**CALL FOR PROPOSAL**

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| 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 |

**< Perform the characterization of the recycler population under the guidelines of the Single Registry of Recyclers or the system determined by the UAESP in the framework of the Bogotá circular: strategy to strengthen the activity of recyclable material recoverers and innovative solutions for the solid waste management>**

**Size of grant:** $133,000.00 USD

**Purpose of CFP:** The United Nations Human Settlement Programme (UN-Habitat) requests the presentation of expressions of interest to celebrate a Cooperation Agreement, which will contemplate the realization of the characterization of the recycling population, identifying their socioeconomic characteristics, their affiliation with recycling organizations, and the dynamics of collection, separation, and commercialization, under the guidelines of the Unique Registry of Recyclers or the system determined by the UN HABITAT.

**Submission Start Date: TBC**

**Submission Deadline Date and time: TBC**

**Project Key Information**

* UN-Habitat Project title: Bogotá circular: strategy to strengthen the activity of recyclable material recoverers and innovative solutions for solid waste management.
* Location: Bogotá, Colombia
* Anticipated start date: TBC
* Estimated duration of the project in calendar months: 5 months
* Maximum proposed value in US$: 133,000.00
* Lead Organization Unit: UN-Habitat Andean Countries Hub

**Brief Background of the Project**

*(State the purpose, main goal, and specific objectives of the project)*

*The waste management in the city of Bogotá counts on a structured plan of recollection and management that includes an infrastructure to cover the 19 localities of the city. However, one of the key actors of the recollection process, especially for the waste recovery process, is the recycling population, who are in charge of the initial separation of recyclable materials manually that are mainly carried out in public spaces.*

*Based on the above, it is important to point out that the working and economic conditions of the waste recycling population in Bogotá are, in general, precarious. Many recyclers work informally, which prevents them from accessing benefits such as social security and health services. Their income depends on the sale of recyclable materials, which can be unstable and varies according to the season and market demand. Additionally, they face significant occupational hazards, including exposure to hazardous materials and a lack of adequate protection. Working conditions are generally difficult, as many also operate on the streets and must deal with a lack of recognition and institutional support. All of the above results in a situation where economic vulnerability predominates, hindering their development and access to opportunities.*

*Since 2013, through Resolution 061 of the same year, the City of Bogotá, through the UAESP, has created the Unique Registry of Professional Recyclers of Bogotá, which aims to monitor and recognize individuals who carry out this work in the city. This registry was created based on the census of this population conducted in 2012 and has been updated according to available information.*

*Thus, the process of register and characterization aims to estimate the update the information available for the recyclers population in the urban areas of the city of Bogota based on a methodology expected to be representative by locality, including collection and marketing areas, and to consider demographic and socio-economic aspects of the population. To this end, the understanding the needs, challenges and opportunities that this population faces.*

*As a tool for generating information, the characterization constitutes an effort to provide local governments information that can strengthen the formulation of public policies and should provide a baseline, elements of analysis and recommendations on the integration needs of the population.*

**Responsibilities and activities**

* The organization will work under the supervision of the UN-Habitat Coordinator of the Andean Countries (hereinafter the Coordinator) as well as in close communication with other consultants assigned to the project to ensure coordination and achievement of objectives.
* To ensure the adequate planning of activities for the execution of the project, under the supervision of the Coordinator.
* Generate technical and administrative inputs to support management in accordance with the requirements, policies, and processes of the Agency and the United Nations System and by instruction of the Coordinator.
* The organization will be responsible for ensuring compliance with its activities and the processes that impact its performance and certainty of execution.
* Collaborate in the compilation, integration, and generation of technical content necessary for the development of reports or products, as well as providing inputs for the preparation of technical presentations, guaranteeing coherence, quality, and alignment with the cross-cutting themes promoted by the United Nations.
* The organization will be responsible for preparing the reports and progress reports on the execution of the project, as necessary and requested for the proper verification of its activities and providing inputs for the drafting of project completion and closure documents.
* The organization will be responsible for ensuring that the services and goods to be delivered are in line with the quality expectations of UN-Habitat.
* The organization will be responsible for ensuring optimal and timely delivery of the services entrusted in the Cooperation Agreement within the stipulated deadlines.
* Integrate documents of conclusions aimed at different audiences, among which decision-makers and technical or specialized officials stand out, and for mass dissemination aimed at the general or less specialized public.
* The organization will be in charge of facilitating and executing, together with other consultants appointed to the project, when applicable, the five responsibilities/methodologies/strategies, based on a work program approved by UN-Habitat.
* The organization will be responsible for moving its staff or members by its own means to target territories as necessary in accordance with the activities framed in these terms of reference.
* To address requests for information required by the different UN-Habitat units and any other information required by other project consultants or the counterpart without prejudice to their responsibilities.
* Carry out the necessary activities to generate the expected products.

**Main activities and outputs**

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

* *List activities and outputs*
* **PRODUCT 1:** Methodological Document with an Emphasis on the Approach Mechanism to the Recycling Population, Aimed at Collecting Data on Their Working and Living Conditions. This document must include information related to their well-being, access to fundamental rights, disability status, levels of vulnerability from a gender perspective, migrant status, as well as aspects related to access to adequate housing, habitat, health, education, recreation, and civic participation, in addition to any other element defined by UN-Habitat.

This product should use the information from the 2012 census and the 2014 and 2021 characterizations as a basis for its update and complementation. It is important to note that this process should identify potential beneficiaries for affirmative actions. Finally, the outreach process should first take place in public spaces before engaging with recycler associations.

* **PRODUCT 2**: Technical document with the survey and sampling design, which include components sush as the definition of the target population, the sampling frame, the sampling method (to avoide selection bias), survey mode, questionnaire design, data collection procedures, and weighting and estimation. The sample size for this study is already define: 11,300 waste collectors. Moreover, it is desirable to use innovative methods and technology to collect data from target populations, including digital tools that will register georeferenced data.

The instrument should cover the recycling population included in the Unique Registry of Recyclers and is expected to be representative by locality (the spaces will be determined by UAESP and UN Habitat guidelines), including collection and commercialisation areas. The methodology is also expected to consider demographic and socio-economic aspects, as well as affiliation to waste picker organisations and the dynamics of collection, separation and commercialisation, under the guidelines of the Single Registry of Waste Pickers - RURO or the system determined by the UN Habitat.

**Delivery**: Month 1 counted from the signing of the agreement.

* **PRODUCT 3:** Implementation of the preparatory phase, which should include the training of surveyors and the implementation of the pilot test or survey pretesting that will be defined through a technical working group. This product will review and define the survey methodology, the final design of the questionary, the sample design for target spaces considering that the survey must be geo-referenced.

**Delivery**: Month 2 counted from the signing of the agreement.

* **PRODUCT 4**: Application of the survey to 11,300 people belonging to the target population (recyclers) based on the final instrument and spaces agreed in advance by UN Habitat.

**Delivery**: Month 4 counted from the signing of the agreement.

* **PRODUCT 5**: Delivery of the raw and consolidated database (alphanumerical and GIS) with the information collected in digital formats (including .cvs, .xlsx, .rds, .RData, .dta, .sql, .geojson, .shp, and .json). This product includes data cleaning and organisation of quantitative information under the guidelines of UN Habitat.

**Delivery**: Month 5 counted from the signing of the agreement.

* **PRODUCT 6:** Delivery of a final report with a syntesis of the collected data.

**Delivery**: Month 5 counted from the signing of the agreement.

**Payment Calendar**

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| **Payment** | **Percentage** |
| Payment 1 | 20% upon signing of the Agreement and the delivery of the workplan |
| Payment 2 | 30% against delivery and approval of products 1 and 2, as well as an interim financial report |
| Payment 3 | 30% against delivery and approval of product 3 and interim financial report |
| Payment 4 | 20% against delivery and approval of products 4, 5 and 6 and final financial report. |

**Risk Analysis**

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

The main risks associated with the implementation of this project are:

Time: The organization must be responsible for the execution of the activities and presentation of the expected products in a timely manner. Mitigating factors for any non-agreed deviation from the work program and schedule ensures timely and effective communication with the organization, time management both operationally and administratively, as well as adequate supervision.

Scope and quality: It is identified as a risk that the services and products provided by the organization do not meet the expected quality or scope standards. In this sense, the mitigating factors are verifying both the work program and the project execution progress reports. Timely supervision is crucial to minimize this risk.

Information access: During the development of the activities, it must be ensured that the information generated in the development of the objective of the contract is easily accessible by the team. To mitigate this risk, Agency guidelines will be shared for the management of all the information. Adequate supervision and follow-up represent additional mitigating factors.

Confidentiality: All information gathered or produced during the execution of the work program will be strictly confidential. To prevent any unauthorized dissemination of information, a Confidentiality Agreement will be signed with the implementing partner.

**Eligibility Criteria**

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| **Criteria** | **Submission Details/ Documents Required** |
| Legal Status | * 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 | * 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 |
| Exclusive bank account | * Is the organization willing and able to have a separate bank account for the funds provided by UN-Habitat? |
| Integrity and Governance | * 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**

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| **Criteria** | **Submission Details/ Documents Required** | **Weighting** |
| **1. Technical capacity** |  | **25%** |
| **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? | * List of projects executed in the last 4 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 |  |
| **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 * 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? |  |
| **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? | * Demonstrate, describe and provide proof of local operational presence, including link and ability to impact the targeted 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 formal project monitoring policies and procedures |  |
| **2. Financial and administrative capacity** |  | **15%** |
| **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 |  |
| **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. |  |
| **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) |  |
| **3. Financial Proposal** |  | **30%** |
| **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 *<****provide link>*   * BOQ (if applicable) * Other supporting documents |  |
| **4. Technical Proposal** |  | **30%** |
| 4.1 The technical proposal is sound and responds adequately to the specifications and requirements? | **Technical Proposal document *<****provide link>* |  |
| **Cumulative score for ratios** |  | **100%** |

**Electronic Submission:**

* To apply and learn more, visit http://ipportal.unhabitat.org/
* Format: PDF files only. Zip, RAR and JPEG files should not be used. Proposers should check the format of the attached file before submitting. UN-Habitat will not be responsible if the attached files are in other formats that cannot be opened without additional software.
* The maximum file size is 5MB per submission. There are no restrictions on the number of files sent, but each submission must be tagged, for example 1 of 2.
* Proposals sent to personal UN-Habitat email addresses will not be considered.

**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

**All the aforementioned documents must be sent, before Sunday, May 1, 2025 at 6:00p.m. in Colombia, to the e-mail:**

[**monica.laverde-pimiento@un.org**](mailto:monica.laverde-pimiento@un.org)

**You must indicate in the subject:**

**GP00008406 - Technical Proposal “Name of your organization”**