**CALL FOR PROPOSALS**

**Ref. No.: CFP-UNHIQ-24-004**

**Title: Pilot Waste Collection/Recycling Project Engaging Informal Waste Collectors/Pickers in Waste Collection and Disposal interventions Including Pest Control in Basra, Iraq.**

**Purpose of CFP:** Support the improvement of solid waste management and sanitation practices in Basra city by implementing a labour-intensive pilot waste collection/recycling projects engaging 50 informal waste collectors in waste collection and disposal interventions (including pest control) in three target neighbourhoods, along with environment awareness campaigns.

**Submission Start Date: 13 October 2024**

**Submission Deadline Date and time: 27 October 2024**

**Key Project Information**

UN-Habitat Project title: **Increasing Access to Employment Opportunities for Vulnerable Urban Population in Basra City in Response to the COVID-19 Crisis.**

Locations: Town/City: **Basra City, Basra Governorate.**

Country: **Iraq**

Anticipated start date: **December 2024**

Estimated duration of the project in calendar months: **3 months maximum**

Maximum proposed value in US$ (UN-Habitat Contribution):  **USD 200,000-240,000**

Lead organization Unit: **UN-Habitat-Iraq Program**

1. **Brief Background of the Project**

Over the past decade, Iraq’s public infrastructure and services have faced many challenges, including internal conflict and the world’s biggest mass displacement in 2014–2016, all of which had a tough toll on already fragile public services and population. Besides the novel Coronavirus disease (COVID-19) pandemic and the challenges of the on-going reconstruction, Iraq is facing a combination of shocks that it is ill-prepared to manage, namely the collapse in oil prices and the political paralysis prompted by the civil unrest that erupted in October 2019.

For the past 70 years, Basra has been in disarray, if not declining. Basra City has yet to be able to consolidate and develop, as its status as a major city with considerable financial resources and potential would suggest. While subject to external events and interventions as in other areas in Iraq, much of the greater impact and damage to the infrastructure and operations of Basra has come from internal, "self-inflicted" destruction through neglect and the inability of administrators and managers of the city to act on pressing problems.

Despite Basra's oil reserves providing 80% to 90% of Iraq's state revenue, the average Basrawi sees very little of that wealth. The city of Basra, with an estimated population of 2.5 million in 2012, located in Iraq's most oil-rich region, and the only part of the country with maritime access, has been the epicentre of violent demonstrations since the summer of 2018, as Basrawis have protested unemployment, crumbling infrastructure, the lack of safe drinking water, frequent power cuts and environmental degradation.

On the other hand, Basra City's population continues to grow due to the lack of livelihoods and employment opportunities in the surrounding southern governorates and the deteriorating marsh areas. With a lack of affordable housing, many newcomers reside in areas that are part of public lands in open spaces in small interstitial pockets scattered in the city centre or agricultural land on the city's northern edge and shaped the informal settlements. According to a 2017 survey by the Ministry of Planning, Basra had 677 informal settlements, and this rose in 2022 to 715 settlements. Yet it is difficult for the local authorities to consider regularizing them due to the lack of a comprehensive law to strategize and revise the existing master plan of the city to formalize these growing settlements. As a result, these areas are not covered by municipalities for public services and infrastructures, including waste management.

Considering the limited capacity of the local government to provide an appropriate waste management system and the growing population, solid waste has become a considerable burden and challenge for Basra governorate to manage and communities are dealing with its environmental and health consequences. On top of this, the lack of potable tap water leads to a significant amount of Polyethylene Terephthalate (PET) waste. However, there is no estimate of the produced PET waste volume due to the lack of capacity of the Municipality to segregate the waste. Currently, the Municipality provides door to door collection system in two shifts. The collected waste is estimated to be around 1,400 tons/day at a unit generation rate of 1kg/day per capita. However, there needs to be more information on the volume of recyclable waste. The city claims to collect 76% of its generated waste without information about the type of waste collected. Also, since there is no estimation of waste production in informal settlements within and around the city, this percentage seems optimistic.

Moreover, there is no operating transfer station in the city. Two formal transfer stations in the southern part of the city are under construction; however, the construction is on hold due to disputes and changing scope of work. The Municipality hopes that by the time these two facilities are completed, they can segregate the recyclable collected waste and sell it. However, even if this happens soon, a vast amount of waste still needs to be collected, as it is now left in open areas with adverse impacts on communities.

A study of current waste management and sanitation practices in Basra (by UN-Habitat Team) highlighted local authorities' available capacity, potential challenges, and opportunities, including the collection of waste collection fees and the chain of waste management in the city. Assessment of how the community describes and views waste suggests that interventions are needed to help the community view waste as a resource and use it for the benefit of people and the environment.

The perceptions of waste as a source can, however, be further improved by implementing a successful pilot waste collection and recycling program that provides residents with information and knowledge about where to recycle and how to recycle, as well as the benefits of recycling, and encourages them to follow a source separation/sorting of waste and recycling behavior.

The pilot waste collection and recycling project will also benefit informal waste pickers who are active in the city and salvage plastics, cardboard, glass bottles, electrical appliances, etc. from the waste and sell them to informal processing plants locally and in the Kurdistan region. Informal recycling sector could provide a livelihood to significant proportion of city residents who survive on informal waste picking and recycling. However, work in the informal recycling sector is usually insecure, and carried out under appalling health and occupational safety conditions.

Considering the continuing population growth, municipalities need to consider integrating the informal sector into the formal sector to work with it or ensuring private sector contracts are designed so that the informal sector has access to and the right to engage in waste collection and recycling activities. The integration of informal waste pickers into the overall solid waste management system can be implemented by establishing a small and medium enterprises (SME) and the Micro, Small and Medium Enterprises (MSME) model that will transform informal waste pickers into Waste Cooperatives. Integrating SMEs into the overall solid waste system will enhance recyclable recovery rates, reduce overall solid waste management costs, and will result in the rate of material recovery.

To this end, the implementing partner needs to draft a framework for the initiation and integration of informal waste pickers into solid waste management by establishing a model for Waste cooperatives or SMEs and delivery of training and mentorship on Waste Cooperatives/SME business model on solid waste management to establish SMEs. A report on the outcomes of the pilot waste collection and recycling activities will be required from the implementing partner. The report will include details about the activities accomplished, the challenges encountered, the successes, and the lessons learned.

UN-Habitat staff will be engaged throughout the pilot waste collection and recycling project activities and provide technical assistance whenever required. The Implementing Partner will be expected to record all activities through **high-quality** **photos and short videos**, focusing on the activities (not on IP personnel) to be shared on a weekly basis with UN-Habitat coordinators for the purpose of donor reporting and visibility.

1. **Main** **activities and outputs:**

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

**OUTPUT 1: Draft a framework for the initiation and integration of informal waste pickers into solid waste management by establishing a model for Waste cooperatives or small and medium enterprises (SMEs).**

1. Draft a framework for the initiation and integration of informal waste pickers into the overall solid waste management system by establishing an SME and MSME model that will transform informal waste pickers into Waste Cooperatives. Integrating SMEs and MSME into the overall solid waste system will enhance recyclable recovery rates, reduce overall solid waste management costs, and will result in the rate of material recovery. Through workshops and meetings, the framework should be developed in close coordination and consultations with stakeholders such as the governor's office, Basra municipality, the environmental directorate, the health directorate, electricity directorate, water directorate, and the planning directorate. In addition, meeting minutes and agendas should be documented for all workshops and meetings. In general, the framework needs to outline the level of support the stakeholders are happy to give. Support could be operational assistance, including what infrastructure is going to be provided, access to equipment (trolley, scales, balers), electricity, transport, and others such as known grant/funding/contract opportunities.

**OUTPUT 2: Delivery of training and mentorship on Waste Cooperatives/SME business model on solid waste management to establish SMEs.**

1. Hire an expert who will deliver training and mentorship which includes an understanding of what the SME business model on solid waste management is and how it functions, what is governance in the SME and how does it affect the working relationship between individual members, and business principles and the technical aspects of waste management and recycling. The training and mentorship need to be attributed to
   1. Individual SME and MSME members such as passion, motivation, drive, and hard work by the individual members,
   2. Interaction between team members,
   3. Good member selection for the successful operation of the SME and MSME business model,
   4. Operational and administrative considerations, which include good record keeping (especially daily production information such as costs, income, tonnages, sources etc.),
   5. legality, license registration, and social protection,
   6. how to open a cooperative bank account and get contracts.
   7. The trainer must have a master’s degree in economics, business administration, and related fields. The training will be delivered to at least 50 participants (for 10 days), including informal waste pickers and unemployed youth in the target neighborhoods who attended and graduated from vocational training offered by UN-Habitat in collaboration with ILO and Basra VTC.
2. Provide tea/coffee and lunch breaks for the training participants. Use challenges, zero waste lunches, recognition, and more to highlight participants' role in waste reduction during lunch breaks.
3. Pay trainees a daily stipend of USD 10 to cover the local transportation allowances during the training.
4. Conduct pre & post-training surveys and deliver a report highlighting improvements.
5. Training material must be shared with UN-Habitat for approval before the commencement of this activity.
6. The venue for the training should be one of the reputable & safe hotels in Basra (at least a 3-star hotel). UN-Habitat should approve the selected venue.

**OUTPUT 3: Conduct labor intensive waste collection and disposal interventions (including pest control in three target neighborhoods.**

1. Conduct a labour-intensive one-month-long door-to-door waste collection and disposal interventions (including pest control) in the three target settlements (Al Kubiya, AL Ahrara, and Jurf Al Melah), along with environment awareness campaigns. This activity should be implemented by hiring 50 workers, including informal waste pickers and unemployed youth in the target neighborhoods who graduated from vocational training offered by UN-Habitat in collaboration with ILO and Basra VTC.
2. Pay workers a monthly stipend of USD 700 to cover the monthly living allowance, local transportation allowances, and communication during the one-month-long waste collection and disposal intervention.
3. The workers will be equipped with branded safety kits (safety cloths, boots, capes, and gloves) with a branded field jacket (depicting the logos of European Union, UN-Habitat, and Basra municipality), plus a branded ID card with photo and lanyard. The workers will work closely with CDC members and municipal authorities whose staff will lead and guide them to the targeted locations.
4. Supply 2,000 waste bins (120L) to residents (one waste bin/parcel) in the pilot neighborhoods as part of an awareness campaign strategy and train them about the importance of separation/sorting at the source. The implementing partner will be encouraged to coordinate with the municipality waste management department to distribute waste bins and educate community members about source segregation, reuse, recycling, and safe disposal systems. Separation at source will provide an opportunity for better quality (cleaner) and quantities of recyclate from households, and therefore, better prices for the recyclate. The European Union and UN-Habitat logos are to be portrayed/shown on the sides of the waste bins.
5. Distribution at least 30,000 low-cost 100% biodegradable trash bags (120L) to residents upon door-to-door waste collection. The distribution will be one bag per parcel per collection. The proposed frequency of collection will be once every two days.
6. Rental of two (large and small/medium) waste management garbage trucks for one month to collect and transport waste to a disposal site. The giant truck, having an actual load range of 4-6 tons, will provide service to the Al Kubiya and Al Ahrar neighborhoods, whereas the small/medium truck (with an actual load range of 2-3 tons) will provide service to the Jurf Al Melah neighborhood.

**OUTPUT 4: Establish Waste Cooperatives/SMES and supply machineries and equipment for waste recycling**

1. Establish 5 Waste Cooperatives/SMEs by grouping 50 informal waste pickers and unemployed youth who attended and graduated from vocational training offered by UN-Habitat in collaboration with ILO and Basra VTC.
2. Provide machinery and equipment to support SME startup businesses. The proposed machinery includes
   1. Five plastic waste shredders/grinders (200 kg/hr) for ten SME and MSME groups
   2. Five plastic bottle balers (for packaging) for five SME and MSME groups.
3. Provide one trolley and one scale for each established waste cooperatives.
4. Hire an expert who will undertake a business impact analysis that helps to predict the consequences of disruptions to waste recycling business processes and have data needed to proactively create recovery strategies. A business impact analysis identifies the operational and financial impacts of disruptions—like what would happen if a global pandemic changed the market landscape. The data collected during a business impact analysis helps to understand and prepare for these potential obstacles and helps to act quickly and face challenges head-on when they arise.
5. Monitoring and follow up on the progress in securing proper startup business. This monitoring and follow-up activity will continue up to **three months** after the successful completion of this project and provide advice and technical support to the established SMEs. The implementing partner will provide a detailed narrative report about the status, progress, challenges, and best practices.

**OUTPUT 5: Communication and Visibility**

Taking numerous and good quality photos and short video clips throughout the implementation of the labor-intensive pilot waste collection/recycling project. The photos and videos, to be used on social media, will record the labor-intensive pilot waste collection/recycling project and outdoor activities. Hiring a professional photographer and/or video maker dedicated to this purpose is highly recommended.

* Making of Three videos (2 minutes each): **the *first* video** shows the door-to-door collection of waste, transportation, and disposal; **the *second* video** shows the establishment of waste cooperative process, training and mentorship of waste cooperatives, machinery and equipment distribution and business setups; and **the *Third* video** will show the workshop delivery including success stories (if applicable). The videos will need to include branding and English subtitles.
* Write up an illustrated final report reflecting on the outcomes of the labor-intensive pilot waste collection/recycling project. Please note that this Final Report is not the Narrative Report required by the Procurement Unit for the release of payments.
* All visibility materials and branding must be approved by UN-Habitat.

1. **Project Visibility**

* Provide UN-Habitat with **good-quality** **photos and videos** of the **labor-intensive pilot waste collection/recycling project** activities to be used on social media.
* Provide UN-Habitat with weekly and final reports reflecting the outcomes of the project activities with good-quality photos.

1. **Risk Analysis**

* The project is to be implemented in Basra city where UN-Habitat already has the state of waste and sanitation assessments in liaison with the local authorities and community representatives.
* The project location is relatively stable.
* It is essential to possess a good knowledge of the area and to establish good contact with local authorities,
* Local civil unrest may result in delays in implementation, inability to implement in targeted locations, relocation of activities and/or damage to assets, and armed actors/security providers restricting access to the target location.
* In case of the spread of COVID-19, the Implementer partner will adhere to the Department of Health and WHO guidelines and adopt strict preventive measures during the project to protect staff, workers, and the community from infection. On-site hygiene measures will include social distancing (between 1 and 2 m distance), provision of basic personal protective equipment (PPE), sanitizers, and mobile handwashing stations. Managers will establish remote monitoring protocols where and when necessary. A site supervisor will be nominated for COVID-19 Safety Focal Point and will be responsible for preparing checklists and ensuring that workers follow protocol daily.
* Implementer partner staff and daily workers who have been potentially exposed to the risk of COVID-19 should self-isolate and not go to work for ten days after the potential exposure. COVID-19 cases among staff and workers will be reported with discretion to the health authorities and UN-Habitat. All efforts will be made to avoid discrimination and stigmatization of the affected person(s).

1. **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 organization financial statements (balance sheet and income statement) and auditors report for the last two (2) years |
| Exclusive bank account | * Please note that prospective applicant organizations will not be required to open or maintain a separate bank account for the funds provided by UN-Habitat for this project. **Only bank account with the name of the applicant organization is required.** |
| 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 |

1. **Selection Criteria**

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| **Criteria** | **Submission Details/ Documents Required** |
| **1. Technical capacity (Score: 20%)** |  |
| **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 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 |
| **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 – including expert training supervisors (male/female). * 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 (Score: 20%)** |  |
| **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 the 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) |

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| **3. Financial Proposal (Score: 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/overestimation)  (ii) justifiable/well-supported and  (iii) accurate and complete | **Budget Proposal *<****template**provided>*   * BOQ (if applicable) * Other supporting documents |
| **4. Technical Proposal (Score: 30%)** |  |
| **4.1** The technical proposal is sound and responds adequately to the specifications and requirements? | **Technical Proposal document *<****template**provided>* |
| **Cumulative score for ratios** |  |

1. **Notes:**
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 CFP and accompanying documents must be received in accordance with the instructions provided. CFP submitted to a different email address will not be considered.
4. CFP from applicants failing to provide the complete information to fulfil the basic eligibility criteria will be considered non-responsive.
5. CFP 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. CFP 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.