



REQUEST FOR PRICE QUOTATION (RFPQ)

Services of an individual expert to prepare A Policy paper in Solar Panels Regulatory Framework for local Government units (LGUs) in Palestine

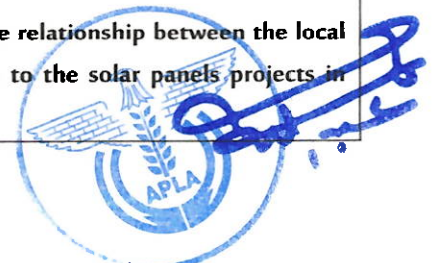
REFERENCE CODE: APLA/Enabel-2022-03

Issue Date: 6th Oct. 2022.

1. CONTACT PERSON AT APLA	
NAME:	Mohammed Musleh
FUNCTION:	Project Officer
ADDRESS:	2 nd floor, Safad Bld., 10 Jabra Al Anqar str., Al Masyoun, Ramallah, Palestine
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E-MAIL:	m.musleh@apla.ps

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 Program – 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 prepare and propose a policy paper to regulate the solar panel system projects in the Palestinian areas within the authorities of the local government units (LGUs).</p> <p>General Objective of The Assignment:</p> <p>APLA is seeking to get the services of an expert to prepare a policy paper to regulate the relationship between the local government units (LGUs) and the official governmental organizations in relevance to the solar panels projects in Palestine.</p>

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- Considering the growth and increase in the development of the solar panels systems for the electricity production, many challenges and issues were raised concerning the roles, responsibilities, legal situation of the LGUs. The requested policy paper is expected to analyze the situation, address the challenges (technical, regulatory, operational) and propose the needed actions to resolve the challenges and ensure the full involvement of the LGUs based on their mandates.

The policy paper shall address all these issues from the perspective of the LGUs.

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, Tuesday. 18 th 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. DELIVERY/ PERFORMANCE ADDRESS

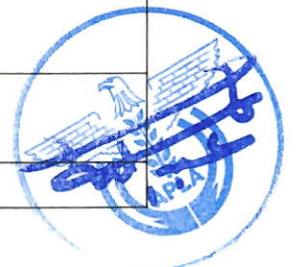
ADDRESS:	2 nd floor, Safad Bld., 10 Jabra Al Anqar str., Al Masyoun, Ramallah, Palestine الطابق الثاني - بناية صفا - 10 شارع جبرا الانقر - المصيون - رام الله / فلسطين
CONTACT INFORMATION:	NAME: Maria Bairat.
	FUNCTION: Procurement Coordinator
	TEL: 02-2960712.
	MOBILE PHONE: 0597315171
E- MAIL: info@apla.ps	

5. PRICE OFFERS SUBMISSION DEADLINE

Deadline of submission of bids: 3:00 PM., Tuesday. 18th Oct. 2022

6. IDENTIFICATION OF THE EXPERT

Last name, first name (Authorized Signatories)	
Telephone number and Fax number	
Registration number	



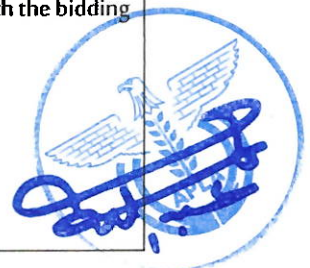


7. General Requirements (Expectations) for the expert:

- 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.

8. 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.
- Payment: it will be only one payment for the total assignment upon the completion of the work in line with providing all supporting documents
- 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.





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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 in Solar Panels Regulatory Framework for local Government units (LGUs) in Palestine

Reference Code: APLA/Enabel-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). 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 experienced team and skills to design and establish a Policy Paper about the solar panel systems organization and regulatory framework in Palestine from the perspective of the local authorities and local government sector for APLA.

2. General Objective of the assignment:

To prepare a policy paper to regulate the relationship between the local government units (LGUs) and the official governmental organizations in relevance to the solar panels projects in Palestine.

3. Specific Objectives of the assignment:

- Regulating requirements from the perspective of the LGUs to ensure full compatibility of these projects with the LGUs rules and regulations.
- Technical requirements to ensure that these projects meet the technical requirements of the of the LGUs.
- The roles and responsibilities of the LGUs to enhance and motivate in the solar panel projects
- Proposed amendments / updates / development of laws/by-laws to ensure the roles, mandates, requirements of the LGUs are adapted.

The writing of such a policy paper needs:

- A full review and study of the existing regulations, laws, and bylaws whether through the governmental or local authority's scale







- It needs a review about the similar implemented laws in other countries
- Impact on citizens and local economy
- Relations with the major electricity and energy suppliers
- The role of the electricity sector regulatory council
- And the future projection of this issue depending on the review of other cases or countries experiences and regulations in such fields.

4. Language:

All deliverables (Policy Paper) should be submitted in only one language: (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. 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 relevant field.

Awarding criteria

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

- Technical Evaluation 60%
- 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 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 2022.
- 5- The estimated Level of Effort for the requested assignment is (14 Working Days)



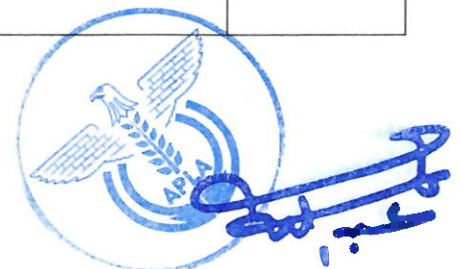




- 6- One cost item is requested to be filled, the expert shall fill the price per Level of Effort - LOE (Working Days - WDs), and the total price for the whole WDs of the assignment.
- 7- Filled price offer should be in EURO currency.
- 8- Income Tax for Individual Expert: Income sourced taxes will be 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.

7. Tasks:

Task No.	Task Description	Deliverables	Due Date
Task One: Conduct Comprehensive review and prepare inception report and action Plan.	<ul style="list-style-type: none">_ Kick off meeting to clarify/compile the expectations of the assignment and its intended results._ Meet APLA's president and executive director._ Meet / visit stakeholders / key players (MoLG, MoF, selected LGUs) as needed, to understand the context of the assignment._ Review laws, legislations, regulations, and legal frameworks which are currently organizing the solar panels in Palestine._ Study and explain the actual and real relationships between LGUs and relevant Ministries in regulating solar panels projects_ Needed data collection from LGUs_ submission of the policy paper contents and demonstrating methodology.	Inception Report including: <ul style="list-style-type: none">- Policy Paper contents.- Existing laws and by-laws- Analysis and roadmap guidelines.	30 Nov, 2022
Task Two: Preparation of 1 st draft of the policy paper	Drafting and presenting the 1 st draft of the Policy Paper document, to be discussed with APLA's team and/or with stakeholder's and get feedback.	1st Draft of the proposed policy paper	31 Dec. 2023
Task Three: Preparation of the final draft of the policy paper	Delivery of the final version of the Policy Paper in two languages Arabic and English.	Final Policy Paper document (in one language -Arabic	31 st Jan, 2023





8. Level of Effort (LOE):

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

9. Preferred Qualifications of the expert:

The expert if preferred to have the following qualifications:

- At least 5 years of professional experience in the field of local policies and laws especially in the field of local authorities, laws, Solar panels, and renewable energy.
- Experience in Solar Energy systems, preferably in the area of solar panels standardization and regulations and projects in renewable energy resources will be an added advantage as well.
- Experience in Palestinian building regulations and laws, local authorities and local government regulations.
- Have a previous experience in similar assignments and in policy papers drafting 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 solar energy panels regulations framework in the Palestinian territories 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.

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