • Copies of procurement policies and procedures. The procedures should show how you procure locally and internationally.
<p>2.4 Does the organization have formal procedures and controls to mitigate fraud such as multiple signature signatories on bank accounts, reporting and prosecution of incidences of fraud?</p>	<ul style="list-style-type: none"> • Describe anti-fraud controls and provide formal procedures
<p>2.5 Does the organization have capacity to provide in-kind, financial, personnel contribution as UN-Habitat Implementing Partner in this present project? Please give details of contribution nature and size.</p>	<ul style="list-style-type: none"> • Describe nature and value of contribution (in-kind or cash)
<p>3. Financial Proposal</p>	

<p>3.1 Is the budget for each component of the activity to be performed by the Implementing Partner</p> <p>(i) cost-effective (i.e. the cost should be economical and prudently estimated to avoid any under/over estimation)</p> <p>(ii) justifiable/well supported and</p> <p>(iii) accurate and complete</p>	<p>Budget Proposal <i><template provided></i></p> <ul style="list-style-type: none"> • BOQ (if applicable) • Other supporting documents
<p>4. Technical Proposal</p>	
<p>4.1 The technical proposal is sound and responds adequately to the specifications and requirements?</p>	<p>Technical Proposal document <i><template provided></i></p>
<p>Cumulative score for ratios</p>	

Notes:

1. Please submit your proposal to habitat.fukuoka@un.org
2. Interested Organizations must provide information indicating that they are qualified to perform the services (brochure, description of similar assignments, experience in similar conditions, availability of appropriate skills among staff, etc).
3. The Proposal consisting of the Technical Proposal and accompanying documents must be received in accordance with instructions provided. Proposals submitted to a different email address will not be considered.
4. Proposals from applicants failing to provide the complete information to fulfill the basic eligibility criteria will be considered non-responsive.
5. Proposals received after the above deadline will not be considered
6. Organizations will be selected in accordance with the procedure set out in the UN-Habitat IP Management policy and Standard Operating Procedures.
7. Proposals from applicants failing to provide the requested information will be disregarded.
8. This CFP does not entail any commitment on the part of UN-Habitat, either financial or otherwise. UN-Habitat reserves the right to accept or reject any or all proposals without incurring any obligation to inform the affected applicant(s) of the grounds.
9. All prices must be in USD