

## **CALL FOR PROPOSAL**

**Ref. No.: AOC/CFP/PAK21-001**

**Subject: Technical feasibility study for environment friendly application for urban low emission development and GHG emission reduction in urban area**

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 Conditions<sup>1</sup>

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 **28 February 2021** 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](mailto:habitat.fukuoka@un.org)

**Please indicate the CFP Ref. No. (AOC/CFP/PAK21-001) 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. Laxman Perera, HSO, UN-Habitat ROAP, at email [laxaman.perera@un.org](mailto:laxaman.perera@un.org).

---

<sup>1</sup> 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 PROPOSAL**

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

**Subject: Technical feasibility study for environment friendly application for urban low emission development and GHG emission reduction in urban area**

**Size of grant: KRW77,533,574 (Approximately US\$69,000)**

**Purpose of CFP:** The purpose of this call is to identify a technical research partner to undertake an Agreement of Cooperation (AOC) to implement activities as described hereunder.

**Submission Start Date:** 15 February 2021

**Submission Deadline Date and time:** 28 February 2021

### **Project Key Information**

- Project title: Capacity building on enabling an environment for GHG emission reduction and applying for low emission and environment friendly technologies
- Locations
  - Town/City: N/A
  - Country: Pakistan
- Anticipated start date: 15 March 2021
- Estimated duration of project in calendar months: 4 months (To be closed by end of June 2021)
- Maximum proposed value in approximately US\$:69,000
- Lead Organization Unit: UN-Habitat, Pakistan
- Working experience with Korean agencies is preferred

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

#### **Background**

United Nations Human Settlements Programme (UN-Habitat) and East West Power Company of South Korea (EWP) has agreed to cooperate for urban low emission development for GHG emission reduction in urban area with the Memorandum of Understanding in January 2021. Under this cooperation, UN-Habitat and EWP will begin the research programme which is “Capacity building on enabling an environment for GHG emission reduction and applying for low emission and environment friendly technologies”. In this programme, technical

part for feasibility study to develop pilot projects need to implement with expert agency, and the implementing partner will be in charge of leading technical part of feasibility study.

The project aims to;

- 1) To create enabling environment for the implementation of emission reduction in urban area
- 2) To develop pilot (demonstration) projects of GHG emission reduction for replication and scale up.

### **Main activities and outputs**

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

#### **Component 1: Increase awareness of low emission development with GHG emission reduction technology**

Activity 1.1 Research on the current status (policy, system, etc.) for the project of greenhouse gas reduction projects

- Research on climate change trend and policies under Paris Agreement for domestic and international, and the current status of domestic emission trading system

Activity 1.2 Applicable greenhouse gas reduction technology application suggestion

- The feasibility study on potential and promising greenhouse gas reduction technology application (Applicability for the project, and expected risk)
- The economic feasibility on potential and promising greenhouse gas reduction technology application (Calculation of GHG emission reduction)
- Analysis and assessment on strength and weakness of potential and promising greenhouse gas reduction technology application (Selected applications)

#### **Component 2 Feasibility study on the appropriate technology**

Activity 2.1 Technological feasibility assessment of the selected GHG emission reduction technology application

- Review of the suggested GHG emission reduction technology application
  - Research on the potentiality that the application can be manufactured and/or produced in Pakistan and the measure of instalment and distribution
  - Research on the management of the application and O&M after the project termination

Activity 2.2. Feasibility assessment of project implementation

- Review 1) The possibility of the registration of the GHG emission reduction project in Pakistan; 2) Compliance; 3) Analysis of additionality; and 4) applicability of methodology
- Calculation of Baseline/project GHG emission
- Calculation of GHG emission reduction and the review of feasibility

Activity 2.3 Economic feasibility assessment of identified project/s

- Calculation of total project budget and cost of project implementation
- Analysis of economic feasibility and sensitivity based on the calculation
- Research on derivation of key variables that affect project cost and benefits, and calculation of economic impact

Activity 2.4 Risk Analysis related to identified project/s

- Domestic and international policy risk (Paris Agreement and Korean Emission trading scheme)
- Technology related risks

**Component 3 Knowledge Management and pilot project development**

Activity 3.1 Planning for the project implementation

- Design for the detailed plan of the project implementation and develop institutional arrangement

Activity 3.2 Draft report

- Contribution to technical part for drafting pilot proposal

**Limitations**

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

Local data and information will not be sufficient and due to COVID-19 circumstances, it would be not feasible to conduct field missions for data collection and analysis. Close coordination and cooperation with UN-Habitat Pakistan Office will be one of main options for better analysis and data collection.

Also, project donor is located in Korea and would like to communicate with implementing partner in Korean for monitoring and exchange ideas. Interpretation and/or translation to Korean will be required for better communication.

## Eligibility Criteria

| 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 account           | <ul style="list-style-type: none"> <li>• Is the organization willing and able to have a separate bank account for the funds provided by UN-Habitat?</li> </ul>   |
| Integrity and Governance         | <ul style="list-style-type: none"> <li>• The organization should complete and submit a signed Partner Declaration Form</li> <li>• Provide the profiles of the Chairperson of the Board of Directors, Head of the Organization and Chief of Finance</li> </ul>  |

### Selection 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?<br/>           Has it managed in the past projects of similar technical complexities and financial size?<br/>           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?<br/>           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?<br/>           Does it have the ability to impact on the targeted population and on the issues?<br/>           Does it have strong presence in the field and for how long?<br/>           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>  |  | <p><b>15%</b></p> |
| <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?<br/>Does it have systems and practices to monitor and report whether the project deliverables and expenditures are within agreed time and budget?<br/>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</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><b>Budget Proposal</b> <i>&lt;provide link&gt;</i></p> <ul style="list-style-type: none"> <li>• BOQ (if applicable)</li> <li>• Other supporting documents</li> </ul> |                    |
| <p><b>4. Technical Proposal</b></p>  |   | <p><b>30%</b></p>  |
| <p>4.1 The technical proposal is sound and responds adequately to the specifications and requirements?</p>   | <p><b>Technical Proposal document</b><br/><i>&lt;provide link&gt;</i></p>   |                    |
| <p><b>Cumulative score for ratios</b></p>  |   | <p><b>100%</b></p> |



**Notes:**

1. Interested Organizations must provide information indicating that they are qualified to perform the services (brochure, description of similar assignments, experience in similar conditions, availability of appropriate skills among staff, etc).
2. The CFP and accompanying documents must be received in accordance with instructions provided. CFP submitted to a different email address 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