



الاتحاد الفلسطيني للهيئات المحلية
Association of Palestinian Local Authorities

This Project is Funded by



EUROPEAN UNION

REQUEST FOR PRICE OFFER (RFPO)

Services of an expert to conduct Assessment for the internal policies and procedures of the Association of Palestinian Local Authorities

REFERENCE CODE: APLA/EU-MAAP-2023-01

Issue Date: 09 July. 2023.

1. CONTACT PERSON AT APLA	
NAME:	Abdallah Anati
FUNCTION:	Executive Director
ADRESS:	2 nd floor, Safad Bld., 10 Jabra Al Anqar str., Al Masyoun, Ramallah, Palestine
TEL. & FAX.:	+97 2 2960712 & +97 2 2960713
E-MAIL:	a.anati@apla.ps

2. OBJECTIVE OF THE REQUEST

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.

Project Brief

APLA is implementing the project (APLA's Multiannual Action Plan - MAAP 2021-2025). This project 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). APLA signed a grant contract with the European Union (EU) on 12 December 2021 with total EU contribution of € 1.9 million to implement the project (APLA's Multiannual Action Plan (MAAP) 2021-2025. ENI/2021/425-904). 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 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.

The main Objective of the assignment:

The main objective of this assignment is to "conduct a comprehensive assessment of APLA's organizational structure, operations, policies, procedures and overall effectiveness, and identify the required internal procedures to upscale its operational efficiency".

In this regard, APLA is keen to hire an individual expert to conduct an "assessment for the internal policies and procedures of the Association of Palestinian Local Authorities" to help APLA in ensuring compliance with laws, regulations, and give guidance for decision-making purposes.





The assignment aims basically to:

1. Conduct a revision and assessment of APLA's governance structure, policies, procedures, manuals, operation etc.
2. Evaluate APLA's strategic planning process and the alignment of activities, programs, and initiatives with its own mission.
3. Prepare analysis report identifying potential risks, vulnerabilities, and changing environment within the existing procedures and APLAs response to mitigate them.
4. Propose areas for improvement and provide actionable measures and recommendations to achieve operational goals
5. Specify the necessary areas and requirements that are essential for attaining the proposed areas of improvement.

Details about the assignment are listed in the terms of reference (Annex 1).

3. INSTRUCTIONS

RECEPTION OF PRICE OFFERS	DATE:	DEADLINE: 3:00 PM, Sunday. 23 rd July. 2023.
	PLACE:	2 nd floor, Safad Bld., 10 Jabra Al Anqar str., Al Masyoun, Ramallah, Palestine.
	DOCUMENTS AND ANNEXES TO BE SUBMITTED: <i>(ORIGINAL TECHNICAL & FINANCIAL OFFERS HAVE TO BE SUBMITTED IN ONE SEALED ENVELOPES WITH OTHER REQUESTED DOCUMENTS IN HAND TO APLA'S OFFICE AT THE INDICATED ADDRESS)</i>	1- ANNEX (1): Signed Term of Reference (ToR). 2- ANNEX (2): Filled and signed financial offer. 3- Filled & Signed RFPQ (Sign all requested papers). 4- Expert CV including qualifications, relevant experience, and similar previous assignments.
VALIDITY PERIOD OF THE PRICE OFFER:	30 days after the submission date of the price offer.	

4. TECHNICAL SPECIFICATIONS:

Selection and awarding criteria:

The expert has to submit his\her offer and CV including but not limited to:

1. Degree in business management in law, local government sector, social studies, policy studies, public administration, engineering or any other related field.
2. At least 5 years of experience in relevant field.
3. Similar previous assignments.

Awarding criteria

The selection of the expert will be based on both technical and financial evaluation, evaluation scores will be distributed as follows:

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

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

1. Payment: it will be a lump sum one payment for the total assignment upon the completion of the work in line with providing all supporting documents





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2. The consultant will be remunerated after the delivery of all specified deliverables. The 'outputs' of the assignment will be considered as "deliverables" upon the approval by APLA.
4. One cost item is requested to be filled.
5. Filled prices should be in EURO currency.
6. Individual Income Tax for Consultants: Income sourced taxes will be deducted from the gross amount and forwarded to the tax authority.
7. The duration for the assignment will be 4 months starting from August 1st to Nov 30th 2023, following the given timetable in the TOR and upon the request of APLA.
8. There will be NO extra compensation for any extra efforts than the demanded ones. Any other costs required in implementing the assignment is the responsibility of the expert.
9. All submitted documents should be signed.
10. The expert shall ensure close cooperation and coordination with APLA.

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: Rasha Sarhan
	FUNCTION: Administrative Assistant
	TEL: 02-2960712.
	MOBILE PHONE: 0594398424
	E- MAIL: r.sarhan@apla.ps

6. PRICE OFFERS SUBMISSION DEADLINE

Deadline of submission of bids: 3:00 PM. on Sunday July 23rd, 2023.

7. IDENTIFICATION OF THE EXPERT

Last name, first name (Signature)	
Telephone number	
E- Mail address	





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Expert Declaration:

By submitting this Price Offer, The Expert (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 Expert**

Date: / / 2023

FAO

Reem Jaas

Executive Director

Abdallah Anati





Annex 1: TOR

Services of an expert to conduct an assessment of the internal policies and procedures of the Association of Palestinian Local Authorities (APLA)

REFERENCE CODE:

1. Background

The Association of Palestinian Local Authorities (APLA) founded in 1997, 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). This project 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). APLA signed a grant contract with the European Union (EU) on 12 December 2021 with total EU contribution of € 1.9 million to implement the project (APLA's Multiannual Action Plan (MAAP) 2021-2025. ENI/2021/425-904). 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 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.

2. Objective of the assignment:

To conduct a comprehensive assessment of APLA's organizational structure, operations, policies, procedures and overall effectiveness, and identify the required internal procedures to upscale its operational efficiency.

3. Specific objectives of the assignment:

1. Conduct a revision and assessment of APLA's governance structure, policies, procedures, manuals, operation etc.
2. Evaluate APLA's strategic planning process and the alignment of activities, programs, and initiatives with its own mission.
3. Prepare analysis report Identifying potential risks, vulnerabilities, and changing environment within the existing procedures and APLAs response to mitigate them.
4. Propose areas for improvement and provide actionable measures and recommendations to achieve operational goals
5. Specify the necessary areas and requirements that are essential for attaining the proposed areas of improvement.
6. Conduct discussions with APLA management, head of departments, and key stakeholders if needed.
7. Provide a detailed report outlining findings, recommendations for improvement as well as creating indicators/ methodologies for assessment of any future manuals and procedures.

4. Language

Deliverables should be submitted in English for all assignment tasks.





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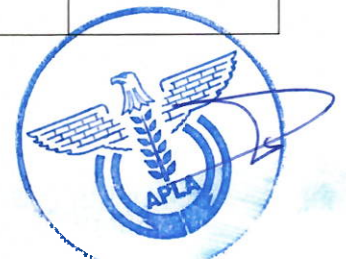
5. Timeframe

The duration of the assignment is 4 months starting from 1 Aug. 2023 up to 30 Nov. 2023.

6. Tasks and Deliverables:

To proceed with the process of mentioned activities, APLA invites you to submit your offer in EURO currency for implementing below tasks:

Tasks	Task Description	Deliverables	Due Date
Task 1: Inception Phase	<ul style="list-style-type: none">- Meeting with APLA's executive director to outline the purpose and expectations of the assignment- Initial revision for APLA's internal manuals and procedures.- Prepare methodology and workplan for the assignment.	<ul style="list-style-type: none">- Inception report- Methodology and work plan	30 August 2023
Task 2: Assessment of the applicable policies and procedures at the internal level of APLA.	<p>Conduct a compressive revision and assessment for the applicable policies, procedures, manuals at APLA, this includes:</p> <ul style="list-style-type: none">- Conduct meetings with APLA's leadership, head of departments, and staff to include their vision of APLA's future and road path to the future as well as gathering information, data, and collect reviews.- Deep revision and analysis of existing policies, procedures, and workflows to identify improvements and upgrades proposals. Documents include:<ol style="list-style-type: none">1. APLA's bylaws and strategy.2. Operational and governance manuals.3. HR manual and procedures.4. Internal procedure5. Financial and procurement procedures.6. Communication procedures.- Determine focus areas that needs assessment and review.- Develop criteria for evaluating the internal procedures.- Identify strengths, weaknesses, opportunities, and threats within the internal procedures.- Define key areas of development for APLA operations.- Preparation of the assessment report draft.	<ul style="list-style-type: none">- Draft assessment report of APLA internal and external procedures and policies- Detailed proposals for enhancing particular areas	30 October 2023
Task 3: Finalization	<ul style="list-style-type: none">- Presentation and discussion of the draft for APLA's executive Director and collecting feedback.- Submission of the final report (assessment of the internal policies and procedures for APLA.	<ul style="list-style-type: none">- Final assessment report.	30 November 2023





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7. Level of Effort (LOE):

Task	LOE (Working Days WD)
Task1	4
Task2	10
Task3	2
TOTAL (WDs)	16

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

- The expert will be remunerated upon the delivery of specified final draft of the report.
- The 'outputs' of the assignment will be considered as "deliverables" upon technical approval by APLA.
- The expert shall ensure close cooperation and coordination with APLA.
- There will be **NO** extra compensation for any extra efforts than the demanded ones.
- The Consultant should submit Annex 2 of this document (filled and signed) in the sealed offer envelope with the bidding documents.
- 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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ANNEX 2: FINANCIAL OFFER

"Please note to fill the unit price, total price and total in words for requested item":

Description/ Activity	Unit	Quantity	Unit Price In EURO (Per WD)	Total Price in EURO (for 16 WD)
assessment for the internal policies and procedures of APLA	WD	16		
Total amount in letters for item (1):				
GRAND TOTAL (EURO) in Numbers				
GRAND TOTAL (EURO) in Words				

Signature of the Expert

Date: / /

[Handwritten signature in blue ink]

