

**United Nations Development Programme**  
Programme of Assistance to the Palestinian People  
برنامج الأمم المتحدة الإنمائي / برنامج مساعدة الشعب الفلسطيني



Ref. IC-2022-PAL-183851

## INDIVIDUAL CONSULTANCY SERVICES

Date: 18 May 2022  
Reference: IC-2022-PAL-183851

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Country: State of Palestine

Project Title: Transboundary wastewater pollution control phase II.

Project No.: PAL10-00123704

Assignment Title: Preparation of scope of work and ToR for the design of Tulkarem wastewater treatment plant, treated wastewater transfer from Tulkarem and Nablus West to the Jordan Valley and reuse scheme in the Jordan Valley

Type of Contract: Individual Contract-International

Duty Station: Home-based with one week in Ramallah (PWA) office in Ramallah, West Bank, Palestine

Starting date: During May 2022

Duration: 20 working days, over a period of two calendar months

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Dear Bidder,

You are cordially invited to submit an application/offer as detailed in this Individual Consultancy (IC) Procurement Notice.

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:

<https://www.undp.org/content/undp/en/home/procurement/business/resources-for-bidders.html>

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 above link, sign in with username below, and follow the instructions in the user guide:

Username: event.guest

Password: why2change

If you are interested to participate in this Tender, it is strongly recommended that you log in and subscribe to the Tender using "Accept Invitation" feature so you can keep updated with Tender

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amendments including deadline. Note that in case of inconsistencies between information in eTendering system and other premises, information in eTendering system prevails.

Any request for clarification must be sent in writing to the e-mail address: **proc9.papp@undp.org** five (5) days before submission deadline. The procuring UNDP entity will respond in writing and will post the response via the UNDP e-tendering system, including an explanation of the query without identifying the source of inquiry.

To enable you to submit a proposal, enclosed please find enclosed:

Annex I	Terms of Reference (TOR)
Annex II	Instructions to Applicants
Annex III	Offeror's letter to UNDP confirming interest and availability, and submission of financial proposal
Annex IV	Individual Consultant General Terms and Conditions

**Final Deadline is set in the respective event (PAL10- 0000012527) in the eTendering system. Please register in the system and accept the invitation to receive automatic notifications of any possible changes to this event.**

Yours sincerely,

Nurjihan Riyad

Officer-in-Charge  
Procurement Unit  
UNDP/PAPP

18-May-2022

DocuSigned by:

*Nurjihan Riyad*  
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## ANNEX I

### TERMS OF REFERENCE (TOR)

#### Individual Contract

<b>Project Title:</b>	Transboundary wastewater pollution control phase II.
<b>Project No.:</b>	PAL10-00123704
<b>Title:</b>	Preparation of scope of work and TOR for the design of Tulkarem wastewater treatment plant, treated wastewater transfer from Tulkarem and Nablus West to the Jordan Valley and reuse scheme in the Jordan Valley
<b>Type of Contract:</b>	Individual Contract-International
<b>Duty Station:</b>	Home-based with one week in Ramallah (PWA) office in Ramallah, West Bank, Palestine
<b>Starting date:</b>	During May 2022
<b>Duration:</b>	20 working days, over a period of two calendar months

#### 1. BACKGROUND

A feasibility study for the Tulkarem Wastewater Treatment plant was prepared in the year 2008 by the Palestinian Water Authority. In 2010, Palestinian Water Authority (PWA) prepared a detailed design study for the first stage of the project. This includes a detailed design for a pre-treatment facility and wastewater collection system in 5 villages. However, the construction of the WWTP was put on hold due to lack of approval by Israeli Water Authority (IWA) on the proposed location at that time.

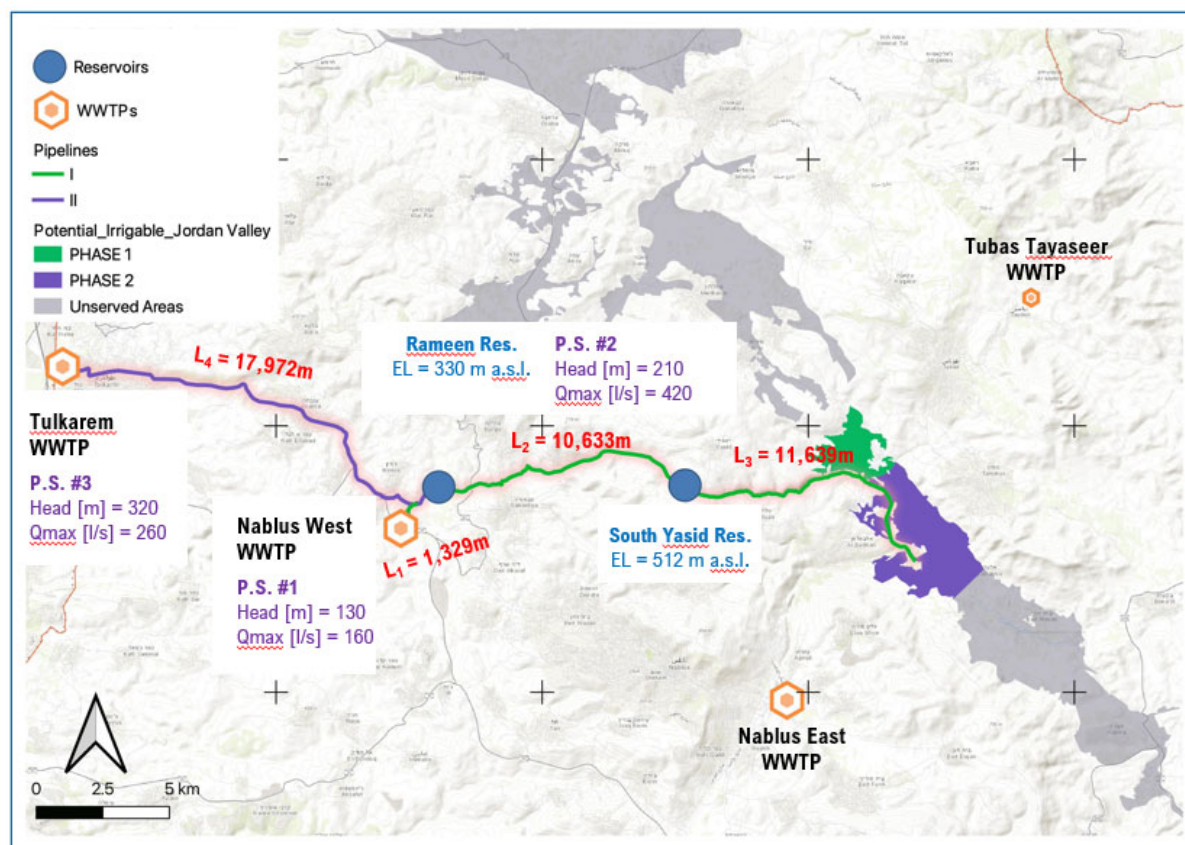
In the trilateral meeting held in October 2021 and facilitated by the Netherlands, PWA and IWA agreed to advance key priority water and wastewater projects to respond to the short-and medium terms needs in the West Bank. The construction of the Tulkarem WWTP was one of the key priority actions that both parties agreed upon. An approval for the construction of Tulkarem wastewater treatment plant was granted from IWA in January 2022.

Furthermore, and in line with its strategic plan to advance wastewater reuse in the West Bank, PWA prepared a feasibility study for wastewater reuse in the West Bank. The study explored options for collecting and pumping treated wastewater from Jenin, Nablus and Tulkarem wastewater treatment plants to the Jordan Valley.

To complement these ongoing efforts, PWA and through UNDP/PAPP has conducted a revision of the existing feasibility study for Tulkarem and prepared a road map for the development of Tulkarem wastewater treatment plant which was finalized in March 2022. In addition, a prefeasibility study for treated wastewater transfer for Tulkarem, and Nablus West WWTPs has been conducted with support of the OQ office. However, an updated detailed design and detailed EIA for the whole components of Tulkarem wastewater treatment, water transfer, and reuse scheme was not prepared yet.

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Based on the above, UNDP/PAPP is seeking the services of an international expert to prepare the TOR and scope of work for the full and detailed design of Tulkarem wastewater treatment plant, wastewater transfer infrastructures, and the reuse scheme as well as an Environmental Impact Assessment (EIA) for the main component of the project. The map below illustrates the project area.



## 2. OBJECTIVES OF THE ASSIGNMENT

The main objective of this assignment is to prepare the scope of work and TOR for undertaking the detailed design and detailed EIA for the wastewater treatment, water transfer and reuse scheme for Tulkarem-Nablus West to the Jordan Valley (An Nassariya- Al Jiftlek Area). Additionally, it should include the TOR for the design of wastewater collection systems for five villages in the area. The scope of work shall also include design of a capacity building programme for Tulkarem Joint Service Council, institutional arrangements for managing bulk treated wastewater at PWA/NWC and institutional arrangements in the demand area. The ultimate objective is to improve wastewater treatment service delivery and reduce the flowing of transboundary wastewater toward the green line through conveying and reusing the treated wastewater in the targeted area in Jordan River Valley as a first stage and later to Jenin Governorate.

## 3. SCOPE OF WORK

UNDP/PAPP seeks the services of an international consultant with expertise in wastewater treatment plant planning and design, water transfer infrastructures, reuse and institutional

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arrangements to undertake the preparation of scope of work and TOR for the execution of a detailed design study, detailed EIA, and the needed capacity building program for the Tulkarem Joint Service Council and related water user associations.

The scope of work and TOR should include all design elements and investment packages for the following four main components:

**Component 1:** Improved sewage collection and treatment which include Tulkarem WWTP and collection systems for Wadi Teen five villages.

**Component 2:** Capacity Building and Performance Improvement of Tulkarm JSC and water user associations in addition to arrangements at PWA/NWC

**Component 3:** Detailed design for the entire project including Tulkarem Wastewater treatment plant, treated wastewater transfer from Tulkarem to The Jordan Valley and reuse scheme.

**Component 4:** Detailed EIA for the entire project (for WWTP and the reuse scheme).

The consultant will be responsible for carrying out the following activities:

1. Desk review: the main documents that will be provided to the consultant are:
  - a. Feasibility study for Tulkarem WWTP that was carried out in 2008 through KFW project
  - b. Review and update of the Feasibility study carried out in 2022 through UNDP
  - c. Potential reuse of wastewater that will be completed end of May and is carried out through OQ
  - d. The general layout for water transfer options to the Jordan Valley as developed by PWA
  - e. Water system in the demand area (Jordan Valley) including supply sources, demands and how water system is managed in the area based on the available data in PWA
  - f. The master plan of Tulkarm wastewater prepared by the JSC
2. Data collection, if needed, from the targeted area which is Tulkarem Governorate
3. Conduct a field visit to project area starting from Tulkarem city to the demand area along the proposed layout of the pipelines, pumping stations and reservoirs
4. Field visits to the proposed project site, interviews with relevant stakeholders, and meetings. (Including PWA, Tulkarem Wastewater JSC, EQA, and other relevant representatives)
5. Review the institutional arrangements in PWA regarding the management of wastewater reuse and related wastewater transfer infrastructures.
6. Draft scope of work and TOR for the four components mentioned above. The consultant shall present the draft scope of work and TOR in a meeting to the relevant stakeholders, including donor's community. The meeting will be held at UNDP premises and will allow interactive feedback on the TOR and scope of work and minimize the time needed for reviewing the draft TOR. Noting that the draft TOR shall be submitted to PWA for revision and comments, the consultant shall improve the draft report accordingly.
7. Finalizing the scope of work and TOR based on the input from the participants in the meeting with focus on the feedback from UNDP and PWA

The consultant should work closely with the Palestinian Water Authority team and UNDP

#### 4. DELIVERABLES:

During the assignment period the consultant shall deliver the followings:

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1. An inception report including methodology, information collection plan, reporting outline and timetable within one week of signing the contract
2. The scope of work and TOR for executing detailed design of TulKarem WWTP, treated wastewater transfer infrastructures, reuse scheme, , and update EIA and design of capacity building programme for TulKarem JSC and water service providers in the Jordan Valley

#### 5. PAYMENT TERMS:

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

Payment No.	DELIVERABLES	% of payment
1	An inception report including methodology, information collection plan, reporting outline and timetable within one week of signing the contract	20% of contract price
2	The scope of work and TOR for executing detailed design of TulKarem WWTP and wastewater collection system for five localities, treated wastewater transfer infrastructures, reuse scheme, , and update EIA and design of capacity building programme for TulKarem JSC and water service providers in the Jordan Valley	80% of contract price

Two payments will be issued upon certification of UNDP responsible officer.

#### 6. LEVEL OF EFFORTS

The assignment will have a duration of two months. It is estimated that a total of 20 working days will be required to complete the assignment; however, a proposed timeline of the activities indicating number of working days should be submitted as part of the consultant detailed workplan in the proposal submitted by interested applicants. The consultant is expected to spend one week in Palestine to conduct the meetings and visit the project area.

#### 7. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

The consultant should demonstrate its proven experience related to the assignment and shall possess following:

##### Development and operational effectiveness

- Able to manage complex problems proactively and effectively
- Ability to operate effectively
- Consistently approach work with energy, positive and constructive attitude
- Strong analytical skills, interpersonal and communication skills
- Proven experience in water and wastewater sector

##### Professional experience

- The consultant should have at least 15 years of experience in wastewater networks, wastewater treatment plants and EIA
- Ten years of practical experience in the field of institutional development of water service entities (utilities, water companies)

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- At least implemented one similar assignment preferably in similar context

**Language requirements**

- Excellent use of English language (written and spoken), and preferably ability to speak Arabic language.

**Educational qualification**

- The consultant should hold a master's degree in civil engineering or related fields as a minimum.

**UNDP is committed to achieving workforce diversity in terms of gender, nationality and culture. Individuals from minority groups, indigenous groups and persons with disabilities are equally encouraged to apply. All applications will be treated with the strictest confidentiality.**

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## **ANNEX II**

### **INSTRUCTIONS TO APPLICANTS**

#### **1. Introduction**

UNDP/PAPP seeks technical & financial proposals from qualified individual consultants for the subject assignment as outlined under the Terms of Reference.

#### **2. Documents comprising the Technical and Financial Proposals**

Interested individual consultant must submit the following documents/information, which comprises the Technical & Financial Proposals:

- (i) Cover letter explaining why they are the most suitable for the work, with evidence that demonstrate the required competencies.
- (ii) Provide Curriculum vitae or P11 form including experience in similar projects and contact details of at least three (3) referees.
- (iii) Proposed methodology to achieve the tasks included in the ToR (not more than 5 pages)
- (iv) Submit a sample of one similar work.
- (v) Completed offeror's letter and financial proposal, found under Annex III.
- (vi) Two recommendation letters and two references including contact details.

#### **3. Evaluation and Award of Individual Contract**

Individual consultants will be evaluated based on the following method

- Lowest price and technically compliant offer method: the award of a contract should be made to the individual consultant whose offer has been evaluated and determined as both:
  - a) responsive/compliant/acceptable, and
  - b) offering the lowest price/cost (all-inclusive lump sum)

“responsive/compliant/acceptable” is defined as fully meeting the ToR, including fulfilling/meeting all requirements in section 7 of the ToR ” REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS”.

Note: Final selection may be subject to a successful interview with the recommended candidate.

The procuring UNDP entity reserves the right to accept or reject any Proposal, and to annul the solicitation process and reject all Proposals at any time prior to award of contract, without incurring any liability to the affected applicant or any obligation to inform the affected applicant or applicants of the ground for the UNDP's action.



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### ANNEX III

#### OFFEROR'S LETTER TO UNDP CONFIRMING INTEREST AND AVAILABILITY AND SUBMISSION OF FINANCIAL PROPOSAL

(Form Attached)

- **Lump sum contract**

The financial proposal shall specify a total lump sum amount, and payment terms around specific and measurable (qualitative and quantitative) deliverables (i.e. whether payments fall in installments or upon completion of the entire contract). Payments are based upon output, i.e. upon delivery of the services specified in the TOR. In order to assist the requesting unit in the comparison of financial proposals, the financial proposal will include a breakdown of this lump sum amount (including travel, per diems, and number of anticipated working days).

**Travel;**

All envisaged travel costs must be included in the financial proposal. This includes all travel to join duty station / repatriation travel. In general, UNDP should not accept travel costs exceeding those of an economy class ticket. Should the IC wish to travel on a higher class he/she should do so using their own resources.

In the case of unforeseeable travel, payment of travel costs including tickets, lodging and terminal expenses should be agreed upon, between the respective business unit and Individual Consultant, prior to travel and will be reimbursed

Your financial offer in US\$ shall specify **a total lump sum amount all-inclusive** and shall take into account various expenses incurred during the contract period and shall form the amount of the resulted contract between the winning Consultant/Contractor and UNDP. No other entitlements will be considered after submission of financial proposals.

The financial proposal shall be inclusive of all envisaged travel (such as but not limited to all travel to join duty station/return travel (one return trip only)), per diems/daily allowances - consultant is required to spend one week in Palestine). Daily Fee Breakdown should be attached under a separate sheet.

Submissions should be made via the online tendering system of UNDP. Any submission of the financial proposal via any other mean will cause the whole application from the candidate to be rejected and disregarded.

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**ANNEX IV**  
**INDIVIDUAL CONSULTANT GENERAL TERMS AND CONDITIONS**

Attached, and also available on

<https://www.undp.org/procurement/business/how-we-buy>