



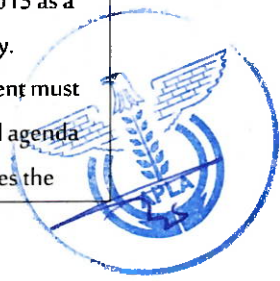
**REQUEST FOR PRICE QUOTATION (RFPQ)**  
**Services of a consultancy firm/company to prepare**  
**The SDGs Localization Plan in Palestine**  
**REFERENCE CODE: APLA/Enabel-2022-01**

Issue Date: 22 August 2022.

1. CONTACT PERSON AT APLA	
NAME:	Mohammed Musleh
FUNCTION:	Project Officer
ADDRESS:	2 <sup>nd</sup> floor, Safad Bld., 10 Jabra Al Anqar str., Al Masyoun, Ramallah, Palestine
TEL. & FAX.:	+972 2 2960712 & +972 2 2960713
E-MAIL:	m.musleh@apla.ps

2. OBJECTIVE OF THE REQUEST
<p><b>APLA's background:</b></p> <p>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.</p> <p>APLA is implementing the project (APLA's Multiannual Action Plan - MAAP 2021-2025). MAAP is 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. MAAP is largely financed by the European Union, under the financing agreement (FA) ENI/ 2020/ 042-362 "support productive investment in Palestine" which signed between EU and the Palestinian Authority (PA). In addition, Enabel is supporting MAAP under the framework of "Local Government Reform and Development Programme – Phase 2, Addendum PZA 1303311" through the action (Supporting the Localization of SDGs).</p> <p>As part of the action, APLA is keen for contracting a qualified consultancy firm/company who has the needed experienced team and skills to prepare and develop the "SDGs Localization Plan in Palestine" within the authorities of the local government units (LGUs).</p> <p><b>Background about the assignment (SDGs Localization Plan):</b></p> <p>The Sustainable Development Goals (SDGs), also known as the Global Goals, were adopted by the United Nations in 2015 as a universal call to action to end poverty, protect the planet, and ensure that by 2030 all people enjoy peace and prosperity. The 17 SDGs are integrated—they recognize that action in one area will affect outcomes in others, and that development must balance social, economic, and environmental sustainability. The SDGs is a universal integrated and human rights-based agenda for sustainable development, and balances economic growth, social justice and environmental stewardship. It underlines the</p>

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links between peace, development and human rights, and all those principles and goals should be approached in a holistic way, considering their transversal issues and interactions.

**Localizing the SDGs** is the process of taking into account subnational contexts in the achievement of the 2030 Agenda, from setting the Goals and targets to determining the means of implementation and using indicators to measure and monitor progress. It refers to the process of defining, implementing, and monitoring strategies at the local level to achieve global, national, and subnational sustainable development goals and targets.

The association of Palestinian local authorities (APLA) has aligned its strategy for the years 2019-2022 with the SDGs, APLA is playing an important role to promote the adaptation and implementation of the initiatives at the local level, to contribute to the achievement of the SDGs goals and targets in Palestine.

**The Objectives of The Assignment:**

The development of appropriate tools and strategies for 'localizing' the SDGs is critical to the design, implementation, review and success of the 2030 Agenda for Sustainable Development. While the commitment to respond to the SDGs was endorsed in 2015, local government has for a long time, directly and indirectly, have been working to enhance local services and development corresponding to the SDGs.

The general objective of this assignment is **to prepare and develop the "SDGs Localization Plan in Palestine" within the framework of the Palestinian local government units (LGUs).**

To this end, APLA is keen to contracting a consulting firm/ company to prepare this plan. this plan is supposed to provide a deeper understanding of management practice in relation to SDGs implementation, guided by the following questions:

- Q1. How can the SDGs framework be localized through an integrated approach to sustainability management in Palestine?
- Q2. What challenges can be identified when having an integrated approach in municipal SDGs implementation in Palestine?
- Q3. What are the approaches, tools, mechanisms, resources, activities are required to support the localization of SDGs in Palestine?

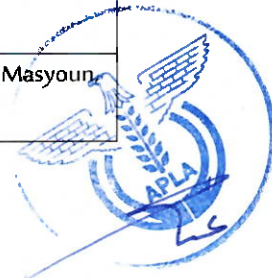
The firm/Company is supposed to provide the following:

- The institutional framework for the SDGs localization in Palestine.
- The expected contribution of the local government units (LGUs) in the SDGs localization plan in Palestine.
- Local SDGs coordination mechanisms, implementation of strategies and LGUs themes of participation.
- Develop a framework on the localization and development of appropriate SDG indicators for the Palestinian local authorities.
- Institutional frameworks for coordination, monitoring and evaluation mechanisms required to asses the progress of the implementation of the plan.
- Develop a comprehensive roadmap/ action plan for the localization of the SDGs in Palestine.

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

<b>3. INSTRUCTIONS</b>		
<b>RECEPTION OF PRICE OFFERS</b>	<b>DATE:</b>	<b>DEADLINE: 3:00 PM, Monday, 5<sup>th</sup> September 2022.</b>
	<b>PLACE:</b>	2 <sup>nd</sup> floor, Safad Bld., 10 Jabra Al Anqar str., AlMasyoun, Ramallah, Palestine.

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	<p><b>DOCUMENTS AND ANNEXES TO BE SUBMITTED:</b></p> <p><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></p>	<ol style="list-style-type: none"> <li>1- ANNEX (1): Signed Term of Reference (ToR).</li> <li>2- ANNEX (2): Financial Offer filled and signed.</li> <li>3- Filled &amp; Signed RFPQ (Sign all papers).</li> <li>4- Firm/Company profile highlighting the qualifications and relevant experience, reference to similar previous assignments, and CVs of the team.</li> <li>5- Valid source of deduction.</li> <li>6- Outline, methodology and workplan to develop the SDGs localizing plan.</li> </ol>
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VALIDITY PERIOD OF THE PRICE OFFER:	30 days after the submission date of the price offer.
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**4. TECHNICAL SPECIFICATIONS:**

**Selections and Awarding Criteria:**

The firm has to submit the followings:

1. Firm/Company profile highlighting the qualifications and relevant experience and links to similar previous work.
2. Details of the individuals on the project team, including relevant skills, experience, and track record; detailed roles and responsibilities of each individual.
3. Outline, methodology and workplan for developing the plan for developing the plan.
4. Relevant projects worked on in the last 10 years with references

**SKILLS AND COMPETENCIES REQUIRED:**

To respond to this, call the successful service provider needs multidisciplinary expertise and experience, covering local government, sustainability development, strategic planning and monitoring and evaluation. To be considered for these Terms of References, proof of relevant skills and competencies need to be supplied, including, but not limited to:

- Extensive knowledge and experience of the sustainable development goals SDGs, targets, and indicators
- Knowledge of the policy framework and available tools and guidelines in sustainable development monitoring and evaluation and reporting in Palestine
- Experience in local government sector and local authorities' context in Palestine
- Experience in engaging with the public and private sectors and civil society.
- Proven project management capabilities.

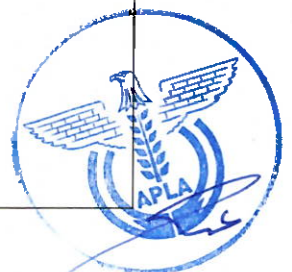
**Awarding criteria**

The selection of the Firm/company will be based on both Technical and financial evaluation:

- A. Technical Evaluation 60% (Methodology & Workplan, Qualifications of the team, Company profile and relevant experience)
- B. Financial Evaluation 40%

The firm/company has to take the following points in to consideration:

1. Payments: 2 payments will be made:
  - 30% upon the completion of the Inception phase.
  - 70% upon the completion of the assignment and the final approval of APLA.



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The payments will be done upon the completion of the work in line with providing all supporting documents and the approval of APLA (see Annex 1 ToR)

- The outputs of the assignment will be considered "deliverables" upon the approval of APLA.
- The maximum duration for the assignment is up to 4 months, starting from 10<sup>th</sup> September 2022 up to 10<sup>th</sup> January 2023.
- The estimated Level of Effort for the requested assignment is (40 Working Days)
- One cost item is requested to be filled, the firm shall fill the price per Level of Effort - LOE (Working Days - WDs), and the total price for the whole WDs of the assignment.
- The price offer should be in Euro currency (Euro) and there will be **NO compensation** for any currency exchange price.
- The prices should be **excluding vat** (VAT- Exempted).
- A zero-vat invoice will be requested to process the payment.

5. DELIVERY/ PERFORMANCE ADDRESS

ADDRESS:	2 <sup>nd</sup> 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., Monday. 5<sup>th</sup> September 2022

7. IDENTIFICATION OF THE FIRM / COMPANY

Last name, first name (Authorized Signatories)	
Telephone number and Fax number	
Registration number	
E- Mail address	
Account number of Payment PLEASE, attach full Bank Info for EURO Iban Number under the name of Company as stated at the Bank:	

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**Firm Declaration:**

By submitting this Price Offer, The Firm ..... 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 EURO.

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**

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Date:     /     /2022.

**Procurement Coordinator**

Maria Bairat

**EXECUTIVE DIRECTOR**

Abdallah Anati





## Annex 1: TOR

### **Services of a consultancy firm/company to prepare The SDGs Localization Plan in Palestine**

REFERENCE CODE: APLA/Enabel-2022-01

#### **1. Background**

##### **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). MAAP is 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. MAAP is largely financed by the European Union, under the financing agreement (FA) ENI/ 2020/ 042-362 "support productive investment in Palestine" which signed between EU and the Palestinian Authority (PA). In addition, Enabel is supporting MAAP under the framework of "Local Government Reform and Development Programme – Phase 2, Addendum PZA 1303311" through the action (Supporting the Localization of SDGs).

As part of the action, APLA is keen for contracting a qualified consultancy firm/company who has the needed experienced team and skills to prepare and develop the "SDGs Localization Plan in Palestine" within the authorities of the local government units (LGUs).

##### **Sustainable Development Goals (SDGs)**

As a result of a long, participative and bold process of negotiation between different actors and stakeholders, 193 member states of the United Nations established 17 new goals in order to achieve a sustainable development worldwide, during the UN's seventieth anniversary, from 25-27 September 2015, in New York. These are known as Sustainable Development Goals, or commonly named the SDGs or the Global Goals. As they are meant to be reached until the year 2030, they are also being referred to as the 2030 Agenda.

The 2030 Agenda for Sustainable Development sets the vision for the 15 years of global action. It encompasses the unfinished targets of the MDGs and goes well beyond poverty eradication, breaking significant new ground. It is a universal (to be applied in developing and developed countries), integrated and human rights-based agenda for sustainable development, and balances economic growth, social justice and environmental stewardship. It underlines the links between peace, development and human rights, and all those principles and goals should be approached in a holistic way, considering their transversal issues and interactions.

##### **SDGs Localization:**

Localizing is the process of taking into account subnational contexts in the achievement of the 2030 Agenda, from setting the Goals and targets to determining the means of implementation and using indicators to measure and monitor progress. It refers to the process



of defining, implementing, and monitoring strategies at the local level to achieve global, national, and subnational sustainable development goals and targets.

Localizing relates both to:

- How local and regional governments can support the achievement of the SDGs at the national level by means of action carried out from the bottom up and
- How the SDGs can provide a framework for local development policy

When we talk about localizing, we are referring to the comprehensive process of adapting, implementing and monitoring the SDGs at the local level. **The SDGs localization Process has 4 parts:**

**I. AWARENESS-RAISING: getting to know the SDGs at subnational level**

Local and regional governments are well-placed to raise awareness about the importance of the SDGs and their relevance to local communities.

**II. ADVOCACY: including a subnational perspective in national SDG strategies**

Promoting local ownership of national strategies is vital. If local and regional governments have a sense of ownership of the SDGs and a role in determining their roles and responsibilities, their involvement in implementation will be greater.

Local and regional governments and their associations should take advantage of the international commitment to localize the 2030 Agenda and call for reforms that give them clear competencies and create enabling environments in which to ensure effective local and regional development.

**III. IMPLEMENTATION: the SDGs go local!**

In parallel to their awareness raising and advocacy work, local and regional governments must prepare to implement the SDGs in their communities.

IMPLEMENTATION: WHO CAN DO WHAT?

LOCAL AND REGIONAL GOVERNMENTS

- Establish priorities relating to the 17 SDGs based on local contexts, needs and resources
- Identify needs by analyzing existing plans and programs
- Set priorities through multi-level and multi-stakeholder mechanisms, placing particular emphasis on inter-regional, inter-municipal and municipal-regional cooperation, in order to involve as many actors as possible
- Identify and build on synergies and links with national SDG strategies
- Identify synergies and links within local or regional administrations and adapt existing initiatives and strategies to the SDGs and their targets
- Identify the actions and resources needed to implement priority areas of the SDGs
- Draft an ad-hoc SDG-based plan for their territory or align existing plans with the SDGs
- Set up local institutional arrangements and governance frameworks to support the implementation of the SDGs
- Mobilize local and international human, technical and financial resources. This includes reallocating own resources, setting up partnerships with universities and other stakeholders, looking for alternative finance channels, pooling and upscaling services and developing capacity building programs



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- Involve all local stakeholders in implementation to promote ownership

#### LOCAL AND REGIONAL GOVERNMENT ASSOCIATIONS AND NETWORKS

- Support local and regional governments to improve their human, technical and financial resources
- Promote the exchange of best practices among their members
- Promote decentralized cooperation and effective development cooperation
- Identify policy challenges that impact on the localization of the SDGs and make recommendations for improvement
- Promote the effective and full implementation of commitments to decentralization
- Forge links with key sectoral ministries and the ministry of local government to collaborate on localization

#### IV. MONITORING: evaluating and learning from our experiences

The SDGs will be monitored and assessed through a system of 231 indicators. Many of these indicators can be localized by gathering data at territorial level.

## 2. Main Objectives of the assignment:

The Main objective of this assignment is to prepare and develop the “SDGs Localization Plan in Palestine” within the framework of the Palestinian local government units (LGUs), to enhance the contribution of the local level in achieving the SDGs.

To this end, APLA is keen to contracting a consulting firm/ company to prepare this plan. this plan is supposed to provide a deeper understanding of management practice in relation to SDGs implementation, guided by the following questions:

Q1. How can the SDGs framework be localized through an integrated approach to sustainability management in Palestine?

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Q3. What are the approaches, tools, mechanisms, resources, activities are required to support the localization of SDGs in Palestine?

The firm/Company is supposed to provide the following:

- The institutional framework for the SDGs localization in Palestine.
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- Local SDGs coordination mechanisms, implementation of strategies and LGUs themes of participation.
- Develop a framework on the localization and development of appropriate SDG indicators for the Palestinian local authorities.
- Institutional frameworks for coordination, monitoring and evaluation mechanisms required to assess the progress of the implementation of the plan.
- Develop a comprehensive roadmap/ action plan for the localization of the SDGs in Palestine.

## 3. Language:

All deliverables should be submitted in English.

## 4. Timeframe:

APLA will contract with a firm/company to prepare and set the SDGs localization plan in Palestine as requested within a period of maximum 4 months starting from 10<sup>th</sup> September 2022 up to 10<sup>th</sup> January 2023.





## 5. Tasks and Deliverables

Task No.	Task Description	Deliverables	Due Date
Task One	<b>Inception:</b> <ul style="list-style-type: none"> <li>- Kick of meeting with APLA.</li> <li>- Primary review of the available resources.</li> <li>- Identification of stakeholders to be included in the assignment. (Stakeholders mapping)</li> <li>- Development of final methodology and workplan.</li> </ul>	1- Inception Report includes: <ul style="list-style-type: none"> <li>- Existing situation Report</li> <li>- Stakeholders Mapping</li> <li>- Results of primary consultations.</li> </ul> 2- Updated workplan.	10 <sup>th</sup> Oct, 2022
Task Two	<b>Drafting the SDGs localization Plan:</b> <ul style="list-style-type: none"> <li>- Deep revision of the relevant documents.</li> <li>- Meeting and consulting the relevant partners (Including but not limited to: MoLG, MDLF, EQA, LGUs, Prime minister office, PCBS, international partners ...)</li> <li>- Revision of similar experiences at the international level.</li> <li>- Develop the organizational and institutional arrangements amongst the relevant partners.</li> <li>- Drafting the full SDGs localization plan in Palestine.</li> <li>- Draft of implementation roadmap for the plan.</li> </ul>	1- Draft of "SDGs Localization Plan" in Palestine. 2- Draft of a roadmap for the implementation of the plan.	10 <sup>th</sup> Dec, 2022
Task Three	<b>Finalization:</b> <ul style="list-style-type: none"> <li>- Presentation and discussion of the results and draft plan.</li> <li>- Based on the feedback, updating the plan.</li> <li>- Submission of the final "SDGs localization Plan"</li> </ul>	Final SDGs localization Plan in Palestine.	10 <sup>th</sup> Jan, 2023

## 6. Level of Effort (LOE):

Task	LOE (Working Days WD)
Task1	5
Task2	25
Task3	10
<b>TOTAL (WDs)</b>	<b>40</b>

## 7. Qualifications of the firm/company:

- The firm must submit a company profile proving at least 5 years of professional experience in similar assignments.
- The firm must submit the proposed methodology and workplan to develop the SDGs localization plan.
- The firm must submit the qualifications and experiences of the key staff (CVs), the staff must include the following key experts:
  - 1- Team Leader: Minimum Master degree, and at least 10 years' experience in local government sector in Palestine.
  - 2- SDGs specialist: Minimum Master degree, and proven experience in SDGs.
  - 3- Support Staff includes at least: Researcher/ Data Collector, Strategic Planning Expert.

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## 8. Other Terms / Conditions (Please, Read Carefully)

- Remuneration: The Firm 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.
- Payments: 2 payments will be paid as follows:

Payment	Due	Percentage
1 <sup>st</sup> payment	After Competing Task 1	30 %
2 <sup>nd</sup> Payment	After Competing Task 3	70%
	Total	100%

The payments shall be made upon the completion of the work in line with providing all supporting documents and the approval of APLA

- There will be NO extra compensation for any extra efforts than the demanded ones.
- The Firm 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 Firm shall ensure close cooperation and coordination with APLA
- Any other costs required in implementing the assignment is the responsibility of the winning firm.
- All submitted documents should be signed by the applicant.

## 9. 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- Firm/Company profile highlighting the qualifications and relevant experience and links to similar previous work, and CVs of the team.
- 5- Valid source of deduction.
- 6- Outline, methodology and workplan to develop the SDGs localizing plan.

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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 EURO (Per WD)	Total Price in EURO (For 40 WDs)
1. Development of the “SDGs localization plan” in Palestine	WD	40		
Total amount in letters for item (1): .....				
GRAND TOTAL (EURO) in Numbers				
GRAND TOTAL (EURO) in Words				

Signature of the Vendor

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Date:        /        /2022.

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