



## **REQUEST FOR PROPOSAL (RFP)**

**Subject: Consultancy Services to Develop a Position Paper on Trans-Boundary Wastewater Management/ Transboundary Wastewater Pollution Control**

Reference No: RFP-2019-PAL-0000074744

Jerusalem, 26 June 2019

We kindly request you to submit your proposal for the services under subject, details of which are in Annex 2 of this RFP. Please be guided by the form attached hereto as Annex 1, in preparing your proposal.

Proposals must be submitted on or before the deadline indicated by UNDP in the eTendering system. Bidders who wish to submit an offer must be registered in the system. Visit this page for system user guide<sup>1</sup> and videos in different languages. If already registered, go to <https://etendering.partneragencies.org> and sign in using your username and password. Use "Forgotten password" link if you do not remember your password. Do not create a new profile.

If you have never registered in the system before, you can register by visiting the same link below and follow the instructions in the user guide:

**<https://etendering.partneragencies.org>**

**Username: event.guest**

**Password: why2change**

You are kindly requested to indicate whether your company intends to submit a Proposal by clicking on "Accept Invitation".

In the course of preparing and submitting your Proposal, it shall remain your responsibility to ensure that it is submitted into the system by the deadline. The system will automatically block and not accept any bid after the deadline. Kindly ensure that supporting documents required are signed and in the .pdf format, and free from any virus or corrupted files.

The Financial Proposal and the Technical Proposal files **MUST BE COMPLETELY SEPARATE** and uploaded separately in the system and clearly named as either "TECHNICAL PROPOSAL" or "FINANCIAL PROPOSAL", as appropriate. Each document shall include the Proposer's name and address. The file with the "FINANCIAL PROPOSAL" must be encrypted with a password so that it cannot be opened nor viewed until the Proposal has been found to pass the technical evaluation stage. Once a Proposal has been found to be responsive by passing the technical evaluation stage, UNDP shall request the Proposer to submit the password to open the Financial Proposal. The Proposer shall assume the responsibility for not encrypting the financial proposal.

Proposers are solely responsible for ensuring that any and all files sent to UNDP are readable, that is, uncorrupted, in the indicated electronic format, and free from viruses and malware. Failure to provide readable files will result in the proposal being rejected.

<sup>1</sup> <http://www.undp.org/content/undp/en/home/operations/procurement/business/procurement-notice/resources/>

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Services proposed shall be reviewed and evaluated based on completeness and compliance of the Proposal and responsiveness with the requirements of the RFP and all other annexes providing details of UNDP requirements.

The Proposal that complies with all of the requirements, meets all the evaluation criteria and offers the best value for money shall be selected and awarded the contract. Any offer that does not meet the requirements shall be rejected.

Any discrepancy between the unit price and the total price shall be re-computed by UNDP, and the unit price shall prevail and the total price shall be corrected. If the Service Provider does not accept the final price based on UNDP's re-computation and correction of errors, its Proposal will be rejected.

No price variation due to escalation, inflation, fluctuation in exchange rates, or any other market factors shall be accepted by UNDP after it has received the Proposal. At the time of Award of Contract or Purchase Order, UNDP reserves the right to vary (increase or decrease) the quantity of services and/or goods, by up to a maximum twenty-five per cent (25%) of the total offer, without any change in the unit price or other terms and conditions.

Any Contract or Purchase Order that will be issued as a result of this RFP shall be subject to the General Terms and Conditions indicated herein. The mere act of submission of a Proposal implies that the Service Provider accepts without question the General Terms and Conditions of UNDP in this link: <http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html>

Please be advised that UNDP is not bound to accept any Proposal, nor award a contract or Purchase Order, nor be responsible for any costs associated with a Service Providers preparation and submission of a Proposal, regardless of the outcome or the manner of conducting the selection process.

UNDP's vendor protest procedure is intended to afford an opportunity to appeal for persons or firms not awarded a Purchase Order or Contract in a competitive procurement process. In the event that you believe you have not been fairly treated, you can find detailed information about vendor protest procedures in the following link:

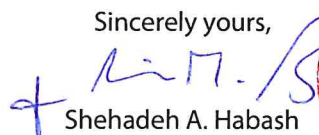
<http://www.undp.org/content/undp/en/home/operations/procurement/protestandsanctions/>

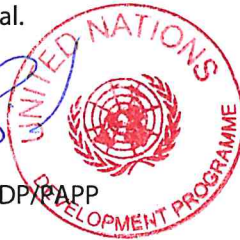
UNDP encourages every prospective Service Provider to prevent and avoid conflicts of interest, by disclosing to UNDP if you, or any of your affiliates or personnel, were involved in the preparation of the requirements, design, cost estimates, and other information used in this RFP.

UNDP implements a zero tolerance on fraud and other proscribed practices, and is committed to preventing, identifying and addressing all such acts and practices against UNDP, as well as third parties involved in UNDP activities. UNDP expects its Service Providers to adhere to the UN Supplier Code of Conduct found in this link: [http://www.un.org/depts/ptd/pdf/conduct\\_english.pdf](http://www.un.org/depts/ptd/pdf/conduct_english.pdf)

Thank you and we look forward to receiving your Proposal.

Sincerely yours,

  
Shehadeh A. Habash  
Head of Procurement Unit - UNDP/PAPP





## DESCRIPTION OF REQUIREMENTS

Context of the Requirement	Develop a position paper on trans-boundary wastewater management
Implementing Partner of UNDP	UNDP in coordination with Palestinian Water Authority
Brief Description of the Required Services	<p>Consultancy Services to develop a position paper on trans-boundary wastewater management flowing through wastewater streams and cross the Green line towards Israel</p> <p>The assignment's specific objectives are:</p> <ol style="list-style-type: none"> <li>1) to establish baseline information on quantities, qualities, and cost of treatment of wastewater flowing through wastewater streams and cross the Green line towards Israel;</li> <li>2) undertake financial analysis on the billing mechanism which must result in enhanced approved mechanism;</li> <li>3) suggest a framework for cross boundary wastewater management on both sides of the borders with all associated institutional and financial arrangements;</li> <li>4) to lead the position of PWA regarding realistic and actual cost of treatment of trans boundary wastewater in Israel; and,</li> <li>5) verify a mechanism to assist both sides to agree upon cost of treatment to replace the unilaterally deduction.</li> </ol>
List and Description of Expected Outputs to be Delivered	Please see Annex 2 for the Terms of Reference (ToR)
Person to Supervise the Work/Performance of the Service Provider	Eng. Taghreed Najjar Programme Manager
Frequency of Reporting	Monthly reporting
Progress Reporting Requirements	Required per milestones mentioned in the ToR
Location of work	Remotely (home-based) with three visits to the region during which frequent meetings in the West Bank, Jerusalem and Israel should be conducted.
Expected duration of work	50 working days spread over (6) calendar months
Target start date	August 2019

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Latest completion date	January 2020			
Travels Expected	Destination/s	Estimated Duration	Brief Description of Purpose of the Travel	Target Date/s
	Jerusalem/Ramallah	5 days/visit	Data gathering, meetings and discussions with key project stakeholders including UNDP, PWA, IWA and others.	TBD
	Jerusalem/Ramallah	5 days/visit	Follow up meetings and presenting key findings and recommendations to the project stakeholders including UNDP, PWA and others.	TBD
	Jerusalem/Ramallah	2 days/visit	Briefing report and presenting the draft position paper	TBD
Special Security Requirements	none			
Facilities to be Provided by UNDP (i.e., must be excluded from Price Proposal)	Please see ToR			
Implementation Schedule	Required and indicating breakdown and timing of activities/sub-activities			
Names and curriculum vitae	Required for all individuals who will be involved in completing the services			
Currency of Proposal	United States Dollars			
Value Added Tax on Price Proposal	must be exclusive of VAT and other applicable indirect taxes			
Validity Period of Proposals (Counting for the last day of submission of quotes)	60 days In exceptional circumstances, UNDP may request the Proposer to extend the validity of the Proposal beyond what has been initially indicated in this RFP. The Proposal shall then confirm the extension in writing, without any modification whatsoever on the Proposal.			
Partial Quotes	Not permitted; proposer must submit an offer for the complete requirement as stipulated in the ToR			

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Payment Terms	Please see Annex (2) for the ToR; Condition for Payment Release: Within thirty (30) days from the date of meeting the following conditions: a) UNDP's written acceptance (i.e., not mere receipt) of the quality of the outputs; and, b) Receipt of VAT invoice from the Service Provider.
Person(s) to review/inspect/ approve outputs/completed services and authorize the disbursement of payment	Eng. Taghreed Najjar Programme Manager
Criteria for Contract Award	Highest Combined Score (based on the 70% technical offer and 30% price weight distribution); and, Full acceptance of the UNDP Contract General Terms and Conditions (GTC). This is a mandatory criterion and cannot be deleted regardless of the nature of services required. Non-acceptance of the GTC may be grounds for the rejection of the Proposal.
Criteria for the Assessment of Proposal	The technical evaluation will be conducted in three phases:  <u>Phase One: PASS/FAIL</u>  The minimum qualifying criteria (mandatory criteria): 1) The assignment is open for international Institutions/consulting firms only; the international Institution/consulting firm shall sub-contract or establish a consortium/association/joint venture with one or more Israeli Institution/consulting firm/s with experience relevant to the assignment; 2) The Institution/consulting firm should have at least (10) years of international experience in water and wastewater sector in general and transboundary wastewater in particular; and, 3) The team leader shall be international with minimum master's degree in water and wastewater management or related fields with training in legal water and wastewater issues. The team leader shall possess experience in Middle East region.  <u>Phase Two: Detailed Technical Evaluation</u> Weight of Technical Proposal (70%) <input checked="" type="checkbox"/> Methodology, Its Appropriateness to the Condition and Timeliness of the Implementation Plan (20 points)

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	<p> <input checked="" type="checkbox"/> Expertise of the Firm in transboundary water and wastewater sector internationally and in both Palestine and Israel (55 points)  <input checked="" type="checkbox"/> Management Structure and Qualification of Key Personnel in similar nature of assignments and scope (20 points)  <input checked="" type="checkbox"/> At least one woman among technical staff is proposed (5 points) </p> <p>Phase Three: Open the financial proposals of those offerors who scored 70% and more in the technical evaluation. Weight of Financial Proposal (30%)</p> <p>To be computed as a ratio of the Proposal's offer to the lowest price among the proposals received by UNDP.</p> <p>The formula for the rating of the Proposals will be as follows:</p> <div style="border: 1px solid black; padding: 10px; margin: 10px 0;"> <p><u>Rating the Technical Proposal (TP):</u></p> <p>TP Rating = (Total Score Obtained by the Offer / Max. Obtainable Score for TP) x 100</p> <p><u>Rating the Financial Proposal (FP):</u></p> <p>FP Rating = (Lowest Priced Offer / Price of the Offer Being Reviewed) x 100</p> <p>Total Combined Score:</p> <math display="block">\frac{(TP \text{ Rating}) \times (\text{Weight of TP, 70\%}) + (FP \text{ Rating}) \times (\text{Weight of FP, 30\%})}{\text{Total Combined and Final Rating of the Proposal}}</math> </div>
UNDP will award the contract to:	One and only one Service Provider
Type of Contract to be Signed	UNDP Contract Face Sheet (Goods and-or Services)
Contract General Terms and Conditions	General Terms and Conditions for contracts Applicable Terms and Conditions are available at: <a href="http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html">http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html</a>
Annexes to this RFP	Form for Submission of Proposal (Annex 1); Detailed ToR (Annex 2)

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Contact Person for Inquiries (Written inquiries only)	<p>Shehadeh Habash Head of Procurement Unit Tel: +972-2-626-8228 <a href="mailto:Proc3.papp@undp.org">Proc3.papp@undp.org</a></p> <p>Any request for clarification related to this RFP should be submitted in writing to <a href="mailto:proc3.papp@undp.org">proc3.papp@undp.org</a> no later than 4 July 2019. Answers to any queries received will be communicated posted on eTendering system on 9 July 2019.</p> <p>Any delay in UNDP's response shall be not used as a reason for extending the deadline for submission, unless UNDP determines that such an extension is necessary and communicates a new deadline to the Proposers.</p>
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### Annex 1 FORM FOR SUBMITTING SERVICE PROVIDER'S PROPOSAL

**(This Form must be submitted only using the Service Provider's Official Letterhead/Stationery)**

[insert: Location].

[insert: Date]

To: Head of Procurement Unit

Dear Shehadeh Habash:

We, the undersigned, hereby offer to render the following services to UNDP in conformity with the requirements defined in the RFP dated [specify date] , and all of its attachments, as well as the provisions of the UNDP General Contract Terms and Conditions:

#### A. Qualifications of the Service Provider

The Service Provider must describe and explain how and why they are the best entity that can deliver the requirements of UNDP by indicating the following:

- a) Profile – describing the nature of business, field of expertise, licenses, certifications, accreditations;
- b) Business Licenses – Registration Papers, Tax Payment Certification, etc.
- c) Track Record – list of clients for similar services as those required by UNDP, indicating description of contract scope, contract duration, contract value, contact references;
- d) Latest Audited Financial Statement – income statement and balance sheet to indicate its financial stability, liquidity, credit standing, and market reputation, etc.;
- e) Certificates and Accreditation – including Quality Certificates, Patent Registrations, Environmental Sustainability Certificates, etc.
- f) Written Self-Declaration that the company is not in the UN Security Council 1267/1989 List, UN Procurement Division List or Other UN Ineligibility List.



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### B. Proposed Methodology for the Completion of Services

The Service Provider must describe how it will address/deliver the demands of the RFP; providing a detailed description of the essential performance characteristics, reporting conditions and quality assurance mechanisms that will be put in place, while demonstrating that the proposed methodology will be appropriate to the local conditions and context of the work.

### C. Qualifications of Key Personnel

The Service Provider must provide:

- Names and qualifications of the key personnel that will perform the services indicating who is Team Leader, who are supporting, etc.;
- CVs demonstrating qualifications must be submitted if required by the RFP; and
- Written confirmation from each personnel that they are available for the entire duration of the contract.

### D. Cost Breakdown per Deliverable\*

#	Deliverables	Percentage of Total Price (Weight for payment)	Price (Lump Sum, All Inclusive)
1	Submit the inception report	20%	
2	Submit interim report	40%	
3	Submit final report including position paper and suggested recommendations	40%	
	Total	100%	

\*This shall be the basis of the payment tranches

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### E. Cost Breakdown by Cost Component *[This is only an Example]:*

Description of Activity	Remuneration per Unit of Time	Total Period of Engagement	No. of Personnel	Total Rate
<b>I. Personnel Services</b>				
1. Services from Home Office				
a. Expertise 1				
b. Expertise 2				
2. Services from Field Offices				
a. Expertise 1				
b. Expertise 2				
3. Services from Overseas				
a. Expertise 1				
b. Expertise 2				
<b>II. Out of Pocket Expenses</b>				
1. Travel Costs				
2. Daily Allowance				
3. Communications				
4. Reproduction				
5. Equipment Lease				
6. Others				
<b>III. Other Related Costs</b>				

[Name and Signature of the Service Provider's Authorized Person]

[Designation]

[Date]



## **Annex 2 TERMS OF REFERENCE (ToR)**

**Project Title:** Transboundary Wastewater Pollution Control

**Project No.:** PAL10-102692

**Title:** International consultancy services to develop a position paper on trans-boundary wastewater management

### **1. BACKGROUND**

There is insufficient wastewater management system in Palestine. In many areas, the collected wastewater from the urban communities is discharged, raw or partially treated, or in some cases fully treated into different natural streams and wadis and crosses the borders into Israel, and then treaded on Israeli's Wastewater Treatment Plant (WWTPs) creating constant conflict between the Palestinian and the Israelis. Israel deducts the cost of treatment from the Palestinian tax money unilaterally without any reference to quantities, cost of treatment, or specific locations and without verification to the Palestinian side. Also in few cases, the untreated wastewater originated in the Israeli side cross the border to the Palestinian side.

The project aims to address these issues and to support the Palestinian Water Authority (PWA) in improving its transboundary wastewater management. This will be achieved through conducting a transboundary wastewater study and installation of flowmeters in up-to-five targeted locations.

The project will also target specifically Baqa As-sharqieh and Nazlat municipalities as a good example of transboundary wastewater management. The current practices in Baqa communities (Baqa Al-Sharqia, Nazlat Issa, An-Nazla Al-Sharqia, An-Nazla Alwesta, An-Nazla AL-Gharibia) of using cesspits and dumping wastewater into Wadi Abu Nar and in the surrounding areas, pose significant public health risks and pollute the natural resources, in particular the shared water aquifer. Therefore, and in additions to the public health risks, mismanagement of wastewater in these communities is causing transboundary pollution and generates conflict and tensions between the two states. Therefore, there is a critical need to establish a comprehensive wastewater management system to safeguard the environment, prevent pollution and manage conflict.

Building on the recommendation of the feasibility study that was conducted by UNDP and financed by the Netherlands in 2014, and the recommendations of an assessment study that would be conducted through this project, UNDP aims to address and enhance transboundary wastewater management and control pollution through:

- a) Installation of flowmeters in up-to-five transboundary wastewater streams;
- b) Construction of wastewater networks to connect the five unserved communities in the project area, namely, the remaining of Baqa Al-Sharqia, Nazlat Issa, An-Nazla Al-Sharqia, An-Nazla Alwesta, An-

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- Nazla AL-Gharibia; and,
- c) enhancing the capacities of the targeted municipalities to ensure the sustainability of the provided wastewater services and finalizing the transboundary wastewater specific agreements.

Early in 2016 PWA confirmed its acceptance of preparing site specific contracts to be signed between the Israeli water corporations who are providing wastewater treatment service in Israel and willing to treat wastewater generated from the Palestinian municipalities (mainly, Baqa, Habla and Barta'a) for a transitional period. Following up on PWA decision, a committee comprises representatives from the Ministry of Local Government, Palestinian Water Authority, and the Municipalities of Baqa, Habla and Barta'a was formed to finalize the site-specific agreement and to negotiate the prices with the service providers in Israel. The site-specific agreements were reviewed by the Ministry of Local Government (MoLG) legal advisor and are available as final drafts. Up to date, there is no signed service agreement between the targeted Palestinian municipalities and the Israel service providers. However, coordination and follow up with MoLG and PWA, has resulted in the commitment of the targeted municipalities to pay for wastewater treatment in Israel once the site-specific agreements are signed. Under this project, follow up will be made to ensure the signature of Baqa Al-Sharqiya site specific agreement by end of 2019 which can serve as a pilot that can be replicated in other transboundary wastewater streams.

Under the project "Peace Building through wastewater management," which was funded by Japan and implemented through UNDP in 2010, a draft agreement concerns shared wastewater management under the jurisdiction of the Parties; Government of Israel and the Palestinian National Authorities was prepared by UNDP and PWA with support from an international legal advisor. It includes responsibilities towards the marine environment as exist under International Law. The objective of this agreement is to enable the Parties to manage wastewaters flowing from one jurisdiction to another such that the environment is protected as fully as possible from significant harm and that the Parties can develop their full potential to treat and reuse water. The purpose of the draft agreement is to:

- a) Enable the Parties to define their responsibilities with respect to the well-being of the shared environment and reuse of treated waters;
- b) Provide a framework for establishing common standards and procedures in the long term;
- c) Enable the construction of civil and other works in each of the jurisdictions as necessary to protect the mutual environment;
- d) Enable the cooperative use of treatment facilities; and,
- e) Provide a framework for cost recovery from treatment services including the benefits of water reuse to the extent which is reasonable given the economic capabilities of the parties.

However, the discussion of the draft agreement was postponed due to the un-enabling political situation. Yet, mismanagement of wastewater in the project targeted communities is causing transboundary pollution and generates conflict and tensions between the two states. Therefore, there is a critical need to establish a practical mechanism for transboundary wastewater management to safeguard the environment, prevent pollution and manage conflict.



## **2. OBJECTIVES OF THE ASSIGNMENT**

The assignment's specific objectives are:

- a) Establish baseline information on quantities, qualities, and cost of treatment of wastewater flowing through wastewater streams and cross the Green line towards Israel;
- b) Undertake financial analysis on the billing mechanism which must result in enhanced approved mechanism;
- c) Suggest a framework for cross boundary wastewater management on both sides of the borders with all associated institutional and financial arrangements;
- d) Lead the position of PWA regarding realistic and actual cost of treatment of trans boundary wastewater in Israel; and,
- e) Verify a mechanism to assist both sides to agree upon cost of treatment to replace the unilaterally deduction.

## **3. SCOPE OF WORK**

In order to achieve the assignment objectives, the consultant shall carry out the following tasks:

- a) Review the present regulatory framework regarding transboundary wastewater management on both sides (Palestine and Israel), taking into consideration Palestinian transboundary strategy;
- b) Make recommendations to improve sharing information between Israeli Water Authority (IWA) and PWA on transboundary wastewater quantities and qualities;
- c) Collect data from Israeli side regarding transboundary wastewater flowing downstream and methods of monitoring. Focus will be made on the streams identified by PWA;
- d) Collect information regarding the cost of treatment and pollution control of the transboundary wastewater on both sides (Palestine and Israel);
- e) Recommend type of monitoring and frequency of measurement on the Palestinian side;
- f) Prepare a position paper that will support PWA in verifying related payments to IWA and assist both authorities to better manage transboundary wastewater including pricing, monitoring on both sides and costing; and,
- g) Carrying out bilateral meetings and consultations sessions with both authorities. In addition, at least one consultation session with the engagement of both authorities should be conducted if possible.

## **4. GOVERNANCE AND ACCOUNTABILITY**

- a) UNDP/PAPP will supervise the work of the Institution/consulting firm; and,
- b) UNDP/PAPP Programme manager and PWA focal point will facilitate the work.

## **5. FACILITIES TO BE PROVIDED BY UNDP**

- a) UNDP/PAPP will facilitate site visits on both Palestinian and Israeli side; and,
- b) All required information about the project can be provided upon request.

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### 6. DELIVERABLES

The following deliverables should be achieved:

- Inception report explaining methodology, updated workplan and actual quantities of wastewater crossing the border from the fifteen wastewater streams identified by PWA six (6) weeks after the signature of the contract;
- Interim report that includes financial analysis, gaps in the billing mechanism and verification methods;
- Conduct a workshop to present the results of the interim report and take correction measures if necessary; and,
- Final report including position paper and suggested recommendations on possible measures that can be implemented to minimize the amount paid for transboundary wastewater management

### 7. EXPECTED DURATION OF THE CONTRACT/ASSIGNMENT

The assignment will have a duration for six (6) calendar months. A proposed timeline of the activities indicating number of working days should be submitted as part of the consultant detailed workplan in the proposal submitted by interested applicants.

### 8. LEVEL OF EFFORTS

It is estimated that a total of 50 working days over a period of (6) calendar months will be required to complete the assignment.

### 9. PAYMENT TERMS:

Payments are based upon carrying out the above-mentioned scope of work and the submission of the following milestones:

Milestone	% Payment	Target Date
Acceptance of inception report	20%	Six (6) weeks after signing the contract
Acceptance of interim report	40%	Four (4) months after signing the contract
Acceptance of final report including position paper and suggested recommendations	40%	Six (6) months after signing the contract

All payments will be issued upon certification of UNDP programme manager.

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### 10. PROFESSIONAL QUALIFICATIONS OF THE SUCCESSFUL CONTRACTOR AND ITS KEY PERSONNEL

The Institution/consulting firm must provide CVs demonstrating the qualifications of the following required key personnel:

- a) Team leader with minimum master's degree in water and wastewater management, economy or related fields with training in legal water and wastewater issues;
- b) One legal expert with advanced degrees in law from recognized universities with minimum (8) years' experience, including sound knowledge of international law, and similar experience in water and wastewater issues in the Middle East Region;
- c) Financial expert with advanced degree in finance with minimum (8) years' experience in water and wastewater sector; and,
- d) Field coordinator with university degree and proven experience in data collection and verification related to water and wastewater sector in Israel and Palestine.

An assessment of the expert's suitability will be made using the submitted as part of their proposal and judged according to the criteria specified in below section.

Consulting Firms must include details of proposed team members assigned to undertake this work, an overview of team roles, division of labor amongst the team and % of each individual's working time spent on this assignment must be included. The team should be sufficiently staffed and have the expertise required to complete this work.

UNDP designated officers reserve the right to conduct a remote interview with the proposed key staff before the contract is awarded to verify the technical experience, competencies and qualifications of applicants.

#### **Institution/Consulting Firm Professional Experience:**

- a) Experience advising governmental agencies on legal transboundary wastewater issues;
- b) Experience in drafting and negotiating intergovernmental environmental agreements;
- c) Knowledge of cross boundary environmental laws notably addressing transboundary pollution and water/wastewater;
- d) Demonstrated accessibility to related data from IWA;
- e) Knowledge of international agreements applicable in Israel relating to environmental protection, notably waste management (Basel Convention);
- f) Familiarity with current and draft legislation and regulations on environmental protection, waste management, and waste management strategy of the hosting country (occupied Palestinian territory), and Israel;
- g) Knowledge of UNDP rules, procedures and regulations will be a plus;
- h) Excellent English drafting and communication skills are a must. Knowledge of Arabic or Hebrew will be an asset.

#### **Other qualification requirements:**

- a) The joint venture, consortium, association, or subcontracting shall comply with the following:
  - o All parties shall be jointly and severally liable to UNDP for the fulfillment of the provisions of



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- the contract;
- An initial acceptance of both parties shall be enclosed in the proposal.

## 11. TECHNICAL PROPOSALS

The proposal should describe the approach and methodology that will be applied by the consultancy firm to meet the objectives and scope of the assignment.

A narrative of proposed actions and strategies of reaching the expected results and a detailed work-plan with separate lines for each proposed action and corresponding timeframes are requested. The timeframe should be represented on a week-by-week basis.

The proposal should demonstrate responsiveness to the ToR, by identifying the specific components proposed, addressing the requirements, as specified, point by point; and demonstrating how the proposed methodology meets or exceeds the requirement. Focus should be made on the followings:

- a) Well-structured methodology combined with detailed work plan that includes clear bench marks, and number and duration of missions that will be conducted by the consulting firm;
- b) Resumes of Key personnel must be accompanied with this RFP;
- c) List of projects undertaken within the last three (3) years that are related to this assignment;
- d) Contact details of three (3) previous clients that can be used for reference purposes to whom a project has been completed in a similar size and scope as this assignment; and,
- e) Business license and registration papers.

## 12. FINANCIAL PROPOSALS

The financial proposal shall specify a total lump sum amount, and payment terms around specific and measurable deliverables. Payments are based upon output, i.e. upon delivery of the services specified in the ToR.

The financial proposal shall include a breakdown of this lump sum amount (including travel, per diems, number of anticipated working days, cost of workshops, working session and meetings, etc.).

The offeror is asked to upload the Price Schedule online under **Financial Proposal** only.

## 13. EVALUATION

A two-stage procedure is utilized in evaluating the proposals, with evaluation of the technical proposals prior to any price proposal being opened and compared. The price proposal of the Proposals will be opened only for submissions that passed the minimum technical score (70%) in the evaluation of the technical proposals. The technical proposals are evaluated based on its responsiveness to the ToR.

## United Nations Development Programme

Programme of Assistance to the Palestinian People

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Proposals not attaining the minimum technical score (70%) will be considered technically non-compliant and disqualified and their Financial Proposals will be disregarded.

### Technical Evaluation Criteria

Technical Evaluation Criteria			Weight	Points
FORM 1	Methodology		20	
	a	Clearly illustrates how the work plan/timeline will be conducted to cover all required elements		4
	b	Clearly illustrates how the methodology plan be will developed and implemented		10
	c	Clearly illustrates how each activity will be implemented		4
	d	Clearly illustrates how the final report will be developed and finalized		2
FORM 2	Expertise of Institution/Firm Note: 70% of weight of Form 1 is designated for the international consultant while 30% for the Israeli consulting firm/s		55	
	a	Does the Company Profile reflect the requirements of the ToR?		25
	b	Do projects undertaken within the last (7) years relate to the ToR?		25
	c	Quality of References provided by (3) previous clients		5
FORM 3	Management Structure and Qualification of Key Personnel		20	
	a	Is overall staffing qualifications sufficient to undertake ToR?		5
	b	Team Leader		10
	c	Other Experts		5
<b>TOTAL</b>			<b>95</b>	
at least one woman among the project technical staff			<b>5</b>	
<b>Grand Total</b>			<b>100</b>	

**In the Second Stage, the price proposal of all Offerors, who have attained the minimum technical score in the technical evaluation, will be opened and evaluated.**

### 14. Award of Contract

**The UNDP procuring entity will award the Contract to the Offeror who attains/receives the Highest Combined Technical and Financial score.**

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### ACKNOWLEDGEMENT LETTER

PLEASE TYPE OR PRINT LEGIBLY & RETURN VIA FAX NO.: +972 2 626 8222

Date: \_\_\_\_\_

Dear Shehadeh Habash,

RFP-2019-PAL-0000074744: Consultancy Services to Develop a Position Paper on Trans-Boundary Wastewater Management / Transboundary Wastewater Pollution Control

We the undersigned, acknowledge receipt of your Request of Proposal for the provision of services under subject and hereby confirm that:

a) ☐ we intend

☐ we do not intend

to submit a proposal to the United Nations Development Programme by the deadline.

<b>Names of our representative(s) designated for this engagement</b>		1. ....; and			
		2. ....			
<b>Firm/Company's name (Proposer):</b>					
<b>Address:</b>					
<b>City:</b>		<b>State:</b>		<b>Zip:</b>	
<b>Signature of Authorized Representative:</b>					
<b>Name:</b>			<b>Title:</b>		
<b>Telephone No.:</b>		<b>Ext.:</b>		<b>Fax No.:</b>	
<b>Email address:</b>					