



Haiti CityLinks Partnership Program – LOKAL+
Request for Proposals from SE Florida Cities
REVISED Deadline May 11, 2015

PARTNERSHIP OPPORTUNITY

The International City County Management Association (ICMA) has been awarded a CityLinks partnership subcontract by TetraTech ARD, a development consulting firm with a USAID-funded project in Haiti, to match selected municipalities in Haiti with municipalities in the United States to provide mentoring and technical assistance to help implement priority public service delivery projects. The Program is called LOKAL+ and its main objective is to strengthen the capability of municipal governments in selected Haitian communes to provide services.

As a key component of this partnership program, ICMA is reaching out to municipalities in **Southeast Florida** who are willing to contribute staff time to share good practices with and provide technical assistance to Haitian local governments as well as host representatives from these local governments in their municipality at no cost to the US municipality.

The first step is to fill out the application included in this form. For more information about the program or questions on the application, feel free to contact Isabelle Bully-Omictin at iomictin@icma.org or Colin McCabe at cmccabe@icma.org.

The second step is to attach a letter from the City Manager or Mayor that confirms the commitment of the municipality to the partnership. The letter must include confirmation that the municipality is able to: a) make staff and elected officials available for travel to Haiti; b) provide technical assistance in country and in the US to Haitian local governments; c) host a delegation for one week or more locally and d) provide meeting space, transportation, and staff time in your municipality during that week. All participant expenses will be paid for by the project. ICMA will provide some limited funding for each city partnership to develop and implement a capital campaign to raise funds for the community development projects, with support from the private sector, such as local chambers of commerce. City partnerships may be one-to-one (one US city and one Haitian municipality) or one-to-two (one US city and two Haitian municipalities).

The revised deadline for submission of the application, support letter and any related documents is May 11, 2015, to Isabelle Bully-Omictin at iomictin@icma.org.

To learn more about the CityLinks program, visit the CityLinks [website](#) and the [Notes from CityLinks blog](#), follow us on Twitter at [@ICMACityLinks](#), like us on [Facebook](#). Visit ICMA the [ICMA International](#) site for additional information about ICMA's global projects.

OVERVIEW AND BACKGROUND

We are looking for municipalities in Southeast Florida area who are interested in becoming an exchange city for Haitian local governments to assist in the completion of local community development projects. These projects have been identified by the Haitians through a participatory process coordinated by the USAID-funded LOKAL+ Program. Technical staff and elected officials will participate in the exchanges which will be focused on the projects – their implementation and financing.

PARTNERSHIP ACTIVITIES

Once the US cities are selected, ICMA will organize and oversee a preliminary visit by personnel from the US cities to the Haitian communes, followed by a visit of commune personnel to the US cities. This initial exchange of visits will include a mix of technical staff and elected officials and will result in the US cities and their Haitian counterpart communes selecting two projects per commune for the US cities to support. The agreements will be enshrined in countersigned Memoranda of Understanding between the resource cities and the communes.

In addition to gaining an understanding of scope and details of the partnership, participants from ICMA, TetraTech and municipalities will provide commune staff with one-on-one mentoring and help them gain the skills needed to prepare them to implement and finance additional projects. The initial three communes which will be partnered are Cap Haitien, Limonade and Kenscoff. Partnerships will last approximately 24 months. Depending on program success, an additional three (3) communes may be selected.

SCHEDULE

Personnel from US cities will provide technical assistance to the partner communes in up to eight separate five-day visits to each commune over the course of two years. Additional sector-specific technical assistance that the US cities selected may not be able to provide will be garnered from other organizations, for example, the Florida Local Government Coalition (FLGC). ICMA and/or local LOKAL+ Project staff in Haiti will participate in the visits.

TECHNICAL ASSISTANCE

Technical assistance provided by the US cities will illustrate the concepts of transparency, efficiency, participation, environmental sustainability/green technology, and economic/financial viability for each project. Staff from the US resource cities will guide the Haitian communes through the project cycle – from feasibility studies and impact assessments to the development of a business plan, actual design of the project, tender activities (design of RFPs, selection processes, administration of service agreements and contracts), construction of the infrastructure/project implementation, establishment of maintenance provisions and monitoring and evaluation (establishment and monitoring of key performance indicators). Technical assistance exchanges will focus on mentoring and one-on-one training provided to relevant staff.

During the city-to-city exchanges, US city staff will provide assistance to Haitian counterparts in identifying innovative ways to complement funding for the selected projects, in addition to commune own- source revenues. US city staff, under the guidance of ICMA and TetraTech, will ensure that training and mentoring is provided to relevant Haitian commune staff for the purpose of developing feasibility studies, budgets, schedules, and technical criteria. In addition, we will work with Haitian commune staff to put together grant proposals that are funding-ready. ICMA will provide some limited funding for each city partnership to develop and implement a capital campaign to raise funds for the community development projects with support from the private sector, such as local chambers of commerce.

Tentative Schedule 2015	Event
May 11	Applications due to ICMA
May 22	US cities selected
June	First exchange to Haiti by delegation from the US cities
August	Exchange to the US by delegation from Haiti and work plan development
September-December	Exchanges from US cities to Haiti for technical assistance

2015 SELECTION PROCESS

Applications are due on May 11, by 10 AM EST. The application consists of a series of questions and a letter of support signed by a senior official in the administration that confirms the commitment of the community to the partnership should the city be selected and identifies the partnership point of contact. The application should be submitted via email to iomictin@icma.org.

During the review process an ICMA team member may be in touch with the partnership point of contact listed on the application. Some applicants may be asked to participate in a skype/phone interview or respond to additional questions via email. Two applications will be chosen for the initial partnerships and all cities will be notified of their status by the middle of May 2015.

SELECTION CRITERIA

When selecting resource cities, ICMA will consider the following:

- Existence of a significant Haitian diaspora and local government staff of Haitian origin/descent with French/Creole language skills;
- Historic links with Haiti/Caribbean and/or mobilization of community in response to Haiti earthquake in 2010;
- Well managed city with qualified staff and effective systems for delivering services and engaging in capital improvements/infrastructure projects, for example, construction of a public marketplace; reforestation; solid waste management and compost production; sanitation improvements (dredging of canals); historical site preservation and development; development and management of slaughterhouses; studies on the potential for renewable energy; rehabilitation of secondary roads, and related projects;
- Effective, transparent and committed leadership;
- Interest in a long-term partnership on solid waste collection and landfill development and management, among other issues of common interest;
- Willingness to have staff travel to Haiti to provide technical assistance;
- Willingness to host Haitian delegation for one or more weeks (all participant expenses paid for by the Project);
- Willingness under ICMA coordination and at project expense to participate in modest fundraising activities in the U.S. in support of Haitian community development projects with the participation of the private sector (ie. Chamber of Commerce)

LOKAL+ Partnership Program Application

Contact Information

City or Local Government Authority:
State/Province:
Country:

Proposed Partnership Program Point of Contact
Full Name:
Street Address:
City:
State/Province:
Postal Code:
Country:
Email Address:
Phone Number:

Application Questions

1. Provide a brief description of your community including population, demographics and economic drivers. Include information on population of Haitian descent (Maximum 500 words)
2. Describe your local government. How many employees do you have? What basic services do you provide? Do you have any individuals in your local government with French/Creole language skills? If so, how many and in which departments and in what capacity do they serve? (Maximum 500 words)

3. What types of infrastructure/capital improvements projects has your local government designed and financed in the last 5-7 years? Discuss experiences with solid waste management facilities (landfills, recycling, composting facilities); sanitation improvements; historical site preservation and development; road rehabilitation; public parks/markets. Describe any renewable energy projects or studies conducted, reforestation programs or other mitigation/adaptation projects. Please include links or references to current or planned programs (Maximum 1000 words)
4. What challenges or successes have you experienced thus far in the delivery of services and development of capital improvements/infrastructure projects that you would consider sharing with a community in a developing country? (Maximum 250 words)
5. Has your community participated in other international exchanges or partnerships such as other CityLinks or Sister Cities Partnerships? What were they and what was your experience? (Maximum 250 words)
6. Though your community's primary role will be to provide guidance and technical assistance, what do you hope to learn and/or gain from your partner community and this experience? Is there any interest in developing long-term partnerships (beyond this project) on issues of common interest? (Maximum 250 words)
7. Has your community conducted any fundraising activities in the past for Haiti/Caribbean causes or did you mobilize post-Haiti earthquake? Describe your experience. Would your city be willing, under ICMA coordination and at project expense to participate in modest fundraising activities in your community in support of Haitian community development projects with the participation of the private sector (ie. Chamber of Commerce)? (Maximum 250 words)
8. Who will be the point person in your organization for this partnership? Please provide their contact information and an outline of their current job responsibilities.

REMINDER: In addition to answering the questions in the application, please include a letter from the city manager and/or mayor that confirms the commitment of the municipality to the partnership activities. Please include confirmation in the letter that the municipality is **a) willing to have staff travel to Haiti to provide technical assistance and b) host a delegation for one week or more in your community and provide meeting space, transportation (if needed/available), and time of city staff (all participant expenses paid for by the project).**

Please submit documents May 11, 2015 to Isabelle Bully-Omictin at iomictin@icma.org. For more information about the program or questions on the application please contact Isabelle Bully-Omictin or Colin McCabe at cmccabe@icma.org.

We look forward to reviewing your applications and working with your communities! To learn more about the CityLinks program, visit the CityLinks [website](#) and the [Notes from CityLinks blog](#), follow us on Twitter at [@ICMACityLinks](#), like us on [Facebook](#). Visit ICMA the [ICMA International](#) site for additional information about ICMA's global projects.