

United Nations Development Programme

Programme of Assistance to the Palestinian People

برنامج الأمم المتحدة الإنمائي / برنامج مساعدة الشعب الفلسطيني



RFQ- PAL-0000151726

Date: 8 September 2021

REQUEST FOR QUOTATION / PROPOSAL**Subject: RFP for Consultancy Services for Social and Environmental Thematic Evaluation of the Khan Younis Wastewater Treatment Plant (KY WWTP)**

Dear Bidder,

We kindly request you to submit your quotation/proposal to conduct **Social and Environmental Thematic Evaluation of the Khan Younis Wastewater Treatment Plant (KY WWTP)**, as detailed in Annex 1 of this RFQ. When preparing your quotation, please be guided by the form attached hereto as Annex 3.

Please note that this procurement process is being conducted through the online tendering system of UNDP. Bidders who wish to submit an offer must be registered in the system. Visit this page for system user guides and videos in different languages:

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

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 link below and follow the instructions in the user guide (attached):

<https://etendering.partneragencies.org>

•**Username:** event.guest

•**Password:** why2change

It is strongly recommended to create a username with two parts: your first name and last name separated by a ".", (similar to the one shown above). Once registered you will receive a valid password to the registered email address which you can use for signing in and changing your password.

Please note that your new password should meet the following criteria:

- Minimum 8 characters
- At least one UPPERCASE LETTER
- At least one lowercase letter
- At least one number

You can view and download tender documents with the guest account as per the above username and password, however, if you are interested to participate, you must register in the system and subscribe to this tender to be notified when amendments are made.

Quotations that are received by UNDP after the deadline indicated, for whatever reason, shall not be considered for evaluation.

In the course of preparing your Proposal, it shall remain your responsibility to ensure that it reaches the address above on or before the deadline. Proposals that are received by UNDP after the deadline indicated above, for whatever reason, shall not be considered for evaluation.

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.

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The Proposal that complies with all of the requirements, meets all the evaluation criteria and attains the highest combined technical and financial scores 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 attached hereto. The mere act of submission of a Proposal implies that the Service Provider accepts without question the General Terms and Conditions of UNDP, herein attached as Annex 4.

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

Thank you and we look forward to receiving your Proposal.

Sincerely yours,

Shehadeh Habash 08-Sep-2021

Shehadeh A. Habash

Head of Procurement Unit

UNDP/PAPP

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Annex 1**Description of Requirements**

Context of the Requirement	UNDP/PAAP – Gaza office												
Implementing Partner of UNDP	UNDP/PAPP												
Brief Description of the Required Services	RFP for Consultancy Services for Social and Environmental Thematic Evaluation of the Khan Younis Waste Water Treatment Plant (KY WWTP)												
List and Description of Expected Outputs to be Delivered	Please refer to the ToR attached under Annex 2												
Person to Supervise the Work/Performance of the Service Provider	UNDP assigned responsible officers												
Frequency of Reporting	Please Refer to the TOR – Annex 2												
Progress Reporting Requirements	To be agreed on with the UNDP responsible officers												
Location of work	<input checked="" type="checkbox"/> Exact Address/es <i>[pls. specify]</i> Gaza Strip <input checked="" type="checkbox"/> At Contractor's Location												
Expected duration of work	Two and half calendar months												
Target start date	04 October 2021												
Latest completion date	19 December 2021												
Travels Expected	<table border="1"> <thead> <tr> <th>Destination/s</th><th>Estimated Duration</th><th>Brief Description of Purpose of the Travel</th><th>Target Date/s</th></tr> </thead> <tbody> <tr> <td>Gaza Strip</td><td></td><td></td><td></td></tr> <tr> <td></td><td></td><td></td><td></td></tr> </tbody> </table>	Destination/s	Estimated Duration	Brief Description of Purpose of the Travel	Target Date/s	Gaza Strip							
Destination/s	Estimated Duration	Brief Description of Purpose of the Travel	Target Date/s										
Gaza Strip													
Special Security Requirements	<input type="checkbox"/> Security Clearance from UN prior to travelling <input type="checkbox"/> Completion of UN's Basic and Advanced Security Training <input checked="" type="checkbox"/> Comprehensive Travel Insurance <input type="checkbox"/> Others <i>[pls. specify]</i>												
Facilities to be Provided by UNDP (i.e., must be excluded from Price Proposal)	N/A												
Implementation Schedule indicating breakdown and timing of activities/sub-activities	<input checked="" type="checkbox"/> Required <input type="checkbox"/> Not Required												
Names and curriculum vitae of individuals who will be involved in completing the services	<input checked="" type="checkbox"/> Required <input type="checkbox"/> Not Required												
Currency of Proposal	<input checked="" type="checkbox"/> United States Dollars <input type="checkbox"/> Euro <input type="checkbox"/> Local Currency												
Value Added Tax on Price Proposal	<input type="checkbox"/> must be inclusive of VAT and other applicable indirect taxes <input checked="" type="checkbox"/> must be exclusive of VAT and other applicable indirect taxes												

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Validity Period of Proposals (Counting for the last day of submission of quotes)	<input type="checkbox"/> 60 days <input type="checkbox"/> 90 days <input checked="" type="checkbox"/> 120 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	<input checked="" type="checkbox"/> Not permitted <input type="checkbox"/> Permitted <i>[pls. provide conditions for partial quotes, and ensure that requirements are properly listed to allow partial quotes (e.g., in lots, etc.)]</i>										
Payment Terms ¹	Please also refer to the ToR <table border="1" style="width: 100%;"> <thead> <tr> <th>Deliverables</th> <th>%</th> <th>Condition for Payment Release</th> </tr> </thead> <tbody> <tr> <td>Evaluation Inception Report has been provided and approved</td> <td>30 %</td> <td rowspan="2"> 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 invoice from the Service Provider. </td> </tr> <tr> <td>Final evaluation report and presentation of findings have been provided and approved.</td> <td>70%</td> </tr> </tbody> </table>			Deliverables	%	Condition for Payment Release	Evaluation Inception Report has been provided and approved	30 %	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 invoice from the Service Provider.	Final evaluation report and presentation of findings have been provided and approved.	70%
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Final evaluation report and presentation of findings have been provided and approved.	70%										
Person(s) to review/inspect/ approve outputs/completed services and authorize the disbursement of payment	UNDP assigned responsible officers										
Type of Contract to be Signed	<input type="checkbox"/> Purchase Order <input checked="" type="checkbox"/> Contract Face Sheet (Goods and-or Services) <input type="checkbox"/> Institutional Contract <input type="checkbox"/> Contract for Professional Services <input type="checkbox"/> Long-Term Agreement <i>(if LTA will be signed, specify the document that will trigger the call-off. E.g., PO, etc.)</i> <input type="checkbox"/> Other Type of Contract <i>[pls. specify]</i>										

¹ UNDP preference is not to pay any amount in advance upon signing of contract. If the Service Provider strictly requires payment in advance, it will be limited only up to 20% of the total price quoted. UNDP shall require the Service Provider to submit a bank guarantee or bank cheque payable to UNDP, in the same amount as the payment advanced by UNDP to the Service Provider.

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Criteria for Contract Award	<input type="checkbox"/> Lowest Price Quote among technically responsive offers <input checked="" type="checkbox"/> Highest Combined Score (based on the 70% technical offer and 30% price weight distribution) <input checked="" type="checkbox"/> 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	<p>Technical Proposal</p> <p><input checked="" type="checkbox"/> Capacity and Expertise of the Firm 20%</p> <p><input checked="" type="checkbox"/> Methodology, Approach and Implementation Plan including key milestones 40%</p> <p><input checked="" type="checkbox"/> Management Structure, Staffing plan and CVs 40%</p> <p>Evaluation of the technical proposals will be done prior to any price proposal being opened and compared. The financial proposal will be opened only for submissions that passed the minimum technical score (70%) in the evaluation of the technical proposals.</p> <p>The technical proposals are evaluated based on their responsiveness to the Terms of Reference (TOR).</p> <p>The evaluation form for the technical proposals follows. The obtainable number of points specified for each evaluation criterion indicates the relative significance of weight of the item in the overall evaluation process.</p> <p>Technical Evaluation Criteria that will be used - Technical proposals will be evaluated based on the following criteria:</p> <table border="1"> <thead> <tr> <th colspan="2">Technical Proposal Evaluation</th><th colspan="2">Points obtainable</th></tr> </thead> <tbody> <tr> <td>1.</td><td>Capacity and Expertise of Firm</td><td colspan="2">200</td></tr> <tr> <td>2.</td><td>Methodology, Approach and Implementation Plan including key milestones</td><td colspan="2">400</td></tr> <tr> <td>3.</td><td>Management Structure, Staffing plan and CVs</td><td colspan="2">400</td></tr> <tr> <td colspan="2">Total</td><td colspan="2">1000</td></tr> </tbody> </table> <table border="1"> <thead> <tr> <th colspan="2">Technical Evaluation Criteria</th><th>Points</th><th>Weight</th></tr> </thead> <tbody> <tr> <td colspan="2">Capacity and Expertise of Firm / Organization</td><td></td><td>200</td></tr> <tr> <td>1.1</td><td>General Organizational Capability which is likely to affect implementation: management structure, financial stability and project financing capacity, project management controls, extent to which any work would be subcontracted</td><td>100</td><td></td></tr> <tr> <td>1.2</td><td>Relevance of specialized knowledge and experience on similar engagements. (Minimum 5 years' experience in provision of similar services of the TOR, including completing at least 2 similar assignments during the last 5 years.) 50 points will be for relevance experience on similar engagement and 50 points will be for</td><td>100</td><td></td></tr> </tbody> </table>			Technical Proposal Evaluation		Points obtainable		1.	Capacity and Expertise of Firm	200		2.	Methodology, Approach and Implementation Plan including key milestones	400		3.	Management Structure, Staffing plan and CVs	400		Total		1000		Technical Evaluation Criteria		Points	Weight	Capacity and Expertise of Firm / Organization			200	1.1	General Organizational Capability which is likely to affect implementation: management structure, financial stability and project financing capacity, project management controls, extent to which any work would be subcontracted	100		1.2	Relevance of specialized knowledge and experience on similar engagements. (Minimum 5 years' experience in provision of similar services of the TOR, including completing at least 2 similar assignments during the last 5 years.) 50 points will be for relevance experience on similar engagement and 50 points will be for	100	
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		the quality of similar previous works as provided by 2 previous clients/references).		
	Methodology, Approach and Implementation Plan including key milestones, organization and timetable			400
	2.1	Clearly illustrates how the evaluation will be conducted to cover all required elements stated in the ToR	80	
	2.2	Clearly illustrates how data will be collected including the proposed data collection tools, both qualitative and quantitative, and proposed sampling process.	80	
	2.3	Clearly illustrates how each activity will be evaluated to ensure that the overall evaluation covers all project Components. (The methodology shall include evaluation matrix with key evaluation questions and at least one indicator for each key evaluation question).	80	
	2.4	Description of the approach and methodology for meeting or exceeding the requirements of the ToR.	80	
	2.5	Assessment of the implementation plan proposed including whether the activities are properly sequenced and if these are logical and realistic.	80	
	Management Structure, Staffing plan and CVs			400
	3.1	Composition and structure of the team proposed. Are the proposed roles of the management and the team of key personnel suitable for the provision of the necessary services?	50	
	3.2	Lead evaluator	150	
		- Qualification/ Education (40)		
		- General professional experience (30)		
		- Specific experience relevant to the assignment (50)		
		- Relevant Training Certificates (10)		
		- Language (20)		
	3.3	WASH/Environmental Expert	100	
		- Qualification/ Education (25)		
		- General professional experience (20)		
		- Specific experience relevant to the assignment (40)		
		- Relevant Training Certificates (5)		
		- Language (10)		

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	3.3 Solar Energy Expert - Qualification/ Education (25) - General professional experience (20) - Specific experience relevant to the assignment (40) - Relevant Training Certificates (5) - Language (10) Total	100		
UNDP will award the contract to:	<input checked="" type="checkbox"/> One and only one Service Provider who obtains the highest Total Combined Score on his/her Proposal (based on combined scoring method)			
Annexes to this RFP	<input checked="" type="checkbox"/> Form for Submission of Proposal (Annex 3) <input checked="" type="checkbox"/> General Terms and Conditions / Special Conditions (Annex 4) ² <input checked="" type="checkbox"/> Detailed TOR (Annex 2) <input type="checkbox"/> Others			
Contact Person for Inquiries (Written inquiries only) ³	<i>The Procurement Analyst</i> <i>Proc10.papp@undp.org</i> <i>Tel: 08-2863364</i> 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. Deadline to receive enquiries: 16 September 2021 Answers to received enquiries (if any), will be documented and sent to all invited bidders on 20 September 2021			
Deadline to receive proposals	Proposals may be submitted on or before the date and time set in the UNDP e-Tendering system for this event/RFQ. https://etendering.partneragencies.org Event ID: 0000010329 Dead line: 27 September 2021 5:00AM EST (12:00hr Jerusalem Time)			

² Service Providers are alerted that non-acceptance of the terms of the General Terms and Conditions (GTC) may be grounds for disqualification from this procurement process.

³ This contact person and address is officially designated by UNDP. If inquiries are sent to other person/s or address/es, even if they are UNDP staff, UNDP shall have no obligation to respond nor can UNDP confirm that the query was received.

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Annex 2**Terms of Reference****Social and Environmental Thematic Evaluation of the Khan Younis Waste Water Treatment Plant (KY WWTP)**

PROJECTS INFORMATION		
Projects/outcome title	Construction of Khan Younis Waste Water Treatment Plant (referred to as KY WWTP project) and; Solar Energy System for Khan Younis Waste Water Treatment Plant (referred to as Solar Energy project)	
Atlas ID	Award ID: PAL10 -00041529 & 00121913 Output ID: PAL10- 00047395 & 00117719	
Corporate outcome and output	UNDAF Outcome 3: Palestine's infrastructure, and natural and cultural resources are more sustainably used and managed Palestine Programme Framework (PPF): Outcome 4: Leaving no one behind: Social Development and Protection Output 4.3: Support and build the capacity of PWA, Ministry of Local Government, and related municipalities in wastewater and solid waste management (i.e. wastewater tariff, cost recovery, promote community participation, and raise awareness) and Improve access to wastewater and solid waste services including collection, treatment and reuse/recycling Output 3.6: Installation of solar panels and mainstreaming solar energy supported.	
Country	State of Palestine	
Region	Gaza Strip	
Date projects document signed	For KY WWTP: August 2005, and 21 February 2014 For Solar Energy for KY WWTP: 02 September 2020	
Projects dates	Start	Planned end
	For KY WWTP: 04 January 2006 For Solar Energy for KY WWTP: 01 December 2019	31 December 2021 28 February 2022
Projects' budget	For KY WWTP project: US\$ 58,004,549 For Solar Energy project: US\$ 2,179,836.51	
Projects expenditure at the time of evaluation	For KY WWTP project: US\$ 43,587,748.6 (until 31 July 2021) For Solar Energy project: US\$337,786.45 (until 31 July 2021)	
Funding source	For the KY WWTP project: Kuwait Fund for Arab Economic Development through the Islamic Development Bank: US\$ 42 million Government of Japan: US\$ 14,829,549 UNDP: US\$ 1,175,000	

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	For the Solar Energy project: The Norwegian Ministry of Foreign Affairs: US\$ 2,179,836.51
Implementing party⁴	UNDP/PAPP is the entity responsible and accountable for managing and implementing the projects in coordination with the project partners: <ul style="list-style-type: none"> - The Palestinian Water Authority (PWA) as sector regulator - The Palestinian Energy and Natural Resources Authority (PENRA) - The Coastal Municipalities Water Utility (CMWU) as service provider and final operator of the projects, and - The Khan Younis Municipality as a direct beneficiary.

1. Background and Context:

The Khan Younis Governorate extends over a wide geographic area of around 108 square kilometres in the southern part of the Gaza Strip, and it is currently inhabited by around 413,000 residents (Projected Mid-Year Population for Khan Younis Governorate by Locality 2017-2026, PCBS, 30 May 2021). Khan Younis city is the second largest city in the Gaza Strip with a total administrative area of 59 square kilometers and it is currently inhabited by around 275,000 residents. The Governorate has been long suffering from an absence of a comprehensive sewerage collection system and a functional waste water treatment plant. To address the exacerbated sewage disposal problems and dire hygienic conditions in crowded areas, Khan Younis and Bani Suhaila Municipalities managed to serve part of their residents with a public sewage collection system. At present, around 40% of the population of Khan Younis Governorate are served by this sewerage system. However, due to the absence of a waste water treatment plant, the collected waste water was pumped without treatment to the existing main storm water box culvert to flow out by gravity to a storm water infiltration pond located in the north-western side of Khan Younis city. In 2008, the collected waste water was diverted to other six ad-hoc collection lagoons established temporarily in the western side of Khan Younis city. Up to September 2019, more than 15,000 cubic metres per day of partially treated waste water was discharged through the lagoons to the Mediterranean Sea.

This situation was posing serious risks to the Khan Younis residents' public health as well as contaminating the ground water aquifer, sea water and marine life. The concentration of Nitrate in some Khan Younis water wells reached around 458 mg/l, which is almost nine times more than WHO's recommended level of 50 mg/l. The presence of Nitrate in water has been associated with methemoglobinemia (or blue baby Syndrome), especially in bottle-fed infants.

In response to these development challenges, the UNDP initiated the Khan Younis Waste Water Treatment Plant (KY WWTP) as an emergency response to the vital hygienic and environmental needs of Khan Younis residents. The intervention is a strategic environmental project that aims to improve access to adequate, inclusive and equitable sanitation and hygiene for the residents of Khan Younis Governorate with special attention to the needs of women. The UNDP intervention comprises two major components/projects: first, the construction of the KY WWTP, and second, the

⁴ It is the entity that has overall responsibility for implementation of the project (award), effective use of resources and delivery of outputs in the signed project document and workplan.

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construction of a solar energy system to guarantee providing electricity on a continuous basis for proper and sustainable operation of the treatment plant.

The Khan Younis Waste Water Treatment Plant (KY WWTP) is prioritised by the PWA as a strategic environmental project. It aims to protect the public health, water resources and environment of Khan Younis residents, through the development of public and social infrastructure in the Gaza Strip. Women are among the main beneficiaries from the services of KY WWTP. Of the 413,000 residents of Khan Younis Government who will benefit from the project, 49.3% are women who will enjoy decreased daily life stressors due to improved access to adequate waste water collection and treatment. On the other hand, there will be subsequent improvement in the public health conditions including decreased pollution of ground water, sea water and marine life and decreased water-borne diseases. KY WWTP will contribute to achieving the PWA's objective for water security, and balanced water management by providing a new non-conventional water source of treated waste water that can be used for agricultural purposes.

KY WWTP has been designed to be an extendable treatment plant with capacity of 26,600 cubic metres per day for the first phase and 44,900 m³/day for the second phase to serve the residents of Khan Younis Governorate. With funding from the Government of Japan, the Kuwait Fund for Arab Economic Development through the Islamic Development Bank, and co-financing by UNDP, USD 58 million has been allocated for the construction of KY WWTP, phase I. This entails the first phase of the treatment plant, effluent and emergency pressure pipeline, infiltration basins to recharge the treated effluent into the aquifer and its electrical power supply line.

Overall, the project sought to construct a comprehensive, functional and operational waste water treatment plant, at a flow capacity of 26,600 cubic metres per day, in accordance with international standards, with the aim of protecting public health, water resources and the environment of Khan Younis residents, while contributing to developing public and social infrastructure in the Gaza Strip.

The project is directly executed by UNDP in coordination with the project partners: the Palestinian Water Authority (PWA) as sector regulator; the Coastal Municipalities Water Utility (CMWU) as service provider and final operator of the project, Khan Younis Municipality as a direct beneficiary.

According to the agreement between UNDP and the IsDB, and with an aim to enhance the capacity of national partners, the CMWU implemented two components of the KY WWTP project namely; the construction of 70% of effluent and emergency pressure pipeline and the construction of infiltration basins under UNDP's full coordination and supervision of the project.

UNDP completed the construction and commissioning works of KY WWTP, phase I, and moved to the one-year operation stage in November 2019. During this year, more than 4.3 million cubic metres of raw sewage has been treated at the KY WWTP with high quality parameters, and more than 4.0 million cubic metres of treated effluent has been recharged into the ground water aquifer through the infiltration basins to ultimately be used for agricultural purposes. After finalising the one-year operation stage, the plant was handed over to the final operator, the Coastal Municipalities Water Utility (CMWU), in November 2020.

In the Gaza context, the electricity shortage is other major cause undermining the provision of water, sanitation and hygiene services. Gaza has been suffering from a chronic electricity deficit since 2006, which was aggravated during the 2014 hostilities when the Gaza Power Plant (GPP) was destroyed. While electricity needs are around 450 MW, only around 85 MW is produced by the GPP, electricity supplied from Egypt is non-existent, and supply from Israel is around 120 MW, leaving a gap of

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around 245MW. Interruptions to electricity severely affect the delivery of essential services. Reliable and uninterrupted electrical power is needed to maintain the biological treatment processes for the waste water treatment plants and is a prerequisite for a fully functional and effective operation of the KY WWTP.

Whilst the operation of KY WWTP started in November 2019 as mentioned above, the provision of the electrical power represents a major and immediate challenge within the protracted and worsening shortage of electricity in Gaza. To provide a constant supply of electricity for the plant, the Palestinian Energy and Natural Resources Authority (PENRA) has endorsed the proposed intervention for implementing an on-grid solar energy system with a capacity of 07 MWp for KY WWTP that can be designed as an extendable system and constructed into integrated phases.

The overall project of the solar energy system with a capacity of 07 MWp aims to achieve optimal operation of KY WWTP and reduce the overall running cost by around 50%, helping to attain a sustainable operation of the plant. It comes in line with the UNDP's strategy for safeguarding the environment and protecting natural resources and responds to the 10th national priority of the National Policy Agenda (NPA) resilient communities: ensuring a sustainable environment and adapting to climate change; policy intervention: increase energy efficiency and reliance on renewable energy.

With funding from the Norwegian Ministry of Foreign Affairs amounting to US\$ 2.179 million, the detailed design for the 07 MWp solar energy system for KY WWTP has been provided and the first phase with a capacity of 1.3 MWp is under construction, which will be followed by constructing the complementary phases within the availability of the required funds. The intervention included awareness raising activities of Khan Younis residents especially women regarding the importance of clean water and hygiene, and increased engagement of communities in plans for effective utilization of treated water. The relevant public awareness campaign was completed in May 2021.

The interventions contribute to the United Nations Sustainable Development Goals (SDG's) related to ensuring conservation of environment, including access to water, sanitation, energy and gender equality (SDG 3, 5, 6, 7, 11, 13, and 14). It is also in line with UNDP's strategy for safeguarding the environment and protecting natural resources. The intervention is also aligned with the national policy agenda of 2018-2022, particularly national priority 10 "Resilient Communities" and its policy interventions related to "Sustainable Environment and Adapting to Climate Change" including "Expand waste water management, treatment and reuse" and increase energy efficiency and reliance on renewable energy.

The primary beneficiaries of the project are the 217,000 residents of Khan Younis who can be served by the constricted first phase of the KYWWTP project. Other beneficiaries include:

- The Khan Younis Municipality, the Coastal Municipalities Water Utility and the Palestinian Government, as the project will contribute to enhancing the management of water and waste water services.
- Families of unemployed workers who have the opportunity to work on the project.
- The local contracting sector through gaining additional experience in implementing similar large-scale waste water treatment projects.

In tandem the long-term desired impact of the two projects is to improve the health among the residents of Khan Younis and the environmental protection in Gaza.

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Planned results as stated in the project documents are as follows:

Impact	Improved access to adequate, inclusive and equitable sanitation and hygiene for residents of Khan Younis Governorate with special attention to the needs of women through the optimal operation of the Khan Younis Waste Water Treatment Plant (KYWWTP) utilizing renewable sustainable photovoltaic solar energy, contributing to the protection of the public health and environment in the Gaza Strip.
Outcome	Palestine's infrastructure, and natural and cultural resources are more sustainably used and managed
Construction of KY WWTP	Output 1: KY WWTP of a capacity of 26,600 cubic metres per day constructed and operated for one year after commissioning.
	Output 2: Effluent and emergency pressure pipeline of 18.6 kilometres length constructed.
	Output 3: Al Fukhari infiltration basins of 97 donums area to recharge treated waste water into aquifer constructed.
	Output 4: Main electricity power supply line of around 3,000 meter length to operate the KY WWTP constructed
	Output 5: constructability review, pre-contract services and construction supervision for the construction of KY WWTP performed
	Output 6: the implementation and operational capacity of the Coastal Municipalities Water Utility enhanced
Solar Energy System for KY WWTP	Output 1: 1.3MWp renewable solar energy installed in KYWWTP to sustainably treat the waste water in Khan Younis governorate.
	Output 2: Improved awareness of Khan Younis residents especially women regarding the importance of clean water and hygiene, and increased engagement of communities in plans for effective utilization of treated water

2. Evaluation purpose, scope and objectives

2.1. Purpose of the evaluation

The main purpose of this Social and Environmental thematic evaluation is to support further learnings, accountability and transparency of development interventions through an assessment of the actual results, the uniqueness, added value and significance of the KY WWTP for the community of Khan Younis Governorate and the Gaza Strip. The evaluation shall therefore provide evidence on the achievements and results of the projects, including identification of factors that have hindered or facilitated the success of the projects. As the projects are very much linked and complementing each other with the purpose of ensuring proper operation of the KYWWTP, the thematic evaluation findings shall furthermore be used in the evaluation as basis for presenting actionable and comprehensive recommendations beyond a particular project, which can be used for future similar interventions and scale-up opportunities by UNDP/PAPP and national stakeholders.

To achieve the main purpose, the evaluation shall determine the relevance, coherence, effectiveness, efficiency, impact and sustainability of the project. The evaluation must address how the interventions sought to address social and environmental issues, including climate changes, gender inequality, inclusion of people with disabilities and limited access to basic services.

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2.2. Scope of the Evaluation:

The evaluation will cover both the construction of KYWWTP and energy system projects. While the main focus of the evaluation is the KY WWTP and the solar energy system projects which were constructed on site during the period 2017 - 2021, the evaluation may reflect on the conditions and challenges encountered during the design stage before the actual construction. The evaluation is planned to be conducted at the final stage of the projects' implementation period and shall be finalized by end of December 2021.

Geographically the evaluation shall cover the relevant locations in the Gaza Strip, mainly Khan Younis Governorates where interventions took place.

The scope of evaluation will focus on all outputs under both the construction of KYWWTP project and the Solar Energy project and provide actionable, evidence-based recommendations, best practices and lessons learned of the KY WWTP and the solar energy system interventions to inform the ongoing and future interventions in similar field.

The concrete outputs are as follows:

Construction of KYWWTP:

The Solar Energy Project:

In every stage of the evaluation, criteria will be used; relevance, coherence, efficiency, effectiveness, sustainability, and impact.

2.3. Specific objectives

The specific objectives of the evaluation exercise will be to identify and assess the following:

1. The social and environmental likely impact of the projects and how they are able to contribute to the improvement of the public health and environment in Khan Younis Governorate and in the Gaza Strip.
2. The relevance of the projects to the needs of the local community and the national strategic priorities.
3. The efficiency, effectiveness, sustainability and coherence of the projects' results, achievements, limitations as well as the applied approaches and methodologies used.
4. The contribution to the cross-cutting issues, including gender equality and women's empowerment, disability and environment.
5. Concrete recommended actions which can be used to inform the handover process as well as guide future similar interventions. The recommendations shall be based on the projects' overall achievements, limitations and lessons learned.

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3. Evaluation criteria and key guiding questions

3.1. Evaluation sample questions

The purpose of the evaluation criteria is linked to the purpose of evaluation. The evaluation should be conducted according to the Organization for Economic Co-operation and Development (OECD) - Development Assistance Committee (DAC) criteria (relevance, coherence, effectiveness, efficiency, the likely impact and sustainability). Each criterion is a different lens or perspective through which the intervention can be viewed. Together, they provide a more comprehensive picture of the intervention, the process of implementation, and the results.

The criteria play a normative role. Together they describe the desired attributes of interventions: All interventions should be relevant to the context, coherent with other interventions, achieve their objectives, deliver results in an efficient way, and have positive impacts that last. The criteria are used in the evaluation to: a) Support accountability, including the provision of information to the public; and b) Support learning, through generating and feeding back findings and lessons.

Suggested evaluation questions are provided below. These suggested evaluation questions should be used as a guide by the evaluation team to refine and select key evaluation questions of the evaluation, which should be agreed with UNDP.

Relevance:

- To what extent were the projects aim of improving social and environmental conditions in Khan Younis in line with the national development priorities, mainly the PWA's national strategy, the country programme's outputs and outcomes, the UNDP Strategic Plan and the SDGs?
- To what extent are the projects social and environmental focus areas relevant to the needs and priorities of the targeted local communities?
- To what extent were the projects flexible, adaptive and context-specific to adjust strategies over time, as circumstances evolve and changes in the external environment (e.g. conflict in Gaza, the COVID-19 pandemic)?

Coherence

- To what extent are these projects coherent with UNDP and other actors' intervention in the treatment of waste water and use of renewable energy to improve social and environmental conditions in local communities? This includes uniqueness of the projects as well as the complementarity, harmonisation and co-ordination with others, and the extent to which the projects have added/are adding value while avoiding duplication of effort. e.g. the Palestinian Water Authority (PWA), the Coastal Municipalities Water Utility (CMWU) interventions, etc.

Effectiveness

- To what extent have the projects been effective in protecting public health, water resources and environment of Khan Younis residents, and how has this contributed to developing public and social infrastructure in the Gaza Strip?

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- To what extent were the project outputs achieved and how has it contributed to improved social and environmental conditions for the residents of Khan Younis?
- How effective was the handover process of the operation of the KY WWTP project to the operator of the plant?
- To what extent has the UNDP partnership strategy been appropriate and effective?
- Have the projects contributed to enhancing the implementation capacity of the national partners, and how?
- To what extent have the projects contributed to gender equity and the empowerment of women?

Efficiency

- To what extent has the implementation strategy of the projects and the utilization of the budget been efficient and cost-effective in the achievement of the overall aim of improving social and environmental conditions in Khan Younis?
- To what extent have the projects funds and activities been delivered in a timely manner?
- To what extent do the M&E systems utilized by UNDP ensure effective and efficient projects management?

Likely impact/Impact

- What have the effects of the intervention on the targeted communities been until now? And are any population groups more affected than others (positive or negative)?
- How likely is it that the intervention will have an impact on the public health conditions of the end beneficiaries?
- Have the projects contributed or likely to contribute to improving the environment in Khan Younis Governorate?

Sustainability

- To what extent will financial and economic resources be available to sustain the operation of the KY WWTP?
- Are there any social or political risks that may jeopardize sustainability of the KY WWTP?
- Do the legal frameworks, policies and governance structures and processes within which the project operates pose risks that may jeopardize sustainability of project benefits?
- To what extent do stakeholders support the project's long-term objectives?
- To what extent do the transition and phase-out arrangements ensure the sustainability of the intervention?

Evaluation cross-cutting issues

- To what extent have the protection of environment, gender equity and the empowerment of women as well as inclusion of persons with disabilities been addressed in the implementation of the projects?

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- To what extent are the interventions likely to promote positive change towards gender equality and the empowerment of women? Are there any unintended effects? To what extent has the Solar Energy project been able to promote the empowerment of women?

4. METHODOLOGY

The thematic evaluation should utilize a participatory and interactive approach using mixed method of data collection. Hence, the evaluator must follow a participatory and consultative approach that ensures close engagement of implementing partners, stakeholders and direct beneficiaries in close coordination with the evaluation manager.

The approach and methodology should be well presented and contain information on the data/type of analysis expected to be used by the evaluation team. A complete evaluation matrix shall be developed in the inception report, including the suggested evaluation question, along with an outline of the expected Evaluation Report. The Evaluation – and therefore also the evaluation questions – need to include aspects which assess the key financial aspects of the projects, including the extent of co-financing planned and realized. Project cost and funding data will be required, including annual expenditures. Variances between planned and actual expenditures will need to be assessed and explained. Results from recent financial audits, as available, should be taken into consideration. The evaluator team will receive assistance from the Project Team to obtain financial data in order to complete the financial assessment.

The following table summarises the main institutions that have been involved in the implementation of the projects and their roles:

Institution	Role
Government of Japan (GoJ)	Donor for KY WWTP project.
Kuwait Fund for Arab Economic Development (KF)	Donor for KY WWTP project.
Islamic Development Bank (IsDB)	Managing the grant of the Kuwait Fund for KY WWTP.
The Norwegian Ministry of Foreign Affairs	Donor for the solar energy project.
Palestinian Water Authority (PWA)	Policy making and regulation of the water sector in the State of Palestine.
Coastal Municipalities Water Utility (CMWU)	Service provider and final operator of the KY WWTP and the solar energy projects. CMWU implemented two components of KY WWTP project; the construction of 70 percent of effluent and emergency pressure pipeline and the construction of infiltration basins under UNDP's full coordination and supervision of the KY WWTP project.

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Khan Younis Municipality	Direct beneficiary of the projects.
The Palestinian Energy and Natural Resources Authority (PENRA)	The regulating body for the energy sector in the State of Palestine.
United Nations Development Programme (UNDP)	The Executing Entity for the projects.

UNDP is strongly encouraging the use of virtual tools such as phone interviews and phone surveys, virtual Focus Group Discussions (FGDs) and online and SMS-based surveys, among others, during this period of COVID-19 pandemic.

Additionally, pre-existing secondary data such as assessments, progress and monitoring reports, official correspondences and previous survey datasets can be used to answer some evaluation questions. The evaluators should conduct a document review of the programme document, results framework, programme quality assurance reports, annual workplans, activity designs, progress reports, mid-year and annual reports, and results-oriented monitoring report.

The evaluators may also utilise semi-structured interviews with key stakeholders; focus group discussions as well as surveys with beneficiaries and stakeholders; field visits, where possible. Based on the rapidly changing circumstances and the travel and other restrictions due to the COVID-19, the methodology and data collection methods will be adapted keeping the Do-No-Harm and ethical considerations. This will be done in consultation with evaluation managers.

Findings need to be based on facts and recommendations need to be actionable.

As of 11 March 2020, the World Health Organization (WHO) declared COVID-19 a global pandemic as the new coronavirus rapidly spread to all regions of the world. Travel to the country has been restricted since April and travel into and out of the West Bank and Gaza has also been restricted. If it is not possible to travel to or within the country for the evaluation then the evaluation team should develop a methodology that takes this into account the conduct of the evaluation virtually and remotely, including the use of remote interview methods and extended desk reviews, data analysis, surveys and evaluation questionnaires. This should be detailed in the Inception report and agreed with the Evaluation Manager.

If all or part of the evaluation is to be carried out virtually then consideration should be taken for stakeholder and beneficiaries' availability, ability or willingness to be interviewed remotely. In addition, their accessibility to the internet/computer may be an issue as many government and national counterparts may be working from home and not all beneficiaries in the country might be accessible online. These limitations must be reflected in the evaluation report.

If a data collection/field mission is not possible then remote interviews may be undertaken through telephone or online (skype, zoom etc.). No stakeholders, consultants or UNDP staff should be put in harm's way and safety is the key priority.

The technical proposal should present the evaluation methodology suggested to be applied in the evaluation exercise, including proposed data collection tools and methods ensuring maximum validity and reliability of data (quality) and elaborate the data analysis approach. The methodology

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presented in the technical proposal shall also include a matrix presenting suggestions for key evaluation questions and at least one indicator for each key evaluation question. For each indicator a definition of the suggested success standard shall further be provided (i.e. how the evaluation team will assess whether the indicator has been achieved or not). The technical proposal needs to include a description of the proposed evaluation team, including each team member's role and responsibilities in each stage of the evaluation exercise and number of working days per team member.

Gender and human rights lens: the evaluation team need to apply gender-sensitive methodologies, tools and data analysis and ensure that all evaluation products address gender, disability, and human right issues.

The final methodological approach including interview schedule, field visits and data to be used in the evaluation and data analysis approach should be clearly outlined in the inception report and be fully discussed and agreed between UNDP, stakeholders and the evaluators. In the likely event that this evaluation will operate mainly through desk-based research, remote engagement and online surveys, the mitigation measures, including protocols for online data protection, should be addressed in the inception report.

UNDP will provide the consultant with up-to-date stakeholders contact details, and the consultant is encouraged to:

- Inform interviewees in advance of the evaluation with clear purpose and overview of the evaluation, evaluation team and interview expectations/questions. This will also save time during interviews;
- Ensure and explain the principle of full anonymity of all interviews;
- Share a list of questions with interviewees in advance to speed up the process and facilitate interviewee preparation;
- Consult with the interviewee on which virtual tool the interviewee is more comfortable with (Zoom, Skype, telephone etc.).

5. Evaluation products (deliverables)

The following deliverables should be produced as part of the overall evaluation:

- **Evaluation inception report (10-15 pages):** The inception report should be carried out following and based on preliminary discussions with the UNDP team after the desk review and should be produced before the evaluation starts (before any formal evaluation interviews, survey distribution or field visits). The inception report should include the final agreed upon evaluation questions.
- **Evaluation debriefings:** Immediately following the initial data collection phase, the evaluators will be expected to conduct a preliminary debriefing and present findings to UNDP, stakeholders, and development partners for discussion.
- **Draft evaluation report (a length of 40 to 60 pages including executive summary):** The initial draft should be produced 3 weeks after the conclusion of data collection including the field visit and interviews. UNDP and the relevant stakeholders will provide comments to the evaluators within ten days of receiving the draft.
- **Evaluation report audit trail:** All products such as inception, draft and final reports will be validated by the evaluation manager. Comments and changes by the evaluator in

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response to the draft report should be retained by the evaluator to show how they have addressed comments.

- **Debriefing to UNDP and stakeholders (might be remotely):** This should be done within one week of receipt of the comments on the draft evaluation and will be organized for the evaluation team.
- **Final evaluation report:** This should be provided within ten days of the evaluators receiving the comments on the draft evaluation.
- **Evaluation brief and other knowledge products** or participation in knowledge-sharing events, if relevant to maximize use.

The evaluator should follow UNDP Standard templates for [inception report](#) and [evaluation report](#)

The evaluator will need to consider all the quality criteria required as per the [UNDP evaluation guidelines](#) and the [UNEG Quality check list for evaluation reports](#).

6. EVALUATION TEAM COMPOSITION AND REQUIRED COMPETENCIES

The consultancy firm (hereinafter called consultant) should have proven experience in implementing at least 2 similar assignments during the last 5 years and should be able to deploy specialized experts for carrying out this assignment. The consultancy firm shall submit within their technical proposal the reference letters for the completed assignment. The consultancy firm will be asked to provide sample evaluation reports of these assignments if shortlisted.

The consultant shall be responsible for carrying out and performing all the duties and responsibilities as defined and required in the pertinent sections of this TOR. For the whole period of the assignment, the consultant shall provide all experts and apply all professional knowledge, skills, tools and techniques which are normally required for carrying out the different works and activities of the entire consultancy services in which they will be engaged under the assignment.

The consultant shall assemble a professional team of qualified experts who are widely experienced in carrying out thematic evaluation for projects and programmes. The consultant should formulate an evaluation team that should include evaluators together covering all the below specific skills, competencies, and characteristics as minimum requirements for the evaluators.

The proposed minimum staff required for carrying out the assignment is mentioned hereinafter. The exact team composition is up to the individual bidder, yet in tandem the team must include all the below-listed skill sets.

The consultant shall provide details on the management structures and implementation, describing how evaluators will be operating. Roles of the proposed evaluation team shall be detailed in the technical proposal showing each team member's roles and responsibilities in conducting the different evaluation activities. The consultant shall provide only one CV for each position. All staff has to be approved by UNDP. It is the right of UNDP to withdraw, at any time, any approval for such staff if found to be technically unsuitable, in which case the person or persons in question shall be replaced by others approved by UNDP. UNDP reserves the right to require the consultant, at any time, to change the formation of the staff to ensure the quality of the work.

The evaluation team should provide their own computers, communications equipment, and personal protective equipment as needed.

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The consultant shall also provide all admin, logistic and financial support staff and facilitations required for successful and timely completion of the different works and activities of the assignment, and all relevant and associated costs for these staff and facilitations are to be included in the cost of the proposal.

The Evaluators shall have high managerial, analytical, evaluation, report writing and communication skills. Under the overall responsibility of the leader evaluator, the evaluators shall assume the responsibility for the assignment and liaison with and shall be available for consultation and attending meetings with UNDP and partners. They shall be focused with maintained interdisciplinary coordination between the team, different players and participants and shall be able to explain observations, comments and recommendations and answer any relevant questions.

The consultant's minimum key staff shall include, but not limited to, the following:

Lead Evaluator:

- Master degree in evaluation and methodology, social or political science, or similar.
- Minimum 5 years of professional experience in conducting evaluations of development projects and programmes, preferably in the sectors of water and waste water including treatment plants;
- Experience in mixed method data collection;
- Experience in developing results frameworks and evaluation matrix is an assert;
- Direct experience working with civil society and government institutions is an assert;
- Excellent writing skills in English with a strong background in report drafting;
- Demonstrated ability and willingness to work with people of different cultural, ethnic and religious background, different gender, and diverse political views;
- Demonstrated ability to use critical thinking, conceptualize ideas, and articulate relevant subject matter in a clear and concise way;
- Proficiency in English and Arabic is required.

WASH Expert

- Master degree in engineering, preferably in water and waste water engineering, environmental science, WASH or related field;
- Minimum 5 years of professional experience in areas of design, management, supervision and/ or operation of water and waste water facilities, including waste water treatment plants and/ or environmental studies;
- Demonstrated experience in waste water treatment processes;
- Demonstrated knowledge of monitoring and/ or evaluation of development projects, preferably projects on waste water management;
- Direct experience working with civil society and government institutions is an added advantage;
- Excellent writing skills with a strong background in report drafting;
- Demonstrated ability and willingness to work with people of different cultural, ethnic and religious background, different gender, and diverse political views;
- Demonstrated ability to use critical thinking, conceptualize ideas, and articulate relevant subject matter in a clear and concise way;
- English and Arabic is required.

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Solar Energy Expert

- University degree in electrical or mechanical engineering;
- Minimum 3 years of professional experience in areas of design, management, supervision and/ or operation of PV solar energy systems and projects;
- Demonstrated knowledge of monitoring and/ or evaluation of development projects, preferably projects on solar energy;
- Direct experience working with civil society and government institutions is an added advantage;
- Excellent writing skills with a strong background in report drafting;
- Demonstrated ability and willingness to work with people of different cultural, ethnic and religious background, different gender, and diverse political views;
- Demonstrated ability to use critical thinking, conceptualize ideas, and articulate relevant subject matter in a clear and concise way;
- English and Arabic is required.

Gender expertise/ competencies in the evaluation team are a must. At least one evaluation team member needs to have knowledge and/ or experience of gender equality and disability inclusion. Technical knowledge and experience in other cross-cutting areas such gender equality, rights-based approach, and capacity development should be included as well.

The evaluators should be independent from any organizations that have been involved in designing, executing, or advising any aspect of the intervention that is the subject of the evaluation.

7. EVALUATION ETHICS

This evaluation will be conducted in accordance with the principles outlined in the UNEG 'Ethical Guidelines for Evaluation' (Annex 10). The consultant (including all members of the consulting team) will be held to the highest ethical standards and are required to sign a code of conduct upon acceptance of the assignment.

The consultant must safeguard the rights and confidentiality of information providers, interviewees, and stakeholders through measures to ensure compliance with legal and other relevant codes governing collection of data and reporting on data. The consultant must also ensure security of collected information before and after the evaluation and protocols to ensure anonymity and confidentiality of sources of information where that is expected. The information knowledge and data gathered in the evaluation process must also be solely used for the evaluation and not for other uses with the express authorization of UNDP and partners.

8. Implementation arrangements

The consultant will start the evaluation process with an inception meeting with UNDP representatives by way of virtual communication. The consultant should submit a work plan based on the meeting within 3 calendar days of the issuance of contract. The consultant will then undertake the review of documentation, interviews with key stakeholders, field visits, preparation of an evaluation report including lessons learned and recommendations. The consultant will submit the draft product to UNDP for comments and finalize the evaluation report within 3 calendar days after receiving the feedback.

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In consultation with the consultant and as requested, the Programme Manager will make available all relevant documentation and provide contact information to key project stakeholders, and facilitate contact where needed. UNDP will facilitate the evaluation process and assist in connecting the evaluator with the senior management, key stakeholders and partners as the donor representatives, PWA, PENRA, CMWU, Khan Younis Municipality. UNDP will also assist in organizing the site visits and meetings and help identify key stakeholders for interviews by the evaluator.

As described in the UNDP Evaluation Guidelines, the following are the main roles and responsibilities of the key personnel and parties engaged in the evaluation process:

EVALUATION COMMISSIONER

Is within UNDP/ PAPP the Special Representative of the Administration, who approve all decentralized evaluations being carried out. It is the evaluation commissioner who appoints this evaluation's Evaluation Manager.

The Evaluation Commissioner has the following overall responsibilities in this evaluation:

- Safeguard the independence of the evaluation exercise and ensure quality of evaluations;
- Appoints the Evaluation Manager;
- Approves the following before submitting to ERC: Final Terms of Reference, final Evaluation Report and the selected Management responses based in the evaluation's recommendations.

EVALUATION MANAGER

- Is the technical person from UNDP responsible for the oversight of the whole evaluation process, and is separated from the projects under evaluation. The Evaluation Manager has the following overall responsibilities in this evaluation: Lead the evaluation process and participate in all of its stages - evaluability assessment, preparation, implementation, management and the use of the evaluation;
- Safeguard the independence of evaluations;
- Organize the kick-off meeting to introduce the evaluators to the Project Team and discuss the evaluation assignment;
- Liaise with the Project Manager throughout the evaluation process;
- Circulate, review and approve the **inception report**, including the methodologies and evaluation matrix;
- Ensure that gender equality and women's empowerment and other cross-cutting issues are considered in the inception report, including a gender-responsive methodology;
- Circulate, review and comment on the **draft evaluation report** (according to the TOR and inception report);
- Ensure that gender equality and women's empowerment and other cross-cutting issues are considered in the draft evaluation report and ensure that all and respective evaluation questions are answered, and relevant data, disaggregated by sex, is presented, analyzed and interpreted;
- Collect and consolidate comments on the draft evaluation report in one feedback document (audit trail) and share with the evaluation team for finalization of the evaluation report;
- Review the **final evaluation report** to ensure compliance to the UNDP report template and quality assurance and seek final approval of the commissioner of the evaluation.

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PROJECT MANAGER

The Project Manager is the person within UNDP overall responsible for the projects under evaluation. The Project Manager has the following overall responsibilities in this evaluation:

- Ensure and safeguard the independence of evaluations
- Provide the Evaluation Manager with all required data (e.g. relevant monitoring data) and documentation (reports, minutes, reviews, studies, etc.), contacts/ stakeholder list etc. to be shared with the Evaluation Team;
- Provides the Evaluation Team access to stakeholders, donors, beneficiaries and others relevant for the data collection;
- Provide comments and clarification on the TOR, inception report and draft evaluation reports;
- Respond to evaluation recommendations by providing management responses and key actions to all recommendations addressed to UNDP;
- Implement relevant key actions on evaluation recommendations.

INDEPENDENT EVALUATORS

Is the Evaluation Team separated from UNDP and the projects under evaluation, who has been assigned to conduct the evaluation. The Evaluation Team has the following overall responsibilities in this evaluation:

- Fulfil the contractual arrangements under the TOR;
- Develop the evaluation inception report, including an evaluation matrix and a gender-responsive methodology, in line with the TOR, UNEG norms and standards and ethical guidelines
- Conduct data collection and field visits according to the TOR and inception report;
- Produce draft reports adhering to UNDP evaluation templates, and brief the Evaluation Manager and Project Manager, as well as stakeholders when needed, on the progress, key findings and recommendations;
- Consider gender equality and women's empowerment and other cross-cutting issues, check if all and respective evaluation questions are answered, and relevant data, disaggregated by sex, is presented, analysed and interpreted;
- Finalize the evaluation report, incorporating comments and questions from the feedback/ audit trail. Record own feedback in the audit trail.

9. Time frame for the evaluation process

The consultant will be responsible and accountable for carrying out, at a minimum, the following tasks and activities mentioned hereinafter.

- Desk review;
- Briefings of evaluators;
- Finalizing the evaluation design and methods and preparing the detailed inception report;
- In-country data collection and analysis (visits to the field, interviews, questionnaires);
- Preparing the draft report;
- Stakeholder meeting and review of the draft report (for quality assurance);
- Incorporating comments and finalizing the evaluation report.

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The consultant shall provide all consultancy services and carry out all duties and responsibilities laid down in this TOR as well as all other duties set out in the RFP within maximum two and half calendar months; started from the date when the consultant received the letter of commencement of work from UNDP. Tentative time schedule for the assignment's period with proposed working days are shown in the following table.

Example of working day allocation and schedule for an evaluation (outcome evaluation)

ACTIVITY	ESTIMATED # OF DAYS	DATE OF COMPLETION	PLACE	RESPONSIBLE PARTY
Phase One: Desk review and inception report				
Meeting briefing with UNDP (programme managers and project staff as needed)	-	4 October 2021	UNDP or remote	UNDP Evaluation Manager
Sharing of the relevant documentation with the evaluation team	-	4 October 2021	Via email	UNDP Evaluation Manager
Desk review, evaluation design, methodology and updated workplan including the list of stakeholders to be interviewed	5 days	5 to 11 October 2021	Home-based/ In Country	Evaluation Team
Submission of the inception report (15 pages maximum/ 5,250 words)	-	11 October 2021	Via email	Evaluation team
Comments and approval of inception report by the UNDP project team and UNDP Evaluation Manager	-	25 October 2021	UNDP	UNDP Evaluation Manager
Phase Two: Data-collection mission				
Consultations and field visits, in-depth interviews and focus groups	10 days	7 November 2021	In country With field visits	UNDP to organize with local project partners, project staff, local authorities, NGOs, etc.
Debriefing to UNDP and key stakeholders	1 day	8 November 2021	In country	Evaluation team
Phase Three: Evaluation report writing				
Preparation of draft evaluation report (50 pages maximum excluding annexes), executive summary (5 pages)	10 days	23 November 2021	Home-based/ In Country	Evaluation team
Draft report submission	-	23 November 2021	Via email	Evaluation team
Consolidated the comments of UNDP Project Team, UNDP Evaluation Manager, relevant stakeholders and donors to the draft report	-	12 December 2021	UNDP	UNDP Evaluation Manager
Debriefing with UNDP	1 day	13 December 2021	Remotely UNDP	UNDP Project Team, UNDP Evaluation Manager, relevant stakeholders

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Finalization of the evaluation report incorporating additions and comments provided by project staff	3 days	19 December 2021	Home-based/ In Country	Evaluation team
Submission of the final evaluation report to UNDP country office (50 pages maximum excluding executive summary and annexes)	-	19 December 2021	Home-based/ In Country	Evaluation team
Estimated total days for the evaluation	30			

10. Application submission process and criteria for selection

Detailed in the Request for Proposal (RFP).

11. Annexes

Annex 1: [Code of conduct](#): Each member of the evaluation team to read carefully, understand and sign the 'Code of Conduct for Evaluators in the United Nations system'.

Annex 2: [Integrating Gender Equality and Human Rights in Evaluation - UN-SWAP Guidance, Analysis and Good Practices](#)

Annex 3: Key stakeholders and partners:

Institution	Role
Government of Japan (GoJ)	Donor for KY WWTP project.
Kuwait Fund for Arab Economic Development (KF)	Donor for KY WWTP project.
Islamic Development Bank (IsDB)	Managing the grant of the Kuwait Fund for KY WWTP.
The Norwegian Ministry of Foreign Affairs	Donor for the solar energy project.
Palestinian Water Authority (PWA)	Policy making and regulation of the water sector in the State of Palestine.
Coastal Municipalities Water Utility (CMWU)	Service provider and final operator of the KY WWTP and the solar energy projects. CMWU implemented two components of KY WWTP project; the construction of 70 percent of effluent and emergency pressure pipeline and the construction of infiltration basins under UNDP's full coordination and supervision of the KY WWTP project.
Khan Younis Municipality	Direct beneficiary of the projects.
The Palestinian Energy and Natural Resources Authority (PENRA)	The regulating body for the energy sector in the State of Palestine.

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United Nations Development Programme (UNDP)	The Executing Entity for the projects.
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Annex 4: Evaluation matrix (a deliverable which should be included in the inception report, please use table 5 as inspiration). The evaluation matrix is a tool that evaluators create as map and reference in planning and conducting an evaluation. It also serves as a useful tool for summarizing and visually presenting the evaluation design and methodology for discussions with stakeholders. It details evaluation questions that the evaluation will answer, data sources, data collection, analysis tools or methods appropriate for each data source, and the standard or measure by which each question will be evaluated.

Table 1. Sample evaluation matrix

Relevant evaluation criteria	Key questions	Specific sub questions	Data sources	Data-collection methods/tools	Indicators/success standard	Methods for data analysis

Annex 6: [inception report](#) standard template

Annex 7: [evaluation report](#)

Annex 8: [UNDP evaluation guidelines](#)

Annex 9: [UNEG Quality check list for evaluation reports](#)

Annex 10: [UNEG Ethical Guidelines for Evaluations](#)

Annex 11: UNDP Evaluation Dispute Resolution Process

Dispute settlement

Should you or a member of the evaluation team feel unduly pressured to change the findings or conclusions of an evaluation you have been contracted to undertake you are freely able to raise your concerns with the management within UNDP.

Please send your concerns to the Deputy Director of the Region who will ensure a timely response. Please also include the Independent Evaluation Office, in your correspondence (evaluation.office@undp.org).

Reporting wrongdoing

UNDP takes all reports of alleged wrongdoing seriously. In accordance with the UNDP Legal Framework for Addressing Non-Compliance with UN Standards of Conduct, the Office of Audit and Investigation is the principal channel to receive allegations.⁵

⁵ <https://www.undp.org/accountability/audit/investigations>

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Anyone with information regarding fraud against UNDP programmes or involving UNDP staff is strongly encouraged to report this information through the Investigations Hotline (+1-844-595-5206).

People reporting wrongdoing to the Investigations Hotline have the option to leave relevant contact information or to remain anonymous. However, allegations of workplace harassment and abuse of authority cannot be reported anonymously.

When reporting to the Investigations Hotline, people are encouraged to be as specific as possible, including the basic details of who, what, where, when and how any of these incidents occurred. Specific information will allow OAI to properly investigate the alleged wrongdoing.

The investigations hotline, managed by an independent service provider on behalf of UNDP to protect confidentiality, can be directly accessed worldwide and free of charge in different ways:

ONLINE REFERRAL FORM (*You will be redirected to an independent third-party site*)

PHONE - REVERSED CHARGES Click here for worldwide numbers (interpreters available 24 hours/day) Call +1-844-595-5206 in the USA

EMAIL directly to OAI at: reportmisconduct@undp.org

REGULAR MAIL

Deputy Director (Investigations)
Office of Audit and Investigations
United Nations Development Programme
One UN Plaza, DC1, 4th Floor
New York, NY 10017 USA

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Annex 12: RESULTS FRAMEWORK:

KYWWTP:

Intended Outcome as stated in the Country Programme Results and Resource Framework:				
Natural resources and environment protected and public and social infrastructure developed				
Outcome indicators as stated in the Country Programme Results and Resources Framework, including baseline and targets:				
Indicators <ul style="list-style-type: none"> ➤ Availability of functional waste water treatment plants in the Gaza Strip; ➤ % of residents has access to safe waste water treatment services; ➤ Quantity of raw sewage disposed off in the environment without treatment; ➤ Quantity of treated waste water recharged into the water aquifer to enhancing it. Baselines: <ul style="list-style-type: none"> ➤ Waste water treatment plants in Gaza Strip are obsolete due to increased load and poor design; ➤ 0% of residents in Khan Younis has access to safe waste water treatment services as Khan Younis has an absolute absence of a functional treatment plant; ➤ Waste water disposed off in the environment without treatment through 30,000 household's cesspits and temporary collection lagoons in Khan Younis; ➤ 12,000 cubic meters per day of partially treated waste water discharged from temporary lagoons to the Mediterranean Sea in Khan Younis; ➤ More than 120 million cubic meters abstracted annually from the water aquifer of the Gaza Strip. Targets: <ul style="list-style-type: none"> ➤ Functional waste water treatment plant of a capacity of 26,600 cubic meters per day in place for Khan Younis residents; ➤ 217,000 residents in Khan Younis in the Gaza Strip have access to safe municipal waste water treatment services; ➤ 12,000 cubic meters per day of raw sewage discharged from temporary lagoons to the Mediterranean Sea in Khan Younis stopped; ➤ More than 9 million cubic meters of treated waste water recharged annually into Khan Younis aquifer to ultimately be used for agricultural purposes. 				
Applicable MYFF Service Line:				
Partnership Strategy: The project will be implemented by UNDP/PAPP in close cooperation with the Palestinian Water Authority, the Coastal Municipalities Water Utility and Khan Younis Municipality.				
Project title and ID (ATLAS Award ID): Construction of Khan Younis Waste Water Treatment Plant. Proposal ID: Award Number: 00041529 – Project Number: 00047395				
INTENDED OUTPUTS	OUTPUT TARGETS FOR (YEARS)	INDICATIVE ACTIVITIES	RESPONSIBLE PARTIES	INPUTS
Output 1 Khan Younis waste water treatment plant of a capacity of 26,600 cubic meters per day constructed, and operated for one year after commissioning. Baselines: Khan Younis has an absolute absence of functional waste water treatment plant. Raw sewage disposed off in the environment without treatment through 30,000 household's cesspits. Collected waste water disposed off in temporary collection lagoons in north and west of Khan Younis. 12,000 cubic meters per day of partially treated waste water sewage discharged to the Mediterranean Sea. Indicators and targets: Functional waste water treatment plant of a capacity of 26,600 cubic meters per day constructed and operated for one year after commissioning. 217,000 residents in Khan Younis have access to safe waste water treatment	Target years: 2013-2018	<ul style="list-style-type: none"> ▪ Prepare LOA and Exchange of Letters between UNDP, PWA, CMWU and Khan Younis Municipality for the implementation of KY WWTP project. ▪ Carry out constructability review for project's tender documents. ▪ Launch tendering processes by carrying out pre-qualification of international contractors. ▪ Carry out tendering processes for the construction works. ▪ Review, evaluate bids and award contract. ▪ Mobilize UNDP/PAPP's direct implementation team. ▪ Mobilize the JV consultant's team for construction supervision. ▪ Undertake the on-site construction works. ▪ Carry out the construction supervision including monitoring quality and on-site progress. ▪ Coordinate materials' access to the Gaza Strip. ▪ Approve payments to contractor against accomplished work. ▪ Finalize the construction works. 	UNDP/PAPP	LOA; Exchange of Letters; UNDP/PAPP direct Implementation team; JV consultant team for pre-contract services and construction supervision; Contracts; International contractor; Materials and equipment; Vehicles; USD 30,505,000 through GoJ and Kuwait Fund/IDB.

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services; projected sewer connected population on year 2018. 6 temporary sewage collection lagoons in west of Khan Younis closed. 12,000 cubic meters per day of sewage discharged to the Mediterranean Sea stopped.		<ul style="list-style-type: none"> Commissioning of the treatment plant. Hand over the treatment plant to the local operator. 		
<p>Output 2: Effluent and Emergency Pressure pipeline of 18.6 kilometers length constructed.</p> <p>Baselines: Khan Younis has absolute absence of comprehensive waste water treatment plant with an effluent and emergency pressure pipeline.</p> <p>Indicators and targets: Effluent and emergency pressure pipeline of 18.6 kilometers length with diameters of 920-1030 mm constructed.</p>	<p>Target years: 2013-2017</p>	<ul style="list-style-type: none"> Carry out constructability review for project's tender documents by UNDP/PAPP. <p>For 30% segment of pressure pipeline implemented by UNDP, UNDP will undertake the following activities:</p> <ul style="list-style-type: none"> Launch tendering processes by carrying out pre-qualification of local contractors. Carry out tendering processes for the construction works. Review, evaluate bids and award contract. Mobilize UNDP/PAPP's direct implementation team. Mobilize the JV consultant's team for construction supervision. Undertake the on-site construction works. Carry out the construction supervision including monitoring quality and on-site progress. Coordinate materials' access to the Gaza Strip. Approve payments to contractor against accomplished work. Finalize the construction works. Commissioning of the pressure pipeline. Hand over the pressure pipeline to the local operator. <p>For 70% segment of pressure pipeline implemented by CMWU, the CMWU will undertake the following activities in full cooperation with and under supervision of UNDP/PAPP:</p> <ul style="list-style-type: none"> Launch tendering processes by carrying out pre-qualification of local contractors. Carry out tendering processes for the construction works. Review, evaluate bids and award contract. Mobilize the CMWU's direct implementation team. Undertake the on-site construction works. Carry out the construction supervision including monitoring quality and on-site progress. Coordinate materials' access to the Gaza Strip. Approve payments to contractor against accomplished work. Keep continuous liaison and cooperation with the UNDP direct 	<p>UNDP/PAPP CMWU</p>	<p>LOA; Exchange of Letters; UNDP/PAPP direct implementation team; JV consultant team for construction supervision; CMWU direct implementation team; Contracts; Local contractors; Materials and equipment; Vehicles; USD 9,202,000 through Kuwait Fund/IDB. (USD 2,782,000 UNDP implementation + USD 6,420,000 CMWU implementation).</p>

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		<p>implementation team and the JV consultant's team, who will carry out the overall supervision for the construction works including monitoring quality and on-site progress.</p> <ul style="list-style-type: none"> ▪ Report on progress to UNDP/PAPP. ▪ Finalize the construction works ▪ Commissioning of the pressure pipeline. ▪ Handing over the pressure pipeline to the local operator. 		
<p>Output 3: Al Fukhari infiltration basins of 97 dunums area to recharge treated waste water into aquifer constructed.</p> <p>Baselines: Around 5.2 million cubic meters of untreated waste water filtrated annually to water aquifer via cesspits in Khan Younis. Around 4.3 million cubic meters of partially treated waste water lost annually by discharging them to the Mediterranean Sea in Khan Younis. No availability of water sources fit for agricultural purposes in the south-eastern side of Khan Younis. More than 120 million cubic meters abstracted annually from water aquifer of the Gaza Strip.</p> <p>Indicators and targets: Al Fukhari infiltration basins constructed on a land area of 97 dunums in south eastern side of Khan Younis. More than 9 million cubic meters of treated waste water recharged annually to enhance the water aquifer in Al Fukhari area; year 2018 projection. Water availability for agricultural purposes increased in the south-eastern side of Khan Younis.</p>	<p>Target years: 2013-2016</p>	<ul style="list-style-type: none"> ▪ Carry out constructability review for project's tender documents by UNDP/PAPP. <p>CMWU will undertake the following activities in full cooperation with and under supervision of UNDP/PAPP:</p> <ul style="list-style-type: none"> ▪ Launch tendering processes by carrying out pre-qualification of local contractors. ▪ Carry out tendering processes for the construction works. ▪ Review, evaluate bids and award contract. ▪ Mobilize the CMWU's direct implementation team. ▪ Undertake the on-site construction works. ▪ Carry out the construction supervision including monitoring quality and on-site progress. ▪ Coordinate materials' access to the Gaza Strip. ▪ Approve payments to contractor against accomplished work. ▪ Keep continuous liaison and cooperation with the UNDP direct implementation team and the JV consultant's team, who will carry out the overall supervision for the construction works including monitoring quality and on-site progress. ▪ Report on progress to UNDP. ▪ Finalize the construction works ▪ Commissioning of the infiltration basins. ▪ Handing over the infiltration basins to the local operator. 	<p>UNDP/PAPP CMWU</p>	<p>LOA; Exchange of Letters; UNDP/PAPP direct implementation team; CMWU direct implementation team; JV consultant team for construction supervision; Contracts; Local contractor; Materials and equipment; Vehicles; USD 7,918,000 through Kuwait Fund/IDB.</p>

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<p>Output 4: Main electrical power supply line of around 3,000 meter length to operate KY WWTP constructed.</p> <p>Baselines: Khan Younis Waste Water Treatment Plant site has no power supply connection.</p> <p>Indicators and targets: Main electrical power supply line of 2,630 meter length to provide 4 MVA to operate KY WWTP constructed.</p>	<p>Target years: 2015-2016</p>	<ul style="list-style-type: none"> Carry out constructability review for project's tender documents. Launch tendering processes by carrying out pre-qualification of local contractors. Carry out tendering processes for the construction works. Review, evaluate bids and award contract. Mobilize UNDP/PAPP's direct implementation team. Mobilize the JV consultant's team for construction supervision. Undertake the on-site construction works. Carry out the construction supervision including monitoring quality and on-site progress. Coordinate materials' access to the Gaza Strip. Approve payments to contractor against accomplished work. Finalize the construction works Commissioning of the main electrical power supply line. Hand over the main electrical power supply line to the local operator. 	<p>UND P/P APP</p>	<p>LOA; Exchange of Letters; UNDP/PAPP direct Implementation team; JV consultant team for pre- contract services and construction supervision; Contracts; Local contractor; Materials and equipment; Vehicles; USD 642,000 through Kuwait Fund/IDB.</p>
<p>Output 5: Constructability review, pre-contract services and construction supervision for the construction of KY WWTP performed.</p> <p>Baselines: Constructability review, pre-contract services and construction supervision of large scale treatment plants with complexity and sophisticated technology need to be supported by experienced international consultants</p> <p>Indicators and targets: Tender documents reviewed by a third party international consultant to minimize contractual conflicts and disputes. Construction contracts awarded to most responsive bidders. Khan Younis Waste Water Treatment Plant constructed in compliance with international standards in terms of quality and meeting the required biological outputs of treatment process. Khan Younis Waste Water treatment Plant project operated effectively for one year after commissioning.</p>	<p>Target years: 2013-2018</p>	<ul style="list-style-type: none"> Carry out tendering processes for consultancy services for the constructability review. Review, evaluate bids and award the contract of consultancy services of constructability review. Carry out the constructability review for the tender documents of all project components. Prepare the final tender documents by the design consultant. Carry out pre-qualification of JV consultants for the pre-contract services and construction supervision. Carry out tendering processes for consultancy services for the pre-contract services and construction supervision. Review, evaluate bids and award the contract of consultancy services of pre-contract services and construction supervision. Mobilize UNDP/PAPP's direct implementation team. Mobilize the JV consultant's team for the pre-contract services and construction supervision. Provide consultancy support in tendering, reviewing, evaluating bids and awarding the construction works' contracts. Carry out the construction supervision tasks for all construction works including 	<p>UND P/P APP PWA CMWU</p>	<p>LOA; Exchange of Letters; UNDP/PAPP direct Implementation team; International consultant for constructability review; JV consultant team for pre- contract services and construction supervision; Contracts; International contractor; Local contractors; Materials and equipment; Vehicles; USD 1,469,600 through Kuwait Fund/IDB and GoJ.</p>

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		<p>monitoring quality and on-site progress.</p> <ul style="list-style-type: none"> ▪ Support coordination of accessing materials to the Gaza Strip. ▪ Review payments of contractors against accomplished work. ▪ Keep continuous liaison and coordination with UNDP/PAPP direct implementation team, CMWU direct implementation team, PWA, Khan Younis Municipality and all concerned parties. ▪ Report on progress to UNDP/PAPP. ▪ Assure the finalization of the construction works. ▪ Assure proper commissioning of the treatment plant, effluent and emergency pressure pipeline, infiltration basins and main electrical power supply line. ▪ Work to hand over all project components to the local operator. ▪ Monitor operation and effectiveness of the treatment plant during the defect liability period. 		
<p>Output 6: The implementation and operational capacity of Coastal Municipalities Water Utility enhanced.</p> <p>Baselines: Lack of local capacity to effectively implement and operate waste water treatment plants.</p> <p>Indicators and targets: CMWU's implementation capacity enhanced through implementing 70% of the effluent and emergency pressure pipeline and the infiltration basins. Managerial and implementation skills of 10 key staff of CMWU enhanced by on-site practice. Operational skills of 5 key staff of CMWU enhanced by on-site training and practice through operating the treatment plant for one year.</p>	<p>Target years: 2013-2018</p>	<p>CMWU will undertake the following activities in full cooperation with and under supervision of UNDP/PAPP:</p> <ul style="list-style-type: none"> ▪ Mobilize the CMWU's management and administrative team. ▪ Launch tendering processes by carrying out pre-qualification of local contractors for the pressure pipeline and infiltration basins. ▪ Carry out tendering processes for the construction works. ▪ Review, evaluate bids and award contracts. ▪ Mobilize the CMWU's direct implementation team; ▪ Carry out the construction supervision for construction works including monitoring quality and on-site progress. ▪ Coordinate materials' access to the Gaza Strip. ▪ Approve payments to contractor against accomplished work. ▪ Keep continuous liaison and cooperation with the UNDP direct implementation team and the JV consultant team, who will carry out the overall supervision for the construction works including monitoring quality and on-site progress. ▪ Assure finalizing the construction works. 	<p>UNDP/PA PP CMWU</p>	<p>LOA; Exchange of Letters; UNDP/PAPP direct implementation team; CMWU management and administrative team; CMWU direct implementation team; JV consultant team for construction supervision; Contracts; Local contractors; International contractor; CMWU operation team; Spare parts; Vehicles; USD 573,520 through Kuwait Fund/IDB.</p>

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		<ul style="list-style-type: none"> Assure proper commissioning of the pressure pipeline and infiltration basin. Work to handing over the pressure pipeline and infiltration basin to the local operator. Mobilize the CMWU's operation team. Carry out the on-site activities of the one year operation after commissioning jointly with the international contractor to exchange knowledge and proper codes of practice. Report on progress to UNDP/PAPP. 		
		<ul style="list-style-type: none"> Establish UNDP/PAPP's direct implementation team including: Project Manager, project engineer, electro mechanical engineer, project assistant in addition to providing operation, procurement, finance, logistic and security supports. Undertake effective management and implementation tasks of all project activities. 	UNDP/PAPP	<p>UNDP/PAPP Staff, Project Manager and direct implementation team;</p> <p>Management, operation and logistic support;</p> <p>USD 1,053,000 + 122,000 contingencies through UNDP.</p>

Solar Energy Project:

LEVEL	EXPECTED RESULT	INDICATORS	BASELINE	TARGET	Data source of verification	Comments
Impact	Improved access to adequate, inclusive and equitable sanitation and hygiene for residents of Khan Younis Governorate with special attention to the needs of women through the optimal operation of the Khan Younis Waste Water Treatment Plant (KYWWTP) utilizing renewable sustainable photovoltaic solar energy, contributing to the protection of the public health	Percentage of households having access to improved and safely treated waste water in the Gaza Strip.	70% of Gaza Strip household	Gaza Strip: 73%	UNDP, PWA	

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	and environment in the Gaza Strip.					
Outcome	Palestine's infrastructure, and natural and cultural resources are more sustainably used and managed	Percentage of MWp of renewable solar energy needs for KYWWTP integrated within the electricity network to sustainably operate the waste water treatment plant.	0% solar system in eastern Khan Younis governorate integrated within and feeding the public utility network.	20% (1.4/7 MWp) solar system integrated within and feeding the public utility network based on commercial agreement with GEDCO.	UNDP, PWA, PENRA, Khan Younis Municipality/ CMWU and GEDCO.	
		Amount of waste water <u>treated</u> daily before reuse for irrigation or discharged into the sea.	0 cubic meters (CM) treated in KYWWTP (+15,000 cm of partially treated waste water discharged daily into the sea)	>10,000 cubic meters are treated daily in KYWWTP	UNDP, PWA, and Khan Younis Municipality/ CMWU	
Output 1	1.3MWp Renewable solar energy installed in KYWWTP to sustainably treat the waste water in Khan Younis governorate.	1.1 Capacity of renewable solar energy installed for the sustainable operation of KYWWTP	No solar energy source serving KY WWTP	1.3 MWp solar energy system installed and operated (Phase I)	UNDP, PWA, PENRA, Khan Younis Municipality/ CMWU and GEDCO.	
Output 2	Improved awareness of Khan Younis residents especially women regarding the importance of clean water and hygiene, and increased engagement of communities in plans for effective utilization of treated water	2.1 Level of knowledge, attitude and practice among women of Khan Younis governorate on the best practices of hygiene and water-related issues.	Current level of knowledge, attitude and practices.	Improved knowledge, attitude and practices on the best practices of hygiene and water-related issues among girls and women.	Local CBOs UNDP M&E focal point	Focus group sessions will be held with women and girls at different community settings.
		2.2 Number of residents who participate in clean water and hygiene awareness campaign in	No residents participate in clean water and hygiene awareness campaign in	>300 farmers participated in clean water and hygiene awareness campaign in	Local CBOs UNDP M&E focal point	

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		Eastern KY Governorates	Eastern KY Governorates Messages formulated to residents on the importance of sustaining the operation of the constructed facilities through their contributions in the water and waste water bills	Eastern KY Governorates		
		2.3 Number of consultations conducted on the effective utilization of the treated water with key stakeholders	No consultation was conducted on the utilization of treated water of KY WWTP after the designed was finalized in 2010	At least one workshop will be conducted with main stakeholder on the effective utilization of the treated water of KY WWTP	Local CBOs UNDP M&E focal point	

The Annexes above include the links. Other Documents will be made available to the successful consultant within 3 calendar days of the issuance of contract.

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Annex 3

FORM FOR SUBMITTING SERVICE PROVIDER'S PROPOSAL⁶
(This Form must be submitted only using the Service Provider's Official Letterhead/Stationery⁷)

[insert: Location].

[insert: Date]

To: [insert: Name and Address of UNDP focal point]

Dear Sir/Madam:

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, capacity and expertise

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) Latest Audited Financial Statement – income statement and balance sheet to indicate Its financial stability, liquidity, credit standing, and market reputation, etc. ;*
- d) Track Record – list of clients for similar services as those required by UNDP, indicating description of contract scope, contract duration, contract value, contact references;*
- e) Relevant specialized knowledge and experience on similar engagement (Minimum 5 years' experience in provision of similar services of the TOR);*
- f) Certificates and Accreditation – including Quality Certificates, Patent Registrations, Environmental Sustainability Certificates, etc. ;*
- g) Power of Attorney;*
- h) Written Self-Declaration that the company is not in the UN Security Council 1267/1989 List,*

⁶ This serves as a guide to the Service Provider in preparing the Proposal.

⁷ Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes

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UN Procurement Division List or Other UN Ineligibility List.

B. Proposed Methodology, Approach and Implementation Plan 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.

The service provider/ bidder shall demonstrate their responsiveness to the TOR by identifying the specific components proposed, addressing the requirements, providing a detailed description of the essential performance characteristics proposed and demonstrating how the proposed approach and methodology meets or exceeds the requirements. All important aspects should be addressed in sufficient detail and different components of the project should be adequately weighted relative to one another.

1. A detailed description of the approach and methodology for how the service provider/ Bidder will achieve the Terms of Reference of the project, keeping in mind the appropriateness to local conditions and project environment. Details how the different service elements shall be organized, controlled and delivered.
2. The methodology shall also include details on how the different service elements shall be organized, controlled and delivered.
3. Description of how the awareness, visibility and advocacy tools shall be adopted and used for a specific requirement, workshops, different activities of the awareness campaign, etc.
4. Explain whether any work would be subcontracted, to whom, how much percentage of the work, the rationale for such, and the roles of the proposed sub-contractors and how everyone will function as a team.
5. Implementation plan including a Gantt Chart or Schedule indicating the detailed sequence of activities that will be undertaken and their corresponding timing.
6. Any other comments or information regarding the assignment approach and methodology that will be adopted.
7. Identify the risk factors and mitigation measures that will be adopted.

C. Management Structure, Staffing plan and CVs of Key Personnel

The Service Provider must provide:

- a) *Description of overall management approach toward planning and implementation of the assignment. Include an organization chart for the management of the project describing the relationship of key positions and designations. Provide a spreadsheet to show the activities of each personnel and the time allocated for his/her involvement.*
- b) *Names and qualifications of the key personnel that will perform the services indicating who is*

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- Team Leader, who are supporting, etc.;*
- c) *CVs demonstrating qualifications and experiences of key personnel; and*
- d) *Written confirmation from each personnel that they are available for the entire duration of the contract.*

D. Cost Breakdown per Deliverable*

	Deliverables <i>[list them as referred to in the RFP]</i>	Percentage of Total Price (Weight for payment)	Price (Lump Sum, All Inclusive)
1	Approved Evaluation Inception Report		
2	Approved Final evaluation report and Presentation of findings.		
		
	Total	100%	

**This shall be the basis of the payment tranches*

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 Price
I. Personnel Services				
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				
II. Out of Pocket Expenses				
1. Travel Costs				
2. Subsistence Allowance				
3. Communications				
4. Others				
III. Other Related Costs (Please specify)				

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

Annex 4

General Terms and Conditions for Services

1.0 LEGAL STATUS:

The Contractor shall be considered as having the legal status of an independent contractor vis-à-vis the United Nations Development Programme (UNDP). The Contractor's personnel and sub-contractors shall not be considered in any respect as being the employees or agents of UNDP or the United Nations.

2.0 SOURCE OF INSTRUCTIONS:

The Contractor shall neither seek nor accept instructions from any authority external to UNDP in connection with the performance of its services under this Contract. The Contractor shall refrain from any action that may adversely affect UNDP or the United Nations and shall fulfill its commitments with the fullest regard to the interests of UNDP.

3.0 CONTRACTOR'S RESPONSIBILITY FOR EMPLOYEES:

The Contractor shall be responsible for the professional and technical competence of its employees and will select, for work under this Contract, reliable individuals who will perform effectively in the implementation of this Contract, respect the local customs, and conform to a high standard of moral and ethical conduct.

4.0 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 UNDP.

5.0 SUB-CONTRACTING:

In the event the Contractor requires the services of sub-contractors, the Contractor shall obtain the prior written approval and clearance of UNDP for all sub-contractors. The approval of UNDP of a sub-contractor shall not relieve the Contractor of any of its obligations under this Contract. The terms of any sub-contract shall be subject to and conform to the provisions of this Contract.

6.0 OFFICIALS NOT TO BENEFIT:

The Contractor warrants that no official of UNDP or the United Nations has received or will be offered by the Contractor any direct or indirect benefit arising from this Contract or the award thereof. The Contractor agrees that breach of this provision is a breach of an essential term of this Contract.

7.0 INDEMNIFICATION:

The Contractor shall indemnify, hold and save harmless, and defend, at its own expense, UNDP, its officials, agents, servants and employees from and against all suits, claims, demands, and liability of any nature or kind, including their costs and expenses, arising out of acts or omissions of the Contractor, or

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the Contractor's employees, officers, agents or sub-contractors, in the performance of this Contract. This provision shall extend, inter alia, to claims and liability in the nature of workmen's compensation, products liability and liability arising out of the use of patented inventions or devices, copyrighted material or other intellectual property by the Contractor, its employees, officers, agents, servants or sub-contractors. The obligations under this Article do not lapse upon termination of this Contract.

8.0 INSURANCE AND LIABILITIES TO THIRD PARTIES:

8.1 The Contractor shall provide and thereafter maintain insurance against all risks in respect of its property and any equipment used for the execution of this Contract.

8.2 The Contractor shall provide and thereafter maintain all appropriate workmen's compensation insurance, or the equivalent, with respect to its employees to cover claims for personal injury or death in connection with this Contract.

8.3 The Contractor shall also provide and thereafter maintain liability insurance in an adequate amount to cover third party claims for death or bodily injury, or loss of or damage to property, arising from or in connection with the provision of services under this Contract or the operation of any vehicles, boats, airplanes or other equipment owned or leased by the Contractor or its agents, servants, employees or sub-contractors performing work or services in connection with this Contract.

8.4 Except for the workmen's compensation insurance, the insurance policies under this Article shall:

8.4.1 Name UNDP as additional insured;

8.4.2 Include a waiver of subrogation of the Contractor's rights to the insurance carrier against the UNDP;

8.4.3 Provide that the UNDP shall receive thirty (30) days written notice from the insurers prior to any cancellation or change of coverage.

8.5 The Contractor shall, upon request, provide the UNDP with satisfactory evidence of the insurance required under this Article.

9.0 ENCUMBRANCES/LIENS:

The Contractor shall not cause or permit any lien, attachment or other encumbrance by any person to be placed on file or to remain on file in any public office or on file with the UNDP against any monies due or to become due for any work done or materials furnished under this Contract, or by reason of any other claim or demand against the Contractor.

10.0 TITLE TO EQUIPMENT:

Title to any equipment and supplies that may be furnished by UNDP shall rest with UNDP and any such equipment shall be returned to UNDP at the conclusion of this Contract or when no longer needed by the Contractor. Such equipment, when returned to UNDP, shall be in the same condition as when delivered to the Contractor, subject to normal wear and tear. The Contractor shall be liable to compensate UNDP for equipment determined to be damaged or degraded beyond normal wear and tear.

11.0 COPYRIGHT, PATENTS AND OTHER PROPRIETARY RIGHTS:

11.1 Except as is otherwise expressly provided in writing in the Contract, the UNDP 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

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other materials which the Contractor has developed for the UNDP under the 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 the UNDP.

11.2 To the extent that any such intellectual property or other proprietary rights consist of any intellectual property or other proprietary rights of the Contractor: (i) that pre-existed the performance by the Contractor of its obligations under the Contract, or (ii) that the Contractor may develop or acquire, or may have developed or acquired, independently of the performance of its obligations under the Contract, the UNDP does not and shall not claim any ownership interest thereto, and the Contractor grants to the UNDP a perpetual license to use such intellectual property or other proprietary right solely for the purposes of and in accordance with the requirements of the Contract.

11.3 At the request of the UNDP; the Contractor shall take all necessary steps, execute all necessary documents and generally assist in securing such proprietary rights and transferring or licensing them to the UNDP in compliance with the requirements of the applicable law and of the Contract.

11.4 Subject to the foregoing provisions, all maps, drawings, photographs, mosaics, plans, reports, estimates, recommendations, documents, and all other data compiled by or received by the Contractor under the Contract shall be the property of the UNDP, shall be made available for use or inspection by the UNDP at reasonable times and in reasonable places, shall be treated as confidential, and shall be delivered only to UNDP authorized officials on completion of work under the Contract.

12.0 USE OF NAME, EMBLEM OR OFFICIAL SEAL OF UNDP OR THE UNITED NATIONS:

The Contractor shall not advertise or otherwise make public the fact that it is a Contractor with UNDP, nor shall the Contractor, in any manner whatsoever use the name, emblem or official seal of UNDP or THE United Nations, or any abbreviation of the name of UNDP or United Nations in connection with its business or otherwise.

13.0 CONFIDENTIAL NATURE OF DOCUMENTS AND INFORMATION:

Information and data that is considered proprietary by either Party and that is delivered or disclosed by one Party ("Discloser") to the other Party ("Recipient") during the course of performance of the Contract, and that is designated as confidential ("Information"), shall be held in confidence by that Party and shall be handled as follows:

13.1 The recipient ("Recipient") of such information shall:

13.1.1 use the same care and discretion to avoid disclosure, publication or dissemination of the Discloser's Information as it uses with its own similar information that it does not wish to disclose, publish or disseminate; and,

13.1.2 use the Discloser's Information solely for the purpose for which it was disclosed.

13.2 Provided that the Recipient has a written agreement with the following persons or entities requiring them to treat the Information confidential in accordance with the Contract and this Article 13, the Recipient may disclose Information to:

13.2.1 any other party with the Discloser's prior written consent; and,

13.2.2 the Recipient's employees, officials, representatives and agents who have a need to know such Information for purposes of performing obligations under the Contract, and employees officials, representatives and agents of any legal entity that it controls it, or with which it is under common control,

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who have a need to know such Information for purposes of performing obligations under the Contract, provided that, for these purposes a controlled legal entity means:

13.2.2.1 a corporate entity in which the Party owns or otherwise controls, whether directly or indirectly, over fifty percent (50%) of voting shares thereof; or,

13.2.2.2 any entity over which the Party exercises effective managerial control; or,

13.2.2.3 for the UNDP, an affiliated Fund such as UNCDF, UNIFEM and UNV.

13.3 The Contractor may disclose Information to the extent required by law, provided that, subject to and without any waiver of the privileges and immunities of the United Nations, the Contractor will give the UNDP sufficient prior notice of a request for the disclosure of Information in order to allow the UNDP to have a reasonable opportunity to take protective measures or such other action as may be appropriate before any such disclosure is made.

13.4 The UNDP may disclose Information to the extent as required pursuant to the Charter of the UN, resolutions or regulations of the General Assembly, or rules promulgated by the Secretary-General.

13.5 The Recipient shall not be precluded from disclosing Information that is obtained by the Recipient from a third party without restriction, is disclosed by the Discloser to a third party without any obligation of confidentiality, is previously known by the Recipient, or at any time is developed by the Recipient completely independently of any disclosures hereunder.

13.6 These obligations and restrictions of confidentiality shall be effective during the term of the Contract, including any extension thereof, and, unless otherwise provided in the Contract, shall remain effective following any termination of the Contract.

14.0 FORCE MAJEURE; OTHER CHANGES IN CONDITIONS

14.1 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 the UNDP, 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 the UNDP of any other changes in conditions or the occurrence of any event that interferes or threatens to interfere with its performance of this Contract. On receipt of the notice required under this Article, the UNDP 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.

14.2 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, the UNDP 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.

14.3 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.

14.4 The Contractor acknowledges and agrees that, with respect to any obligations under the Contract that the Contractor must perform in or for any areas in which the UNDP is engaged in, preparing to engage in, or disengaging from any peacekeeping, humanitarian or similar operations, any delays or failure to perform such obligations arising from or relating to harsh conditions within such areas or to

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any incidents of civil unrest occurring in such areas shall not, in and of itself, constitute force majeure under the Contract..

15.0 TERMINATION

15.1 Either party may terminate this Contract for cause, in whole or in part, upon thirty (30) days notice, in writing, to the other party. The initiation of arbitral proceedings in accordance with Article 16.2 ("Arbitration"), below, shall not be deemed a termination of this Contract.

15.2 UNDP reserves the right to terminate without cause this Contract at any time upon 15 days prior written notice to the Contractor, in which case UNDP shall reimburse the Contractor for all reasonable costs incurred by the Contractor prior to receipt of the notice of termination.

15.3 In the event of any termination by UNDP under this Article, no payment shall be due from UNDP to the Contractor except for work and services satisfactorily performed in conformity with the express terms of this Contract.

15.4 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, the UNDP may, without prejudice to any other right or remedy it may have under the terms of these conditions, terminate this Contract forthwith. The Contractor shall immediately inform the UNDP of the occurrence of any of the above events.

16.0 SETTLEMENT OF DISPUTES

16.1 Amicable Settlement: The Parties shall use their best efforts to settle amicably any dispute, controversy or claim arising out of 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.

16.2 Arbitration: Any dispute, controversy, or claim between the Parties arising out of the Contract or the breach, termination, or invalidity thereof, unless settled amicably under Article 16.1, above, within sixty (60) days after receipt by one Party of the other Party's written request for such amicable settlement, shall be referred by either Party to arbitration in accordance with the UNCITRAL Arbitration Rules then obtaining. The decisions of the arbitral tribunal shall be based on general principles of international commercial law. For all evidentiary questions, the arbitral tribunal shall be guided by the Supplementary Rules Governing the Presentation and Reception of Evidence in International Commercial Arbitration of the International Bar Association, 28 May 1983 edition. The arbitral tribunal shall be empowered to order the return or destruction of goods or any property, whether tangible or intangible, or of any confidential information provided under the Contract, order the termination of the Contract, or order that any other protective measures be taken with respect to the goods, services or any other property, whether tangible or intangible, or of any confidential information provided under the Contract, as appropriate, all in accordance with the authority of the arbitral tribunal pursuant to Article 26 ("Interim Measures of Protection") and Article 32 ("Form and Effect of the Award") of the UNCITRAL Arbitration Rules. The arbitral tribunal shall have no authority to award punitive damages. In addition, unless otherwise expressly provided in the Contract, the arbitral tribunal shall have no authority to award interest in excess of the London Inter-Bank Offered Rate ("LIBOR") then prevailing, and any such interest shall be simple interest only. The Parties shall be bound by any arbitration award rendered as a result of such arbitration as the final adjudication of any such dispute, controversy, or claim.

17.0 PRIVILEGES AND IMMUNITIES:

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Nothing in or relating to this Contract shall be deemed a waiver, express or implied, of any of the privileges and immunities of the United Nations, including its subsidiary organs.

18.0 TAX EXEMPTION

18.1 Section 7 of the Convention on the Privileges and Immunities of the United Nations provides, inter-alia that the United Nations, including its subsidiary organs, is exempt from all direct taxes, except charges for public utility services, and is exempt from customs duties and charges of a similar nature in respect of articles imported or exported for its official use. In the event any governmental authority refuses to recognize the United Nations exemption from such taxes, duties or charges, the Contractor shall immediately consult with the UNDP to determine a mutually acceptable procedure.

18.2 Accordingly, the Contractor authorizes UNDP to deduct from the Contractor's invoice any amount representing such taxes, duties or charges, unless the Contractor has consulted with the UNDP before the payment thereof and the UNDP has, in each instance, specifically authorized the Contractor to pay such taxes, duties or charges under protest. In that event, the Contractor shall provide the UNDP with written evidence that payment of such taxes, duties or charges has been made and appropriately authorized.

19.0 CHILD LABOUR

19.1 The Contractor represents and warrants that neither it, nor any of its suppliers is engaged in any practice inconsistent with the rights set forth in the Convention on the Rights of the Child, including Article 32 thereof, which, inter alia, requires that a child shall be protected from performing any work that is likely to be hazardous or to interfere with the child's education, or to be harmful to the child's health or physical mental, spiritual, moral or social development.

19.2 Any breach of this representation and warranty shall entitle UNDP to terminate this Contract immediately upon notice to the Contractor, at no cost to UNDP.

20.0 MINES:

20.1 The Contractor represents and warrants that neither it nor any of its suppliers is actively and directly engaged in patent activities, development, assembly, production, trade or manufacture of mines or in such activities in respect of components primarily utilized in the manufacture of Mines. The term "Mines" means those devices defined in Article 2, Paragraphs 1, 4 and 5 of Protocol II annexed to the Convention on Prohibitions and Restrictions on the Use of Certain Conventional Weapons Which May Be Deemed to Be Excessively Injurious or to Have Indiscriminate Effects of 1980.

20.2 Any breach of this representation and warranty shall entitle UNDP to terminate this Contract immediately upon notice to the Contractor, without any liability for termination charges or any other liability of any kind of UNDP.

21.0 OBSERVANCE OF THE LAW:

The Contractor shall comply with all laws, ordinances, rules, and regulations bearing upon the performance of its obligations under the terms of this Contract.

22.0 SEXUAL EXPLOITATION:

22.1 The Contractor shall take all appropriate measures to prevent sexual exploitation or abuse of anyone by it or by any of its employees or any other persons who may be engaged by the Contractor to perform any services under the Contract. For these purposes, sexual activity with any person less than eighteen years of age, regardless of any laws relating to consent, shall constitute the sexual exploitation

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and abuse of such person. In addition, the Contractor shall refrain from, and shall take all appropriate measures to prohibit its employees or other persons engaged by it from, exchanging any money, goods, services, offers of employment or other things of value, for sexual favors or activities, or from engaging in any sexual activities that are exploitive or degrading to any person. The Contractor acknowledges and agrees that the provisions hereof constitute an essential term of the Contract and that any breach of this representation and warranty shall entitle UNDP to terminate the Contract immediately upon notice to the Contractor, without any liability for termination charges or any other liability of any kind.

22.2 The UNDP shall not apply the foregoing standard relating to age in any case in which the Contractor's personnel or any other person who may be engaged by the Contractor to perform any services under the Contract is married to the person less than the age of eighteen years with whom sexual activity has occurred and in which such marriage is recognized as valid under the laws of the country of citizenship of such Contractor's personnel or such other person who may be engaged by the Contractor to perform any services under the Contract.

23.0 AUTHORITY TO MODIFY:

Pursuant to the Financial Regulations and Rules of UNDP, only the UNDP Authorized Official possesses the authority to agree on behalf of UNDP to any modification of or change in this Contract, to a waiver of any of its provisions or to any additional contractual relationship of any kind with the Contractor. Accordingly, no modification or change in this Contract shall be valid and enforceable against UNDP unless provided by an amendment to this Contract signed by the Contractor and jointly by the UNDP Authorized Official.