



CONSULATE GENERAL
OF ITALY
IN JERUSALEM



PMSP
PALESTINIAN
MUNICIPALITIES
SUPPORT
PROGRAM



MINISTRY OF LOCAL GOVERNMENT
DIRECTORATE OF JOINT
SERVICE COUNCILS



Beit Fajar
Municipality



Halhul
Municipality



Idna
Municipality



بلدية يطا
YATTA MUNICIPALITY
Yatta
Municipality



Samou'
Municipality



for Community
Development
QADER
مؤسسة قادر للتنمية المجتمعية

Request for Proposal

Assessment of needs and priority interventions for persons with disabilities
in Bethlehem and Hebron Governorates

Projects:

“Addressing the social needs of PwD through the Local Authority”

Beit Fajar, Halhul, Idna, Yatta, & Samou’

Funded By :

The Italian Government (Palestinian Municipalities Support Programme
- PMSP) through Ministry of Local Government / DGJSC

RFP No.: **04/JP/PMSP/2011**

23rd December 2012

Request for Proposal (RFP)

Dear Sir/Madam,

Subject: RFP for assessment of needs and priority interventions for persons with disabilities in Bethlehem and Hebron Governorates.

Reference No.: 04/JP/PMSP/2011

You are kindly requested to submit a proposal for **assessment of needs and priority interventions for persons with disabilities in Bethlehem and Hebron Governorates** based on the enclosed Terms of Reference (TOR).

To enable you to submit a proposal, kindly find herewith enclosed the following:

- Declaration of Intent
- i. Instructions to Offerors.....(Annex I)
 - ii. General Conditions of Contract.....(Annex II)
 - iii. Terms of Reference (TOR).....(Annex III)
 - iv. Proposal Submission Forms.....(Annex IV)
 - v. Price Schedule.....(Annex V)

Your offer comprising of technical proposal and financial proposal, should reach the following address no later than **12:00 PM, 5th of January 2012.**

**QADER for Community Development
St. Antonio Street Society street,
Bethlehem, Palestine**

And marked with –

“RFP: Assessment of needs and priority interventions for PwD.

If you request additional information, we will endeavor to provide information expeditiously, but any delay in providing such information will not be considered a reason for extending the submission date of your proposal.

Kind Regards,



Lana Bandak
Director General
QADER for Community Development
مؤسسة قادر للتنمية المجتمعية

Declaration of Intent

(To be submitted before 14:00, 29th of December 2011)

Date: _____

Dear Sir/Madam,

Subject: RFP for assessment of needs and priority interventions for persons with disabilities in Bethlehem and Hebron Governorates.

We, the undersigned, hereby declare our intent to participate and submit a proposal in response of this RFP.

Name of Offeror: _____

Address: _____

Please select: Company NGO Individual Consultant

Name of Authorized Representative: _____

Title of Authorized Representative: _____

Mobile Number: _____

Telephone Number: _____

Fax: _____

Email: _____

Signature & Seal: _____

Please submit this declaration to QADER for Community Development

By fax, on: 02-2749767

Or by email, on: George@qader.org

Signature & Seal

Instructions to Offerors

A. Introduction

1. General

Purpose of RFP is to assess the needs and priority interventions for persons with disabilities in Bethlehem and Hebron Governorates, with special focus of the following locations:

- Samou'
- Yatta
- Idna
- Halhul
- Beit Fajjar

2. Cost of Proposal

The Offeror shall bear all costs associated with the preparation and submission of the proposal, QADER will in no case be responsible or liable for those costs, regardless of the conduct of outcome of the solicitation.

B. Solicitation Documents

3. Contents of solicitation documents

Proposals must offer services for the total requirement. Proposals offering only part of the requirement will be rejected. The offeror is expected to examine all corresponding instructions, forms, terms and specifications contained in the solicitation documents. Failure to comply with the documents will be at the offeror's risk and may affect the evaluation of the proposal.

4. Clarification of solicitation documents

A prospective Offeror requiring any clarification of the Solicitation Documents may notify QADER for Community Development in writing at the organization's mailing address or fax number indicated in the RFP. QADER will respond in writing to any request for clarification of the Solicitation Documents that it receives earlier than 5 days prior to the deadline for the submission of Proposals. All prospective Offerors that have submitted the "Declaration of Intent" to QADER for Community Development will be notified in writing about QADER's response (including an explanation of the query but without identifying the source of inquiry).

5. Amendments of solicitation documents

At any time prior to the deadline for submission of Proposals, QADER may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective Offeror, modify the Solicitation Documents by amendment. All prospective Offerors that have submitted the "Declaration of Intent" to QADER for Community Development will be notified in writing of all amendments to the Solicitation Documents. In order to afford prospective Offerors reasonable time in

which to take the amendments into account in preparing their offers, QADER may, at its discretion, extend the deadline for the submission of Proposals.

C. Preparation of Proposals

6. Language of the proposal

The proposal, the forms and correspondence relating to this RFP exchanged by the Offeror and QADER for Community Development must be written in English.

As a matter of choice, only the technical part of the proposal can be prepared in Arabic.

7. Documents comprising the proposal

The Proposal shall comprise the following components:

- (a) Proposal submission form;
- (b) Operational and technical part of the Proposal, including documentation to demonstrate that the Offeror meets all requirements;
- (c) Price schedule completed in accordance with clauses 8 and 9;

8. Proposal form

The Offeror shall structure the operational and technical part of its Proposal as follows:

(a) Management plan

This section should provide a brief description of the Offeror's present activities. It should also focus on services related to the Proposal.

(b) Resource plan

This should fully explain the Offeror's resources in terms of personnel and other resources for the performance of this requirement. **CVs of all proposed personnel must be enclosed with the proposal.**

(c) Proposed methodology

This section should demonstrate the Offeror's responsiveness to the specification by identifying the specific components proposed, addressing the requirements, as specified, point by point; providing a detailed description of the essential performance characteristics; and demonstrating how the proposed methodology meets or exceeds the specifications. The operational and technical part of the Proposal should not contain any pricing information whatsoever on the services offered. Pricing information shall be separated and only contained in the Price Schedule.

9. Proposal prices

The Offeror shall indicate on an appropriate Price Schedule the price of services it proposes to perform under the contract.

10. Proposal currencies

All prices must be quoted in EURO.

11. Period of validity of proposals

Proposals shall remain valid for ninety (90) days after the date of Proposal submission prescribed by the QADER, pursuant to the deadline clause. A Proposal valid for a shorter period may be rejected by QADER on the grounds that it is non-responsive. In exceptional circumstances, QADER may solicit the Offeror's consent to an extension of the period of validity. The request and the responses thereto shall be made in writing. An Offeror granting the request will not be required nor permitted to modify its Proposal.

12. Format and signing of proposals

The Proposal shall be prepared and signed by the Offeror or a person or persons duly authorized to bind the Offeror to the contract.

13. Payment

QADER for Community Development shall effect payments to the Contractor after acceptance of the invoices submitted by the contractor, upon achievement of the corresponding milestones.

D. Submission of Proposals

14. Sealing and marking of proposals

The Offeror shall seal the Proposal in one outer and two inner envelopes, as detailed below.

(a) The outer envelope shall be addressed to:

**QADER for Community Development
St. Antonio Street Society street,
Bethlehem, Palestine**

And marked with –

"RFP: Assessment of needs and priority interventions for PwD"

15. Deadline for submission of proposals

Proposals must be received by QADER for Community Development at the address specified under clause (14) "Sealing and marking of Proposals" no later than **12:00 PM, 5th of January 2012.**

16. Late Proposals

Any Proposal received by QADER for Community Development after the deadline for submission of proposals, pursuant to clause (15) "*Deadline for the submission of proposals*", will be rejected.

17. Modification and withdrawal of Proposals

The Offeror may withdraw its Proposal after the Proposal's submission, provided that written notice of the withdrawal is received by QADER for Community Development prior to the deadline prescribed for submission of Proposals. The Offeror's withdrawal notice shall be prepared, sealed, marked, and dispatched in accordance with the provisions of clause Deadline for Submission of Proposals.

No Proposal may be modified subsequent to the deadline for submission of proposals. No Proposal may be withdrawn in the interval between the deadline for submission of proposals and the expiration of the period of proposal validity specified by the Offeror on the Proposal Submission Form.

E. Opening and Evaluation of Proposals

18. Opening of proposals

QADER for Community Development will open the Proposals on the same date of deadline for submission of proposals. Offered prices will be read out and documented in the opening session report. However, prices at this stage should have no relevance to responsiveness of proposals.

19. Clarification of proposals

To assist in the examination, evaluation and comparison of Proposals, QADER may at its discretion, ask the Offeror for clarification of its Proposal. The request for clarification and the response shall be in writing and no change in price or substance of the Proposal shall be sought, offered or permitted.

20. Preliminary examination

QADER will examine the Proposals to determine whether they are complete, whether any computational errors have been made, whether the documents have been properly signed, and whether the Proposals are generally in order. Arithmetical errors will be rectified on the following basis: If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail and the total price shall be corrected. If the Offeror does not accept the correction of errors, its Proposal will be rejected. If there is a discrepancy between words and figures the amount in words will prevail. Prior to the detailed evaluation, QADER will determine the substantial responsiveness of each Proposal to the Request for Proposals (RFP). For purposes of these Clauses, a substantially responsive Proposal is one which conforms to all the terms and conditions of the RFP without material deviations. The Purchaser's determination of a Proposal's responsiveness is based on the contents of the Proposal itself without recourse to extrinsic evidence.

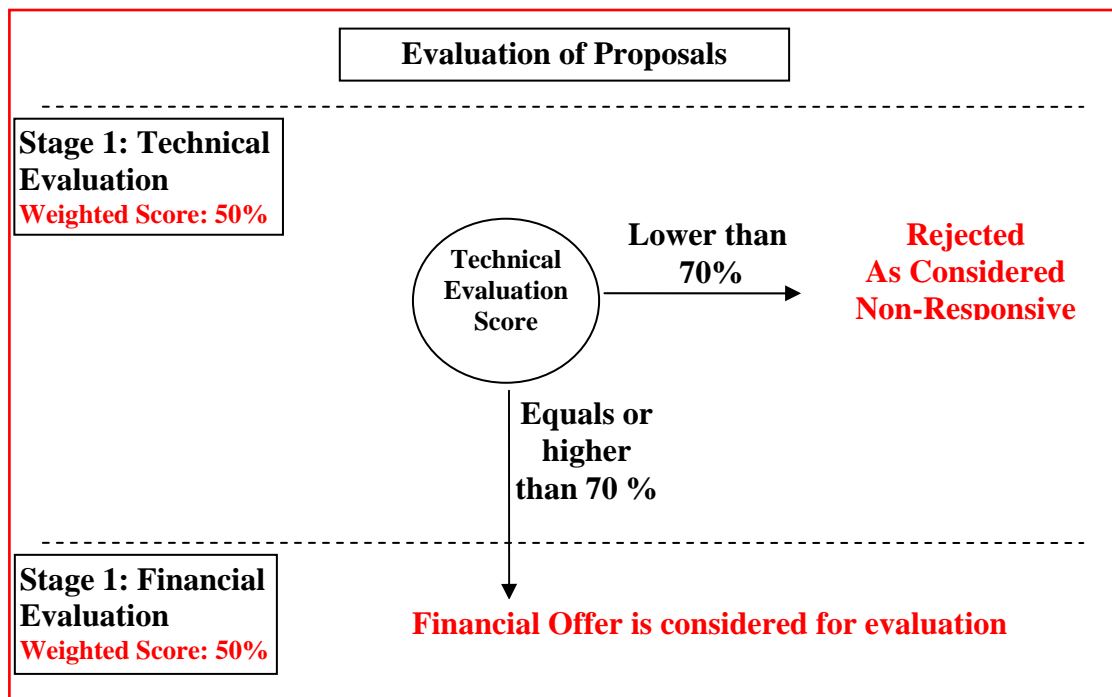
A Proposal determined as not substantially responsive will be rejected and may not subsequently be made responsive by the Offeror by correction of the nonconformity.

21. Evaluation and comparison of proposals

A two-stage procedure is utilized in evaluating the proposals, with evaluation of the technical proposal being completed. The price offer of the proposals will be considered and evaluated only for submissions that passed the minimum technical score of 70% of the obtainable score of the technical evaluation. Technical evaluation is conducted on the basis of its responsiveness to the Term of Reference (TOR). In the Second Stage, the price of proposals, which have attained minimum 70% score in the technical evaluation, will be evaluated. The proposal with highest total score (of both technical and financial) will be selected.

Technical Evaluation Criteria

Summary of Technical Proposal Evaluation Forms		Score Weight
1	Expertise of Offeror submitting proposal	30%
2	Proposed work plan and approach	40%
3	Personnel	30%
	Total	100%



F. Award of Contract

22. Award criteria, award of contract

QADER for Community Development reserves the right to accept or reject any Proposal, and to annul the solicitation process and reject all Proposals at any time prior to award of contract, without thereby incurring any liability to the affected Offeror.

Prior to expiration of the period of proposal validity, QADER will award the contract to the qualified Offeror whose Proposal after being evaluated is considered to be the most responsive to the needs of the organization and activity concerned.

23. Signing of the contract

Within 10 days of receipt of the contract, the successful Offeror shall sign and date the contract and return it to the Purchaser.

General Conditions of Contract

1. ASSIGNMENT

The Contractor shall not assign, transfer, pledge or make other disposition of this Contract or any part thereof, or any of the Contractor's rights, claims or obligations under this Contract except with the prior written consent of QADER for Community Development.

2. SUB-CONTRACTING

In the event the Contractor requires the services of sub-contractors, the Contractor shall obtain the prior written approval and clearance of QADER for Community Development for all sub-contractors.

3. COPYRIGHT, PATENTS AND OTHER PROPRIETARY RIGHT

QADER for Community Development shall be entitled to all intellectual property and other proprietary rights with regard to products or documents and other materials which bear a direct relation to or are produced or prepared or collected in consequence of or in the course of the execution of this Contract.

4. FORCE MAJEURE; OTHER CHANGES IN CONDITIONS

- 4.1. Force majeure, as used in this Article, means acts of God, war (whether declared or not), invasion, revolution, insurrection, or other acts of a similar nature or force which are beyond the control of the Parties.
- 4.2. In the event of and as soon as possible after the occurrence of any cause constituting force majeure, the Contractor shall give notice and full particulars in writing to QADER, of such occurrence or change if the Contractor is thereby rendered unable, wholly or in part, to perform its obligations and meet its responsibilities under this Contract. The Contractor shall also notify QADER of any other changes in conditions or the occurrence of any event which interferes or threatens to interfere with its performance of this Contract. The notice shall include steps proposed by the Contractor to be taken including any reasonable alternative means for performance that is not prevented by force majeure. On receipt of the notice required under this Article, QADER shall take such action as, in its sole discretion; it considers to be appropriate or necessary in the circumstances, including the granting to the Contractor of a reasonable extension of time in which to perform its obligations under this Contract.
- 4.3. If the Contractor is rendered permanently unable, wholly, or in part, by reason of force majeure to perform its obligations and meet its responsibilities under this Contract, QADER shall have the right to suspend or terminate this Contract on the same terms and conditions as are provided for in Article 15, "Termination", except that the period of notice shall be seven (7) days instead of thirty (30) days.

5. TERMINATION

- 5.1. Either party may terminate this Contract for cause, in whole or in part, upon thirty days notice, in writing, to the other party. The initiation of arbitral proceedings in accordance with Article 16 "Settlement of Disputes" below shall not be deemed a termination of this Contract.
- 5.2. QADER reserves the right to terminate without cause this Contract at any time upon 15 days prior written notice to the Contractor, in which case QADER shall reimburse the Contractor for all reasonable costs incurred by the Contractor prior to receipt of the notice of termination.
- 5.3. In the event of any termination by QADER under this Article, no payment shall be due from QADER to the Contractor except for work and services satisfactorily performed in conformity with the express terms of this Contract. The Contractor shall take immediate steps to terminate the work and services in a prompt and orderly manner and to minimize losses and further expenditures.
- 5.4. Should the Contractor be adjudged bankrupt, or be liquidated or become insolvent, or should the Contractor make an assignment for the benefit of its creditors, or should a Receiver be appointed on account of the insolvency of the Contractor, QADER may, without prejudice to any other right or remedy it may have, terminate this Contract forthwith. The Contractor shall immediately inform QADER of the occurrence of any of the above events.

6. SETTLEMENT OF DISPUTES

6.1. Amicable Settlement

The Parties shall use their best efforts to settle amicably any dispute, controversy or claim arising out of, or relating to this Contract or the breach, termination or invalidity thereof. Where the parties wish to seek such an amicable settlement through conciliation, the conciliation shall take place in accordance with the UNCITRAL Conciliation Rules then obtaining, or according to such other procedure as may be agreed between the parties.

6.2. Arbitration

Unless, any such dispute, controversy or claim between the Parties arising out of or relating to this Contract or the breach, termination or invalidity thereof is settled amicably under the preceding paragraph of this Article within sixty (60) days after receipt by one Party of the other Party's request for such amicable settlement, such dispute, controversy or claim shall be referred by either Party to arbitration in accordance with the UNCITRAL Arbitration Rules then obtaining, including its provisions on applicable law. The arbitral tribunal shall have no authority to award punitive damages. The Parties shall be bound by any arbitration award rendered as a result of such arbitration as the final adjudication of any such controversy, claim or dispute.

7. TAX EXEMPTION

This contract is VAT exempted.

Terms of Reference

Assessment of needs and priority interventions for persons with disabilities in Bethlehem and Hebron Governorates.

Background

Since 2009, collaboration was established between six municipalities in Hebron, Bethlehem, and Jericho Governorates, and QADER for Community Development for promoting a development model in social development in the framework of the social development sector strategy of the Palestinian Municipalities Support Programme (PMSP). The model basically relies on developing new role and functioning of Local Authorities, as such to have the mandate responsibility for addressing the needs of persons with disabilities in their particular location. This mandate requires local authorities to assume and evolving leading role in planning and coordination for the disability sector and provision basic social services that respond to the needs and priorities of PwD, all on the grounds of cooperation and collaboration with key stakeholders in their particular locations.

Municipalities which have participated in implementing this model are: Jericho Municipality, Beit Fajjar Municipality, Halhul Municipality, Idna Municipality, Yatta Municipality, and Samou Municipality.

The implementation of this model by each municipality was through individual project funded by the Italian Consulate (PMSP Programme) through Ministry of Local Government.

The projects aim at addressing the needs of persons with disabilities, and comprise of three main components:

1. Developing the institutional capacity of the municipality for assuming its functional role in the social/disability sector.
2. Establishing and providing basic social services that respond to the needs and priorities of persons with disabilities.
3. Implementation of profitable project for supporting the financial sustainability of the municipality after the project.

The first component *“Developing the institutional capacity of the municipality for assuming its functional role in the social/disability sector”* includes

Purpose of the Assignment

1. The purpose of the assignment is to assess the needs and priority interventions for persons with disabilities in the projects' locations. It shall provide a mapping of existing stakeholders in the region and reflections on the scope, geographic coverage, target group, and quality of services and programs available to persons with disabilities in the projects' locations and surrounding locations. It shall include facilitation of stakeholders' workshop and preparation of assessment report on the needs and priority interventions for PwD, and analysis on the gaps and barriers to the fulfillment of person with disabilities' needs, priority interventions to fulfill those needs, and recommendations for enhancing collaborations among key stakeholders in the city.

Scope of Work

The consulting team is expected to complete the following tasks:

Task 1: Desk work: Literature Review (3-5 days)

Analyze the sector by compiling a comprehensive profile of the subsectors and clear mapping of key stakeholders and service providers.

Task 2: Research and Assessment of Existing services and programs in Bethlehem & Hebron Governorates that target or benefit directly and indirectly persons with disabilities in the projects locations. (15-25 days, depending on proposed methodology)

Information collected should reflect the current situation of services and programs in Hebron & Bethlehem Governorates with relational analysis of type of services and programs, scope, target group and beneficiaries, number of beneficiaries served and targeted, capacity to serve, qualification and expertise of staff, current obstacles and barriers, existing referral systems and arrangements.

Estimated number of organizations and service providers in Hebron & Bethlehem Governorates in related to task 2: 40-50 organizations.

Task 3: Drafting of preliminary report on the findings of the interviews with key stakeholders and service providers, in addition to the literature review. (4-6 days)

Task 4: Prepare and conduct 3 days participatory workshop involving key stakeholders and service providers in Bethlehem and Hebron Governorates. (4-6 days)

Task 5: Preparation of final report (4-6 days)

Key Milestones, Deliverables, and a Time Frame

1. **Drafting preliminary analysis and findings of the interviews and literature review.**
 - a. **Deliverable : Draft Report (should include task 1 , task 2,and task3)**
(Should be delivered not later than 6 weeks days from the date of signing the contract).
2. **Final Report:** The consultant team should finalize the report within 10 days from the date of the workshop. The report should reflect the situation in Bethlehem and Hebron Governorates with regards to the needs of persons with disabilities classified upon divisions of disability, services and programmes currently available to persons with disabilities in the city, analysis and conclusions analysis on the gaps and barriers to the fulfillment of person with disabilities' needs, priority interventions to fulfill those needs, recommendations for enhancing collaborations among key stakeholders. The report should give special attention and focus on Samou', Yatta, Idna, Halhul, and Beit Fajjar.

Duration and time frame for the Assignment

The assignment should be completed within 2 months from the date of signing the contract.

Specifications of the Consultant Team

The terms of reference are designed for a team of consultants with expertise and knowledge of the following:

- Main issues of Persons with disabilities in Palestine.
- Barriers and constraints to fulfilling the needs and rights of persons with disabilities.
- Disability related legislations and government policies and programmes.
- Facilitation techniques and previous consultancy record in the disability sector.

Management Arrangements and Logistics

Strategic guidance for the Consultants will be provided by the Project staff at QADER for Community Development. the Project staff at QADER will assist the consultant for purposes of coordination, liaison with different local stakeholders, and organization and oversight of logistical arrangements.

Annex IV

PROPOSAL SUBMISSION FORM

Dear Sir / Madam,

Having examined the Solicitation Documents, the receipt of which is hereby duly acknowledged, we, the undersigned, offer to conduct **“Assessment of needs and priority interventions for persons with disabilities in Bethlehem and Hebron Governorates”** for the sum as may be ascertained in accordance with the Price Schedule attached herewith and made part of this Proposal. We undertake, if our Proposal is accepted, to commence and complete all implementation of projects specified in the contract within the time frame stipulated. We agree to abide by this Proposal for a specified period from the date fixed for opening of Proposals in the Request for Proposal, and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

We understand that you are not bound to accept any Proposal you may receive.

Dated this day / month of year

F. Signature

(In the capacity of)

Duly authorized to sign Proposal for and on behalf of

**Annex V
PRICE SCHEDULE**

All prices/rates quoted must be exclusive of all taxes, since the projects are exempted from taxes.

The Price Schedule must provide a detailed cost breakdown for the each of the proposed personnel in addition to all other associated costs (travel, telecommunication, ... etc). The cost for each of the proposed personnel must be detailed in a separate line in the price schedule.

Price Schedule Request for Proposals for Service					
Inputs		Unit	No of units	Unit Rate (EUR)	Total (EUR)
1	Team Leader	Day			
2	XXX consultant	Day			
3	Field researcher	Day			
4	XXXXX	day			
	Travel				
	Telecommunication				
	XXXX				
Grand Total					XXXX EURO

Grand Total in Words:-----

Bidder Name: -----

Represented by: -----

Position (Title): -----

Signature & Seal: -----

Date: -----