

## REQUEST FOR PRICE QUOTATION (RFPQ)

**“Services of an Expert to Conduct an Assessment for the Current Status of Local Government Sector and Develop Future Vision of Local Government Sector in Palestine through Mayor’s Forum”**

REFERENCE CODE: APLA/UNDP-TEA/2023-01

Issue Date: 17 Dec 2023.

1. CONTACT PERSON AT APLA	
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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><b>Project Brief:</b></p> <p>The United Nations Development Programme (UNDP) implements the programme of “Transparency, Evidence, Efficiency, Effectiveness and Accountability TEA3”, and as a part of this programme, UNDP signed a grant agreement with APLA to execute the project of “Enhancing Accountability and Transparency of Palestinian Local Government Units (LGUs) through Public hearing, BaIadia IT meter, and Mayor’s forum to address the future of the local government in Palestine”.</p> <p><b>The Main Objective is:</b></p> <p><b>Services of an Expert to Conduct an Assessment for the Current Status of Local Government Sector and Develop Future Vision of Local Government Sector in Palestine through Mayor’s Forum.</b></p> <p><b>The Specific Objectives are:</b></p> <ul style="list-style-type: none"> <li>- Conduct a revision and assessment for the (legislative, financial, administrative...) of local government sector in Palestine.</li> <li>- Lead discussions and facilitate sessions and/or meetings for LGUs mayors through the Mayors’ Forum to collect feedbacks.</li> <li>- Organizing several high-level meetings with the key stakeholders on the local government sector such as MoLG, MDLF, MoF, and other stakeholders.</li> <li>- Prepare analysis and assessment report including challenges, obstacles, weaknesses, opportunities, etc... for the current situation of local government sector.</li> </ul>



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- Based on the consultations and the feedback, develop a comprehensive vision for the future system of local government sector in Palestine.
- Define the requirements to achieve the proposed future vision.

In this regard, APLA is seeking to contract an expert who has the needed experience and skills to perform the "Assessment for the Current Status of Local Government Sector and Develop Future Vision of Local Government Sector in Palestine through Mayor's Forum"

Details about the assignment is described in Annex (1) TOR.

### 3. INSTRUCTIONS

RECEPTION OF PRICE OFFERS	DATE:	DEADLINE: 3:00 PM, SUNDAY. 31 <sup>th</sup> Dec 2023.
	PLACE:	2 <sup>nd</sup> floor, Safad Bld., 10 Jabra Al Anqar str., Al Masyoun, Ramallah, Palestine.
	DOCUMENTS AND ANNEXES TO BE SUBMITTED: <i>(ORIGINAL TECHNICAL &amp; FINANCIAL OFFERS HAVE TO BE SUBMITTED IN ONE SEALED ENVELOPES WITH OTHER REQUESTED DOCUMENTS BY HAND TO APLA'S OFFICE AT THE INDICATED ADDRESS)</i>	1- ANNEX (2): Financial Offer. 2- Filled & Signed RFPQ (Sign all papers). 3- Expert CV including experiences and similar previous assignments.
VALIDITY PERIOD OF THE PRICE OFFER:		40 days after the submission date of the price offer.

### 4. General Requirement

#### Selections and Awarding Criteria

Minimum Qualifications of the expert:

1. Master Degree in either local government/governance, community/local development, social or social policy studies, political sciences, general law, or any other related field, PHD is preferred.
2. At least 15 years of experience in Palestinian local governance sector.
3. Similar previous assignments.
4. Experience in working with Palestinian government, local government sector, local government units, international donors, and civil societies.
5. Experience in working with public sector development of concepts and procedures
6. Experience in implementing and leading of official meetings, sessions, seminars, conferences, workshops including material preparation.
7. Strong analytical, communication, and management skills.
8. Excellent writing, reporting, and time management skills.



**Awarding criteria**

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

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

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

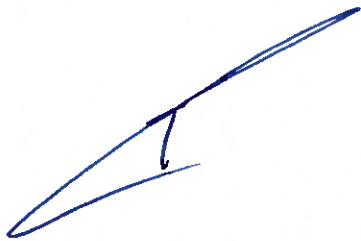
- 2.The outputs of the assignment will be considered “deliverables” upon the approval of APLA
  - 3.One cost item is requested to be filled in the financial offer (Working Days WDs).
  - 4.The estimated level of effort of the assignment is (25 WDs)
  - 5.Filled price offer should be in USD currency (USD).
  6. Tender advertisement fees are the responsibility of the tender winner.
  - 7.Individual Income Tax for Consultants: Income sourced taxes will be deducted from the gross amount and forwarded to the tax authority.
  8. All submitted papers should be signed.
- 1.Payments: The schedule of payment is as follows:
- 20 % of the total amount upon the completion of task 1 (Inception phase)
  - 50 % of the total amount upon the completion of task 3 (developing the draft report)
  - 30 % of the total amount upon the completion of task 4 (submission of the final document)

**5. PRICE OFFERS SUBMISSION DEADLINE**

**Deadline of submission bids: 3:00 PM., SUNDAY. 31<sup>th</sup> Dec 2023**

**6. IDENTIFICATION OF THE EXPERT**

Last name, first name, signature	
Telephone/ mobile number	
E- Mail address	




### 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 the price offered.

Price quotations will be in USD.

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: / 12/2023.

Financial & Administrative Manager

Reem Jaas



Executive Director

Abdallah Anati



Annex (1) ToR:

Services of an Expert to Conduct an Assessment for the Current Status of Local Government Sector and Develop Future Vision of Local Government Sector in Palestine through Mayor's Forum

Reference Code: APLA/UNDP-TEA/2023-01

1. **Main objective of the assignment:**

To conduct a comprehensive assessment for the current status of local government sector and develop future vision of local government sector in Palestine through Mayor's forum.

2. **Language:**

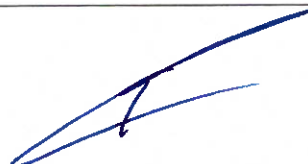
Deliverables should be submitted in Arabic for all assignment tasks.

3. **Timeframe**

The duration of the assignment is 7 months starting from the date of signing the agreement. The expected starting date is 15<sup>th</sup> of January 2024, and the end date is 15<sup>th</sup> of August 2024.

4. **Tasks and Deliverables**

Task No.	Task Description	Deliverables	Due Date
Task One Inception phase	<ul style="list-style-type: none"> <li>- Desk review of the main relevant documents (laws, bylaws, procedures ....)</li> <li>- Conduct primary consultations with APLA leadership.</li> <li>- Develop methodology and workplan for the assignment.</li> </ul>	<ul style="list-style-type: none"> <li>- <b>Inception report</b></li> <li>- <b>Methodology and Work Plan</b></li> </ul>	15 Feb 2024
Task Two Assessment and Consultations	<ul style="list-style-type: none"> <li>- Set up of base material for the exchange of mayors and other consultations. The material should be based on a concrete overview of the current status of local government sector in Palestine, LGUs in particular, including political and legal aspects, performance, challenges, and opportunities.</li> <li>- Conduct at least five workshops with the LGUs representatives through mayor forum for assessment and future envisioning.</li> <li>- Conduct consultation sessions with APLA's leadership and other main stakeholders.</li> <li>- Deep revision and analysis of local government sector laws, bylaws, and regulations mainly in financial, legal, and planning sector.</li> <li>- Prepare assessment report for the current status of LGU sector in Palestine.</li> <li>- Define key areas of development for the future of local government sector in Palestine.</li> </ul>	<ul style="list-style-type: none"> <li>- <b>Assessment report for the current LGU sector</b></li> <li>- <b>Outline of the requirements for the future of local government sector</b></li> </ul>	15 May 2024






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<b>Task Three</b> Development of draft vision for the future of local government sector in Palestine	<ul style="list-style-type: none"><li>- Based on reviewed document, Mayor's forum inputs, consultations, the expert shall develop vision for the future of LGU sector in Palestine. This shall include at least:<ol style="list-style-type: none"><li>1. Laws, bylaws, procedures .... that needs updates and areas of the updates.</li><li>2. Policy updates and requirements</li><li>3. Governance and structure of the LGU and LG sector main stakeholders.</li><li>4. Define legal, administrative, and financial requirements</li></ol></li><li>- Draft roadmap to achieve the proposed vision.</li></ul>	<ul style="list-style-type: none"><li>- <b>Draft proposal for the future of local government sector in Palestine</b></li></ul>	15 July 2024
<b>Task Four</b> Finalization	<ul style="list-style-type: none"><li>- Presentation for the draft report to APLA's leadership</li><li>- Conduct final consultation and discussion of the draft with the mayor's forum and other stakeholders.</li><li>- Submission of the final report (assessment of the current status, proposal of future of local government sector in Palestine, and the road map to achieve proposed vision)</li></ul>	<ul style="list-style-type: none"><li>- <b>Final document</b></li></ul>	15 Aug 2024

5. Level of Effort (LOE):

Task	LOE (Working Days WD)
Task1	4
Task2	8
Task3	8
Task 4	5
<b>TOTAL (WDs)</b>	<b>25</b>



## 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 (USD Per WD)	Total Price in USD
Assessment for the current status of local government sector and develop future vision of local government sector in Palestine through Mayor's forum	WD	25		
Total amount in letters for item (1): .....				
GRAND TOTAL (USD) in Numbers				
GRAND TOTAL (USD) in Words				

Signature of the Vendor

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Date: / /2023.