

Request for Offers

RFQ Name	Local Development Planning in Social Development sector for Five Municipalities in Hebron Governorate
RFQ No.	06 – CBID – 2022
Project	Strengthening local capacities in Community Based Inclusive Development in Hebron Governorate (CBID)
Funded by	The Christian Blind Mission (CBM).
Date	19/09/2022

Dear Sir/Madam,

You are kindly requested to submit an offer in response to this RFQ for all the required tasks as detailed in the enclosed Terms of Reference – TOR (Annex – IV)

To enable you to submit an offer, kindly find herewith enclosed the following:

- Instructions to Offerors.....(Annex I)
- General Conditions of the Contract.....(Annex II)
- Financial Offer Form(Annex III)
- Terms of Reference (TOR).....(Annex IV)

Your offer comprising of technical & financial parts, shall reach the following address in a **sealed envelope** no later than **15:00 PM, Tuesday 27th of September 2022.**

QADER for Community Development
Beit Jala Public Library Building, Al Salam Park Street
Beit Jala, P.O Box 246

And marked with:

Local Development Planning in Social Development sector for Five Municipalities in Hebron Governorate (06 – CBID – 2022)

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

Kind Regards,


Lana Bandak
Director General
QADER for Community Development



Instructions to Offerors

A. Introduction

1. General

QADER for Community Development is implementing a project entitled ***“Strengthening local capacities in Community Based Inclusive Development in Hebron Governorate”*** funded by the Christian Blind Mission (CBM). The project aims to contribute to enhanced social, economic, and political participation and inclusion of Persons with Disabilities in local development processes in the southern West Bank, through achieving the following key results: 1) Inclusive youth accountability teams (IYAT) advocate for enhancing the role and commitment of duty bearers towards the rights and needs of Persons with Disabilities, 2) Improved evidence-based processes of inclusive local development planning in the project locations to address needs and priorities of Persons with Disabilities, and 3) Strengthened capacities and role of CBOs and OPDs to enhance participation and inclusion of persons with disabilities in local communities. The project will be implemented in **Al-Shyoukh, Beit Ummar, Beit Ula, Al Samou’ and Al Dahiriya** in Hebron Governorate.

Within the second result, QADER will support the Municipalities in the targeted communities in the preparation of the Local development Planning process, focusing on the social development sector. The process of the local development planning is supposed to be conducted in an inclusive approach, through involving persons with disabilities in the planning, implementation and monitoring of projects identified through the local development plans as well as in holding duty-bearers accountable.

You are kindly requested to submit an offer in response to this RFQ for carrying out the assignment as detailed in the Terms of Reference.

Cost of Offer

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

B. Solicitation Document

2. Contents of solicitation documents

Offerors may offer their services for one or all lots as detailed in the Terms of Reference. Offers must offer services for the total requirements of each lot. Offers offering only part of the requirements of the lot 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 offer.

3. 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 3 days prior to the deadline for the submission of Offers. All prospective Offerors will be notified in writing about QADER’s response (including an explanation of the query but without identifying the source of inquiry).

4. Amendments of solicitation document

At any time prior to the deadline for submission of Offers, 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 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 Offers.

C. Preparation of Offers

5. Language of the Offer

The offer, the forms and correspondence relating to this RFQ exchanged by the Offeror and QADER for Community Development can be written in **English** or **Arabic**.

6. Documents comprising the offer

The Offer shall comprise the following components:

(a) Operational and technical part of the offer, including relevant documentation to demonstrate that the Consultant/team meets all requirements.

- A brief presentation of the individual/team, and their CVs.
- List of similar previous assignments and relevant experience.
- Proposed Methodology and approach
- Work Plan

**** In case the offeror is a consultancy firm**, the offer should include a valid deduction at source, in addition to the company profile, and the CV of the proposed consultant(s) / Team.

(b) Financial Offer completed Annex III - page 8

7. Offer Price and Currency

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

All prices must be quoted in **NIS** and **including Tax**.

- **In case of Consultancy Firm**, the prices shall **INCLUDE VAT**, and provide a valid deduction at source. In case of not providing a deduction at source, QADER shall deduct the tax and transfer it to the income tax department (Ministry of Finance) pursuant to the applicable law for such contracts.
- **In case of Individual Consultants**, QADER shall deduct the income tax (10% of total contract price) and transfer it to the income tax department (Ministry of Finance) pursuant to the applicable law for such contracts.

8. Period of validity of offers

Offers shall remain valid for (120) days after the date of Offer submission prescribed by QADER, pursuant to the deadline clause. An Offer 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 Consultant's consent to an extension of the period of validity. The request and the responses thereto shall be made in writing. A Consultant granting the request will not be required nor permitted to modify its Offer.

9. Format and signing of Offers

The offer shall be prepared and signed by the offeror, or a person or persons duly authorized to bind the offeror to the contract.

10. Payment

QADER for Community Development shall affect payments to the Contractor after acceptance of the payment request(s)/invoice(s) submitted by the contractor, upon achievement of the corresponding milestones.

D. Submission of Offers

11. Sealing and marking of offers

The Offeror shall seal the offer in **one outer envelope** as detailed below.

The outer envelope should be marked with:

Submitted to:

QADER for Community Development
Beit Jala Public Library Building, Al Salam Park Street
Beit Jala, Palestine

RFQ Name: Local Development Planning in Social Development sector for Five Municipalities in Hebron Governorate

RFQ No. : (06 – CBID – 2022)

Submitted by:

Offeror Name: _____

Offeror Contact information: _____

12. Deadline for submission

Offers must be received by QADER for Community Development" no later than **15:00 PM, Tuesday 27th of September 2022.**

13. Late offers

Any Offer received by QADER for Community Development after the deadline for submission of offers, pursuant to clause (12) "Deadline for the submission of offers", will be rejected.

14. Modification and withdrawal of Offers

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

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

E. Opening and Evaluation of Offers

15. Opening of offers

QADER for Community Development will open the Offers on the same date of deadline for submission of offers.

16. Clarification of offers

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

17. Preliminary examination

QADER will examine the Offers to determine whether they are complete, whether any computational errors have been made, whether the documents have been properly signed, and whether the Offers 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 Offer 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 Offer to the Request for Quotations (RFQ). For purposes of these Clauses, a substantially responsive Offer is one which conforms to all the terms and conditions of the RFQ without material deviations. The Purchaser's determination of an offer's responsiveness is based on the contents of the Offer itself without recourse to extrinsic evidence.

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

18. Evaluation and comparison of offers

The Evaluation will be based upon the following Criteria:

- Technical Evaluation: 70%
- Financial Evaluation: 30%

F. Award of Contract

19. Award criteria, award of contract

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

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

20. Signing of the contract

Within 3 days of receipt of the contract, the successful Offeror shall sign and date the contract and return it to QADER.

(Annex II)

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. CITATION

It is recognized that the accomplishment of the work may involve the consultant's review and/or use of third-party sources. As such, the consultant at all times shall ensure the work product includes complete and accurate referencing and citations, in accordance with standards generally enforced in academia, and that any work produced does not misappropriate or infringe upon the intellectual property rights of third parties. The consultant bears sole responsibility for any consequences arising from claims of plagiarism or the infringement of intellectual property rights.

4. INFORMATION CONFIDENTIALITY

The consultant guarantees confidentiality by his/her signature and maintains the participants' information for internal use only with QADER, no sharing of any related information and assignment documents for outside parties before, during and after period of assignment.

5. COPYRIGHT, PATENTS AND OTHER PROPRIETARY RIGHTS

Except as is otherwise expressly provided in writing in the Contract, QADER shall be entitled to all intellectual property and other proprietary rights including, but not limited to, patents, copyrights, and trademarks, with regard to products, processes, inventions, ideas, know-how, or documents and other materials which the Contractor has developed for QADER under this Contract and which bear a direct relation to or are produced or prepared or collected in consequence of, or during the course of, the performance of the Contract, and the Contractor acknowledges and agrees that such products, documents and other materials constitute works made for hire for QADER.

6. FORCE MAJEURE; OTHER CHANGES IN CONDITIONS

- 6.1. Force majeure, as uses in this article, means act of God, war (whether declared or not), invasion, revolution, insurrection, or other acts of similar nature or force which are beyond the control of the parties.
- 6.2. In the event of and as soon as possible after the occurrence of any cause constituting force majeure, the contractor shall give notice as 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 being 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.

- 6.3. If the contractor is rendered permanently unable, wholly, or in part, by any reason of force majeure to perform its obligations and meet its responsibilities under this contract, QADER shall have the right to suspend or terminate the contract on the same terms and conditions as are provided for in article 6 "Termination", except that the period of notice shall be seven (7) days instead of thirty (30) days.

7. TERMINATION

- 7.1. Either party may terminate the contract for cause, in whole or in part, upon thirty (30) days' notice, in writing, to the other party. The initiation of arbitral proceeding in accordance with article 7 "Settlement of Disputes" below shall not be deemed a termination of the contract.
- 7.2. QADER reserves the right to terminate without cause the contract at any time upon fifteen (15) days prior written notice to the contractor, in which QADER shall reimburse the contractor for all reasonable costs incurred by the contractor prior the receipt of the notice of termination.
- 7.3. 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 to the contract, the contractor shall take immediate steps to terminate the work and services in a prompt and orderly manner and to minimize losses and future expenditures.
- 7.4. 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 the contract forthwith. The contractor shall immediately inform QADER of the occurrence of any of the above events.

8. SETTLEMENT OF DISPUTES

- 8.1. **Amicable Settlement:** the parties shall use their best efforts to settle amicably any disputes, controversy or claim arising out of, or relating to the 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 procedures as many be agreed between parties.
- 8.2. **Arbitration:** unless, any such dispute, controversy or claim between the parties arising out of or relating to the contract or the breach, termination or invalidity thereof is settled amicably under the preceding paragraph of this article 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 to 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.

(Annex III)

FINANCIAL OFFER

RFQ Name	Local Development Planning in Social Development sector for Five Municipalities in Hebron Governorate
RFQ No.	06 – CBID – 2022
Project	Strengthening local capacities in Community Based Inclusive Development in Hebron Governorate (CBID)
Funded by	The Christian Blind Mission (CBM).

Messer's QADER for Community Development

Please find below my financial offer for carrying out the assignment as per the technical offer enclosed with this offer, and in accordance with the conditions of the contract and the TOR.

The Financial Offer should be detailed and include all costs that are associated with this assignment, including proposed team transportation, communication ...Etc.

Item		Unit	Quant- ity	Unit Price (NIS)	Total (NIS)
1.	Consultancy Fees <i>(Including all required tasks as per the TOR)</i> <i>Add rows for detailing your price offer as you see appropriate</i>	Day			
Total (NIS)					
in Words:					

*** The price should include Tax

Offeror Name: _____ **ID/VAT No.:** _____

Address: _____ **Email:** _____

Telephone No.: _____ **Mobile No.:** _____

Signature & Stamp: _____ **Date:** _____

(Annex IV)

Terms of Reference

(Local Development Planning in Social Development sector for Five Municipalities in Hebron Governorate)

1. Background

QADER for Community Development is a non-profit organization based in Bethlehem and operating in Palestine since 2008. QADER focuses on the empowerment and inclusion of persons with disabilities through influencing public policies, developing capacities of relevant stakeholders, promoting public awareness and inclusive community practices, and promoting economic empowerment of Persons with Disabilities.

QADER is implementing a project entitled **“Strengthening local capacities in Community Based Inclusive Development in Hebron Governorate”** funded by the Christian Blind Mission (CBM). The project aims to contribute to enhanced social, economic, and political participation and inclusion of Persons with Disabilities in local development processes in the southern West Bank, through achieving the following key results: 1) Inclusive youth accountability teams (IYAT) advocate for enhancing the role and commitment of duty bearers towards the rights and needs of Persons with Disabilities, 2) Improved evidence-based processes of inclusive local development planning in the project locations to address needs and priorities of Persons with Disabilities, and 3) Strengthened capacities and role of CBOs and OPDs to enhance participation and inclusion of persons with disabilities in local communities. The project will be implemented in **Al-Shyoukh, Beit Ummar, Beit Ula, Al Samou’ and Al Dahiriya** in Hebron Governorate.

Within the second result, QADER will support the Municipalities in the targeted communities in the preparation of the Local development Planning process, focusing on the social development sector. The process of the local development planning is supposed to be conducted in an inclusive approach, through involving persons with disabilities in the planning, implementation and monitoring of projects identified through the local development plans as well as in holding duty-bearers accountable. In each community QADER formed an Inclusive Youth Accountability Team (IYAT), consisting of 8 young males and females, with at least 4 youth with disabilities and 4 young females, aged 18-35), 40 persons in total. Those IYATs will be participating and advocating for the involvement of persons with disability in the planning stages.

2. Objectives of the assignment

The main objective of the assignment is to support 5 partner Municipalities in the preparation of the social development diagnosis reports in the strategic development and investment plans, through providing technical support to the targeted Municipalities in the local development planning process in its different phases. Specifically, this assignment aims at preparing diagnosis reports for the social development sector in each of the targeted communities, ensuring the participation of the IYATs in the whole process.

3. Target Group

The task concerns the five targeted local communities (including all social groups, institutions, local organizations, local authorities, and all related stakeholders, particularly organizations of persons with disabilities (OPDs), to cover the Social Development sector); where the

consultant shall ensure the right track of the local development planning process in full coordination and cooperation with the targeted municipalities and the assigned consultant by the MDLF, and supervised by the MoLG.

4. Scope of Work

The consultant will be responsible for preparing five full diagnosis, analysis and proposed interventions that cover the sector of Social Development in the strategic Development and investment Plans (SDIPs), considering all required phases and steps of the local development planning as defined by the Ministry of Local Government according to the approved SDIP manual. The process shall consider the following.

a. Preparation phase:

- Prepare Inception report outlining the key steps/methodology with specific deliverables and timeline, contextual analysis.
- The inception report should include:
 - Detailed scope of work
 - Work plan (Schedule plan) for the main deliverables and the activities
 - Milestones for the deliverables (in the plan).
 - Anticipated risks and obstacles and the response activities
- Coordinate with the assigned consultant by the MDLF for the preparation of the SDIP, whilst ensuring the full participation of the IYAT members in the formed subsectors of the social development, together with representatives from governmental; private and public organizations, and persons with disabilities and/or their families, considering the reflection of the CDP in each community in the diagnosis report and later in the needs, priorities, and activities.

b. Review, Assess and Analyze phase (for the Social Development Sector):

- Review of relevant documents including the Community Disability Profiles (CDPs) prepared by QADER for the social development sector focusing on the reality, needs and priorities of people with Disabilities in the community, in addition to the social profiles prepared by the GIZ for the community if available.
- Collect primary data, if needed, basically through focus groups discussion with various social groups, including children, women, youth, and elderly.
- Collect specific data, reflections, analysis and developing SWOT analysis with stakeholders through a participatory process considering the sub committees members participation.
- Prepare the social development part of the Diagnostic report for the community following Interviews with the municipalities' councils, partners, community representatives, and influential figures, all in a full participatory process. The report shall contain contextual analysis, gaps to be addressed and opportunities to grab.

c. Draft the Social Development Sector Section in the Strategic Local Development Plan:

- Analyze feedback from the different sources (as outlined in b. above)
- If needed/requested - (to avoid overlapping)-; QADER consultant with full coordination and cooperation with the strategic plan coordinator from the municipality, will support the consultant assigned by the MDLF (under MoLG supervision); to formulate the social development sector section in the plan including the issues, related activities and priorities to fit in the strategic Local Development Plan for each targeted community to reflect his work with the social development committees.

d. The Final SDIP: Approve – Finalize, endorse and disseminate the strategic plan

Coordinate with the consultant assigned by the MDLF to consult widely with stakeholders on drafted documents (conduct workshops/meetings/FGs).

The consultant/expert shall complete the following tasks:

- Work in close cooperation with QADER project team and the SDIP coordinator in each targeted municipality, to ensure alignment of the activities.
- Ensure that a proper level of information prior to, during and after the activity is provided to the project manager.
- Submit a final report covering activities mentioned in the action plan, and any other recommendations.

5. Expected outputs (deliverables):

The expected outputs of this assignment include the following:

1. Prepare all related subsections in the diagnostic reports for the social development sector.
2. Facilitate and follow up the social development subsectors meetings and data collection.
3. Draft the social development section in the SDIP in inclusive way, reflecting the community priorities for all target groups in the sector, focusing on the people with disabilities.

All documents shall be submitted in Arabic in an editable format.

6. Assignment timeframe and level of effort:

The consultant/expert shall complete and submit the required deliverables and provide his/her services during the designated period for the local development planning process. The estimated level of effort for completing the tasks of the assignment and submitting the deliverables is estimated 25 working days as detailed in the table below:

No.	Community	Level of effort (days)
1	Ad Daheriyah	5
2	As Samou'	5
3	Ash Shuyoukh	5
4	Beit Ummar	5
5	Beit Ula	5
Total		25

7. Reporting and General conditions

- All tasks are to be prepared and realized in coordination with QADER responsible team.
- The consultant will be remunerated according to the input justified by the time sheet given the total time/effort input shall not exceed the total level of effort in this ToR, unless was approved by QADER.
- The consultant guarantees by his/her signature the confidentiality and maintains the specific information for internal use only with QADER, no sharing for any related information and assignment documents for outside parties before, during and after period of assignment.

8. Consultant Profile:

- At least 5 years of demonstrated experience in strategic local development planning.
- Strong experience in community development and social development.
- Experience in research work related to person with disabilities, women, youth, and children.
- Good knowledge of the social accountability field
- Experience in coaching in local government fields of institutional development.
- Possess strong analytical, communication, management skills, and mediating.
- Familiarity with techniques for organizational design, process improvement and process modelling.
- Demonstrated skills in working with public sector development concepts and procedures, as well as with the best practice in institutional assessment.

***** Persons with disabilities are highly encouraged to apply for this consultancy; QADER for Community Development is committed to the principle of equal opportunities for all *****