



الاتحاد الفلسطيني للهيئات المحلية
Association of Palestinian Local Authorities



International

Request for Price Quotation (RfPO)

Services of an Individual Expert to prepare a research paper on

“Establishing of Joint Committees -in particular, Regulatory and Building Committees for Village Councils”

REFERENCE CODE: SDLG SRoL-11448.22.PS.1C

Issue Date: Sun. 17th September 2023.

1. BACKGROUND

The Association of Palestinian Local Authorities (APLA), founded in 1997, is an independent, semi-governmental, nonprofit 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 an 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), largely financed by the European Union upon signing a grant contract on 12 December 2021 with total EU contribution of € 1.9 million. This project 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 aim at supporting 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.

In addition, in Nov.2022, APLA signed a Memorandum of Understanding with the International Cooperation Agency of the Association of Netherlands Municipalities (VNGi) targeting to express mutual intentions for a collaborative partnership in areas related to APLA's mandate and VNGi's projected objectives. The MoU is intended as a broad vehicle to promote programmatic interaction in the form of joint collaboration between the parties, as well as joint development of projects that are aligned with the respective missions of the parties and with benefit to both associations.

Project background:

Funded by the Netherlands Ministry of Foreign Affairs, VNGi is implementing the project “Sustainable Development through improved Local Governance (SDLG)”, The main objective of the project is “Local Authorities in marginalized communities in rural Palestine are increasingly legitimate and stable”, by enhancing the legitimacy and stability of local authorities in marginalized communities in rural Palestine, in the upcoming 5 years (2022-2026), through the outcomes:

- Palestinian LAs act more accountable, responsive and inclusive to residents' needs,
- Palestinian LAs act in a more sustainable and prepared manner on the basis of strategic and spatial plans,
- Palestinian stakeholders provide an enabling environment to the development of Village Councils,
- The evidence bases on the role of Palestinian government actors in driving and resolving conflict in Area C has been expanded.

To this end, VNGi & APLA are keen to contract an individual expert to prepare a research paper on “Establishing of Joint Committees -in particular, Regulatory and Building Committees for Village Councils”, to empower and enhance the VCs in their authority on land use and buildings, in addition to revenue generation.

2. OBJECTIVE OF THE REQUEST

Main Objective of the assignment: To develop a research paper on “Establishing of Joint Committees -in particular, Regulatory and Building Committees for Village Councils”, as a comprehensive tool to help Village Councils (VCs) in





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Palestine in enhancing their organizational and financial management, which incorporates rooting of evidence-based thinking, approaches to diversification and expansion of managerial and financial aspects of VCs through Joint Local Committees in urban planning and building.

Specific objectives of the assignment are specified in Annex (1): ToR.

3. INSTRUCTIONS

RECEPTION OF PRICE QUOTATIONS	DATE:	DEADLINE: 3:00 PM, Sun. 24 th Sep. 2023.
	E-MAIL TO:	Mrs. Amal Odeh: amal.odeh@vng.nl Mr. Saleh Khafailah: saleh.k@vng.nl
	DOCUMENTS AND ANNEXES TO BE SUBMITTED:	1. ANNEX (1): Singed Term of Reference (ToR). 2. ANNEX (2): Filled & signed Financial Offer. 3. RfPO: Filled & signed all papers where requested. 4. Expert CV including <ul style="list-style-type: none">• qualifications;• relevant experiences;• similar previous assignments;• knowledge in local government sector, LGUs especially VCs, donors, civil societies. 5. Proposed approach of Methodology and Workplan.
VALIDITY PERIOD OF THE PRICE QUOTATION:		30 days after the submission date of the price quotation.

4. TECHNICAL SPECIFICATIONS:

Selections and Awarding Criteria

The Expert has to submit her/his technical / financial offers and CV, including and highlighting, but not limited to, the followings:

- Masters' degree in in either public law, administrative law, local government, urban planning, local development, local economic development, public administration, or any other related field. PhD is an additional advantage.
- At least 10 years of experience in relevant fields.
- Similar previous assignments addressed to Palestinian governments, local government sector, academia, donors, and civil societies. Submission of materials from previous similar research/study paper(s) is required.
- Knowledge in local government/governance, Local Authorities, MoLG's physical/urban planning policies & regulations, and procedures directly applicable to joint local committees of organizing and building.
- Knowledge in regional and local legislations, capability of aligning business laws/regulations with functional and technical aspects.
- Methodology and Workplan.

Awarding criteria

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

- Technical Evaluation 60%
- Financial Evaluation 40%





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5. 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 EURO Iban Number under the name of Expert as stated at the Bank:	





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Expert Declaration:

By submitting this Price Quotation, The Expert declares renouncing her/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: / /2023.



Executive Director / APLA

Abdallah Anati



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Annex 1: TOR

Services of an Individual Expert to prepare a research paper on

“Establishing of Joint Committees -in particular, Regulatory and Building Committees for Village Councils”

REFERENCE CODE: SDLG SRoL-11448.22.PS.1C

1. Background

The Association of Palestinian Local Authorities (APLA), founded in 1997, is an independent, semi-governmental, nonprofit 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 an 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.

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In addition, in Nov.2022, APLA signed a Memorandum of Understanding with the International Cooperation Agency of the Association of Netherlands Municipalities (VNGi) targeting to express mutual intentions for a collaborative partnership in areas related to APLA’s mandate and VNGi’s projected objectives. The MoU is intended as a broad vehicle to promote programmatic interaction in the form of joint collaboration between the parties, as well as joint development of projects that are aligned with the respective missions of the parties and with benefit to both associations.

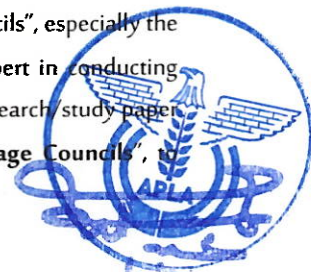
Project background:

Funded by the Netherlands Ministry of Foreign Affairs, VNGi is implementing the project “Sustainable Development through improved Local Governance (SDLG)”, The main objective of the project is “Local Authorities in marginalized communities in rural Palestine are increasingly legitimate and stable”, by enhancing the legitimacy and stability of local authorities in marginalized communities in rural Palestine, in the upcoming 5 years (2022-2026), through the outcomes:

- Palestinian LAs act more accountable, responsive and inclusive to residents’ needs,
- Palestinian LAs act in a more sustainable and prepared manner on the basis of strategic and spatial plans,
- Palestinian stakeholders provide an enabling environment to the development of Village Councils,
- The evidence bases on the role of Palestinian government actors in driving and resolving conflict in Area C has been expanded.

Context for ToR:

Reference the Memorandum of Understanding signed between APLA and VNGi, and within the SDLG project, and to realize the outcome of “Palestinian stakeholders provide an enabling environment to the development of Village Councils”, especially the second and third outcomes, VNGi & APLA are keen to contract an individual specialized researcher/expert in conducting researches/studies related to Local Government Units to prepare and develop (for the benefit of APLA) a research study paper on “Establishing of Joint Committees -in particular, Regulatory and Building Committees for Village Councils”, to





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empower and enhance the VCs -especially in area (C)- in their authority on land use and building, in addition to revenue generation.

The main benchmarks of the paper are:

- **Strategic Roadmap:**
Construct a well-defined and actionable roadmap that outlines the steps and practices required to form a sustainable Joint Regulatory and Building committee -JRBC, for village councils, especially in area C, within LGUs.
- **Lobbying Effectiveness:**
Devise a well-defined blueprint for influential lobbying endeavors, equipping LGUs to well utilize of legislations, policies, and regulations that bolster Joint Local Committees and optimal practices.
- **Capacity Building:**
Devise comprehensive guidelines and resources, in addition to in-depth exploration of relevant local government laws, procedures, and manuals that facilitate capacity building initiatives within LGUs. These resources will contribute to the development of a skilled and empowered workforce with valuable insights and knowledge pertinent to their roles in construction and urban planning initiatives.
- **Foresight revenues:**
The Joint Local Committees will have financial independence and management in accordance with Local Authorities Law No. (1) of 1997 and its amendments. This enables the Joint Local Committees to determine the share of each member from building fees, regulation fees, and the financial framework for transfers between the local authorities that hold membership in the Joint Committee for Regulatory & Building.
- **Synergistic Collaboration:**
Create frameworks to cultivate collaboration and partnerships in-between the LGUs themselves.
- **Promoting transparent governance and community participation:**
Providing the necessary knowledge and tools to enhance transparent governance and community participation in decision-making and implementation of urban planning.

2. Main Objectives of the assignment:

To prepare, develop, and deliver a research/study paper “Establishing of Joint Committees -in particular, Regulatory and Building Committees for Village Councils”, as a comprehensive tool to empower and enhance Local Government Units (LGUs) especially Village Councils (VCs) in area (C) in Palestine in their authority on land use and building, in addition to revenue generation. The output is expected to be a comprehensive tool to help Village Councils (VCs) in Palestine in better organizational and financial management, which incorporates rooting of evidence-based thinking, approaches to diversification and expansion of managerial and financial aspects of VCs through Joint Local Committees in urban planning, regulatory, and building.

3. Specific objectives of the assignment

1. Prepare a summary of the local government and LGUs context in Palestine.
2. Review of local organizing and building legislations, including in-force and other imposed by legislation on local authorities that they are required to enforce.
3. Identify mandated revenues generated from legislations related to organizing and building, that are not enforced, or not effectively enforced, by LGUs that may remain entirely frozen.
4. Provide guidance and recommendations for optimizing the available revenue sources for Joint Local Committees for local organizing and building.





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5. Identify resources required to enforce organizing and building legislations, and how to reach these resources.
6. Study the formed and currently running Joint Regulatory and Buildings Committees (JRBCs) and the dissolved ones.
7. Understand the drivers behind the formation and dissolving of each JRBC.
8. Recommend a strategy of application of the best methods to form a sustainable JRBC for a selected cluster of village councils.
9. Set up a list of recommendations on the possible strategies and plans to alter and improve the enabling environment of the formed JRBC in Palestine.

4. Language:

All deliverables (research/study paper on **“Establishing of Joint Committees -in particular, Regulatory and Building Committees for Village Councils”**) should be submitted in Arabic and translated into English after APLA’s approval of the Arabic version.

5. Timeframe

The duration of the assignment is 2 months starting from 10th Oct. 2023 till 9th Dec. 2023.

6. Deliverables

N.B.

1. The expert will work in close collaboration with APLA’s TSU team and VNGi Field Manager.
2. The expert will ensure that a proper level of information prior to, during and after the activity is provided to VNGi.
3. The expert will report directly to the field manager at VNGi.
4. The expert will not report directly to the beneficiary.

Task No.	Task Description	Deliverables	Due Date
Task One:	Primary desk review, meetings with APLA staff, understanding of the assignment and timetable, submission of an inception report including a specific methodology, work plan, and data gathering instruments. Methodology: To present (in written form) the research methodology to use during the assignment, including a rationale for its selection. The method will be shared at the start of the assignment, on which the APLA’S Technical Support Unit -TSU team and VNGi SDLG programme team will provide feedback.	Inception report	24 th Oct. 2023
Task Two	a. Detailed desk review, including all related legislations including laws, bylaws, regulations, instructions, and manuals. Mention them for reference. The expert is to reference relevant national structures, laws (formal and informal; embedded and outwardly) that influence the LGUs functions. The expert is further to reference any earlier performed relevant studies and analyses. b. Meetings/contacting with national key players such as: MoLG, MDLF, LGUs, Union of Palestinian Engineers, Academia, and	1 st Draft of the research paper on “Establishing of Joint Committees -in particular, Regulatory and Building Committees for Village Councils” , in Arabic.	30 th Nov. 2023





	<p>Service Providers across West Bank. The list of key players representatives should to be determined jointly between the expert and APLA's TSU team. The purpose of such task is to list down the LGUs especially VCs' current primary sources of income as well as the un-utilized sources.</p> <p>c. Drafting of the document "Establishing of Joint Committees - Organizing and Building in particular- for Village Councils", and to be prepared and presented to APLA's team and/or a stakeholder's workshop. This should include:</p> <ul style="list-style-type: none"> - A summary of the local government and LGUs context in Palestine. - Collection of needed data from LGUs and recent practice in joint local committees for construction and urban planning. - Illustration and assessment of existing regulatory frameworks, regulations, laws, and bylaws on governmental and local authority levels that empower Joint Local Committees in spearheading the urban planning process. - International Analysis: Examine analogous practices in different countries regarding Joint Local Committees' roles in building and urban planning. - Empowering Joint Local Committees: Formulate the prerequisites for Joint Local Committees to effectively exercise their authority in construction and urban planning within the realm of building and urban planning. - Regulatory Framework for Safety and Liability: Frame the regulating requirements from the perspective of Joint Local Committees to ensure full compatibility of the occupied properties with safety and liability conditions in the domain. - Recommendations: Offer actionable suggestions based on the findings and analyses conducted in this research. - Roadmap: step-by-step- guide for effectively forming and functioning of JRBC, envisaged tools and deliver sustainable services. This to include a mainstreaming plan. 		
Task Three	<p>Document of "Establishing of Joint Committees -in particular, Regulatory and Building committees for Village Councils", with action plan.</p>	<p>Final document of the research paper on "Establishing of Joint Committees -in particular, Regulatory and Building Committees for Village</p>	<p>9th Dec. 2023</p>





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		Councils ”, in Arabic approved by APLA & translated it into English for VNGi.	
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7. Level of Effort (LOE):

Task	LOE (Working Days WD)
Task 1	2
Task 2	8
Task 3	5
TOTAL (WDs)	15

8. Qualifications of the Expert:

The Expert should have the following minimum requirements:

- Masters’ degree in in either public law, administrative law, local government, urban planning, local development, local economic development, public administration, or any other related field. PhD is an additional advantage.
- 10 years of experience in relevant fields.
- Similar previous assignments addressed to Palestinian governments, local government sector, academia, donors, and civil societies. Submission of materials from previous similar research/study paper(s) is required.
- Knowledge in local government/governance, Local Authorities, MoLG’s physical/urban planning policies & regulations, and procedures directly applicable to joint local committees of organizing and building.
- Knowledge in regional and local legislations, capability of aligning business laws/regulations with functional and technical aspects.
- Methodology and Workplan.

Skills:

- Analytical and management, as well as mediating and consensus building.
- Capability of aligning business processes with functional and technical aspects;
- Strong analytical, communication and management skills, as well as solid mediating and consensus building skills;
- Familiarity with techniques for organizational design, process improvement, technology assimilation and process modelling;
- Have demonstrated skills in working with public sector development concepts and procedures;
- Gender sensitive;
- Writing and reporting; and
- Time management.

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

- The duration for the assignment is 2 months, starting from 10th Oct. till 9th Dec. 2023.
- The outputs of the assignment will be considered “deliverables” upon the approval of VNGi & APLA.





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- Remuneration: The Expert will be remunerated due to the Level of Effort (LOE) that depends on the required Working Days (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 TOR, and a filled payment request reflecting the timesheet.
- The allocated Level of Effort for the aforementioned tasks of the requested assignment is (15 Working Days). National official holidays and vacation, and days of illness are not considered as working days.
- The local expert/trainer will submit her/his time sheet and invoice using the VNGi templates and formats.
- One cost item is requested to be filled, the expert shall fill the price per LOE (Working Days), and the total price for the whole WDs of the assignment.
- Filled price quotation should be in Euro currency (Euro).
- There will be NO extra compensation for any extra efforts than the demanded ones.
- Place of the assignment: West Bank, State of Palestine.
- Individual Income Tax for Experts: Income sourced taxes will be deducted from the gross amount and forwarded to the tax authority. It is the Expert's sole responsibility to pay all taxes, the gross amount shall be subject to any further deductions according to Palestinian Law and the Expert hereby irrevocably authorizes VNGi & APLA to deduct any such taxes and remit same to the relevant authorities.





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ANNEX 2: FINANCIAL OFFER

Services of an Individual Expert to prepare a research paper on

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“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 all WDs)
1- Services of an Individual Expert to prepare a research paper on “Establishing of Joint Committees -Organizing and Building in particular- for Village Councils”, in Arabic & English.	WD	15		
Total amount in letters for item (1):				
GRAND TOTAL (EURO) in Numbers			
GRAND TOTAL (EURO) in Words			

Signature of the Vendor

Date: / /2023.

