



REQUEST FOR PRICE QUOTATION (RFPO)

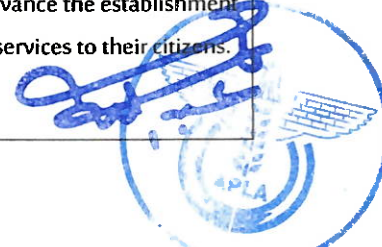
**Services of an individual expert to prepare a Policy paper for
establishment of "Municipal Police" in Palestine**

REFERENCE CODE: APLA/Enabel-2022-04

Issue Date: 6th Oct. 2022.

1. CONTACT PERSON AT APLA	
NAME:	Mohammed Musleh
FUNCTION:	Project Officer
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2. OBJECTIVE OF THE REQUEST
<p>APLA's background:</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 individual expert who has the needed experience and skills to establish and propose a policy paper about "The establishment of Municipal Police" for the local government units (LGUs) in Palestine.</p> <p>General Objective of The Assignment:</p> <p>Under the guidance and supervision of APLA, and in full cooperation with APLA's Technical support unit (TSU), APLA is seeking to get the services of an individual expert to prepare a policy paper that serves as a guiding document to advance the establishment of the municipal police in Palestine to enhance the local government Units (LGUs) in providing better services to their citizens.</p>





Specific Objectives of The Assignment:

- To analyze the situation in municipalities and LGUs in Palestine from the perspective of law enforcement, existing regulations, laws, and bylaws whether through the governmental or local authority's scale
- To review similar regional and international experiences in similar countries in establishment and operating the municipal police.
- To propose the most suitable design and approach (scenarios) to establish the municipal police in Palestine in a frame of a law or by-law or a proposed regulatory framework.
- To identify the conditions and requirements (legal, political, financial) to establish the municipal police in Palestine and its impact on citizens, law enforcement, upscaling the services, and local economy

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

3. INSTRUCTIONS

RECEPTION OF PRICE OFFERS	DATE:	DEADLINE: 3:00 PM, Thursday, 18th Oct. 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 with other organizations.
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 assignments.
2. At least 5 years of proven practical experience in local government or relevant fields.

Awarding criteria

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

1. Technical Evaluation 60%
2. Financial Evaluation 40%

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

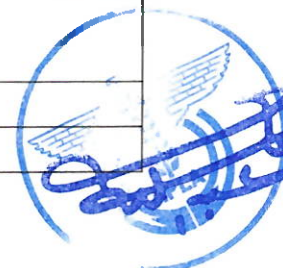
1. Remuneration: The Expert will be remunerated according to the input justified by the time sheet given the total time/effort. Input does not exceed the total specified LOE in this TOR, and a filled payment request reflecting working days within the timesheet.
2. Payment: it will be only one payment 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 maximum 3 months, starting from 1st Nov. 2022 up to 31st Jan 2023.
5. The estimated Level of Effort for the requested assignment is (14 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 EURO currency.
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.
9. There will be NO extra compensation for any extra efforts than the demanded ones.
10. The Expert should submit Annex 2 of this document (filled and signed) in the sealed offer envelope with the bidding documents.
11. Any other costs required in implementing the assignment is the responsibility of the winning expert.
11. All submitted documents should be signed by the applicant.

5. DELIVERY/ PERFORMANCE ADDRESS	
ADDRESS:	2 nd floor, Safad Bld., 10 Jabra Al Anqar str., Al Masyoun, Ramallah, Palestine الطابق الثاني - بناية صفا - 10 شارع جبرا الانقر - المصيون - رام الله / فلسطين
CONTACT INFORMATION:	NAME: Maria Bairat.
	FUNCTION: Procurement Coordinator
	TEL: 02-2960712.
	MOBILE PHONE: 0597315171
	E- MAIL: info@apla.ps

6. PRICE OFFERS SUBMISSION DEADLINE
Deadline of submission of bids: 3:00 PM., Tuesday, 18 th Oct. 2022

7. IDENTIFICATION OF THE EXPERT	
Last name, first name (Authorized Signatories)	
Telephone number and Fax number	
ID number	

Maria Bairat





8. General Requirements (Expectations) for the expert:

- Has the authority over the deep research that will conduct on the issue or problem.
- Pay attention to audience, the professional expectations and attitude of the targeted decision makers, and the structure and flow of paper argument.
- Define the problem or issue. Highlight the urgency and state significant findings for the problem based on the data. Objectivity is a priority without overstate.
- Analyze the data, not only presenting of data. Reach the findings or recommendations through analysis of qualitative or quantitative data.
- Draw conclusions that make sense of the data and not to misrepresent it. Data should be replicable.
- Summarize findings and produce recommendations. Specific recommendations and findings should be provided in response to specific problems and avoiding generalizations.
- Generate criteria for evaluating data and information, explain the key assumptions and methodology underlying the analysis, and prioritize the criteria to assess evidence.
- Develop a theory of change and analyze the options and alternatives according to methodology and assess their feasibility. Illustrate pros and cons. Judge which is feasible. Include the predictable outcomes. Develop a logic model to gird the analysis and support assumptions and results with relevant data.
- Address counterarguments, caveats, alternative interpretations, and reservations to the findings and recommendations. Rebut when appropriate. Be aware and sensitive to the likely counterarguments that a decision-maker would face in implementing or acting on the paper recommendations or findings.
- Suggest next steps and the implications of the findings and recommendations. Address the feasibility of next steps and explore the implications of the analysis.
- Brief the conclusions in a concluding section and remind the decision-maker of the big picture, the overall goal, the necessity of the investigation, or of the urgency for action.
- Summarize the value of the research and recommendations. Reflect the decision-maker's primary concerns.
- The Expert shall ensure close cooperation and coordination with APLA

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Association of Palestinian Local Authorities



Expert Declaration:

By submitting this Price Offer, The expert (NAME) 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

Date: / /2022.

PROCUREMENT COORDINATOR

Maria Bairat

EXECUTIVE DIRECTOR

Abdallah Anati





Annex 1: TOR

Services of an individual expert to prepare a Policy paper for establishment of “Municipal Police” in Palestine

REFERENCE CODE: APLA/Enabel-2022-04

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). 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).

To this end, APLA is keen for contracting a qualified expert that has the needed experience and skills to design and establish a **Policy Paper about the Municipal Police framework concerning the work of the local government units in Palestine** from the perspective of the local government sector for APLA.

2. general Objectives of the assignment:

To prepare a policy paper that serves as a guiding document to advance the establishment of the **municipal police in Palestine** to enhance the local government Units (LGUs) in providing better services to their citizens. That includes analyzing the existing situation, study the applicable laws, communicate with concerned stakeholders, review similar experiences and laws in other national levels, propose procedures and regulatory laws to make the municipal police applicable for the local government units LGUs in Palestine.

3. Specific Objectives of The Assignment:

- To analyze the situation in municipalities and LGUs in Palestine from the perspective of law enforcement, existing regulations, laws, and bylaws whether through the governmental or local authority’s scale
- To review similar regional and international experiences in similar countries in establishment and operating the municipal police.





- To propose the most suitable design and approach (scenarios) to establish the municipal police in Palestine in a frame of a law or by-law or a proposed regulatory framework.
- To identify the conditions and requirements (legal, political, financial) to establish the municipal police in Palestine and its Impact on citizens, law enforcement, upscaling the services, and local economy

4. Language:

All deliverables (Policy Paper) should be submitted in: **Arabic**

5. Timeframe

APLA will contract with an expert to develop the policy paper as requested within a period of maximum 3 months starting from 1st Nov. 2022 up to 31st Jan. 2023.

6. Tasks:

Task No.	Task Description	Deliverables	Due Date
Task One	<p>Desk review:</p> <ul style="list-style-type: none">- Revision of existing laws and by-laws including LG units and police laws in Palestine - as well justice, and security aspects- Initial consultation with APLA to identify the main points for the needed policy paper- Identifying the content of the policy paper and methodology.	<p>Inception Report including:</p> <ul style="list-style-type: none">- Policy Paper contents.- Analysis and roadmap guidelines.- Methodology	30 Nov, 2022
Task Two	<ul style="list-style-type: none">- Deep revision and analysis of relevant laws and by-laws including LG sector, police, and justice- Meeting with relevant stake holders including APLA, MoLG, police, and justice- Review similar experiences from different countries- Propose the scenarios for establishing the envisaged policy paper- Prepare the 1st draft of the Policy paper	<p>1st Draft of the proposed policy paper</p>	31 Dec, 2022
Task Three	<ul style="list-style-type: none">- Presentation and discussion of the draft- Updating the policy paper based on the revisions and feedback- Submission of the final version of the envisaged policy paper	<p>Final Policy Paper document (in Arabic).</p>	31 st Jan, 2023



7. Level of Effort (LOE):

Task	LOE (Working Days WD)
Task1	4
Task2	6
Task3	4
TOTAL (WDs)	14

8. Preferred Qualifications of the expert:

The expert is preferred to have the following qualifications:

- An experienced lawyer in researching aspects and policy papers development especially in the LG sector
- At least 10 years of professional experience in the field of local policies and laws especially in the field of local authorities, laws, and local government units.
- Have an experience in other countries due to the topic of municipal police
- Experience in Palestinian context and Palestinian community reactions with new law and regulations
- Have a previous experience in similar assignments and in policy papers development in similar fields.

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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 14 WDs)
1. Efforts of the expert to make a policy paper about the Municipal Police from the perspective of the LGUs in Palestine due to the needed requirements and stated TORs.	WD	14		
Total amount in letters for item (1):				
GRAND TOTAL (EURO) in Numbers				
GRAND TOTAL (EURO) in Words				

Signature of the Vendor

Date: / /2022.

Handwritten signature

