

REQUEST FOR PRICE QUOTATION (RFPQ)

Services of an Individual Expert to prepare ToR for Electronic Services

REFERENCE CODE: APLA/GIZ-2022-03

Issue Date: 12 June 2022.

1. CONTACT PERSON AT APLA	
NAME:	Abd Al Mo'men Afana
FUNCTION:	TSU Manager
ADDRESS:	2 nd floor, Safad Bld., 10 Jabra Al Anqar str., Al Masyoun, Ramallah, Palestine
TEL. & FAX.:	+972 2 2960712 & +972 2 2960713
E-MAIL:	a.afana@apla.ps

2. OBJECTIVE OF THE REQUEST

APLA's background:

The Association of Palestinian Local Authorities (APLA) founded in 1997, APLA is an independent organization mandated to represent and lobby for the collective interests of Local Government Units (LGUs) by supporting capacity building among local governments, facilitating exchange of knowledge and best practices, and serving as vehicle for dialogue between the central government and LGUs. APLA is a semi-governmental nonprofit association that forms a comprehensive framework, which holds all the Palestinian local authorities and works for and with them, to provide better services for the Palestinian citizen by defending their rights, and representing them on all levels nationally, regionally, and internationally.

APLA is implementing the project (APLA's Multiannual Action Plan - MAAP 2021-2025). This project is largely financed by the European Union and has been designed to strengthen LGUs collaborations on service delivery and local participatory development, and improve contributions to territorial integration, particularly in Area C. Specific objectives of MAAP are aligned to APLA's strategic plan and aims to support the role of APLA as LGUs representative and dialogue partner with the Palestinian Authority, to support the role of the LGUs in the building process of future State of Palestine and to strengthen the institutional and operational capacities of APLA

Project Brief:

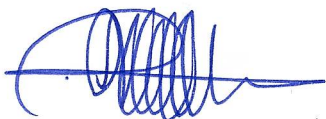
The Local Governance Reform Program of the Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ-LGRPII) is a program that aims to enhance the local government unit's performance, through capacity development and introduction of new tools, solutions, and methodologies, or further developing the current ones, eventually this will enhance the service delivery at the LGUs. For this endeavor, LGRP continues to further support the implementation of the strategic plan and the organizational development measures for the Association of the Palestinian Local Authorities (APLA).

Additionally, GIZ - Local Governance Reform Program (LGRPII) has been providing technical assistance and support to APLA throughout its different phases.

Context:

Within this context, APLA continues to strengthen its institutional and operational capacities, to support its members (LGUs) to better serve the citizens and to contribute in capacity building their staff through exchange of information and experiences.

As part of its efforts in this regard, APLA plans to develop the **Technical Support Unit (TSU) Web Portal and Mobile**






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Association of Palestinian Local Authorities

Application, to facilitate the access to different kind of information and materials (local and international data) for its members.

To this end, APLA is keen for contracting a qualified **Individual Expert** who has the needed experience and skills to prepare and develop specific **ToR for Electronic Services "Technical Support Unit (TSU) Web Portal and Mobile Application"** including all specifications and requirements.

The Main Objective of The Assignment:

Under its guidance and supervision, APLA is seeking to get the services of an **Individual Expert to prepare the ToR for Electronic Services supported by TSU (Web Portal and Mobile Application)** to facilitate the access to different kinds of information and materials (local and international data) for its members (LUGs), in addition to enhance the connection between APLA, its members (LGUs), and audience.

This assignment includes:

- Reviewing APLA's strategy, activities, and services' delivery.
- Reviewing the tasks and activities within the Technical Support Unit.
- Preparing and developing full Terms of Reference (ToR) for establishing and developing of the **TSU Web Portal and Mobile Application**.
- Indicating for the key requirements of the operation and sustainability plan for TSU Web Portal and Mobile Application.
- Setting up the guidelines for APLA in contracting with a specialized Expert to establish the portal and application.

Main tasks and responsibilities are as attached in Term of Reference, Annex (1).

3. INSTRUCTIONS

RECEPTION OF PRICE OFFERS	DATE:	DEADLINE: 3:00 PM, Sun 26 June 2022.
	PLACE:	2 nd floor, Safad Bld., 10 Jabra Al Anqar str., Al Masyoun, Ramallah, Palestine.
	DOCUMENTS AND ANNEXES TO BE SUBMITTED: <i>(FINANCIAL OFFER AND TECHNICAL REQUESTED DOCUMENTS HAVE TO BE SUBMITTED IN ONE SEALED ENVELOPE IN HAND TO APLA'S OFFICE AT THE INDICATED ADDRESS)</i>	1- ANNEX (1): Signed Term of Reference (ToR). 2- ANNEX (2): Financial Offer filled and signed. 3- Filled & Signed RFPQ (Sign all papers). 4- Expert CV highlighting a similar previous experience
VALIDITY PERIOD OF THE PRICE OFFER:		30 days after the submission date of the price offer.

4. TECHNICAL SPECIFICATIONS:

Selections and Awarding Criteria

The Expert has to submit the followings:

1. Personal CV highlighting the qualifications and relevant experience in similar service.





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- At least 7 years of a proven practical experience in relevant field.
- Knowledge in Local Government sector is an asset

Awarding criteria

The selection of the Expert will be based on both technical and financial evaluation:

- A. Technical Evaluation 60%
- B. Financial Evaluation 40%

The Expert has to take the following points in to consideration:

1. Payments: The Expert will be remunerated according to the input justified by the time sheet given the total time/effort. Input does not exceed the total specified Level of Efforts (LOE) in this TOR, and a filled payment request reflecting workdays within the timesheet.
2. Only one payment will be paid to the Expert for the total assignment upon the completion of the work in line with providing all supporting documents
3. The outputs of the assignment will be considered "deliverables" upon the approval of APLA
4. The maximum duration for the assignment is 45 calendar days, starting from 1st July 2022 until 14th July 2022.
5. The estimated Level of Effort for the requested assignment is (10 Working Days)
6. One cost item is requested to be filled, the expert shall fill the price per Level of Effort - LOE (Working Days - WDs), and the total price for the whole WDs of the assignment.
7. Filled price offer should be in Shekel currency (ILS).
8. Income Tax for Individual Expert: Income sourced taxes will be deducted from the gross amount and forwarded to the tax authority according to the applicable laws. The gross amount shall be subject to any further deductions according to Palestinian Law and the Expert hereby irrevocably authorizes APLA to deduct any such taxes and remit same to the relevant authorities.

5. DELIVERY/ PERFORMANCE ADDRESS

ADDRESS:	2 nd floor, Safad Bld., 10 Jabra Al Anqar str., Al Masyoun, Ramallah, Palestine الطابق الثاني - بناية صفد - 10 شارع جبرا الانقر - المصيون - رام الله / فلسطين
CONTACT INFORMATION:	NAME: Lina Abu Obaid.
	FUNCTION: Administrative Assistant.
	TEL: 02-2960712.
	MOBILE PHONE: 0594398424.
	E- MAIL: info@apla.ps

6. PRICE OFFERS SUBMISSION DEADLINE

Deadline of submission of bids: 3:00 PM., Sun 26 June, 2022





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7. IDENTIFICATION OF THE EXPERT	
Last name, first name (Signature)	
Telephone number and Fax number	
E- Mail address	
Account number of Payment PLEASE, attach full Bank Info for SHEKEL Iban Number under the name of Expert as stated at the Bank:	



Expert Declaration:

By submitting this Price Offer, The Expert declares renouncing his own (sales) conditions and commits to performing this order in accordance with the provisions of the specific requested purchase conditions attached within ToR and for the price offered.

Price quotations will be in Shekel.

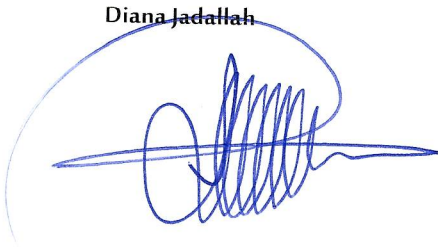
In accordance with the specific conditions attached to this document, applicable law for this contract/ assignment is the Palestinian Law.

**Certified true and sincere,
Signature of the Vendor**

Date: / /2022.

FAO

Diana Jadallah



EXECUTIVE DIRECTOR

Abdallah Anati



Annex 1: TOR

Services of an Individual Expert to prepare TORs for Electronic Services

Reference Code: APLA/GIZ-2022-03

1. Background

The Association of Palestinian Local Authorities (APLA) founded in 1997, APLA is an independent organization mandated to represent and lobby for the collective interests of Local Government Units (LGUs) by supporting capacity building among local governments, facilitating exchange of knowledge and best practices, and serving as vehicle for dialogue between the central government and LGUs. APLA is a semi-governmental nonprofit association that forms a comprehensive framework, which holds all the Palestinian local authorities and works for and with them, to provide better services for the Palestinian citizen by defending their rights, and representing them on all levels nationally, regionally, and internationally.

APLA is implementing the project (APLA's Multiannual Action Plan - MAAP 2021-2025). This project is largely financed by the European Union and has been designed to strengthen LGUs collaborations on service delivery and local participatory development, and improve contributions to territorial integration, particularly in Area C. Specific objectives of MAAP are aligned to APLA's strategic plan and aims to support the role of APLA as LGUs representative and dialogue partner with the Palestinian Authority, to support the role of the LGUs in the building process of future State of Palestine and to strengthen the institutional and operational capacities of APLA

The Local Governance Reform Program of the Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ-LGRPII) is a program that aims to enhance the local government unit's performance, through capacity development and introduction of new tools, solutions, and methodologies, or further developing the current ones, eventually this will enhance the service delivery at the LGUs. For this endeavor, LGRP continues to further support the implementation of the strategic plan and the organizational development measures for the Association of the Palestinian Local Authorities (APLA).

Within this context, APLA has initiated a process which aims to strengthen the institutional and operational capacities of APLA, where APLA is supporting its members (LGUs) to better serve the citizens, through various means including public relations and awareness raising activities. Additionally, GIZ - Local Governance Reform Program (LGRPII) has been providing technical assistance and support to APLA throughout its different phases.

To this end, APLA is keen for contracting a qualified **Individual Expert** who has the needed experience and skills to prepare and develop **ToR for Electronic Services "Technical Support Unit (TSU) Web Portal and Mobile Application"** including all specifications and requirements

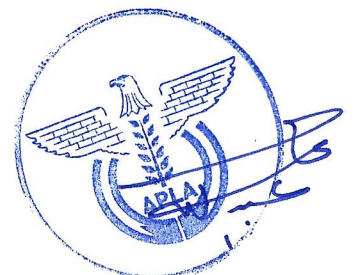
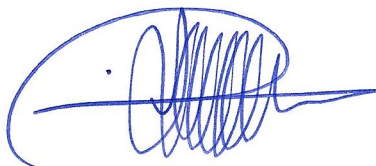
2. Main Objectives of the assignment:

To get the services of an **Individual Expert to prepare (ToR) for Electronic Services "full ToR for establishing and developing of the Technical Support Unit (TSU) Web Portal and Mobile Application"**. These ToR will be developed to set the guidelines for APLA in contracting with a specialized Expert to implement the assignment. This includes reviewing APLA's strategy, activities, and services' delivery, in addition to the tasks and activities within the Technical Support Unit, also includes indicating for the key requirements of the operation and sustainability plan for TSU Web Portal and Mobile Application.

3. Language:

All deliverables (**TOR for the TSU web portal**) should be submitted in: **English**.

4. Timeframe





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Association of Palestinian Local Authorities

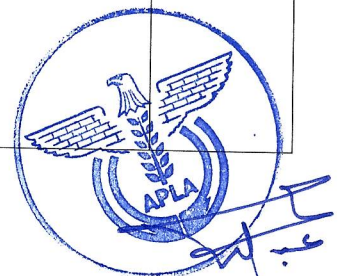
APLA shall hire the Individual Expert to develop the TOR for the web portal and mobile application as requested within a period of maximum 45 calendar days starting from 1st July 2022 until 14th Aug 2022.

5. Scope of Services:

The scope of this task consists of setting up and development of ToR for a Web Portal and Mobile Application for the TSU at APLA, which will increase the communication, data pass, and experience exchange between APLA and its members LGUs, and also among LGUs. The designed Web Portal and Mobile Application shall be efficient enough to manage databases for all APLA members and partners level and at the same time it should be user friendly in provision of information to the outside world.

6. Deliverables

Task No.	Task Description	Deliverables	Due Date
Task One: Review and Inception Report	<ul style="list-style-type: none">- Desk review of all about APLA's Strategic Plan, activities, and service delivery of APLA, and TSU structure and services.- Meetings with APLA staff to clarify/compile the expectations of the assignment and its intended results, and to understand the assignment and timeframe.	Inception Report including: <ul style="list-style-type: none">- Analysis and methodology- Table of contents of the TSU Web Portal and Mobile Application.	10 th July, 2022
Task Two: Prepare and submit of the technical and operational proposal (Draft ToR)	a. Submission of first draft of the full ToR for the TSU web portal and mobile application to be reviewed and endorsed by APLA. The ToR must include -but not limited to-: <ul style="list-style-type: none">- Overview of APLA and TSU Services- Objectives of the web portal and mobile application development- Design/themes preferences- Content Management System (CMS) features- Technical requirements, structure, sitemap for the web portal and mobile application.- Post development requirements and infrastructure recommendations for the web portal and mobile application.- Web portal and mobile application sections and specific contents.- Security / Scalability / Accessibility measurements.- Reporting criteria and requirements.- Authentication & authorization schemas.	First draft of TOR for the TSU Web Portal and Mobile Application in English	31 st July, 2022





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Association of Palestinian Local Authorities

	<ul style="list-style-type: none">- Vendors qualifications and experience.- Vendors evaluation criteria. <p>b. Operation & Sustainability plan requirements including maintenance and technical support for the web portal and mobile application.</p> <p>c. Setting up the guidelines for APLA in contracting with a specialized Expert to establish the portal and application.</p>		
Task Three: Prepare and submit of the Final ToR for TSU Web Portal and Mobile Application	Delivery of the final version of the ToR for the TSU web portal and mobile application for the approval of APLA	Final document of the TOR for the TSU web portal and mobile application in English	14th Aug, 2022

7. Level of Effort (LOE):

Task	LOE (Working Days WD)
Task1	2
Task2	5
Task3	3
TOTAL (WDs)	10

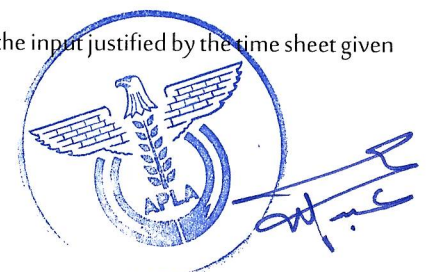
8. Minimum Qualifications of the Expert:

The Expert should have the following minimum requirements:

- Possess at least a bachelor's degree in IT / Computer sciences, programing, or any other related fields.
- Have a minimum of seven (7) years' experience in web applications development.
- Have excellent written and spoken knowledge of English and Arabic languages.
- Be results-oriented, creative, confident, and proactive who can work independently.
- Have strong organizational, analytical, and planning skills.
- Have competencies in use of computer and internet / information software.
- Have good knowledge of the governance and risk management.
- Be experienced in working with Palestinian governments, donors, civil societies, and semi- governmental organizations.
- Able to team up or involve professionals in the field and tap on their experiences, and.
- Follow through initiatives and meet deadlines.

9. Other Terms / Conditions (Please, Read Carefully)

- Remuneration: The Expert will be remunerated due to LOE (WDs) and according to the input justified by the time sheet given the total time/effort. Input does not exceed the total specified LOE in this TORs.





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- Only one payment will be paid to the Expert for the total assignment upon the completion of the work in line with providing all supporting documents
- The outputs of the assignment will be considered “deliverables” upon the approval of APLA
- There will be NO extra compensation for any extra efforts than the demanded ones.
- The Expert should submit Annex 2 of this document (filled and signed) in the sealed offer envelope with the bidding documents.
- The ‘outputs’ of the assignment will be considered as “deliverables” upon the approval by APLA.
- The Expert shall ensure close cooperation and coordination with APLA
- Any other costs required in implementing the assignment is the responsibility of the winning expert.
- All submitted documents should be signed by the applicant.

10. Documents to be submitted (One envelope):

- 1- ANNEX (1): Signed Term of Reference (ToR).
- 2- ANNEX (2): Financial Offer filled and signed.
- 3- Filled & Signed RFPQ (Sign all papers).
- 4- Expert CV including experiences.





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ANNEX 2: FINANCIAL OFFER

“Please note to fill the unit price, total price and total in words for each requested item”:

Description/ Activity	Unit	Quantity	Unit Price In Shekel (Per WD)	Total Price in Shekel (for 10 WDs)
1. Efforts of an individual Expert to set the TOR for the TSU web portal and mobile application in English.	WD	10		
Total amount in letters for item (1):				
GRAND TOTAL (Shekel) in Numbers				
GRAND TOTAL (Shekel) in Words				

Signature of the Vendor

Date: / /2022.

