



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

Metropolitan and Regional Management

Size of grant: Up to USD 114,000

Purpose of CFP:

The purpose of the Call for Proposals is to ask proposals from interested non-profit and/or civil society organisations to provide technical support to develop a comprehensive study that identifies and analyses the interdependencies and functional linkages between the different actors and sectors at the Bogota-Cundinamarca Metropolitan Region (RMBC), as a fundamental part of the process of formulating its Regional Strategic Plan. This study will support the strengthening of the Regional Observatory and will directly contribute to the MetroHUB Programme objective of fostering greater shared prosperity at the RMBC, ensuring a solid and detailed basis for strategic decision-making and the design of effective public policies.

UN-Habitat is now looking for a non-profit organisation to contribute with its work on metropolitan and regional management. Applicant organisations should wish to participate as a partner and should be able to contribute complementary in-kind resources (human resources, knowledge, funds, in-kind contributions, supplies and/or equipment) to achieve the common objectives of the projects as outlined below and subsequently agreed in an Agreement of Cooperation between UN-Habitat and the organisation. The partner will work directly with UN-Habitat's Policy, Legislation and Governance Section. The partner organisation needs to have demonstrated experience in urban policy, legislation and governance subjects, including metropolitan and regional management, or related projects.

Submission Start Date: 06 January 2025

Submission Deadline Date and time: 21 January 2025

Project Key Information

- UN-Habitat Project title: MetroHUB Global Programme.
- Locations: Global, with special focus in Colombia.
- Anticipated start date: January 2025.
- Estimated duration of project in calendar months: 5 Months.
- Maximum proposed value in US\$: Up to USD 114,000.
- Lead Organisation Unit: Policy, Legislation and Governance Section, Urban Practices Branch.



Brief Background of the Project

UN-Habitat support for metropolitan and regional management specifically addresses: (i) urban and regional inequalities through cooperative and integrated management systems; (ii) urban-rural disparities implementing territorial development approaches; and (iii) service delivery in large cities, megacities and supra-national metropolitan regions through multi-sectoral policy development. In that sense, UN-Habitat integrative approach for metropolitan management involves local, sub-national and national governments participation in metropolitan and regional policies and legislation, planning, governance, and financing mechanisms and economics.

In 2017, UN-Habitat established the MetroHUB initiative to support global sustainable metropolitan development, considering diverse metropolitan realities across world-regions and in dialogue with many international partners. Nowadays, MetroHUB works as a global programme, platform, and network of international experts tailoring innovative metropolitan solutions to local contexts, informing evidence-based metropolises' decision-making processes, and strengthening the capacities of local and metropolitan actors. The technical support provided by MetroHUB encompasses increasing the capacity of metropolitan and regional actors; drafting metropolitan and regional policies and legal frameworks; strengthening governance mechanisms; supporting metropolitan and regional planning; and innovating new financing mechanisms.

MetroHUB promotes inclusive collaboration between different sectors and levels of government and brings together relevant local stakeholders from civil society, public and private institutions, and academia. Based on that multi-level and multi-stakeholder approach, MetroHUB has carried out successful trainings, field visits, technical assistance, normative support, knowledge exchange and advocacy in many different urban contexts across the globe, recently including in Argentina, Bolivia, Brazil, Cameroon, Colombia, El Salvador, Honduras, Italy, Kenya, Korea, Mali, Mexico, Paraguay, Singapore, Spain, Turkey, Uganda, United Kingdom, and United States.

Participation of the Bogota-Cundinamarca Metropolitan Region

The Colombian Congress modified article 325 of the National Constitution to enable the creation of the Bogota-Cundinamarca Metropolitan Region (RMBC) through Legislative Act # 02-2020. Subsequently, with the support of the Bogota and Cundinamarca administrations, Organic Law 2199 of February 8, 2022, was also approved. This legal framework regulates the implementation of the RMBC, recognising various metropolitan and regional phenomena that must be managed to achieve balanced and sustainable territorial development.

To date, both the Departmental Assembly of Cundinamarca and the Bogota City Council have approved the inclusion of both into the RMBC, granting the last with basic financial and administrative mechanisms that allow it to begin its operation. Nevertheless, the RMBC must persist in encouraging the inclusion of the rest of constituent municipalities, as well as initiate the management of the identified metropolitan and regional affairs, for which it is essential for the



RMBC to consolidate its governance, planning, financial, and policy tools useful to fulfil these objectives.

For these reasons, UN-Habitat has identified the Bogota-Cundinamarca Metropolitan Region as strategic partner for the MetroHUB Programme and, specifically, to support the RMBC consolidation process through various strategic planning, foresight, and citizen participation exercises, including identifying interdependencies and functional linkages across the metropolitan region as part of the Regional Strategic Plan formulation process, among others.

Main outputs

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

Output	Description	Due date
1. Methodology and Information Sources Document.	Prepare a document with methodology and information sources to identify and analyse interdependencies and functional linkages in the seven thematic areas prioritised by the RMBC. It will use as input the studies and data from the Observatory of Urban-Regional Dynamics (ODUR) of the Planning Secretariat of Bogota and other complementary sources of information, also integrating the social thematic area within the analysis to provide a holistic view of the functional relationships.	Month 2
2. Functional Interdependencies Viewer and Databases.	Develop of an updatable interactive viewer and a set of structured databases that will include detailed matrices on the levels of interdependence between the 117 municipalities of the RMBC, classified by thematic area. The deliverable will also include a dashboard to ensure the replicability of the study and facilitate the transfer of knowledge to RMBC officials, enhancing the sustainability and practical utility of the resources developed.	Month 3
3. Analytical Report and Strategic Recommendations.	Report with the results of the analysis of interdependencies, with a methodological proposal for grouping municipalities according to the intensity of flows, facilitating the prioritisation of actions by topic. Strategic recommendations will be included to optimise governance, coordination and division of functions within the strategic planning of the region, based on new parameters that reflect the number and intensity of interdependencies and will analyse the value chains to define effective regional development strategies.	Month 5



Risk Analysis

Risks associated	Mitigation factors
Time: The implementing partner is responsible for the execution of the activities and presentation of the expected products in a timely manner.	Ensure timely and effective communication with the implementing partner, time management both operationally and administratively, as well as adequate supervision.
Scope and quality: The services and products provided by the implementing partner must meet UN-Habitat quality standards and the expected scope.	Verify both the work program and the progress reports of the project. Timely supervision is crucial to minimise this risk. Previous experience of the implementing partner with UN-Habitat or other social organisations is highly desired to mitigate this risk.
Access to information: During the development of activities, it must be ensured that all the information related with the activities and purpose of the agreement is easily accessible by the implementing partner.	Share guidelines for the management of all information, as well as create a shared virtual folder. Adequate supervision, communication and follow-up represent additional mitigating factors.

Eligibility Criteria

Criteria	Submission Details/ Documents Required <i>(this submission should be made as part of the registration process in UN-Habitat IP Portal)</i>
Legal Status	<ul style="list-style-type: none"> • 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
Organisation profile and details	<ul style="list-style-type: none"> • Clear organisation profile and structure of the organisation indicating : <ul style="list-style-type: none"> ○ Organisation'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	<ul style="list-style-type: none"> Audited company financial statements (balance sheet and income statement) and auditors report for the last two years
Exclusive bank account	<ul style="list-style-type: none"> Is the organisation willing and able to have a separate bank account for the funds provided by UN-Habitat?
Integrity and Governance	<ul style="list-style-type: none"> The organisation should complete and submit a signed Partner Declaration Form Provide the profiles of the Chairperson of the Board of Directors, Head of the Organisation and Chief of Finance

Selection Criteria

Criteria	Submission Details/ Documents Required	Weighting
1. Technical capacity		25%
<p>1.1 Does the organisation 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?</p>	<ul style="list-style-type: none"> List of projects executed in the last 2 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 	10%
<p>1.2 Does the organisation 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?</p>	<ul style="list-style-type: none"> 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? 	5%

<p>1.3 Does the organisation 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?</p>	<ul style="list-style-type: none"> • Demonstrate, describe and provide proof of local operational presence, including link and ability to impact the targeted population. <i>(The activities of this agreement will be implemented at remote basis)</i> 	3%
<p>1.4 Does the organisation possess adequate physical facilities, office equipment, transport, etc. to implement the activities?</p>	<ul style="list-style-type: none"> • Provide location and list of office facilities, vehicles and office equipment locally available to implement the project. <i>(The activities of this agreement will be implemented at remote basis)</i> 	3%
<p>1.5 Does the organisation have formal procedures to monitor project execution (e.g. milestones, outputs, expenditures...)</p>	<ul style="list-style-type: none"> • Provide formal project monitoring policies and procedures 	4%
<p>2. Financial and administrative capacity</p>		10%
<p>2.1 Has the organisation been in operation over a period of at least 2 years to demonstrate its financial sustainability and relevance?</p>	<ul style="list-style-type: none"> • State the years of operation • Financial statements for the last 2 years 	2%
<p>2.2 Does the organisation have qualified staff in Finance? Is the current accounting system computerised 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"> • CVs of key finance and accounting staff • Description and key features and controls of the accounting system used • Organisation structure/ Organogram 	2%



<p>2.3 Does the organisation 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"> • Copies of procurement policies and procedures. The procedures should show how you procure locally and internationally. 	2%
<p>2.4 Does the organisation 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"> • Describe anti-fraud controls and provide formal procedures 	2%
<p>2.5 Does the organisation 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"> • Describe nature and value of contribution (in-kind or cash) 	2%
<p>3. Financial Proposal</p>		25%
<p>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</p>	<p>Budget Proposal <provide link></p> <ul style="list-style-type: none"> • BOQ (Bill of quantities) (if applicable) • Other supporting documents 	25%
<p>4. Technical Proposal</p>		40%
<p>4.1 The technical proposal is sound and responds adequately to the specifications and requirements?</p>	<p>Technical Proposal document <provide link></p>	40%
<p>Cumulative score for ratios</p>		100%

How to Apply

ELECTRONIC SUBMISSION

- To apply, the interested organisations must submit both technical and financial proposals to the email unhabitat-urban-policy@un.org with the subject “CFP – Metropolitan and Regional



Management” before the **Submission Deadline Date** indicated at the Page 1 of this Call for Proposals.

- The technical and financial proposals must follow the templates attached to this call, and be accompanied by the Partner Declaration Form also attached.
- Format: PDF files only. Zip, RAR and JPEG files must not be used. Proposers should check the attachment format prior to submissions. UN-Habitat will not be responsible if attachments are in other formats that cannot be opened without additional software.
- Maximum file size per transmission is 5MB per transmission. There is no restriction on the number of files sent but each transmission must be labelled, for example, 1 of 2.
- **Proposals submitted to personal UN-Habitat email addresses will not be considered.**

Notes:

1. Interested Organisations 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. Proposals submitted to a different email address other than the indicated will not be considered.
3. Proposals from applicants failing to provide the complete information to fulfill the basic eligibility criteria will be considered non-responsive.
4. Proposals received after the above deadline will not be considered
5. Organisations will be selected in accordance with the procedure set out in the UN-Habitat IP Management Policy and Standard Operating Procedures.
6. Proposals from applicants failing to provide the requested information will be disregarded.
7. This Call for Proposals 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 EOI without incurring any obligation to inform the affected applicant(s) of the grounds.
8. All prices must be in USD.