

# Technical Proposal

## Climate Smart Cities Challenge

Technical support to challenge definition, innovation competition, communications and provision of an innovation management platform

**August 2021**

**Reference:** CFP/1-2021-CSCC  
**Size of Grant:** Up to 92,000 USD  
**Published:** 31 August 2021  
**Submission Deadline:** 12 September 2021, 6pm, East Africa Time  
**Submission:** Applicants shall submit their CFP response by email until the specified deadline above to the attention of Pontus Westerberg, [pontus.westerberg@un.org](mailto:pontus.westerberg@un.org).

**Name of the Applying Organization:**

**Organization logo:**

**Contact person:**

## Instruction to applicants

Please follow the structure of this template when preparing your proposal. It has been designed to ensure that the important aspects of your planned work are presented in a way that will enable the experts to make an effective assessment against the evaluation criteria. Please be aware that proposals will be evaluated as they were submitted, rather than on their potential if certain changes were to be made. This means that only proposals that successfully address all the required aspects will have a chance of being funded. There will be no possibility for significant changes to content and budget after project is retained for awarding. The technical proposal will be evaluated based on that it responds adequately to the specifications and requirements of the call for proposals. All proposals will be assessed on a comparative basis against the criteria specified in the call for proposals document.

Along with this technical proposal please submit a portfolio of similar projects that you have implemented in the area of activities of the project. We have specified mandatory experience which must be demonstrated marked with an (\*) in the call for proposals under 'Selection & Evaluation Criteria'. Please submit any relevant supporting documents verifying your organizations experience and capacity.

## Track Record

- 1.1 Does your organization have the relevant experience and proven track record in implementing activities in the mandatory areas of the project? Please submit a high-quality portfolio of similar projects with a list of projects that the applicant implemented in the area of activities of the project , addressing these mandatory areas:
  - 1.1.1 Experience of planning, leading and implementing challenge prizes, open innovation competitions, challenge-driven innovation initiatives or similar.
  - 1.1.2 Experience of developing innovation management online platforms or challenge prize websites, along with associated content and communications activities.
  - 1.1.3 Experience of establishing processes and systems for assessing, reviewing and selecting innovative and smart solutions.
  - 1.1.4 Experience of outreach to and incentivizing innovators to participate in innovation contests.
  - 1.1.5 Experience of communications, PR and advocacy.
- 1.2 Please submit any relevant supporting documents verifying your organizations experience in the required areas, such as project reports, publications, media articles/news, references from your partners etc.
- 1.3 Outline how this project is related to your core business
- 1.4 Provide a list of relevant projects executed in the last 2 years (value, location, donors, nature of projects and the execution stage – completed or ongoing). Demonstrate how the experiences in past projects are relevant in the execution of the current proposal.
- 1.5 Provide 2-3 references with contact details and project reference from past financial and cooperation partners

## Key Staff

1.1 What is the staff size, type, qualification and education background? Provide a list of the staff proposed for the project using this template:

Name	Title/Profession	Education	Areas of Expertise	Years of Experience	Current Location and Deployment Availability	Proposed Position in the Project	Availability for the Project Duration (half time, full time, %)

- 1.2 Does the organization have qualified staff in Finance?
- 1.3 Does the organization have qualified technical staff with the experience and the technical skills required by the project?
- 1.4 Provide CVs of key management staff, technical and non-technical staff and finance/accounting staff that will be involved on the project.

## Local Capacity

- 1.5 Please demonstrate your ability to impact the targeted population of this project. This could include list of office facilities, vehicles and office equipment locally available and/or processes, methods and platforms to be used.
- 1.6 Please show how you have adequate capacity to implement this project, including ability to work in key areas/regions where the proposed field activities will be implemented (if relevant) and the necessary physical facilities, office equipment, transport, digital tools, processes etc to implement the activities.

## Policies and procedures

- 1.7 Please show your organization's formal procedures to monitor project execution (e.g. milestones, outputs and expenditures). This would include showing how the organization has the capacity to procure goods and services on a transparent and competitive basis (if applicable), for example a procurement unit with experienced staff. Do you have formal procedures and controls to mitigate fraud such as multiple signature signatories on bank accounts, reporting and prosecution of incidences of fraud?
- 1.8 Provide copies of or describe the following policies and procedures: project management, procurement, anti-fraud controls and administration and finance.

## **Systems and Practices**

- 1.9** Provide the project structure/ Organogram. We will need to see that you have minimum segregation of duties in place (separation between project management, finance/accounting and executive office)
- 1.10** Give a brief description of key features and controls of the accounting system used. We will need to see that it has the capacity to provide financial reports on the activities executed under the Agreement of Cooperation and that you can monitor and report whether the project deliverables and expenditures are within agreed time and budget.

## **In-Kind Contribution of the Applicant Organization**

- 1.11** Does your organization have capacity to provide in-kind, financial, personnel contribution as UN-Habitat Implementing Partner in this present project?
- 1.12** Please give details of your in-kind contribution to the project. Describe the nature and value of your contribution (in-kind or cash). Use the budget template of this call for proposal for this part of the proposal submission: Annex C (Budget Template)

## **Proposed Project Implementation Methodology**

- 1.13** Give a Description of how you will implement this project
- 1.14** Attach a project work plan / timeplan.
- 1.15** Provide comments where you see risks and bottlenecks (time, financial or human resources or capacities)