

Request for Price Quotation (RfPQ)

“Services of an individual expert to draft a by-law on commercial signage and advertisement in LGUs”

Reference Code: SDLG SRoL-11448.22.PS.1C

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1. Contact Person at APLA	
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2. Background

Established in 1997, **The Association of Palestinian Local Authorities (APLA)** is an independent institution that brings together all Local Government Units (LGUs) across Palestine. APLA's core mission is to represent the collective interests of LGUs, enhance their capacities through strategic advocacy and lobbying, and promote the exchange of information and best practices. APLA further serves as a channel of dialogue between the central government and LGUs, advocates for the rights of LGUs, and represents them at national, regional, and international levels, with a view to enabling them to improve the quality of services provided to Palestinian citizens.

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:

Sustainable Development through Improved Local Governance (SDLG), funded by the Netherlands Ministry of Foreign Affairs and implemented by VNGi, focuses on increasing legitimacy and stability in marginalized communities in rural Palestine, in the upcoming 5 years (2022-2026). By focusing on local governance, VNGi aims to strengthen Palestine's sovereignty and control over its territories, in so-called Areas A, B and C.

The main challenge facing Palestinian cities and communities lies in the political, spatial, and administrative divisions in the West Bank. The division of the West Bank into Areas A, B, and C, led to the emergence of the phenomenon of land fragmentation, scattering and scarcity. This resulted in a lack of established integrated service networks across local governments



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and insufficient representation of communities in marginalized areas by their local governments.

The program's main objective is: LGUs in marginalized communities in rural Palestine are increasingly legitimate and stable. To achieve this, VNGi works on four outcomes:

- O1: Palestinian LAs act more accountable, responsive and inclusive to resident's needs.
- O2: Palestinian LAs act in a more sustainable and prepared manner on the basis of strategic and spatial plans.
- O3: Palestinian stakeholders provide an enabling environment to the developing Village Councils.
- O4: Palestinian government actors are aware of the evidence base to enhance resilience of communities in Area C.

To this end, VNGi & APLA are keen to hire an individual local expert to draft a **By-Law on Commercial Signage and Advertisement in LGUs**.

3. Objective of the RfPQ

Main Objective of the Assignment:

The main objective of this assignment is to enhance the governance level in Palestinian LGUs, provide administrative and operational tools, and maximize revenues by formulating an updated By-Law to control the commercial signs and advertisements in Palestinian LGUs, that takes into account modern variety of signage and advertisement, differences in the commercial values of locations, and meets the aspirations and directions of the LGUs, including revenue generation.

Specific Objectives of the Assignment:

1. Bridge -to the maximum extent- the gaps between LGUs in their practice in the management of commercial signs and advertisements.
2. Enhance the control and monitoring capacities of LGUs in the management of commercial signs and advertisements.
3. Provide a convenient tariff structure for the LGUs' fees on commercial signs and advertisements.
4. Comply with the legal framework and regulations that controlling LGUS work in drafting the by-law of commercial signs and advertisements in Palestinian LGUs.
5. Obtain the approvals and satisfaction of main key players on the draft.
6. Finalize the draft to be a reliable reference to negotiate on updating or replacing the current in-force By-Law of Commercial Signs and Advertisements in LGUs, no. 5/1998.



4. Tasks, Deliverables, and Timeframe

- * The expert will work in close collaboration with APLA's TSU team and VNGi SDLG RPM.
- * The expert will ensure that a proper level of information prior to, during and after the activity is provided to APLA & VNGi
- * Place of the assignment: Home/office-based, meetings, and field visits.

Task No.	Task Description	Deliverables	Duration
Task One: Preparation and Inception	<ul style="list-style-type: none"> - Hold meetings with APLA and VNGi staff for common understanding of the assignment, approach, timeframe, and to clarify/compile the expectations of the assignment and its intended results. - Gather and desk review of all related APLA's material and documents. - Present methodology and timeframe. - Discuss/get feedback and include comments from APLA and VNGi. 	Inception Report including overview, methodology, and timeframe, in Arabic.	2 weeks
Task Two: Desk review, consultation and gathering feedbacks.	<ul style="list-style-type: none"> - <u>Desk review:</u> <ul style="list-style-type: none"> * Revision and assessment of the current in-force By-Law of Commercial Signs and Advertisements in LGUs, no. 5/1998. * Revision and assessment of the draft by-laws of commercial signs and advertisements in LGUs, for 2016 & 2022. * Collecting, revision and assessment of individual related polices and regulations in some LGUs. * Collecting revision and assessment of all relevant legislations in LGUs, national structures, laws (formal and informal; embedded and outwardly). * Collecting and revision of earlier performed relevant studies and analyses, and present the most relevant. - <u>Interviews/discussions/focus groups:</u> <ul style="list-style-type: none"> * Conduct and lead a number of individual interviews and discussions over different-classifications of LGUs in at least 3 levels of 3 LGUs each. 	Diagnosis Report on findings , in Arabic.	6 weeks



	<ul style="list-style-type: none"> * Conduct and lead exchange workshops with focus groups from selected LGUs. * Meet and exchange with more than one advertising firm across West Bank. * Meet and exchange with at least 2 Director Generals from the Ministry of Local Government (Departments of Legal Affairs and Guidance and Control), and/or upon the Ministry choice. 		
<p>Task Three: Assessment and analysis of findings.</p>	<ul style="list-style-type: none"> * Finalize the findings including comparative quantitative and qualitative analysis resulted from consultation phase and Diagnosis Report and concluded needs. * Explore the gaps between the aspirations and directions of the LGUs and the legislation/s in force. * Explore the gaps between LGUs in managing and execution of the legislations in force. * Provide access to the necessary updates/changes to the current legislations. * Formulate a draft by-law by a co-team lawyer. * Return back to all consulted bodies to present the draft by-law, get feedbacks, and re-align the draft. * Get the approval of consulted LGUs on the draft. * Present the draft by-law to APLA & VNGi, get feedbacks, and re-align the draft. 	<p>Preliminary draft of the by-law on commercial signs and advertisements in LGUs, in Arabic.</p>	6 weeks
<p>Task Four: Drafting the by-law on commercial signs and advertisements in LGUs.</p>	<ul style="list-style-type: none"> * Finalize by a co-team lawyer the final draft By-Law in Arabic, and present to APLA & VNGi for final revision. * Process the feedbacks. * Present the processed final draft By-Law, Arabic to APLA & VNGi for approval. * Legally translate the final draft By-Law into English. 	<p>Draft By-Law on commercial signs and advertisements in LGUs, in both Arabic and English.</p>	3 weeks

The duration of the assignment is 4 months starting from the date of signing the contract



5. Level of Effort (LOE):	
Task	LOE (Working Days WD)
Task 1	2
Task 2	8
Task 3	6
Task 4	4
TOTAL (WDs)	20

6. Tender Requirements
<p><u>6.1 Expert Qualifications</u></p> <p>Main expert:</p> <ol style="list-style-type: none">1. A post graduate qualification in development, local governance, public finance management and/or related qualifications.2. At least 10 years of demonstrated wide and in-depth knowledge and experience with local government sector and LGUs in Palestine.3. Have conducted similar previous assignments.4. Have demonstrated skills in working with public sector development concepts and procedures.5. Have wide knowledge and experience with international donors and civil societies.6. Have excellent command of English and Arabic Languages.7. Strong analytical, communication and management skills, as well as solid mediating and consensus building skills.8. Familiarity with techniques for organizational design, process improvement, technology assimilation and process modelling.9. Presentation, facilitation, communication, and interpersonal skills.10. Reporting, conceptual and analysis skills;11. Time management skills. <p>Secondary Expert: The lawyer (Institutional law expert):</p> <ol style="list-style-type: none">1. At least 10 years of demonstrated experience institutional law and LG law.2. Must have a qualification in institutional law.3. Must have profound experience in laws/regulations analysis is essential.4. Must have the capability of aligning laws/regulations with functional and technical aspects. <p><u>6.2 Selection and Awarding Criteria</u></p> <p>The selection of the expert will be based on technical and financial evaluation. The expert shall submit the financial offer (Annex 1).</p> <p><u>6.3 Tender Instructions</u></p> <p>The offer should include:</p> <ol style="list-style-type: none">1. Most recent CVs for the main and secondary experts.



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2. Annex 1: Financial offer form as provided in the tender documents.
3. Signed offer: The complete RfPQ, including all pages and Annex 1, must be signed.
4. Submissions **must be in PDF format**. Offers submitted in formats other than PDF will be automatically discarded.
5. Valid deduct at source certificate, if it is not available, VNGi will deduct 10% of the gross amount as an income tax, which will be paid to the ministry of finance directly.

Special Tender Conditions:

1. The offer must be in English language only.
2. Prices must be in EURO currency.
3. Compensation will only cover the outlined tasks. The expert is responsible for any additional costs incurred.
4. The expert will submit her/his time sheet and invoice using the VNGi templates and formats.
5. The Contract Agreement will be signed with the main expert.
6. The full amount will be paid to the main expert, who will then be responsible for paying the lawyer.
7. Holidays and vacations, and days of illness are not considered as working days.
8. The expert shall maintain close cooperation and coordination with APLA and VNGi.
9. Offer shall be submitted via email to Mrs. Amal Odeh (Amal.Odeh@vng.nl) in PDF format, no later than **07 July 2024**.

7. IDENTIFICATION OF THE EXPERT

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



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Expert Declaration:

By submitting this price quotation, the Expert (expert Name) declares renouncing her/his own (sales) conditions and commits to performing this RfPQ in accordance with the provisions of the requested conditions in RFPQ attached, and for the price offered.

Price quotations will be in **EURO**.

In accordance with the conditions in this document, applicable law for this contract/ assignment is the Palestinian Law.

**Certified true and sincere,
Signature of the Expert**

Date: / /



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ANNEX 1: FINANCIAL OFFER

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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 (EURO Per WD)	Total Price in EURO
1. Services of an individual expert to draft a by-law on commercial signage and advertisement in LGUs.	WD	20		
Total amount in letters for item (1):				
GRAND TOTAL (EURO) in Numbers				
GRAND TOTAL (EURO) in Words				

Signature of the Vendor

Date: / /2024