

## CALL FOR PROPOSALS

The purpose of this 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

### **Developing and Implementing Learning Materials and Activities to Reinforce Capacities of Professionals in Addressing Climate Change and Build Resilience in Cities and Towns in Myanmar**

**Purpose:** The purpose of this call for proposals is to identify suitable implementing partners with experience and ability to develop and conduct learning activities – through both lecture-based knowledge sharing and on-the-job training – tailored for professionals (policy-makers and practitioners) in the area of climate change and resilience building in urban and spatial planning in cities and towns of Myanmar, in cooperation with MCCA/UN-Habitat and relevant counterparts. The activities thus developed and conducted will strengthen knowledge, and build basic capacities required to initiate the implementation of the national climate change strategy (currently being adopted) in the urban and human settlements sector, and thus contribute to achieving resilient, inclusive and sustainable cities and towns.

**Indicative budget:** 80,000US\$  
**Submission Start Date:** 26 September 2017  
**Submission Deadline Date and time:** 18 October 2017 at midnight Myanmar time

**Project Key Information:**

UN-Habitat Project title	Myanmar Climate Change Alliance Programme
Locations	Nay Pyi Taw, Myanmar
Anticipated start date	November 2017
Estimated duration of project in calendar months	7 months
Indicative budget	80,000US\$

## Brief Background of the Project

### *Context*

The observed and potential future impacts of climate change and the current low state of preparedness require Myanmar to step up in its institutional, normative, technical, sectoral and societal capacities, if the challenge is to be met. Aware of the challenges, Myanmar has been implementing the Myanmar Climate Change Alliance (MCCA) since 2013, with funding from the European Union, under the Environmental Conservation Department (ECD) of the Ministry of Natural Resources and Environmental Conservation (MoNREC), and implemented by the United Nations Human Settlements Programme (UN-Habitat) and the United Nations Environment Programme (UN Environment).

MCCA's main goal is to mainstream climate change in the political, institutional and development agenda of the country and to do that it aims at increasing institutional, policy and technical capacities to address climate change. MCCA aims at achieving three overall expected results (ER):

1. Government, civil society and the private sector in Myanmar are more aware of the implications of climate change;
2. Government has the capacity and support needed to integrate climate change considerations in policies, strategies, plans and operations;
3. Lessons drawn on climate change from State and local level activities influence policy making and are communicated to relevant decision-makers in the relevant sectors.

MCCA works with a Technical Working Group (TWG) that includes of all key ministries, the three major cities (Yangon, Mandalay and Nay Pyi Taw), the University, the Private Sector, the Civil Society Organizations and Development Partners.

Through this platform, MCCA has support Myanmar to develop its *Myanmar Climate Change Strategy and Action Plan 2016-2030* (MCCSAP). The MCCSAP recognized the need to urgently address negative effects of climate change on the urbanization process (Sectoral Action Plan 4). In effect, cities and townships of Myanmar are highly exposed to both rapid and slow on-set disasters, and the long-term effects of climate change. Myanmar is presently at comparatively early stages of urbanization and has therefore the opportunity to steer the process towards achieving urban resilience.

For this reason, the TWG agreed that **Myanmar must engage early in the impending process of urbanization to create resilient, sustainable and low-carbon towns and cities**, regardless of their size, and over the long-term through all realistic means. In addition, if urban planning and development approaches integrate concepts of participation, resilience, and adoption of low-carbon technologies Myanmar can develop more inclusive, sustainable and resilient towns and cities.

The MCCSAP defines the following sectoral outcome for cities: *Achieving Resilient, inclusive and sustainable cities and towns where people can live and thrive*. In order to achieve this outcome, the Strategy has set three expected results, as follows:

1. Town and city residents have access to resilient infrastructure and services, that protect them from natural hazards of increased intensity, continue to perform during and after the shocks, and are best adapted to the new climatic context
2. Climate change resilience, low-carbon development and social inclusivity approaches are a defining element of urban planning and development, providing mitigation and adaptation co-benefits
3. New buildings are designed and constructed to be energy and resource efficient, as well as resilient to natural hazards and disasters, so that they emit less carbon, produce savings from reduced energy consumption and thus provide equity and affordability

The MCCSAP includes a **Sectoral Action Plan** with specific actions in the area of policy, institution, finance, capacity-building and education. The monitoring of actions in this field is entrusted – according to the MCCSAP – to the Ministry of Construction as focal agency. **The reinforcement of technical capacities is therefore a pre-condition to achieve the expected results.** In addition, MCCA also developed a Capacity-Need Assessment with the TWG, to which the Ministry of Construction has participated, which also calls for formal training of staff, to improve capacities to address climate change.

To this end, MCCA has developed a capacity-building programme to target relevant Ministries, the Ministry of Construction, selected townships and other interested actors to initiate the implementation of the Myanmar Climate Change Strategy and Action Plan (2016-2030) and the Sectoral Action Plan on Outcome 4.: *Resilient, inclusive and sustainable cities and towns where people can live and thrive*. It will be delivered through two modes implementation:

- 1) Secondment of one international architect (1 year) to design disaster resilient and sustainable housing, schools and health post blueprint projects adapted to regions and compliance manuals;
- 2) Tailored formal and on-the-job training on spatial planning for climate change planning, resilience building in cities and towns;

This call for proposals refers **only to the second mode of implementation.**

To implement this activity, UN-Habitat is looking for an Implementing Partner with experience in formal, professional and on-the-job education to increase knowledge and reinforce capacities of professionals in the area of urban and spatial planning and climate change, in order to develop

training materials, design curricula, conduct capacity-building activities through both lecture and on-the-job modalities as described below.

## **Purpose, goals and outputs requested**

### *Purpose*

Develop and implement knowledge and practical training courses activities in the urban and human settlements sector to contribute to integrate climate change considerations into town and urban planning in line with the Sectoral Action Plan activities of the Myanmar Climate Change Strategy and Action Plan 2016-2030 (under adoption).

### *Main goal*

Capacities of professionals in selected Cities, Townships, and Ministries are built to integrate climate change into town and urban planning, and in their respective programmes and policies in line with the Myanmar Climate Change Strategy and Action Plan for the urban and human settlements sector.

### *Main activities and outputs*

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

Activity 1: Deliver a short-course (one to two weeks), tailored on Myanmar context and capacities, for staff from relevant ministries, townships and other relevant institutions on sustainable urbanization and climate change adaptation/mitigation, to be conducted at the institution's headquarters as follows:

Output 1.1: Organize a first inception workshop with Ministries and relevant partners to identify needs, map current capacities, in line with the MCCSAP Expected Results for at least 50 policy-makers and practitioners;

Output 1.2: Conduct a short test to select potential professionals to participate in a tailored course for climate change and urbanization, to be conducted at the implementing partner's headquarters;

Output 1.3: Design tailored courses for Myanmar staff, policy-maker, practitioners, based on criteria and components designed at the inception report, on climate change and urbanization;

Output 1.4: Deliver tailored course of one to two weeks for at least 10 staff from relevant Ministries, Cities and Townships, on climate change and sustainable urbanization, with views to enable national and local programming and planning in Myanmar.

Act 2: Conducting on-the-job trainings for selected partners (relevant departments and City Development Councils, Township Development Committees) based on the outcomes Activity 1

Output 2.1: Based on the Activity 1. Outcomes, design an on-the-job training activity, leading to the development and adoption of concrete outputs as concern urban planning (for instance land-use planning including climate change considerations), or municipal strategic planning

Output 2.2: Conducting at least 2 on-the-job trainings to apply concepts studied during the study-visit/courses, in at least 2 cities or townships, with particular focus on ban and spatial planning and resulting in concrete outputs

Output 2.3: At least 2 specific deliverables formulated and drafted with the selected townships to be used at local level

Act 3. Design modules and manual for trainers ready for publication to be used by the policy-makers, towns, cities and other practitioners for future training and capacity-building in the country

Output 3.1: Outlines of the curriculum design and agreed with UN-Habitat and the counterparts

Output 3.2: Complete set of training materials ready for publication in both English and Myanmar language

### ***Risk Analysis***

Risks and their mitigation measures in the context of this project are detailed below:

<b>Risk Identified</b>	<b>Risk Impact</b>	<b>Risk Likelihood</b>	<b>Mitigation Measure</b>
Trainees are not available	High	Low	MCCA will hold a number of meeting with Ministry of Construction, as part of the TWG. The seconded architect has been deployed and will ease communication.
Travels are not possible in selected townships	High	Low	Townships will be selected against a number of criteria to ensure smooth delivery of trainings

### **Eligibility Criteria**

<b>Criteria</b>	<b>Submission Details/ Documents Required</b>

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> <li>• Proof of not-for-profit status</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
<b>1. Technical capacity</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? 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"> <li>• List of similar projects executed in the last 5 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? 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? 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"> <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>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? 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"> <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>3.1</b> 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</p>	<p><b>Budget Proposal</b> &lt;template provided&gt;</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>4.1 The technical proposal is sound and responds adequately to the specifications and requirements?</p>	<p><b>Technical Proposal document</b> &lt;template provided&gt;</p>
<p><b>Cumulative score for ratios</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 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