

GUIDELINES FOR THE
CALL FOR PROPOSALS
FOR
THE FORMULATION OF
LOCAL SAFETY DIAGNOSIS
IN THE 13 CITIES/MUNICIPALITIES OF PCINJSKI AND JABLANICKI DISTRICTS



PBILD Peacebuilding and Inclusive Local Development
A UN Joint Programme

Promotion of Peacebuilding in South Serbia Component
Financed by the Spanish MDG Achievement Fund

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1. BACKGROUND INFORMATION

The Peacebuilding and Inclusive Local Development PBILD joint programme is a United Nations initiative in South Serbia. PBILD is implemented by six UN Agencies working in partnership in the Pcinjski and Jablanicki districts: UNDP, UN-HABITAT, UNICEF, UNHCR, ILO and IOM.

PBILD will undertake a range of activities aimed at strengthening capacity for peace and development, facilitating economic development and reducing unemployment, and improving public services for all social groups.

At the central level, lead partner of the PBILD is the Ministry of Public Administration and Local Self Government. At the local level, PBILD is implemented in partnership with the 11 municipalities of Bojnik, Crna Trava, Lebane, Vlasotince, Medvedja, Bosilegrad, Bujanovac, Presevo, Surdulica, Trgoviste and Vladicin Han, and the two cities of Vranje and Leskovac.

Two joint programmes comprise PBILD. One of them is the joint programme “*Promoting peace building in South Serbia*” funded by the Spanish MDG Achievement Fund.

The main outcome of the programme *Promoting Peace Building in South Serbia* is increased community cohesion and human capital, in order for communities in south Serbia to be stronger, more integrated and better able to reduce inter-ethnic tensions and conflict risk.

As one of the UN partner agencies working together on PBILD, **UN-HABITAT** will co-operate with the 13 local authorities to contribute to the achievement of this outcome through strengthening capacities of local administrations, institutions and civil society to engage in conflict/violence prevention planning through participation, dialogue and partnership for improved safety, and integrating safety concerns within development efforts, fostering long term stability, reintegration and good governance.

UN-HABITAT will adapt the methodology of its Safer Cities Global Programme (www.unhabitat.org/safer_cities), already successfully used in other municipalities of Serbia in the frame of the SIRP Programme (http://www.unhabitat.org.rs/programmes/sirp/safer_cities.htm), to provide a structured process of capacity building measures to support municipal administrations and civil society partners.

This will help them develop and upgrade strategies and plans, through participation and partnership building (including with police), which will address issues related to safety, conflict and security concerns at local level and integrate them within the development efforts, fostering social cohesion, and conflict management capacities. Vulnerable members of the communities, as well as women, youth and ethnic minorities will be involved from the beginning in the planning process for the development of safety strategies and action plans and benefit of capacity building activities. These partnerships and coalition groups should become formal part of the municipal structures by the end of the programme. Small grants will support the implementation of key relevant pilot initiatives through partnerships, as identified by the local communities, targeting the community as a whole, including women, youth, minorities and vulnerable groups.

In the frame of the programme *Promoting Peace Building in South Serbia* and specifically Output 1.3 aimed at strengthening capacities of local self-governments LSGs, institutions and civil society to engage on conflict/violence prevention planning through participation, dialogue and partnerships for improved safety in municipalities’,

UN-HABITAT’s activities will aim at achieving the following results:

A) Baseline safety diagnosis carried out in the 13 cities/municipalities;

B) LSGs engaged in participatory planning processes and developed institutional mechanisms, instruments and tools to address community safety, conflict and violence prevention and integration;

C) partnerships established among key local actors, LSGs, Safety boards, local police, CSWs and CSOs, to improve community safety and interethnic dialogue through joint actions.

2. PROJECT TASK: FORMULATION OF LOCAL SAFETY DIAGNOSIS

The formulation of Local Safety Diagnosis in the 13 cities/municipalities of the Jablanicki and Pcinjski districts concerns the achievement of the result A) under Output 1.3.

For this purpose, UN-HABITAT Belgrade Office will contract a local no-profit organization selected through this Call, to provide support to the 13 municipalities in developing the safety diagnosis.

2.1 Rationale and objectives

The Local Safety Diagnosis is a key instrument to determine the extent of crime in the municipality, its manifestations, causes, impact on society and the public perceptions. The Diagnosis is also a tool to build awareness and mobilise the various stakeholders.

It is a description of:

- a) the main security problems, the main manifestations of crime and violence, the characteristics of victims and offenders, and the fear and perceptions of crime and insecurity, relying on published, un-published materials, informal investigations with key stakeholders in the municipality and stakeholders that have been affected by insecurity.
- b) the (perceived) causes of urban insecurity (1) at the community level, (2) the family level, (3) the social level, (4) in the urban design, (5) due to organised crime and (6) due to the crisis in the criminal justice system. (i.e. those causes that the project can have an effect on).

This information, will be complemented with a Municipal Analysis, providing an analysis of the main socio-economic characteristic of the municipalities, the characteristics of the identified key urban stakeholders, the level of service delivery by the local government and by the police, and the people's perception of these services, existing strategies, policies and activities that address local urban safety issues.

The purpose of this process is to develop a reliable picture of the local situation that is not necessarily scientific but does form a common ground for action. The information is acquired from a variety of sources and through a variety of methods, through meetings or focus groups with key urban stakeholders (local government, police, criminal justice system, civil society, private sector and research institutions) and preparatory analyses and research through already existent statistical information, like police records.

The local safety diagnosis can be complemented by more in-depths surveys such as victimization surveys and women's safety audits.

The goal is to present the situation and to identify priority areas that need attention and key partners that should be involved in defining and preparing Local Safety Strategies and Action Plans.

2.2 Key concepts and considerations

- **Social cohesion** describes the bonds or "glue" that bring people together in society, particularly in the context of cultural diversity. There are five different dimensions of social cohesion: material conditions, passive relationships, active relationships, inclusion and equality. Peace and social cohesion is not sustainable if key areas of concern such as safety/security are not addressed;
- The concept of **urban safety and security** contains, but reaches beyond the physical acts of collective or inter-personal violence or the illegal/criminal acts. A holistic approach must take into account the intangible forms of violence like social and institutional violence;

- Human Security concepts can also be used as reference and special attention can be drawn on forms of insecurity experienced by the poor and the most vulnerable groups.
- Challenges faced by vulnerable population, minorities, refugees and IDPs are of a particular relevance in this sense, as social, political and economical vulnerability lead to further exposure to violence;
- Methods to address security and ensure peace need to be innovative, multi-stakeholder and multilevel, and integrate ongoing efforts (on governance, as well as provision of basic services/shelter), laying the foundations for sustainable peace and development;
- This represents an opportunity to integrate security concerns at local level within the development efforts, fostering long-term stability, social cohesion, reintegration and conflict management capacities development;
- Key intervention should be the promotion of community safety initiatives lead by the Municipal Government, built on sound conflict and violence prevention approaches, and based on Local Safety Diagnosis;
- Safety and security of the citizen must be ensured at the local and city-level, jointly with and by Local stakeholders (institutional, informal, cultural, religious etc.);
- The consequences of conflict on the physical dimension of the municipalities are also coupled by intangible dimensions such as deterioration of social capital, mutual trust and poor urban safety. These elements severely affect habitability and translate into a worsening quality of life, especially for the most vulnerable groups.

2.3 Methodology

The process of formulation of Local Safety Diagnosis shall entail close consultations with all relevant stakeholders from the 13 partner local authorities, as well as with other key local stakeholders as identified by the project's Focal Points appointed in each municipality, and within the Stakeholders Analysis developed by the Project Team. Target of the Local Safety Diagnosis will be those local institutions and organisations who will be engaged in and lead the process of formulation of Safety Strategies and Action Plans in partner municipalities.

For the implementation of the task, the following steps are identified as per the methodology set by the UN-HABITAT Safer Cities Programme:

- i) Identification of key partners who can provide information with regards to safety, mostly relying on Stakeholders analysis, and conduct interviews
- ii) Production of an overview of the general characteristics of the municipalities
- iii) Analysis of the relevant public documentation on crime (including budget allocation/expenditure of municipality/state on crime prevention, reports of Local Safety Councils if applicable, etc)
- iv) Identification of ongoing activities on urban safety being implemented by municipality, police, justice system, other local institutions, local and international NGO's, etc.
- v) Collection of information on the populations perception of the safety, fear of crime, perception of the work of police and the justice system
- vi) Collection and synthesis of official information from criminal justice system regarding urban delinquency, e.g. police reports, crime reporting trends, etc.
- vii) Formulation of Local Safety Diagnosis in 13 partner municipalities

The details of the Safer Cities methodology on the preparation of Local Safety Diagnosis are provided in Annex D – UN-HABITAT Safer Cities Guidelines for the preparation of the Local Safety Diagnosis.

2.4 Outputs

OUTPUT 1 - Producing a comprehensive document on Urban Safety in 13 municipalities of Southern Serbia to include the following:

General and comparative overview on social cohesions and urban safety in Southern Serbia, with emphasis on the most vulnerable groups in the local municipalities.

Local self-government profiling of 13 selected cities, which will include:

- Stakeholders analysis;
- Identify actions by relevant local actors, academia and civil society;
- Information from secondary sources (reports, articles, etc.) on the situation of urban safety;
- Information the analysis of the context of the city based on available quantity and quality data (including basic facts regarding violence and crime rates, population, government settings etc.).

Provide recommendations oriented to support the development of local strategies and action plans to be validated through dialogue in municipalities and consultation processes. This will include:

- Needs and priorities as voiced at city-level
- Nature of action needed, including local safety Strategies and action plans to be developed;
- The main stakeholders to be part of municipal-level partnership, as well as governance settings at the national and regional level and at local level in municipalities that will support implementation of strategy and detailed action plan;
- Clear indication on the relation between these issues and a way to contribute to social cohesion.

OUTPUT 2 - Convening, preparing and implementing, in collaboration with PBILD Safer Cities Project Coordinator, a validation workshop to present and discuss, with Municipal focal points and local stakeholders of the 13 cities/municipalities, the final recommendations, previously validated through participatory dialogues at municipal-level.

3. PROCEDURES FOR SUBMISSIONS OF PROPOSALS

3.1 Contents of the submission and required documentation

Proposals must be submitted using the formats and forms annexed to these Guidelines (Annex A, B, C) and supporting documents as listed below. Applicants should keep strictly to the formats of the application and fill in the paragraphs and the pages in order.

The full Proposal submission will consist in:

- a) **Application Form** (the Form is provided in Word format in Annex A)
- b) **Work Plan and Implementation Schedule** (the template in excel format in Annex B)
- c) **Budget Plan and Payment Schedule** (the template in excel format in Annex C)
- d) **Supporting Documents:**
 - d.1) Certified true copy of original certificate of registration/Incorporation or Charter in cases of educational institutions.
 - d.2) Certified true copy of original Audited Account Statement for the last two years.
 - d.3) Certified true copy of proof of non-Profit.
 - d.4) Copy of the Constitution or by-laws.

3.2 Rules

3.2.1 Eligibility of applicants: who may apply

- Legal person with non profit status and
- Be directly responsible for the preparation and management of the Project, not acting as an intermediary and
- Be established in Serbia, under Serbian legislation.

3.2.2 Partnerships and eligibility of partners

Applicants may act individually or in consortium with partner organisations which must satisfy the same eligibility criteria as Applicants.

UN-HABITAT will **not** accept sub-contractors apart from partner organisations specified in the Proposals.

In case of consortium, the leading entity (the Applicant), if selected, will act as the contracting party and will be responsible for implementation, delivery, expenditures and reporting.

3.2.3 Eligibility of costs

Only eligible costs, as listed below, can be taken into account.

In the process of verification of the costs, UN-HABITAT may request clarifications and reductions¹.

¹ Please note that possible modifications of the budget may not lead to an increase of the amount of the contribution by UN-HABITAT.

It is therefore in the Applicant's interest to provide a realistic and cost-effective budget in US Dollars with all justifications to ease the verification process.

3.2.3.1 Eligible costs

To be eligible, costs must:

- be necessary for carrying out the Project and comply with the principles of sound financial management, in particular value for money and cost-effectiveness;
- have actually been incurred by the Applicant or their Partners during the implementation period of the pilot initiative; all expenditures must be liquidated before the final report is submitted;
- be recorded in the Applicant's or the Applicant's Partners' accounts or tax documents, be identifiable and verifiable, and be backed up by originals of supporting documents.

Subject to those conditions, eligible direct costs borne by the Applicant and its Partners include:

- the cost of staff assigned to the Project, corresponding to actual salaries plus social security charges and other remuneration-related costs; salaries and costs must not exceed those normally borne by the Applicant or its Partners, as the case may be, unless it is justified by showing that it is essential to carry out the Project;
- the cost of consumables;
- costs arising directly from the requirements of the contract (dissemination of information, evaluation specific to the Project, audit, translation, printing, insurance, etc.) including financial service costs (in particular the cost of transfers and financial guarantees).

3.2.3.2 Contributions in kind

- Any contributions in kind made by the Applicant or any other source, do not represent actual expenditure and are not eligible costs. They may not be treated as co-financing by the Applicant or its Partners. The cost of staff assigned to the Project is not a contribution in kind and may be considered as co-financing in the budget for the Project when paid by the Applicant or its Partners.

3.2.3.3 Ineligible costs

The following costs are not eligible:

- debts and provisions for losses or debts;
- interest owed;
- items already financed in another framework;
- currency exchange losses;
- taxes, including VAT, unless the Applicant (or the Applicant's Partners) cannot reclaim them;
- credits to third parties.

3.2.4 Timeframe

The activities shall have a total duration of three and half working months tentatively starting from 12 July and until 30 October 2010.

The activities could be carried out in subsequent phases, as follows:

- Phase 1: Surveys and interviews in the 13 partner municipalities (foreseen timeframe: 2 working months – tentatively from 12 July to 15 September 2010).
- Phase 2: Synthesis of information gathered and finalization of the draft Local Safety Diagnosis (foreseen timeframe: half working month – tentatively from 15 September to 30 September 2010).
- Phase 3: organization of a validation workshop (foreseen timeframe: tentatively between 1 and 15 October 2010).
- Phase 4: Delivery of final Local Safety Diagnosis incorporating inputs and outcomes of the validation workshop (foreseen timeframe: tentatively between 15 and 30 October 2010).

3.3 How and where to send proposals

Full Proposals (as required in point 3.1 above) must be submitted in one original and one copy. The proposal must also be supplied in electronic format (CD-Rom). The electronic format must contain **exactly the same** proposal as the hard copy version enclosed. Each component of the Proposal (application form, technical proposal, budget and work plan), must be submitted in a separate and unique electronic file (for ex. the application form must not be split into several different files).

Applicants must verify that their Proposal is complete. Incomplete Proposals will not be considered.

Applicants must apply in **English**. Hand-written Proposals will **not** be accepted.

Proposals must be received in a sealed envelope by Post Express, private courier service or by hand-delivery (a signed and dated certificate of receipt will be given to the deliverer) at the address below:

UN-HABITAT United Nations Human Settlements Programme Office
Belevar Mihajla Pupina 2, East Wing, room 115
11000 Belgrade

In case of hand delivery, the carrier can contact UN-HABITAT Programme Office prior to delivery at the telephone number 011 – 3016076.

Proposals sent by any other means (e.g. by fax or by e-mail) or delivered to other addresses will not be considered.

3.4 Deadline

The deadline for the receipt of Proposals is Thursday, 10 June 2010 at 17:00 local time. Any Proposal received after the deadline will automatically be rejected even if the postmark indicates a date preceding the deadline or if the delay is due to the private courier service.

3.5 Further information

PBILD /UN-HABITAT Safer Cities Programme will organize a Workshop open to all interested applicant organizations and will provide an overview of the Safer Cities methodology and present in details the Local Safety Diagnosis. The workshop will have a Questions and Answers session where clarifications on the project task will be given upon requests.

The Workshop is scheduled on: 4 June 2010
Time: 9 a.m.
Location: PBILD Office conference room
Karadjordja Petrovica bb, 17520 Bujanovac
Working language: English

Applicants who may be interested in participating to the workshop are encouraged to send an email confirming their participation to office@unhabitat.org.rs no later than Wednesday 2 June 2010.

Further questions may be sent by e-mail or by fax no later than 3 working days before the deadline for the receipt of proposals to the contacts listed below, indicating clearly the reference of the *Presentation of Proposals for the Formulation of Local Safety Diagnosis* in the subject line.

E-mail address: office@unhabitat.org.rs

Fax: (011) 3016078

In the interest of equal treatment of applicants, UN-HABITAT cannot give a prior opinion on the eligibility of an Applicant, a Partner or a Proposal.

4. EVALUATION AND SELECTION OF PROPOSALS

All submitted Proposals will be assessed according to the following steps and criteria.

4.1 STEP 1: Administrative check and eligibility verification

The following will be assessed:

- The deadline has been respected. If the deadline has not been respected the proposal will automatically be rejected (see point 3.4 above).
- Full submitted proposal comprises of all forms and supporting documents as listed in point 3.1 above.
- The eligibility of the Applicant, the Partners, timeframe and costs will be verified according to the criteria set out in point 3.2 above. The declaration by the Applicant and its Partner/s, if any (Sections II and III of the application form) will be cross-checked with the supporting documents provided by the Applicant and its Partner/s, if any (listed in point 3.2 above).

4.2 STEP 2: Evaluation of the proposal

An evaluation of the quality of the proposals will be carried out on the submitted Project on the basis of information provided by the Applicant in the Application Form, including the proposed budget, and of the capacity of the Applicant and its Partners, in accordance with the evaluation criteria and the scale of values set out below.

Applicants' financial and operational capacity – 25%

- have sufficient human, financial and material resources to maintain their activity throughout the period during which the Project is being carried out. This also applies to any Partners of the Applicant;
- have the management capacity, professional competencies and qualifications required to successfully complete the Project within the specified timeframe. This also applies to any Partners of the Applicant.

Technical capacities and experience in the field of the action – 55%

- the applicant and partners have sufficient technical expertise, notably previous experiences in carrying out assessments/diagnosis at the local level on issues related to safety/conflict prevention/social inclusion;
- the applicant and partners have experience in collaborating with local authorities in the territory of Serbia in the implementation of projects/studies and assessments;
- the applicant and partners have proven knowledge of the local context and have experience in implementing projects in South Serbia in the Pcinjski and Jablanicki Districts;
- coherence of the overall design of the Project proposal (in particular referring to how it reflects the analysis of the problems involved, take into account external factors and anticipate an evaluation);
- Coherence of the Project proposal with the proposed timeframe (Work Plan clear and feasible);
- Methodology and actions promote local ownership of the results and social cohesion.

Budget and cost effectiveness – 20%

- the ratio between the estimated costs and outputs is satisfactory;
- all the proposed expenditures are necessary for the implementation of the Project.

The criteria allow the quality of the proposals submitted to be evaluated in relation to the objectives set, and the final selection of those actions which maximize the overall effectiveness of the Call for Proposals. They cover such aspects as the actions' consistency with the objectives and the strategy of the Call for Proposals, quality and coherence, feasibility within proposed timeframe, sustainability and cost effectiveness.

4.3 Selection

UN-HABITAT will inform Applicants in writing on the decision concerning their Proposal.

A decision to reject a Proposal will be based on the criteria set above in point 4.1.

UN-HABITAT's decision to reject a Proposal is final.

Upon selection of a project proposal, the selected applicant will sign an Agreement of Cooperation with UN-HABITAT. The date planned for the start of the Project is 12 July 2010. This date is indicative only. The Project should be completed by the end of October 2010.

5. ANNEXES

ANNEX A: Application Form (WORD FORMAT)

ANNEX B: Budget plan and payment schedule (Excel Format)

ANNEX C: Work plan and Implementation schedule (Excel Format)

ANNEX D: UN-HABITAT Safer Cities Guidelines for the preparation of the Local Safety Diagnosis (PDF Format)