

## CALL FOR PROPOSALS

The purpose of the Call for Proposal 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

### **< Strengthening the Social Stability and Resilience of Vulnerable Jordanian Communities and Syrian Refugees in Amman against Flash Floods >**

**Purpose of CFP:** In order to break the annual cycle of emergency response and its humanitarian consequences and economic losses resulting from the flash floods in downtown Amman, urgent action is required in applying effective mitigation measures to protect the most vulnerable communities, as well in developing strategies for the incremental application of mitigation actions at all levels of government and communities. The main objectives of this assignment is to (i) collect and map information on the potential risks affecting the users of the targeted area, based on the knowledge and experience of the communities, and listing them in order of priorities; and (ii) discuss with the communities viable solutions for reducing the identified risks and building resilience.

Since inclusivity is a key component of this project, therefore, the engagement of all members of the local community is needed to achieve a comprehensive and integrated response against flash floods. Accordingly, while UN-Habitat will hire a technical consultant to conduct the community resilience assessment and guide the discussions with the local community in order to identify their needs and priorities, the scope of this assignment is focusing on recruiting an NGO that will be in charge of the community mobilization and workshops facilitation. The consultations process with the local community will be based on the CityRAP tool approach, in particular, Phase II, Activity two: “the participatory planning at the neighbourhood level” and Activity III, Step 5: “Inviting the participants for the focus group discussions”<sup>1</sup>. Consequently, it is expected that the NGO will reach out to the key stakeholders (such as Greater Amman Municipality, the Chamber of Commerce, and the community leaders), in addition to the different segments of the local communities (including the residents of the local area, merchants and shop owners in the downtown of Amman who have been hit by the flash flood and suffered economic loss, and to the most vulnerable groups; namely, women, youth and Syrian refugees) and organize a set of community consultations, focused group meetings, interviews and awareness raising sessions. In addition, the NGO is expected to conduct all the logistical preparations (including sending the invitations, booking the venue, organizing the attendance sheet, recording and summarizing the held discussions, preparing the post workshop/meeting reports, organizing full documentation of the planned events (including photos/videos), and preparing media materials.

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<sup>1</sup> For more details about the City RAP tool see: [http://dimsur.org/wp-content/uploads/2020/09/CityRAP-Tool\\_Booklet-2020\\_Sep.pdf](http://dimsur.org/wp-content/uploads/2020/09/CityRAP-Tool_Booklet-2020_Sep.pdf), specifically Phase II, Activity 2: “Participatory Planning at the neighborhood level”, p.23, and Activity 3, Step 5: “Inviting the participants for the focus group discussions” p27.

**Submission Start Date: 29 October 2020**

**Submission Deadline Date and time: 11 November 2020**

### **Project Key Information**

- UN-Habitat Project title : **Strengthening the Social Stability and Resilience of Vulnerable Jordanian Communities and Syrian Refugees in Amman against Flash Floods**
- Locations
  - Town/City: **Amman**
  - Country: **Jordan**
- Anticipated start date: **1 December 2020**
- Estimated duration of project in calendar months: **3 months**
- Maximum proposed value in US\$: **10,000**
- Lead Organization Unit: **UN-Habitat Jordan Office**
- **Proposals to be submitted to [RFQ@unhabitat.org.jo](mailto:RFQ@unhabitat.org.jo) before the indicated deadline.**
- **Pre-bid meeting:** Interested NGOs can request to join a pre-bid meeting for more clarification on 09 November 2020 using the same emails below.
- For any question please contact [RFQ@unhabitat.org.jo](mailto:RFQ@unhabitat.org.jo) copying [Lubna.Shaheen@un.org](mailto:Lubna.Shaheen@un.org) deadline for receiving your question is **09 November 2020**

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

Flash floods have become a serious problem in Jordan due to rapid unplanned urbanization and the insufficient capacity of drainage systems and most importantly climate change ramifications; they account for significant damages causing losses of both lives and properties. According to Jordan National Disaster Risk Reduction (DRR) Strategy 2019-2022, launched by the Prime Minister in May 2019, floods have been identified as the second prioritized risk in Jordan after earthquakes. In 2018, flash floods claimed 35 lives and affected approximately 150,000. Thirty minutes of heavy rainfall caused a severe flash flood leading to loss of life, damaged properties and flooded streets, leaving people trapped in their cars and homes. According to a flood hazard map of July 2019, the governorates of Amman, Zarqa, Irbid and Mafrqa are the most vulnerable to flash flood hazards due to high population concentrations in these areas that increased with the arrival of Syrian refugees, who exert pressure on social services and infrastructure for water and sanitation, drainage and waste management.

Like most cities in the MENA region, Amman experienced rapid and unplanned urbanization; during its relatively short history as the capital of Jordan, slightly over 100 years, it has gone through unprecedented growth from 5,000 inhabitants to a current estimate of over 4 million people. This increase is a result of both natural urban growth and continuous influxes of refugees due to ongoing conflicts and political instability in the region. Climate change, rapid population and spatial growth, lack of adequate land use planning and a deficient drainage management system results in ever more frequent and intense flash floods, especially in downtown Amman, which is topographically one of the city's lowest areas.

Previous studies showed that there are various causes for increased flood risks in downtown Amman, some of the most prominent include: The existing stormwater drainage infrastructure is not adequate in handling the stormwater runoff that increased as a result of rapid development and urban expansion in the watershed which caused reduced infiltration and increased the volume and peak flows of the stormwater runoff. The main stormwater drainage conduit in the Amman is a series of culverts that replaced the upper reach of Amman Sail which used to be natural stream fed by the runoff from the watershed and springs. This series of culverts was designed in 1962, over 50 years ago & are not adequate to handle the flow resulting from the existing conditions. Additionally, a sewage network improvement project for the City of Amman implemented in the mid-1990s placed the sewer mainline along the path of the culverts. This sewage main line constructed in 1996 was placed inside the culverts at some of its sections, reducing the cross-sectional area of the culverts and causing an obstacle to the water flow, which further reduced the culverts capacity.

The current situation requires the design and implementation of short-term intervention measures to increase the resilience of flood prone areas and reduce risk the disaster. Effective management of stormwater runoff is one of the main priorities of the Amman Resilience Strategy and Climate Action Plan. In this respect, improving stormwater runoff detention and reducing pollutants carried by the runoff were identified in the Flood Hazard Mitigation Plan as emergency actions needed to protect people's lives and properties from flood hazards plan, and to protect Amman's natural ecosystems from pollution caused by runoff. Improving stormwater runoff management more efficiently will reduce peak flows and lower water pollution levels. Moreover, the Amman Resilience Strategy called for developing a stormwater master plan for Amman and listed it as one of the priority issues the city needs to address in order to enhance the performance of the City's stormwater system and to reduce the risks of flash flood damages and increase the City's resilience to flash floods.

In response to the above challenges, UN-Habitat is implementing the **"Strengthening the Social Stability and Resilience of Vulnerable Jordanian Communities and Syrian Refugees in Amman against Flash Floods"**. Funded by Government of Japan, the project seeks to address these urgent needs by providing a comprehensive and integrated response against flash floods through community consultations and awareness raising, training and capacity building on resilience to floods, urban management and construction standards, and implementation of urgent flood effect mitigation activities. ***The overall goal of the project is to strengthen government and community resilience and capacities to better manage flash floods through the implementation of flood resilient infrastructure.*** The project will proactively reduce the actual or expected vulnerabilities of local communities and refugees to flash floods. It will provide a number of solutions to strengthen government and community resilience and capacities to better manage flash floods.

## Main activities and outputs

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

- Liaise with UN-Habitat focal point in Jordan office and ensure full coordination throughout the assignment.
- Consult and coordinate with Greater Amman Municipality (GAM), Amman Chamber of Commerce, and other relevant key stakeholders and governmental authorities to engage them with the different planned activities,

- Map and identify the key stakeholders and community leaders in the targeted area
- Be in charge of all the logistical preparations needed for the community consultation sessions and focus group meetings
- Organize and facilitate the community consultation sessions and focus group meetings and support the technical consultant in moderating the sessions / meetings.
- Ensure submitting high quality reports at the end of each task/ session as listed in the expected deliverables, including proof reading and translating the reports in Arabic/English language, and professionally edit and design the submitted material.
- Ensure full documentation for the conducted activities (including list of participants, photographs and videos).

**Full details about the main tasks and expected deliverables are indicated in the attached Terms of Reference (ToR), which constitutes an integral part of this Call for Proposal**

## 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
<b>1. Technical capacity</b>	<b>20%</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>

1.5 Does the organization have formal procedures to monitor project execution (e.g. milestones, outputs, expenditures...)	<ul style="list-style-type: none"> <li>• Provide formal project monitoring policies and procedures</li> </ul>
<b>2. Financial and administrative capacity</b>	20%
2.1 Has the organization been in operation over a period of at least 2 years to demonstrate its <b>financial sustainability</b> and relevance?	<ul style="list-style-type: none"> <li>• State the years of operation</li> <li>• Financial statements for the last 2 years</li> </ul>
2.2 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)	<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>
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	<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>
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?	<ul style="list-style-type: none"> <li>• Describe anti-fraud controls and provide formal procedures</li> </ul>
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.	<ul style="list-style-type: none"> <li>• Describe nature and value of contribution (in-kind or cash)</li> </ul>
<b>3. Financial Proposal</b>	30%



<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;template provided&gt;</i></p> <ul style="list-style-type: none"> <li>• BOQ (if applicable)</li> <li>• Other supporting documents</li> </ul>
<b>4. Technical Proposal</b>	30%
4.1 The technical proposal is sound and responds adequately to the specifications and requirements?	<b>Technical Proposal document</b> <i>&lt;template provided&gt;</i>
<b>Cumulative score for ratios</b>	



**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